



MINUTES OF THE EXTRAORDINARY MEETING OF KEMPSEY SHIRE COUNCIL

Tuesday 23rd March 2004 commencing at 12.47pm.

PRESENT:

Councillors J A C Hayes, (Mayor and Chairman), J H Howell, R J Bowen, T Hunt, P J Parkinson, B R Sowter and J Sproule.

General Manager, A V Burgess; Director Engineering, K J Finnie; Acting Director Environmental Services, R B Pitt; Acting Director Corporate and Community Services, A P Curtin; Director Business Enterprises, G B Snape, Pat Hanrahan and Donna Pearson.



APOLOGY:

2004. 193

RESOLVED:

*Moved: Cl. Howell
Seconded: Cl. Hunt*

That the apology submitted by Councillor N Joukhadar for non-attendance at the meeting be accepted and leave of absence granted.



CONSIDERATION OF CONFIDENTIAL REPORTS

2004. 194

RESOLVED:

*Moved: Cl. Howell
Seconded: Cl. Hunt*

That the confidential reports be considered in the confidential section of the meeting.



CONSIDERATION OF LATE REPORTS

2004. 195

RESOLVED:

*Moved: Cl. Howell
Seconded: Cl. Sproule*

That the late reports be considered in conjunction with the relevant Director's reports.



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MAYOR

ADOPTION OF AGENDA ORDER OF BUSINESS

2004. 196

RESOLVED:

*Moved: Cl. Sproule
Seconded: Cl. Hunt*

That the Agenda Order of Business be adopted.

DIRECTOR ENGINEERING REPORT

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| DE1 | PLAN OF MANAGEMENT – MATTYS FLAT, SOUTH WEST ROCKS FILE: C1-2 APV COPY: APC {Folio No. 271926} |
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SUMMARY:

Reporting on the offer of a grant for the preparation of a Plan of Management for Mattys Flat Reserve.



At the Council meeting on 13th May 2003, it was resolved:

“That Council make application to the Caravan Parks Levy Committee, Department of Sustainable Resources, for a grant to allow for the preparation of a Plan of Management embracing a feasibility study for the future development of the Mattys Flat area, South West Rocks, as a possible marina/boat harbour”.

In a letter dated 2nd March 2004, Council has received advice from Hon. Tony Kelly MLC, Minister Assisting the Minister for Natural Resources (Lands) that a grant of \$20,000 be offered towards the cost of the preparation of a Plan of Management for Mattys Flat Reserve. Provision of the grant is subject to Council undertaking to meet the balance of any funds required to complete the project.

The Mattys Flat area has been identified as a site where much of the marine infrastructure on the Lower Macleay River can be centralised. Any investigations in respect of a marina/boat harbour development will need to include the public recreation reserve and the area on Crown Land below the Mean High Water Mark of the river.

Any re-development of the waterfront will have an impact on the recreation reserve including issues such as parking, traffic management, public access, etc. The grant offer is to be applied towards the cost of a Plan of Management. A feasibility study for the future development of the area as a possible marina/boat harbour would be beyond the scope of the grant and would require additional funding specifically for the Mattys Flat Reserve.

Funding for studies relating to boating infrastructure was usually provided through the Waterways program administered through DIPNR, through the

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MAYOR

Department of Land's Minor Ports Program where commercial fishing fleet facilities are involved or, possibly, through the NSW Waterways Waterways Asset Development and Management Program (WADAMP). It should be noted that funding provided under any of these programs is on a 1:1 basis, with Council having to match any funding offered. An application would need to be submitted and any offer of funding may take some time. The future of the DIPNR Waterways Program is uncertain following that re-organisation of that Department. NSW Waterways would consider the application if facilities were being provided for the public benefit (as opposed to a private operation) but place a higher priority on the actual provision of infrastructure compared with initial investigations.

The estimated cost of a feasibility study/plan of management for this area including the water component is \$40,000. In order to progress this study, an option would be for Council to fund the estimated additional amount of \$20,000.

Director's Comment:

The grant offer should be accepted to allow initiation of the Plan of Management and development of a concept plan for the area. By provision of funds next financial year, applications to DIPNR can be made to undertake the feasibility study.

