



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
22 AUGUST 2013

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

22 AUGUST 2013

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

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

Leave of Absence: Councillors R Degens and M Sultana.

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

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.

DISCLOSURE OF INTEREST

General Manager Steve McGrath	CB13/53 - World Rally Championships - Rally Australia Update	Non-Pecuniary - Less than significant conflict.
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APOLOGY

No apologies received.

PUBLIC ADDRESS

Time	Speaker	Item
5.00pm	Glenn Caldwell	CB13/53 - World Rally Championships - Rally Australia Update

Councillor Palmer introduced Jeff Holmes from CHCC and Alan Jeffery from NPWS who both made presentations regarding a NSW Tourism Award received for the Coffs Coast Regional Park - Solitary Islands Coastal Walk, under the category of New Tourism Development.

MAYORAL MINUTE

MM13/3 2013 LOCAL GOVERNMENT NSW CONFERENCE - VOTING DELEGATES FROM COFFS HARBOUR CITY COUNCIL

To appoint four voting delegates to represent the Coffs Harbour City Council at the 2013 Local Government NSW Annual Conference to be held in Sydney on the 1-3 October 2013.

- 198** **RESOLVED** (Knight) that Coffs Harbour City Council resolve the nomination of the Mayor and 3 (three) Councillors as voting delegates for the 2013 LGNSW Conference.

The Mayor moved that Councillors Arkan, Palmer and Innes be nominated.

Councillor Cowling self nominated.

- 199** **RESOLVED** (Knight/Rhoades) that as a result of a show of hands, Councillors Arkan, Palmer and Innes be declared as voting delegates for the 2013 LGNSW Conference.

CONFIRMATION OF MINUTES

- 200** **RESOLVED** (Arkan/Palmer) that the minutes of the Ordinary meeting held on 8 August 2013 be confirmed as a true and correct record of proceedings.

NOTICES OF MOTION

NOM13/11 PLANNING REFORM

201 RESOLVED (Townley/Cowling):

1. That Council write to Premier Barry O'Farrell requesting that another iteration of the Planning Bill 2013 Exposure Draft be developed in view of the large numbers of submissions and the new information which has resulted from these submissions.
2. Council acknowledges its own submission and is aware that more areas of concern have now been raised as a result of the volume and complexity of submissions. Council respectfully requests that is able to consider modifications to the existing draft based on this large body of additional information. Council further requests that the modified draft then be subject to a further consultative process.
3. That Council seek support from LGNSW in requesting NSW Department of Planning and Infrastructure to undertake further consultation on this matter for the reasons outlined above

GENERAL MANAGER'S REPORTS

GM13/21 OPERATIONAL PLAN REPORTING FOR THE QUARTER ENDED 30 JUNE 2013

To report on the progress of implementation of Council's 2012/2013 Operational Plan.

202 RESOLVED (Arkan/Palmer) that Council:

1. Notes the operational status of Council Services for the quarter ended 30 June 2013, as outlined in the body of this report.
2. Continues to monitor its performance with a view to improving service delivery.

GM13/22 ORGANISATION STRUCTURE

Following on from Council's consideration of this matter in February and March of this year, further opportunities have been explored in accordance with Council's Resolution No. 57/2013, that is an attempt to re-organise the responsibilities within the current three directorate structure by reallocation within those three directorates. This report will provide an overview of the deliberations thus far and seek Council's resolution to re-determine the organisation structure in accordance with Section 333 of the Local Government Act 1993.

MOTION

203 RESOLVED (Palmer/Innes):

1. That in accordance with Section 333 of the Local Government Act 1993 Council adopt the organisation structure identified as Attachment F within the attachments to this report, with one amendment and that is that the Waste Function remain in City Planning;
2. That in adopting the structure as outlined in (1) above, the positions within the organisation structure that are senior staff positions in accordance with Section 332 of the Local Government Act 1993 are:
 - Director Corporate Business
 - Director City Infrastructure Services
 - Director City Planning
 - Director Community Development
3. That the General Manager be requested to ensure that reports are brought back to Council with regard to the status of the Waste Function on a 6 monthly basis to enable a continuous review of the appropriateness of the Waste Function remaining in the City Planning Directorate.

AMENDMENT

MOVED (Cowling/Townley)

1. That in accordance with Section 333 of the Local Government Act 1993 Council adopt the organisation structure as set out below and;
2. That in adopting the structure as outlined in (1) above, the positions within the organisation structure that are senior staff positions in accordance with Section 332 of the Local Government Act 1993 are:

- Director Corporate Business
- Director of City Planning
- Director of City Infrastructure Services

- General Manager**
- Governance Services
- Corporate Planning
- Media
- Coffs Harbour 2030

GM13/22 - Organisation Structure (Cont'd)

Corporate Business

Customer Services

Business Units

Commercial Property Development

Airport; Holiday Parks & Reserves

Sports Unit

Telecommunications & New Technology

Corporate Information

Human Resources & Organisational Development

Finance

Tourism & Marketing

Economic Development

Community & Cultural Services

Community Development

Cultural Facilities including Jetty Memorial Theatre

Library Services

City Planning

Regulatory Enforcement

Environmental Services

Sustainable Planning

Development Assessment

Building Services

Precinct Planning

City Infrastructure Services

Strategic Asset Planning

Infrastructure Program

Engineering Services

City Works

Coffs Harbour Water

Environmental Laboratory

Waste Services

The **AMENDMENT** on being put to the meeting was **LOST**.

