



**COFFS HARBOUR CITY COUNCIL**  
**ORDINARY MEETING**  
**COUNCIL CHAMBERS**  
**COUNCIL ADMINISTRATION BUILDING**  
**COFF AND CASTLE STREETS, COFFS HARBOUR**  
**25 OCTOBER 2012**

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## COFFS HARBOUR CITY COUNCIL

### ORDINARY MEETING

25 OCTOBER 2012

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

**Staff:** General Manager, Director Corporate Business, Director of City Services, Director Land Use, Health & Development and Executive Assistant.

We respectfully acknowledge the Gumbayngirr Country and the Gumbayngirr 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.

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

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#### DISCLOSURE OF INTEREST

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No disclosures of interest.

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#### PUBLIC ADDRESS

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No public addresses.

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## CONFIRMATION OF MINUTES

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- 259** **RESOLVED** (Arkan/Degens) that the minutes of the Ordinary meeting held on 11 October 2012 be confirmed as a true and correct record of proceedings.
- 260** **RESOLVED** (Cowling/Innes) that in relation to item GM12/26 - Election of Deputy Mayor, the last paragraph should read "...declared that Cr J Arkan is elected Deputy Mayor for the ensuing 12 months".

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## GENERAL MANAGER'S REPORT

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### GM12/30 2012 DISCLOSURE OF INTEREST BY COUNCILLORS AND DESIGNATED PERSONS

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To table the Register of Returns received in accordance with s450A Local Government Act 1993

- 261** **RESOLVED** (Arkan/Palmer) that the Register of Disclosures by Councillors and designated persons for the period July 2011 – June 2012, as tabled, be noted.

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### GM12/31 WORKS IN KIND POLICY

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For Council to adopt the Works in Kind Policy.

- 262** **RESOLVED** (Arkan/Degens) that Council adopts the attached Works in Kind Policy.

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### GM12/32 ADMINISTRATION OF THE DEVELOPER CONTRIBUTIONS SYSTEM POLICY

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For Council to adopt the Administration of the Developer Contributions System Policy.

- 263** **RESOLVED** (Degens/Arkan) that Council adopts the attached Administration of the Developer Contributions System Policy.

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**GM12/33 SOCIAL MEDIA POLICY**

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To seek adoption of a new policy for Council, the Social Media Policy.

- 264 RESOLVED** (Arkan/Sultana) that Council adopts the attached Social Media Policy.

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**GM12/34 COMMUNITY STRATEGIC PLAN (CSP) REVIEW - COMMUNITY ENGAGEMENT STRATEGY**

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To seek Council adoption of the Coffs Harbour 2030 Review - Community Engagement Strategy.

- 265 RESOLVED** (Innes/Arkan) that Council adopts the Community Engagement Strategy for the Review of Coffs Harbour 2030 as attached to this report.

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**CORPORATE BUSINESS DEPARTMENT REPORTS**

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**CB12/88 ENVIRONMENTAL LEVY PROJECTS REPORT 30 JUNE 2012**

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To provide Council with a status report on the projects funded under the Environmental Levy (EL) Program and make recommendations regarding revotes for each project.

- 266 RESOLVED** (Arkan/Sultana):

1. That Council notes the status of Environmental Levy Projects as at 30 June 2012 as outlined in the attachment.
2. That the following projects' over-expenditures be allocated from existing Environmental Levy projects / funds as follows:

<u>Project</u>	<u>Deficit Funds</u>
Environmental Weed Control – Camphor Laurel Removal	\$ 151.10
Environmental Weed Control – Glory Lily	\$ 361.91
Environmental Weed Control – Vine Weeds	\$ (513.01)
Sustainable Management of Biodiversity in LGA	\$ 4,950.73
Environmental Levy Interest	\$ (4,951)

CB12/88 - Environmental Levy Projects Report 30 June 2012 (Cont'd)

3. That the following projects' surplus funds and completed projects with less than \$10 be returned to the funding reserve for allocation to future projects.