Financial Implication

The financial implication of the following recommendation is that an amount of \$20,000 would need to be set aside in the 2004/05 budget, for a feasibility study for a marina/boat harbour.

Report Implications:

There are no policy or statutory implications arising from the following recommendation.

Director Engineering recommendation:

- 1. That the grant offer of \$20,000 for the preparation of a Plan of Management for Mattys Flat Reserve be accepted.**
- 2. That the provision of \$20,000 be made in the 2004/2005 budget for a feasibility study for a marina/boat harbour.**

MOVED:

***Moved: Cl. Bowell
Seconded: Cl. Parkinson***

That the Director Engineering recommendation be adopted.

An Amendment was MOVED:

***Moved: Cl. Sowter
Seconded: Cl. Hunt***

That the grant offer of \$20,000 for the preparation of a Plan of Management for Mattys Flat Reserve be accepted.

The AMENDMENT was PUT to the MEETING and was CARRIED, became the MOTION and was CARRIED.

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|--------------------|---|
| DE2 | FLOODPLAIN MANAGEMENT PROGRAM |
| FILE: FM500 | APV COPY: APC {Folio No. 271927} |

SUMMARY:

Reporting on the grant offer for Floodplain Management Program for 2003/2004.



At its meeting on 9th December 2003, Council resolved to accept an offer in the amount of \$333,000 for projects under the Floodplain Management Program on a 2:1 funding basis.

At its meeting on 13th January 2004, Council resolved to accept the offer of financial assistance in the amount of \$87,200 for the maintenance element of the Program on a 1:1 funding basis.

At its meeting on 12th February 2004, Council resolved to accept the offer of financial assistance, in the amount of \$20,000 for the Lower Macleay Floodplain Management Study under the 1:1:1 2003/2004 Floodplain Management Program, and to accept an additional offer of \$10,000 under the 2002/2003 program.

Council has received further advice from Hon. Craig Knowles, MP, Minister for Infrastructure and Planning, Minister for Natural Resources of financial assistance for its Floodplain Management Program for 2003/2004 under the 1:1:1 subsidy component.

The offer of funding in the amount of \$100,000 is for the Kempsey Voluntary Purchase project and would require a Council contribution of \$50,000 for a total project value of \$150,000. In the 2003/2004 budget Council has only provided an amount of \$16,667 for this project, for a total project value of \$50,000.

In the other components of the Floodplain Program Council has previously considered and accepted grant offers requiring a combined contribution by Council of \$268,700. This was less than the full amount sought under the Program. In the 2003/2004 Council has provided an amount of \$323,333 as its contribution for the Floodplain programs. An amount of \$54,633 under this program has not yet been committed.

A survey of the Kempsey Floodway has revealed that there are still 42 houses that should ideally be removed over time. Funding in the amount of \$50,000 has been received for this project in 2002-2003. With the recent increase in property values in Kempsey, the amount of \$50,000 per annum for the purchase of properties is considered to be too low and it is desirable

that the funding should be increased. The removal of properties from within the Kempsey Floodway is very important in achieving the aims of the Floodplain Management Plan.

Should Council wish to take up the offer, acceptance in accordance with the Conditions for Financial Assistance under the Floodplain Management Program needs to be confirmed within 45 days of the letter of offer.

Director's Comment:

Additional funding has been offered by the Commonwealth and State Governments to provide a significant boost to this project. Council has funds available within its current budget and is urged to accept the offer of \$100,000.

Financial Implication

The financial implication of the following recommendation would be an increase in Council's contribution for this project, from \$16,667 to \$50,000. Funding is provided within the 2003/2004 budget.

Report Implications:

There are no policy or statutory implications arising from the following recommendation.

2004. 198

RESOLVED:

*Moved: Cl. Howell
Seconded: Cl. Parkinson*

That the offer of financial assistance in the amount of \$100,000 for the Kempsey Voluntary Purchase Project under the Floodplain Management Program for 2003/2004 be accepted in accordance with the Conditions for Financial Assistance under the Floodplain Management Program.



At this stage 1.15 p.m. the Meeting adjourned for Luncheon and upon resumption at 2.07 p.m. all present at the adjournment were in attendance except Councillor Sproule.



