



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
11 AUGUST 2016

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The following document is the minutes of the Council Meeting held on Thursday, 11 August 2016. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on 13 October 2016 and therefore subject to change. Please refer to the minutes of the meeting of 13 October 2016 for confirmation.



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

11 AUGUST 2016

Present: Councillors J Arkan, N Cowling, K Rhoades, and S Townley.

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

Leave of Absence: Councillors R Degens and M Sultana.

The General Manager advised that he had received four requests for leave of absence for the current meeting of Council as follows:

Councillor	Date Received	Meeting Dates	Reasons
Cr Sultana	25 July 2016	28 July & 11 August 2016	Away from City.
Cr Degens	27 July 2016	28 July & 11 August 2016	Unavoidable absence.
Cr Knight	11 August 2016 at 10.04am	11 August 2016	Travelling to Queensland.
Cr Innes	11 August 2016 at 3.47pm	11 August 2016	Business dealings.

The General Manager advised that there was no quorum at the present time.

ADJOURNMENT OF MEETING

The General Manager declared, in accordance with clause 3.3.1 of the Code of Meeting Practice, the meeting be adjourned due to lack of quorum until 5.30pm, the time being 5.00pm.

The meeting resumed at 5.30pm.

The General Manager advised that as there was still not a quorum those Councillors present should consider the time, date and place that this meeting will be adjourned to, in accordance with clause 3.3.2(b) of the Code of Meeting Practice.

Those Councillors present were unanimous that the meeting originally scheduled for 5.00pm 11 August 2016 be held at 5.00pm on 25 August 2016 and include the Notices of Motion.

OPENING OF ADJOURNED MEETING

The meeting resumed 25 August 2016 at 5.00pm with the Mayor, Cr D Knight in the chair.

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

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

Leave of Absence: Councillor Innes

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.

LEAVE OF ABSENCE

- 179 **RESOLVED** (Degens/Sultana) that leave of absence as requested from Councillor Innes for the Adjourned meeting of 11 August 2016 be approved.

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

PUBLIC FORUM

No public forums.

PUBLIC ADDRESS

No public address.

CONFIRMATION AND ADOPTION OF MINUTES

- 180 **RESOLVED** (Townley/Arkan) that the minutes of the Ordinary meeting held on 28 July 2016 be confirmed as a true and correct record of proceedings.

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

NOTICES OF MOTION

NOM16/21 RECORD OF OUTSTANDING RESOLUTIONS

- 181 **RESOLVED** (Townley/Cowling) that an accessible standing record be maintained of all motions and resolutions and their progress towards completion.

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

NOM16/22 ASSESSMENT OF COFFS CUP PUBLIC HOLIDAY

- 182** **RESOLVED** (Townley/Arkan) that Council undertake public consultation, including but not limited to direct targeted contact with all schools and bus companies who run school services, in order to assess the impact of a gazetted public half day holiday for the Coffs Cup on the community.

VOTED FOR

Cr Rhoades

Cr Arkan

Cr Degens

Cr Townley

Cr Knight

Cr Cowling

VOTED AGAINST

Cr Sultana

GENERAL MANAGER'S REPORTS

**GM16/12 TRANSFORMATION TO SUSTAINABILITY (T2S) PROGRAM
UPDATE - NOM**

Executive Summary

At its meeting of 28 July 2016, Council resolved that a report be prepared updating Council on the status of the Transformation to Sustainability (T2S) Program.

The T2S program is part of Council's broader initiatives to achieve financial sustainability, which include a special rate variation, improved asset management and improved returns from commercial business units. These strategies were detailed in Council's Fit for the Future Improvement Proposal in June 2015, on the basis of which Council was assessed as 'fit'. Importantly efforts such as the T2S Program to reduce operational expenditure will mitigate the need for future increases in general rate revenue. Therefore, increased efficiency can lead to increased affordability for ratepayers for the services Council delivers.

The T2S Program thus far has exceeded its original saving target of \$3.2M in annualised savings, with a further 12 months to run on the program expected to yield further annualised savings. This has contributed significantly to the organisation's ongoing financial and operational sustainability and its ability to avoid special rate increases into the future. The one-off investment in the program has also been greater than anticipated; however, these costs have been fully offset by additional one-off savings.

Cont'd...

Council has been kept abreast of both the investment and savings resulting from the T2S Program as well as the general progress of the program via six regular briefings on 25 May 2015, 24 August 2015, 30 November 2015, 10 February 2016, 2 May 2016 and 14 June 2016. Considering the information provided at the regular briefings and information provided in this report it is recommended that Council note the T2S update report.

- 183 RESOLVED** (Degens/Rhoades) that Council note the Transformation to Sustainability (T2S) Program update report.