<u>Project</u>	<u>Surplus Funds</u>
Flying-fox Plan Implementation	\$ 609.15
The Implementation of the CH Vertebrate Pest Management Strategy	\$1,345.05
CH LGA Biodiversity Monitoring Program: Stage 2	\$ 223.38
Boambee Beach	\$ 94.22
Dunecare / Landcare Groups	\$4,174.33
Bush Regeneration	\$1,684.16
Darrunda Wajaarr Repair to Country High Priority Sites	\$ 821.69
Environmental Weed Control - Bitou Bush	\$ 265.82
Environmental Weed Control - Privet	\$ 238.33
Environmental Weed Control - Pine/Celtis/Pepper Tree	\$ 328.52
Environmental Weed Control – Vine Weeds	\$ 62.43
Various projects balances under \$10	<u>\$ 4.09</u>
Total	<u>\$9,851.17</u>

4. That it be noted the Financial Result for Year Ended 30 June 2012 incorporates the Environmental Levy Revotes as recommended in this Report summarised as follows:

<u>Project</u>	<u>Revote Funds</u>
Koala Plan of Management 2009 - Implementation 2010/11	\$46,321.33
Biodiversity Action Strategy Implementation 2009/2010	\$12,918.43
Green School Sustainability Fund	\$11,748.21
The Woolgoolga Flying-Fox Camp Strategy Including St 1 Imp	\$12,500.00
Coffs Ambassadors Interpretive Tours	\$ 8,574.25
Matching Grant Funding Pool	\$30,000.00
Coastal Headland Env. Protection - Woolgoolga Headland	\$39,720.55
Coastal Headland Env. Protection – Route Markers	\$40,000.00
West Coffs to CBD Cycleway (Stage 1)	\$82,304.04
Pipe Clay Lake Stormwater Community Education Project	\$10,500.00
Protection of the Sensitive Environs of Boambee Creek	\$ 3,472.93
Total	\$298,059.74

5. That it be noted the Financial Result for Year Ended 30 June 2012 incorporates Contribution Revotes as follows:

Hogbin Drive Koala Fencing	\$1,063.18
CH Class 5 Vegetation Map Validation 2012/13 received in advance	<u>\$ 6,000.00</u>
Total	<u>\$ 7,063.18</u>

6. Beacon Hill Regeneration / Assessment Project

It is recommended the funds held for this project in the EL Reserve of \$9,490.00 remain in the EL Reserve pending allocation to Marine Rescue CCTV.

7. That Council continues to monitor the Environmental Levy Program to ensure the earliest completion of projects.

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**CB12/89 COUNCIL MEETING DATES 2013**

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To seek Councillors' confirmation to set Council's meeting dates for the period January 2013 to December 2013.

**267 RESOLVED** (Arkan/Degens):

1. That no Council meetings be scheduled for January 2013.
2. That the first meeting in 2013 be scheduled for 14 February 2013.
3. That meetings from February to November 2013 are scheduled on the second and fourth Thursday of each month with the exception of March and April where the second meeting of these months will be held on Wednesday 27 March and Wednesday 24 April 2013.
4. That the last Council meeting for 2013 be held on 12 December.

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**CB12/90 STATUS OF THE JETTY4SHORES PHASE 1 PROJECT**

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To inform Council of the status of the Jetty4Shores Phase 1 Project.

- 268 RESOLVED** (Degens/Innes) that Council note the attached Project Plan and endorse the overall direction currently being undertaken.

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**CB12/91 AMENDMENT OF 2012 - 2013 WATER BACKFLOW FEES AND CHARGES**

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Following a period of public exhibition, approval is sought to change Council's 2012-2013 Fees and Charges Schedule related to a new schedule of fees for water backflow prevention to be implemented on 1 November 2012.

- 269 RESOLVED** (Innes/Sultanta) that the new schedule of fees for Water Backflow Prevention be adopted, effective from 1 November 2012.

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**CB12/92 DONATIONS PROGRAM 2012 / 2013**

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Determination of the Donations Program for 2012/2013.

- 270 RESOLVED** (Arkan/Degens):

1. The Donations and Rate Subsidy Programs for 2012/2013 as set out in the report, totaling \$117,782 be adopted.
2. That Council review the current Donations Policy and undertake a comprehensive assessment of the aims, goals and objectives of the Donations Program with a report to be brought back to Council for determination, prior to preparation of the budget for 2013/2014.