PUBLIC FORUM

At this stage the Mayor invited Mr John Bourne to address Council regarding DBE4 – Caravan Parks Management Plans



CONSIDERATION OF REPORTS RELATING TO PUBLIC FORUM – Reports DBE4.

That the report relating to PUBLIC FORUM be dealt with immediately.

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|-------------|---------------------------------------|---------------------------|
| DBE4 | CARAVAN PARKS MANAGEMENT PLANS | |
| | FILE: C1-2 GBS | {Folio No. 271944} |

SUMMARY:

Reporting on submissions received in relation to the review and updating of Caravan Park Management Plans.



Council adopted Caravan Park Management Plans in 1998.

In the second half of 2003 a review and update of these Plans was undertaken, culminating with Council at its meeting of 13th January 2004 resolving that the Draft Management Plans be placed on public exhibition and that public meetings be held in each Park.

The public exhibition period commenced with first advertisements on 2nd February 2004 and closed 26th February 2004, with the meetings in the Parks being held on 12th and 13th February 2004.

Submissions received numbered 65, representative of the Parks as follows:

| | |
|---------------|----|
| Crescent Head | 17 |
| Hat Head | 22 |
| Stuarts Point | 21 |
| Grassy Heads | 5 |

Every response has been collated, summarised, and reported to the Caravan Park Committee.

Many of the issues raised were of a relatively minor nature, and were in respect of maintenance and other aspects of the operations rather than the Management Plans and proposed Capital Works. These will be referred to Park Management for appropriate action.

The main areas of concern are set out below –

Crescent Head

- objection to existing and/or additional cabins on the park
- objection to the style, appearance, grouping of cabins on the park
- security/safety fencing not to restrict public access
- security/safety fencing not to trap pedestrians in case of deviant cars
- insufficient parking (particularly day visitor)

- do not provide a concrete path around surf club (ugly, encourages skates, bikes)
- need to upgrade public amenities (disabled).

Hat Head

- retain unrestricted public access to the footbridge/beach area
- ensure no encroachment/impact on dunal system at northern park boundary
- ensure safety and public access at playground (fencing/shade)
- insufficient parking (day visitors).

Stuarts Point

- separate day visitor amenities required
- additional lighting (safety/security) is required
- trees need to be removed (also affects lighting)

Grassy Head

- Keep cabins away from day visitor and low-level areas
- Separate patron and day visitor facilities and areas

The Caravan Park Committee has considered the matters raised at the public meetings and the submissions at meetings held –

- a) 18th and 25th February 2004, and
- b) 4th and 5th March 2004.

Minutes of these meetings have been presented to Council and should be read in conjunction with this report.

1. Request for Extension of Time

The Hat Head Community Group has requested that Council grant an extension of time for the review of the Management Plans. It was suggested that “more consultation, awareness, and a voice from the community” was needed.

It is important that Council finalise the Management Plan process in March 2004, so that the concepts contained therein can be incorporated in the design for compliance and upgrading programs for Hat Head, Stuarts Point, and Grassy Heads Holiday Parks.

The target date for completion of the upgrading programs is November 2004. To delay the adoption of the Management Plans at this stage would jeopardise the completion of the works.

2. Day Visitation Areas

One of the major issues raised in the Caravan Parks Management Plan, and in the submissions received, is the inextricable linkage between the Caravan Parks and the adjoining day visitor areas.

Whilst the patrons of the caravan parks are primary users of the surrounding areas of public open space, and the condition of these areas is important to the overall appeal of the Caravan Parks, the Management Plan and submissions thereon show that the Day Visitor Areas are imposing significant costs on the operation of the Caravan Parks.

For example, requests for new (or better) public amenities, picnic areas, walkways, landscaping, etc.

The Caravan Park Committee has considered this matter and recommends to Council –

“That Council adopt the philosophy of approach that General Revenue Funds be allocated for the provision of assets on Day Visitor Areas adjacent to Caravan Parks, with the Caravan Park Management Team to be responsible for the ongoing maintenance and management of those Day Visitor Areas”.

This would place the Crescent Head, Hat Head, Stuarts Point, and Grassy Heads day visitor areas on a similar footing to that of the Horseshoe Bay area.