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

BUSINESS SERVICES DIRECTORATE REPORTS

BS16/30 DEFERRED DEVELOPER CONTRIBUTIONS POLICY - INCLUSION IN DEVELOPER CONTRIBUTIONS PLANS

Executive Summary

The purpose of this report is to present Council with the Developer Contributions Plans, consistent with the recently amended and adopted Deferred Development Contributions Policy, following their public exhibition for a period of 28 days from 20 June 2016 and report on the outcome of the exhibition period. The draft plans should now be considered for adoption.

- 184 RESOLVED** (Rhoades/Sultana) that Council adopt the following updated Developer Contributions Plans;

- Coffs Harbour Administration Levy
- Coffs Harbour City Centre Parking
- Coffs Harbour Mines and Extractive Industries
- Coffs Harbour Open Space
- Coffs Harbour Road Network
- Hearnes 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

Cont'd...

BS16/30 Deferred Developer Contributions Policy - Inclusion In Developer Contributions Plans...(Cont'd)

- 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.

BS16/31 BANK AND INVESTMENT BALANCES FOR JUNE 2016

Executive Summary

The purpose is to report on Council's Bank Balances and Investments as at 30 June 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.

185 RESOLVED (Townley/Degens) that Council:

1. 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) \$169,489,961 as at 30 June 2016.
2. Note the general fund unrestricted cash and investments totaling \$939,216 as at 30 June 2016.

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

BS16/32 ENVIRONMENTAL LEVY PROJECTS REPORT TO 30 JUNE 2016

Executive Summary

The purpose is to provide Council with a status report to 30 June 2016 on the projects funded under the Environmental Levy (EL) Program and make recommendations regarding revotes for each project. The Environmental Levy Program funds environmental projects that would not otherwise be undertaken with revenue funding.

Cont'd...

BS16/32 Environmental Levy Projects Report to 30 June 2016...(Cont'd)

There were 24 projects including six revoked projects that were not complete as at last year. As at 30 June 2016 two previous year projects and three current year projects are incomplete and have requested revoting to next year. All other projects are complete.

186 RESOLVED (Sultana/Degens) that Council:

1. Notes the status of Environmental Levy Program projects as at 30 June 2016 as outlined in the attachment.
2. Approves the following projects' surplus funds to be returned to the Environmental Levy Reserve for allocation to future projects:

<u>Project</u>	<u>Surplus Funds</u>
Conservation & Sustainable Management of Biodiversity	\$ 43,991.82
Environmental Levy Coordination	\$ 4,785.62
Green School Sustainability Fund 1415	\$ 4,146.14
Our Living Coast Sustainable Educational Program	\$ 1,235.38
Koala/Wildlife Corridor Bakker Dr Bonville Stage 3	\$ 37.75
Ocean View Headland Access & Rehabilitation	\$ 25,478.50
Bush Regeneration	\$ 372.16
Environmental Weed Control	\$ 5,338.25
Botanic Gardens Education Officer	\$ 767.26
Darkum Headland Access Rehabilitation	\$ 3,022.79
Restoration of Grey-headed Flying-Fox Maternity Camps	\$ 351.85
Projects with balances under \$10	\$ 0.92
Total	<u>\$ 89,528.44</u>

3. Notes the following project's surplus funds to be returned to the funding bodies:

Darkum Headland Access Rehabilitation	\$ 3,022.80
Ocean View Headland Access & Rehabilitation	\$ 25,478.51
	<u>\$ 28,501.31</u>

4. Notes that the financial result for year ended 30 June 2016 incorporates the Environmental Levy and Grants & Revenue revotes as recommended in this report summarised as follows:

<u>Project</u>	<u>EL</u>	<u>Grants/Revenue</u>
Culturally Significant Landscapes of the CH LGA	\$34,986.59	
Matching Grant Funding Pool	\$20,836.00	
1516 Green School Sustainability Fund	\$ 4,506.88	
Woolgoolga Beach Rehabilitation Project	\$ 9,709.41	\$ 9,709.41
Arrawarra Creek Coastal Zone Management Plan	<u>\$16,020.87</u>	<u>\$ 48,062.60</u>
Total	<u>\$86,059.75</u>	<u>\$ 57,772.01</u>

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

BS16/33 ENVIRONMENTAL LEVY PROGRAM REVIEW - PROJECT SCOPE

Executive Summary

This report provides Council with a project scope for the full review of the Environmental Levy Program for Council's consideration. To assist with the review it is recommended that a consultant be procured, particularly to review similar programs across local government and to facilitate the consultation with key stakeholders.

The review is targeted for completion before the process for the 2017/18 applications commences later this calendar year.

MOVED (Degens/Sultana) that Council endorse the Project Scope – Environmental Levy Program Review as attached and undertake a procurement process to select an appropriately qualified consultant to assist with the review.