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**CB12/93 ANNUAL FINANCIAL STATEMENTS 2011/2012**

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Statements to be signed to meet legislative requirements in relation to the completion of the Annual Financial Statements for 2011/2012.

- 271 RESOLVED** (Arkan/Degens) that the "General Purpose Financial Statements – Statement by Councillors and Management" and "Special Purpose Financial Statements – Statement by Councillors and Management" forms for 2011/2012 be approved for completion by the designated signatories.



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**CB12/94 BANK BALANCES AND INVESTMENTS FOR JUNE 2012**

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To list Council's Bank Balances and Investments as at 30 June 2012.

**272 RESOLVED** (Arkan/Degens):

1. That the bank balances and investments totaling (from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) one hundred and seventy three million, fifty thousand, four hundred and eighty six dollars (\$173,050,486) as at 30 June 2012 be noted.
2. That the general fund unrestricted cash and investments totaling three million, three hundred and eighty thousand, five hundred and forty one dollars (\$3,380,541) as at 30 June 2012 be noted.

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**CB12/95 HOLIDAY PARKS TOURIST ACCOMMODATION TARIFFS 2013/14**

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To recommend the tourist accommodation tariffs to be charged during the 2013/2014 period for Park Beach Holiday Park, Sawtell Beach Holiday Park, Woolgoolga Beach Caravan Park and Woolgoolga Lakeside Caravan Park.

**273 RESOLVED** (Degens/Palmer) that Council, as Corporate Manager of the Coffs Coast State Park Trust and Woolgoolga Beach Reserve Trust, approve the Tariffs within the report for:

1. Park Beach Holiday Park
2. Sawtell Beach Holiday Park
3. Woolgoolga Beach Caravan Park
4. Lakeside Caravan Park

to be adopted effective 2 March 2013.

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**CB12/96 DRAFT PLAN OF MANAGEMENT FOR NORTHERN SECTION OF  
WOOLGOOLGA BEACH RESERVE (WOOLGOOLGA LAKESIDE)**

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To submit to Council, as Corporate Manager of the Woolgoolga Beach Reserve Trust, the Draft Plan of Management for Part Reserve 63076 for Public Recreation and Resting Place and Reserve 72664 for Public Recreation (Northern section of Woolgoolga Beach Reserve) and recommend that the Draft Plan be referred to the Department of Primary Industries, Crown Lands requesting approval to place the Draft Plan of Management on Public Exhibition.

- 274 RESOLVED** (Arkan/Degens) that Council, as Corporate Manager of the Woolgoolga Beach Reserve Trust, adopt the Draft Plan of Management for Part Reserve 63076 for Public Recreation and Resting Place and Reserve 72664 for Public Recreation (Northern section of Woolgoolga Beach Reserve) and grant approval for the Draft Plan to be referred to the Department of Primary Industries, Crown Lands requesting approval to place the Draft Plan on Public Exhibition.

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**CITY SERVICES DEPARTMENT REPORTS**

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**CS12/34 NSW WATER SUPPLY & SEWERAGE PERFORMANCE REPORT  
2010/11**

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To inform Council about the results of the 2010/11 NSW Water Supply and Sewerage Performance Report in relation to Coffs Harbour's system.

- 275 RESOLVED** (Arkan/Sultana) that
- That Council note the Performance Monitoring Report and the 2010-11 NSW Water Supply and Sewerage document in relation to Coffs Harbour's systems.

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**CS12/35 LIBRARY STRATEGIC PLAN**

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To recommend that Council adopt the *Coffs Harbour City Library Strategic Plan 2012-16*.

- 276 RESOLVED** (Arkan/Townley):
1. That Council adopt the *Coffs Harbour City Library Strategic Plan 2012-16* as appended.
  2. That funding sources and partnerships for a new library be identified as soon as practicable.

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**CS12/36 2012-2013 ROADS MAINTENANCE STRATEGY & BUDGET**

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To discuss the need for alternative road maintenance strategies to address challenges arising from the condition of Council's road network, and to seek Council's approval for the reallocation of funds within these programs in accordance with these strategies.