3. Grassy Head Holiday Parks

The Grassy Head Caravan Park has been a “loss” centre for Council and is unlikely to be profitable under the current regime as a standard caravan park.

Looking to the future, it was anticipated that the Grassy Head Park would become a valuable asset if developed as a eco-tourism park.

However, in view of the recent move to transfer to National Parks and Wildlife Services a considerable area of Crown Lands at Grassy Head (and Stuarts Point) it is an opportune time for Council to re-evaluate its position regarding the future operation of the Grassy Head Caravan Park.

Council has previously resolved to hold discussions with Department Infrastructure Planning and Natural Resources, and National Parks and Wildlife Service.

In regard to the currently proposed Management Plans it is suggested that the content as it relates to Grassy Head Caravan Park be adopted. However, any implementation should be deferred until such time as an outcome has been reached on the future operation of the site.

This suggestion is offered as the review of the Management Plans has been grant funded (\$7,500) and to not complete the project would place the grant funds at risk.

Director's Comment:

The adoption of the Caravan Parks Management Plans will establish the guidelines for the future management and development of the Parks under Council's control.

Report Implications:

The 5 Year Improvement Works Programme contained within the Management Plan will be incorporated into Budgets from 2004/05 onwards.

There are no policy or statutory implications arising from the following recommendation.

2004. 200

RESOLVED:

*Moved: Cl. Parkinson
Seconded: Cl. Howell*

- 1. That the Draft Caravan Park Management Plan as exhibited be adopted subject to the amendments as shown in the Caravan Park Committee minutes of 4th and 5th March 2004, and listed as items 4.2.2, 4.2.5, 4.2.8, 4.3.1, 4.4.1, and 4.5.1.**
- 2. That an appropriate individual response be forwarded to all those known persons who have made a submission on the Draft Caravan Parks Management Plans.**



SUSPENSION OF STANDING ORDERS

2004. 201

RESOLVED:

*Moved: Cl. Parkinson
Seconded: Cl. Sowter*

That Standing Orders be suspended to allow Councillor Parkinson to address Council prior to leaving this his last meeting in his term on Kempsey Shire Council.

At this stage Councillor Parkinson addressed the meeting concerning his 12 year term as a Councillor and the great privilege it has been for him in this role and thanked Councillors and staff he had worked with during this time.

At this stage 2.28pm Councillor Parkinson retired from the Chambers and apologised for non-attendance at the remainder of the meeting.



At this stage 2.28pm Councillor Sproule entered the Chambers.



DIRECTOR CORPORATE AND COMMUNITY SERVICE'S REPORT

| | | |
|--------------|---|---------------------------|
| DCCS1 | APPOINTMENT OF INSURANCE BROKER FOR PERIOD 2004 TO 2006 FILE: I3-3 PJH | {Folio No. 271929} |
|--------------|---|---------------------------|

SUMMARY:

Reporting on the appointment of Council's Insurance Broker for the three (3) year period 2004 to 2006.



In accordance with Council's policy on Insurances, each three (3) years Council calls for expressions of interest from insurance brokers to arrange Council's insurances for the ensuing three (3) years.

Not all classes of Council's insurance are arranged by a broker as Council has accepted proposals from Statewide Mutual to be its insurer for public liability and property and with workers compensation Council is required by legislation to deal direct with its insurer, in this instance currently Statecover Mutual.

The appointed insurance broker will be required to arrange Council's other classes of insurance which are:-

Motor Vehicle Comprehensive
Motor Vehicle CTP
Councillors and Officers Liability
Marine Hull
Personal Accident
Statutory Liability
Carriers Liability
Casual Hirers Liability
Workers Compensation Top Up

Advertisements were placed during the month of February and the following brokers submitted an expression of interest:-

- Jardine Lloyd Thompson Pty Ltd – Coffs Harbour (Council's existing broker)
- Australian Insurance Solutions Pty Ltd – Kempsey (Council's existing motor vehicle CTP broker)
- Oxley Insurance Brokers Pty Ltd - Kempsey

A brief assessment of each broker follows.