AMENDMENT

187 RESOLVED (Townley/Cowling) that Council and the Environmental Levy Committee review their Terms of Reference prior to conducting a program review.

VOTED FOR

Cr Arkan
Cr Townley
Cr Sultana
Cr Cowling

VOTED AGAINST

Cr Rhoades
Cr Degens
Cr Knight

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**.

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

SUSTAINABLE COMMUNITIES DIRECTORATE REPORTS

SC16/47 COASTAL HAZARD PLANNING PROCESS - WOOLGOOLGA SEA WALL - PRELIMINARY ADVICE ON PROCESSES AND OPTIONS

Executive Summary

The objective of this report is to provide Council with a broad overview of the processes and issues associated with the potential construction of a sea wall at Woolgoolga.

Cont'd...

SC16/47 Coastal Hazard Planning Process - Woolgoolga Sea Wall - Preliminary Advice On Processes and Options...(Cont'd)

The report also provides an outline of the coastal hazard planning process followed to date under the existing coastal management framework, and the sequence of events that have led to this point.

- 188 RESOLVED** (Arkan/Sultana) that Council note the information contained in this report.

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

SC16/48 2016/17 DONATIONS AND RATES SUBSIDY PROGRAM

Executive Summary

Each financial year, Council is required under Section 356 of the Local Government Act to assess and approve applications submitted under the Donations Program.

Careful examination of each submission to this program ensures that funds are allocated in the most effective manner. This enables Council to be more accountable to the community in regard to the spending of Council funds and in being transparent about the level of financial support to community events and organisations.

Council's adopted 2016/17 Operational Plan provides for \$150,642 in direct donations, sponsorships and rate subsidies.

It is recommended that a 2016/17 Donations and Rate Subsidy Program totalling \$162,505 be adopted.

- 189 RESOLVED** (Townley/Rhoades) that Council:

1. Approve the 2016/17 Donations and Rate Subsidy Program as detailed in the table below:

Donations and Contributions	
Recipient	Amount (\$)
Donations Unallocated (Mayor)	10,000
Westpac Rescue Helicopter	500
Schools Annual Presentations	5,300
Relay for Life (Cancer Council)	2,500
North Coast Academy of Sport	5,500
Event Subsidies (Road Closures for Anzac Day Parades)	1,200
Southern Cross University Presentations	300

Cont'd...

SC16/48 2016/17 Donations and Rates Subsidy Program...(Cont'd)

Donations and Contributions	
Recipient	Amount (\$)
TAFE Presentations	300
Woolgoolga Volunteer Sea Rescue (Rates + Lease Fee)	1,100
DA Fees	4,000
Other Health Services – Life Education Van	4,000
Hope Bears Charity	250
TS Vendetta (Access Charge)	500
Reimbursement of Legal Fees for Lease Preparation	2,500
Variety Special Children's Christmas Party	250
Woolgoolga Senior Citizens Club (Insurance)	2,700
Coffs Harbour Spring Garden Festival	1,000
Coffs Ladies Silks Day	600
Rotary Club Coffs Coast Cycle Challenge	2,000
Coffs Harbour Agricultural Show	5,000
New Year's Eve Fireworks	3,000
Christmas Carols	15,000
Total	67,500

Rates Subsidy – Sporting and Cultural Groups	Amount (\$)
Advocate Park	14,029
Sawtell Toormina Sports & Recreation Club	12,439
Coffs Harbour Rugby Club	7,996
Coffs Harbour Hockey Fields	5,311
Coffs Harbour Kart Racing Track	1,410
Coffs Harbour Motor Cycle Club	2,799
Coffs Harbour Pistol Club	722
Woolgoolga Art Group (first instalment)	966
Coffs Harbour & District Aero Club	2,679
Glenreagh Mountain Railway	1,918
Woolgoolga Senior Citizens Centre	5,121
Nana Glen Hall	2,177
Bonville Hall	1,782
Ayrshire Park	16
Upper Orara Hall	2,103
Upper Orara Recreational Ground	652
Eastern Dorrigo (Ulong) Hall & Showground	16
Coramba Community Centre	2,063
Lower Bucca Community Centre	652
Woolgoolga Neighbourhood Centre	3,738
Nana Glen Sportsground	668
Lowanna Hall	652
Girl Guide Associate (Waste Service)	636
Total	70,545

Cont'd...

SC16/48 2016/17 Donations and Rates Subsidy Program...(Cont'd)

Rates Subsidy – Surf Life Saving Clubs	Amount (\$)
Coffs Harbour Surf Club	10,959
Woolgoolga Surf Club	4,507
Red Rock Corindi Surf Club	1,590
Sawtell Surf Club	7,404
Total	24,460
Total Rates Subsidy	95,005
Total Donations and Rates Subsidy	162,505

2. Approve a budget variation for \$11,863 from the General Fund to fund the shortfall in donations not included in the original budget.