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

DIVISION

A division was duly called for, and those members voting for and against the motion were recorded:

FOR

Cr Innes

Cr Arkan

Cr Palmer

Cr Townley

Cr Rhoades

Cr Knight

AGAINST

Cr Cowling

GM13/23 MEDIA POLICY

For Council to adopt the Media Policy.

- 204 RESOLVED** (Arkan/Innes) that Council defer consideration of this matter pending further review of the draft and then a workshop with Councillors.

GM13/24 UNREASONABLE COMPLAINANT CONDUCT POLICY

For Council to adopt the Unreasonable Complainant Conduct Policy.

- 205 RESOLVED** (Palmer/Innes) that Council adopts the Unreasonable Complainant Conduct Policy.

GM13/25 BOTANIC GARDEN WEDDING AND EVENT USAGE POLICY

For Council to adopt the Botanic Garden Wedding and Event Usage Policy.

- 206 RESOLVED** (Arkan/Palmer) that Council adopts the Botanic Garden Wedding and Event Usage Policy.

GM13/26 LIBRARY OPERATIONS POLICY

For Council to adopt the Library Operations Policy.

- 207 RESOLVED** (Palmer/Innes) that Council adopts the Library Operations Policy.

GM13/27 COFFS HARBOUR REGIONAL GALLERY COLLECTIONS POLICY

For Council to adopt the Coffs Harbour Regional Gallery Collections Policy.

- 208 RESOLVED** (Arkan/Townley) that Council adopts the Coffs Harbour Regional Gallery Collections Policy.

GM13/28 POLICY REVIEW 2013

For Council to adopt the policy register as tabled.

- 209 RESOLVED** (Palmer/Arkan) that the policy register as tabled is adopted.

CITY SERVICES DEPARTMENT REPORTS

CS13/43 NSW GOVERNMENT ASSESSMENTS OF COUNCIL FINANCES AND INFRASTRUCTURE

To discuss the findings of recent assessments of Coffs Harbour City Council finances and infrastructure undertaken by NSW Government Treasury Corporation and the NSW Department of Premier and Cabinet Division of Local Government respectively.

- 210 RESOLVED** (Palmer/Townley) that:
1. Council note the NSW Treasury Corporation assessment of Councils financial sustainability as “weak” with a “negative” outlook, and the current status and future actions proposed to address this issue.
 2. Council note the NSW Department of Premier and Cabinet (Division of Local Government) assessment of Councils Infrastructure Asset Management as “weak”, and the current status and future actions proposed to address this issue.

CS13/44 GUIDELINES FOR THE ESTABLISHMENT OF COMMUNITY GARDENS

The purpose of this report is to inform Council about the “*Guidelines for the Establishment of Community Gardens*” that have been developed to assist community interest groups who may seek to establish a community garden.

The guidelines have been developed in response to recommendations contained within the Coffs Harbour Open Space Strategy 2010.

The objective of Council's Guidelines for the Establishment of Community Gardens is to set out a clear process for the establishment of community gardens on Council owned or managed land. This will assist both community groups and council staff in ensuring an effective and efficient system for progressing community gardens in the local government area (LGA) in the future.

- 211 RESOLVED** (Arkan/Townley) that Council endorse the Guidelines for the Establishment of Community Gardens.

CORPORATE BUSINESS DEPARTMENT REPORTS

CB13/50 DONATIONS PROGRAM 2013/2014

Determination of the Donations Program for 2013/2014.

- 212 RESOLVED** (Rhoades/Arkan) that the Donations and Rate Subsidy Programs for 2013/2014 as set out in the report, totaling \$129,513 be adopted.

AMENDMENT

MOVED (Innes/) that the motion be deferred until the end of October until Councillors can look at who is receiving money.

The **AMENDMENT** lapsed for want of a seconder.

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

CB13/51 ENVIRONMENTAL LEVY PROJECTS REPORT 30 JUNE 2013

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

213 RESOLVED (Townley/Palmer):

1. That Council notes the status of Environmental Levy Projects as at 30 June 2013 as outlined in the attachment.
2. 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>
Orara River Restoration Project (balance after recommendation 2)	\$ 284.19
Equipment to Help our Native Wildlife	\$ 72.73
Impact on Freshwater Ecosystems	\$ 219.27
The Woolgoolga Flying-Fox Camp Strategy	\$ 17.75
CH Class 5 Vegetation Map Validation	\$ 545.45
Coffs Creek Northern Reach Restoration 2030 Project	\$ 26.11
Our Living Coast Sustainable Living Festival	\$ 144.97
Bush Regeneration	\$ 153.08
Environmental Weed Control	\$ 353.04
Botanic Gardens Education Officer	\$ 78.52
Pipe Clay Lake Stormwater Community Education Project	\$4,051.47
Various projects balances under \$10	\$ 15.58
Total	<u>\$5,962.16</u>