Jardine Lloyd Thompson Pty Ltd

Jardine Lloyd Thompson Pty Ltd are a specialist local government insurance broker and have been Council's main broker for over 13 years serving Council out of its Coffs Harbour regional office. The client Councils in New South Wales of Jardine Lloyd Thompson now number 178. The number of Councils handled Australia wide is 600.

Jardine Lloyd Thompson have bulk marketing power to obtain the broad scope of cover required by a local government Council and at a cheaper price than smaller brokerages. They have provided efficient service to Council from their Coffs Harbour office through North Coast Regional Manager, Mr Steve Kelly. The provision of quick advice on risk management and liability issues when required has stemmed from a good working relationship between Council and Jardine Lloyd Thompson.

The brokerage fee payable by Council for Jardine Lloyd Thompson would be based on the standard brokerage rates on each class of insurance. These range from 2% to 5% of the premium quoted.

Oxley Insurance Brokers Pty Ltd

Oxley Insurance Brokers Pty Ltd are a small local brokering service serving the Mid North Coast with an office in Kempsey.

Oxley have advised that they seek to act as Council's broker for all of the classes of insurance listed and would act on a fee for service basis depending on the number of classes of insurance that their brokerage would be for.

Australian Insurance Services (NSW)

Australian Insurance Services are a small local firm operating from Kempsey. They seek to act as Council's broker for motor vehicle comprehensive and motor vehicle CTP insurance only.

The brokerage fee for Australian Insurance Services as advised by them would be a commission only basis for the motor vehicle CTP and commission and a fee for service for the motor vehicle comprehensive insurance.

Australian Insurance Services are Councils current broker for motor vehicle CTP. This was a decision made by the Council back in 2001 to appoint this local firm to broker Council's CTP insurance and Jardine Lloyd Thompson to act as Council's broker for the remaining classes of insurance.

Summary

Based on experience in the local government field and their bulk purchasing power, Jardine Lloyd Thompson Pty Ltd is the recommended broker of those who applied.

With the submission by the local brokers it is preferred that motor vehicle comprehensive and CTP be given to Jardine Lloyd Thompson as I believe the aim of the policy is to appoint one broker who can provide the best service to Council and provide the most competitive premiums for its insurances.

If Council was of a mind to support the local businesses in some way it could again appoint Australian Insurance Services as the broker for CTP (green slips) insurance as they provided good service with this over the last 3 years. While it has assisted the Fleet Co-ordinator to have green slips provided by the local broker, it is understood that in the near future the greenslips can be purchased on-line so this aspect of the service may not be an issue. It would then be the brokers role to negotiate the best deal and I believe Jardine Lloyd Thompson have the greater buying power to do this.

Comment by Director

I agree with my Manager's recommendation.

Financial Implication

The brokerage costs are allowed for within the budget for Council's insurances.

There are no Statutory or Policy implications arising from this report.

Director Corporate and Community Services recommendation:

That Jardine Lloyd Thompson Pty Ltd be appointed Council's insurance broker, for the classes of insurance detailed in the report, for the three (3) year period 2004 to 2006.

2004. 202

RESOLVED:

*Moved: Cl. Bowell
Seconded: Cl. Sproule*

- 1 That Jardine Lloyd Thompson Pty Ltd be appointed Council's insurance broker, for the classes of insurance detailed in the report, for the three (3) year period 2004 to 2006 with the exception of Motor Vehicle CTP Insurance.**
- 2 That Australian Insurance Services be appointed Council's broker for motor vehicle CTP insurance for the three (3) year period 2004 to 2006.**

The following items DCCS 2 and DCCS 3 (Supp) were dealt with in conjunction.

| | | |
|--------------|-------------------------------|---------------------------|
| DCCS2 | 2003/04 LOAN BORROWING | |
| | FILE: L6-7 APC | {Folio No. 271932} |

SUMMARY:

Reporting on the proposal to borrow \$2,068,333 for Domestic Waste Management and Extraordinary General Fund Works.



The Local Government Act requires that the borrowing of monies is a function that Council must determine and cannot delegate.