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

**SC16/49 COMMITTEE MEMBERSHIP APPLICATION - YANDARRA
ABORIGINAL CONSULTATIVE COMMITTEE**

Executive Summary

To recommend to Council the appointment of two community members to the Yandarra Aboriginal Consultative Committee.

- 190 RESOLVED** (Arkan/Rhoades) that Council appoint the following committee member nominees, Patrick Brown and Deborah Dootson, to the Yandarra Aboriginal Consultative Committee.

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

SC16/50 COMMITTEE MEMBERSHIP - FACILITY ADVISORY & MANAGEMENT COMMITTEES

Executive Summary

To recommend to Council the appointment of community members to the advisory & facility management committees.

- 191 RESOLVED** (Arkan/Rhoades) that Council appoint the following committee member nominees, Robert Hoy & Sharon Allbeury to the Sportz Central Advisory Committee, Margo Hammond & Samantha Fauchon to the Lowanna Community Hall Facility Management Committee.

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

SC16/51 COFFS COAST TOURISM STRATEGIC PLAN 2020 - VISITOR INFORMATION SERVICES

Executive Summary

At its meeting of 28 July 2016, Council considered a Mayoral Minute and resolved 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.

Cont'd...

SC16/51 Coffs Coast Tourism Strategic Plan 2020 - Visitor Information Services...(Cont'd)

192 RESOLVED (Sultana/Degens) that Council:

1. Undertakes a staged approach to the implementation of the new model for visitor information services under the adopted *Coffs Coast Tourism Strategic Plan 2020*, over a six month period.
2. Allocate funding of \$140,000 to run the Coffs Harbour Visitor Information Centre for a six month period until 29 January 2017, concurrently with the remainder of the actions referenced in s11.1.1 from the Visitor Information Services section of the adopted *Coffs Coast Tourism Strategic Plan 2020*.
3. Receive a report in late 2016 on the status of the staged approach to the implementation of the new model for visitor information services under the adopted *Coffs Coast Tourism Strategic Plan 2020*.

VOTED FOR

Cr Rhoades
Cr Degens
Cr Townley
Cr Knight
Cr Sultana

VOTED AGAINST

Cr Arkan
Cr Cowling

SUSTAINABLE INFRASTRUCTURE DIRECTORATE REPORTS

SI16/33 SALE OF SURPLUS COUNCIL LAND - PART LOT 25 SECTION R DP17053 PARK BEACH, COFFS HARBOUR

Executive Summary

The purpose of this report is to obtain formal approval to accept an offer from an adjoining owner for the sale of surplus Council land.

193 RESOLVED (Degens/Arkan) that Council:

1. Accept from the owner of 97 Park Beach Road, Coffs Harbour the amount of \$15,000 inclusive of GST for the sale of Part Lot 25 Section R DP 17053 as defined in the attachment to this report.
2. Agree that each party pay their own legal and mortgagee consent expenses.
3. Agree that each party share equally the expenses associated with approvals for the subdivision, survey costs and plan registration expenses at LPI.
4. Execute under seal all necessary documents associated with the matter.

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

TRUST REPORTS

T16/9 CONTRACT NO. RFT-764-TO - MANUFACTURE, SUPPLY AND INSTALLATION OF RELOCATEABLE CAMP KITCHEN - SAWTELL BEACH HOLIDAY PARK

Executive Summary

Council, as Corporate Manager of the Coffs Coast State Park Trust, called for tenders to undertake the Manufacture, Supply and Installation of Relocatable Camp Kitchen – Sawtell Beach Holiday Park. The tender was advertised on 5 July 2016 and closed on 26 July 2016.

This report provides a preferred tender to Council, following assessment of all submissions under Council's tender evaluation process, and seeks Council's approval to accept a tender.

If the recommendations are adopted by Council, it is intended to enter into a contract with the recommended tenderer to undertake the required work.

The holiday parks are an important resource in meeting the recreational needs of the greater community as well as important tourist facilities drawing visitors to the region. Flow-on effect of visitation is deemed to have a generally positive impact upon the economic performance of the region.

Funds generated through the parks contribute to the social, environmental, economic and recreational development of the reserve system.

- 194** **RESOLVED** (Rhoades/Arkan) that Council, as Corporate Manager of the Coffs Coast State Park Trust, considers tenders received for Manufacture, Supply and Installation of Relocatable Camp Kitchen – Sawtell Beach Holiday Park, Contract No. RFT-764-TO, and adopt the recommendation as detailed in the confidential attachment.

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

This concluded the business and the meeting closed at 5.49pm.

Confirmed: 13 October 2016.

.....
Denise Knight
Mayor