- 277** **RECOMMENDED** (Arkan/Townley) that Council approve the following reallocation of roads maintenance budgets within the 2012 / 2013 Local Roads Program.

Description	Budget	Reallocation	Revised Budget
Sealed Roads Reseals	\$931,000	+ \$350,000	\$1,281,000
Road Resurfacing	Nil	+ \$200,000	\$200,000
Gravel Patching	Nil	+ \$200,000	\$200,000
Urban Roads Maintenance	\$1,148,900	+ \$244,800	\$1,393,700
Traffic Facilities (lines and signs)	\$152,900	+\$20,000	\$172,900
Dust Seals	\$164,800	- \$164,800	Nil
Gravel Resheeting	\$207,000	- \$100,000	\$107,000
Sealed Roads Rehabilitation	\$1,646,265	- \$750,000	\$896,265
<b>TOTAL:</b>	<b>\$4,250,865</b>		<b>\$4,250,865</b>

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**CS12/37 SUBMISSION TO THE DRAFT NSW LONG TERM TRANSPORT MASTER PLAN**

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To consider Coffs Harbour City Council's response to the draft NSW Long Term Transport Master Plan.

- 278** **RESOLVED** (Palmer/Arkan) that Council approve a submission be made to Transport for NSW on the Draft NSW Long Term Transport Master Plan based on the comments in the following table.

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**CS12/38 BRIDGE REPAIRS - KIRTONS ROAD, BROOKLANA**

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To recommend that Council undertake bridge maintenance on Kirtons Road, Brooklana.

**279 RESOLVED** (Arkan/Townley) that Council:

1. Undertake the necessary repairs to the bridge on Kirtons Road, Brooklana, to be funded from Council's Bridge Program.
2. Approve the placement of a two tonne load limit on this bridge until the repairs can be carried out.

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**CON12/7 UNMAINTAINED ROADS**

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To recommend that Council revise its current policy and resolutions on "unmaintained roads", having regard to changes in common law and legislation that have occurred over recent years and develop a new policy reflecting Council's duty of care to users of all roads vested in (i.e. the property of) Council.

**280 RESOLVED** (Cowling/Innes):

1. That all property vested in Coffs Harbour City Council as a public road be inspected and placed on Council's asset register.
2. That Council inspect the roads that are proposed to be added to Council's asset register with a view to identifying the necessary remedial works to mitigate Council's risk exposure having regard to Council's limited resources.
3. That the notation on S149 Certificates for properties accessing these roads be amended appropriately.

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**CON12/8 ACQUISITION OF LAND - HOYS ROAD, MOONEE - UPDATE**

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To seek approval to classify Lot 9 DP 1140702 Hoys Road, Moonee prior to acquisition.

**281 RESOLVED** (Arkan/Palmer):

1. That upon its acquisition Lot 9 DP 1140702 Hoys Road, Moonee be classified as Operational Land under the Local Government Act 1993 (as amended).
2. That the confidential attachment be noted.

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**CON12/9 TECHNOLOGY GROUP BUSINESS PLAN**

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To provide information to Council in relation to the establishment of the Technology Group.

- 282 RESOLVED** (Arkan/Townley) that Council note the information provided in this report in relation to the development of the Technology Group Business Plan.

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**REQUESTS FOR LEAVE OF ABSENCE**

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- 283 RESOLVED** (Arkan/Innes) that Cr Sultana be granted leave of absence from Council from 8 November 2012.

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**MATTERS OF AN URGENT NATURE**

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**MUN12/17 Woolgoolga Beach Drowning**

Councillor Arkan spoke about the recent tragic drowning at Woolgoolga Beach and asked if signs saying "No Swimming", with appropriate pictures, could be placed in front of the boat ramp area or near the rocks where the rips are.

Cr Arkan also asked whether there could be some award given to the young people at Woolgoolga who had put their lives at risk.

The General Manager advised that a report would be brought back to Council on the matter.

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**QUESTIONS ON NOTICE**

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No questions on notice.

This concluded the business and the meeting closed at 5.57 pm.

Confirmed: 8 November 2012.

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Denise Knight  
Mayor