The Department of Local Government has approved that Council may borrow \$8,398,333 in the 2003/04 year made up as follows;

| | |
|--------------------------------|-------------|
| Domestic Waste Management Fund | \$ 550,000 |
| General Fund | \$2,708,333 |
| Water Fund | \$2,940,000 |
| Sewer Fund | \$2,200,000 |

In accordance with Council's 2003/04 budget, and the borrowing approval issued by the Department of Local Government, it is proposed to raise funds for the Extraordinary General Fund Works and Domestic Waste Management Fund Works at the present time. Borrowing of further funds for General Works and Water and Sewer Fund Works will take place in May / June 2004.

Council enquiries during the previous financial years confirms that the major banks continue to provide the optimum borrowing rates to Local Government, and that the second tier institutions are not competitive. The advantage that the banking institutions enjoy is attributed to the size of their portfolios, the lower risk ratio applicable to Local Government borrowings, and the regulatory capital adequacy requirement's applicable to these institutions which make lending to Local Government attractive to the banks.

Council has approached five major lending authorities requesting quotes in respect of the above borrowing; in order to gain timely and thus accurate market rates Council has requested that the quotes are to be based upon a ten-year term with the interest rate applicable at 10.00a.m. on 19th March 2004.

A supplementary report will be presented to Council at it's meeting of 23rd March 2004 detailing the quotes received, thus providing Council with the most current market rates available to enable determination of the successful lender.

Financial Implications

The borrowing will create a liability of \$2,068,333 in General Fund.

Director Corporate and Community Services Recommendation:

- 1. That Council resolve to borrow loan funds totalling \$2,068,333 from the financial institution which provides the lowest actual interest rate as set out in the supplementary report presented to Council 23rd March 2004.**
- 2. That the seal of Council is affixed to the necessary loan documents.**

SUMMARY:

Reporting three offers of loan funds in respect of the \$2,068,333 required for Domestic Waste and General Fund works have been received.



Further to the report DCCS2 details of the quotes received are set out below:

National Australia Bank

| | | |
|------------------|--------|--|
| Loan \$2,068,333 | 6.336% | 10 year fixed rate term, Half yearly repayments |
| | 6.004% | 4-year renewal/10 year term |
| | 6.293% | 10 year fixed rate term, quarterly repayments |

Commonwealth Bank

| | | |
|------------------|-------|--|
| Loan \$2,068,333 | 6.13% | 10 year fixed rate term, Half yearly repayments |
| | 5.99% | 4-year renewal/10 year term |
| | 6.12% | 10 year fixed rate term, quarterly repayments |

Westpac Bank

| | | |
|------------------|-------|--|
| Loan \$2,068,333 | 6.50% | 10 year fixed rate term, Half yearly repayments |
| | 6.29% | 4-year renewal/10 year term |
| | 6.45% | 10 year fixed rate term, quarterly repayments |

The rates quoted by Westpac and Commonwealth Banks dated the 19th March 2004 are provided on an indicative basis only.

The offer from the National Australia Bank is fixed to the 26th March 2004.

Financial Implications

The above borrowing will create a General Fund loan liability of \$2,068,333 with annual repayments of \$278,070, an annual audit fee of approximately \$30.00.

Director Corporate and Community Services Recommendation:

1. That council accepts the offer for a loan of \$2,068,333 based upon a 10 year fixed term quarterly instalments from the financial institution offering the lowest rate.
2. That the seal of Council be fixed to the necessary loan documents.

RESOLVED:

*Moved: Cl. Bowell
Seconded: Cl. Sproule*

1. That council accepts the offer for a loan of \$2,068,333 based upon a 10 year fixed term quarterly instalments from the financial institution offering the lowest rate.
2. That the seal of Council is affixed to the necessary loan documents.
3. That the incoming Council be advised of Council's net debt service ratio as at 1st July 2004.



DIRECTOR BUSINESS ENTERPRISES REPORT

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|---------------------------------|---|
| DBE1 | LOANS – CRESCENT HEAD HOLIDAY PARK |
| FILE: C1-2 GBS COPY: APC | {Folio No. 271935} |

SUMMARY:

Reporting on an offer of loan funds from the Caravan Park Levy Committee.



Council resolved on 9th December 2003 to make application to the Caravan Park Levy Committee for loan funds for Crescent Head Holiday Park as follows:-

- i) \$120,000 - replacement of 2 cabins on Lakeside.
- ii) \$450,000 - compliance works of sewerage, electrical, roads and drainage.