3. That it be noted the Financial Result for Year Ended 30 June 2013 incorporates the Environmental Levy Revotes as recommended in this Report summarised as follows:

<u>Project</u>	<u>Revote Funds</u>
Project Review of the KPoM first stage Northern Precinct Area	\$27,217.05
KPoM Review of Koala Populations -South & West Precincts	\$75,000.00
Biodiversity Action Strategy Implementation 2009/2010	\$9,255.38
Vertebrate Pests Management Strategy Implementation	\$5,112.22
Green School Sustainability Fund	\$14,248.82
Coffs Ambassadors Interpretive Tours	\$1,918.56
Building an Information Base at Multiple Scales of the Eucalypts of the Coffs Harbour Region	\$11,200.00
Aquatic Biodiversity Survey & Baseline Mapping of Freshwater Crayfish & Aquatic Species of the MNC	\$2,000.00
Matching Grant Funding Pool	\$3,725.00
Moonee Reserve Amenity Improvement Project	\$ 605.36
Buluunggal (Coffs Creek) Interpretive Bush Tucker Trail	\$9,900.00
West Coffs to CBD Cycleway (Stage 1)	\$73,081.46
Coffs Bike Plan	\$20,275.00
Blueberries don't have to make the catchment Blue Hearn's Lake	\$11,000.00
Korora Lagoons Aquatic Weed Control Program	\$5,012.39
Total	<u>\$269,551.24</u>

CB13/51 - Environmental Levy Projects Report 30 June 2013 (Cont'd)

4. That it be noted the Financial Result for Year Ended 30 June 2013 incorporates Contribution & Grant Revotes as follows:

Hogbin Drive Koala Fencing	\$ 368.41
Coffs Bike Plan	\$ 20,275.00
Total	<u>\$ 20,643.41</u>

5. Beacon Hill Regeneration / Assessment Project

It is recommended the balance of \$5,290, previously held in the EL Reserve, that is no longer required be allocated to future projects.

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

CB13/52 ANNUAL TOURISM REPORT TO COUNCIL

To provide to Council an annual overview of key activities and outcomes of Council's Tourism Unit.

- 214 RESOLVED** (Palmer/Innes) that Council note the Annual Tourism Report.

The General Manager declared a Non-Pecuniary Interest in the following matter and took no part in the discussion thereof.

CB13/53 WORLD RALLY CHAMPIONSHIPS RALLY AUSTRALIA UPDATE

To provide to Council an update from WRC – Rally Australia Event Manager David Catchpole.

- 215 RESOLVED** (Arkan/Innes) that Council note the update provided by Glenn Caldwell on behalf of David Catchpole.

LAND USE HEALTH & DEVELOPMENT DEPARTMENT REPORTS

L13/26 LOCAL GROWTH MANAGEMENT STRATEGY REVIEW - PROJECT PLAN AND CONSULTANT BRIEF - STAGE 1

The purpose of this report is to seek Council's endorsement of a Stage 1 Project Plan to allow the Local Growth Management Strategy (LGMS) to be reviewed. Council's endorsement is also sought for a Request for Quotation Consultant Brief to allow for the engagement of an appropriately qualified consultant to undertake a Land Capacity Assessment Audit (LCAA).

216 RESOLVED (Townley/Arkan):

1. That Coffs Harbour City Council endorse the Local Growth Management Strategy Review Project Plan – Stage 1 (Attachment 1).
2. That Coffs Harbour City Council endorse the Consultant Brief Request for Quotation for the Land Capacity Assessment Audit (Attachment 2).
3. That Coffs Harbour City Council engage an appropriately qualified consultant to prepare a Land Capacity Assessment Audit.

L13/27 REVISION OF THE COFFS HARBOUR COMPREHENSIVE KOALA PLAN OF MANAGEMENT 1999

The purpose of this report is to inform Council of the proposed revision of the Coffs Harbour Koala Plan of Management 1999 (KPOM).

217 RESOLVED (Townley/Palmer):

1. That Council notes this report regarding the revision of the Coffs Harbour City Comprehensive Koala Plan of Management.
2. That Council advises the Department of Planning and Infrastructure of its proposed revision of the Coffs Harbour City Comprehensive Koala Plan of Management and seeks clarification on the relisting of Coffs Harbour on Schedule 1 of the State Environmental Planning Policy 44 – Koala Habitat Protection.

REQUESTS FOR LEAVE OF ABSENCE

No requests for leave of absence.

MATTERS OF AN URGENT NATURE

MUN13/7 Thompsons Road Dog Park

Councillor Innes advised he had been told that a dog had been poisoned by a bait at the Thompsons Road dog park and was dead within 30mins. Cr Innes asked if this matter could be investigated.

QUESTIONS ON NOTICE

No questions on notice.

This concluded the business and the meeting closed at 6.36 pm.

Confirmed: 26 September 2013.

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Denise Knight
Mayor