The Minister Assisting the Minister for Natural Resources (Lands) has now formally offered the above loans for seven (7) year terms with interest at 5% and 3.5% respectively.

By way of comparison the current indicative rate for local government borrowings is approximately 6.5%.

In addition, the Minister's current offer also includes approval to reallocate a previous loan offer of \$265,000 for additional cabins to now be used for roadworks on the Park.

Conditions attaching to the loans require:-

- i) acceptance of the offer within 1 month from the date of offer, and
- ii) the completion of the projects within 12 months.

Directors Comment:

Repayment of the loans is self-funded from the Holiday Parks Budget.

Report Implications:

Acceptance of the above loan offers is in accordance with 2003/04 Budget provisions.

The repayment of the loans will add 0.08 % to the Net Debt Service Ratio.

There are no policy or statutory implications arising from the following recommendation.

2004. 204

RESOLVED:

*Moved: Cl. Howell
Seconded: Cl. Sowter*

1. That Council accept the Minister for Natural Resources (Lands) offer of loan funding from the Caravan Park Levy Committee of -
 - a) \$120,000 repayable over 7 years at an interest rate of 5% pa.
 - b) \$450,000 repayable over 7 years at an interest rate of 3.5% pa.
 - c) \$265,000 repayable over 7 years at an interest rate of 3.5% pa.
2. That Council authorise the affixing of the Seal to any documents relating to the raising of the above loans from the Caravan Park Levy Committee.

DBE2

KEMPSEY AIRPORT

FILE: A5-2 GTS COPY: APC

{Folio No. 271938}

SUMMARY:

Reporting on the various strategic options for Kempsey Airport



Where are we at?

Regular public transport operations ceased at the end of February 2004, 7 months after commencement by firstly Horizon, and then Macair. Passenger numbers were approximately 120 per month (1,440pa) from which Council derived landing fees of approximately \$15,000pa.

Council will recall the rapid and successful mobilisation of resources to accommodate the regular public transport operations (a few weeks' notice). Equally, Council has expressed a desire for speedy selection of a preferred option in relation to the future fate of the airport.

At the time of regular public transport (RPT) start-up at Kempsey airport, 96 non-RPT landings were recorded in the month. About 20% of the non-RPT landings were night landings and 40% of these were the Royal Flying Doctor Service (air ambulance).

Net income from light aircraft landing fees (ie. after collection costs) is approximately \$4,000pa.

At the 9th March 2004 Meeting of Council, a limited range of options were presented, and costings provided for the option of continuation "as is".

At that meeting, Council resolved:

1. *That, in view of the demise of regular public transport services at Kempsey Airport, an airport business/management plan be prepared which includes feasibility statements, costs and projected returns for various strategic options as currently identified and as developed during the process and the cost options be presented to the Extraordinary Council Meeting 23rd March 2004.*
2. *That the draft business/management plan be submitted to the May meeting of Council at which time Council consider the potential formation of a committee to review the plan, carry out requisite stakeholder consultations in respect of options and recommend a preferred option to the July meeting of Council.*

The further development of strategic options and costings follows;

OPTION 1: Continue Operation As Is (Without RPT)

What is required?

- maintain the airport as a "registered" aerodrome
 - without a formal, documented manual and safety / security system
 - without a mandatory annual technical inspection regime

What are the implications?

- as per Report to Council Meeting of 9th March 2004
 - additional funding of \$150,000 requested in the 2004/2005 budget
- animal-proof fence
 - all options include closure of the grass strip
- limited utilisation & serviceability

What are the cost implications?

- Net annual operational costs of about **\$90,000**
 - further lighting system investigation required
 - potential loop lighting system upgrade required (could be substantial)

OPTION 2: Abandon Night-Time Operation Completely

What is required?

- disconnect airport lighting control at the metering point (simple process: 1 hour)
- ERSA, CASA & users notified, NOTAM issued
- there may be a regulatory need to remove lights if permanently decommissioned

What are the implications?

- medical transfers (Kempsey Hospital) would operate out of Port Macquarie: chartered contract planes seem to get better, cheaper utilisation at night
- other night users generally affected: aero club, existing leasees, business charters (small range of users), night training

Could the lights be reactivated?

- after 3 months or more of being out of commission, there is no guarantee that the system would be fully operational if switched back on. The longer the time of non-monitoring and non-use, the less likely that full recommissioning could take place (deterioration in perspex lenses, poor circuit resistance etc).
- detailed investigation, testing, survey and assessments would be required and, being treated as a new night-time facility, would probably require extensive infrastructure replacements and conceivably amounting to hundreds of thousands of dollars

What about the obstruction lighting?

- the three sites (Gowings Hill, Barnetts Hill and the aerodrome fire shed tower) could be abandoned with the following implications
 - fee no longer payable to CountryEnergy
 - CountryEnergy may remove all cabling, high voltage gear, transformers
 - easements for access to power lines may be expunged

What is the upshot?

- the downgraded airport would be best placed as day-time (only) operation without recourse to reactivation of lighting under any circumstances
- tree lopping and obstacle limit surfaces surveyed every 5 years

What actions would finalise the move to a “minimalist” operational mode?

- withdraw aerodrome as a licensed or registered airport (landing field only)
 - one month's notice required (CASA)
- ERSA, & users notified, NOTAM issued (regarding pilots' duty of care)
- decommission lighting, Non Directional Beacon (NDB)
 - cancel the annually paid contractual arrangement for access via River Street
 - non renewal of the annual maintenance contract with Air Services
- sell off superfluous assets
- abandon the grass cross-strip
- provide basic groundsperson service
 - mowing, weekly check of tarmac, fencing, and windsock
- lease terminal building and grazing land

- utilise flares for extreme emergency at night

What is the airport owner's duty of care under this arrangement?

- OH&S: groundsperson's work method statements, job safety analyses
- site: restricted access (usually fenced to the required degree: animal-proof)
- publications: accurate description of the services available & provided

Is an animal-proof fence absolutely required?

- day-time operation (only) reduces the risk of hazard but needs to be assessed
 - risk analysis required
 - referral to Council's Solicitor and Insurer required

What are the cost implications?

- net annual operational costs of about **\$50,000**
 - assuming fencing is in good condition to start with (or a non-issue)
 - assuming the tarmac is in good condition to start with (Kempsey OK)
- the existing revenue stream currently around \$28,000 would be likely to reduce, but for purpose of this report assume remains similar to present.
 - continuation of AVDATA system (landing fees) required
 - assuming current night users become day users
 - increased return from land leases

OPTION 3: Abandon Night-Time Operation Partially

What is required?

- withdraw the Pilot Activated Lighting Control system (simple process)
- ERSA, CASA & users notified, NOTAM issued

What are the implications?

- users must make prior arrangements with Aerodrome Reporting Officer (ARO)
 - for runway check (including animal control) & manual switch-on of lighting
 - user pays / cost recovery: 4 hours (minimum call-out: ARO) plus lights

What are the cost implications?

- annual operational costs of about **\$70,000**
 - further lighting system investigation required
 - potential loop lighting system upgrade required (could be substantial)

OPTION 4 - Other Options (further investigation and costing required)

- land sale or leasing (with or without subdivision or development)
- grazing
- agriculture
- trailer park
- industrial (\$15m)
- works depot (\$5m)
- saleyards (\$5m)
- showground (\$3m)
- other

These options, and others, will be canvassed as part of the long-term Strategic Plan for Airport assets to be reported to Council in May and preferred options developed by July 2004.

Global strategic consideration

Is the airport important (or conversely superfluous) to any particular regional strategy (existing or potential)?

- any significant Shire development to which an airport would be vital.
- existence of a well-appointed, well serviced airport 40 minutes drive south of Kempsey and an airport sufficient for international flights 1¼ hrs north of Kempsey.
- any new regional international-standard airport between Kempsey & Port Macquarie (as previously considered).

What is required at this stage and at what cost?

- an air services consultancy experienced in air industry assessments and site developments
 - reality check which predicts future regional air services in the area
 - assessment of minimum air services required in the region and local area
 - assessment of potential developments
- investigations, report and recommendations cost between \$10,000 and \$15,000
 - there is no provision in the 2003/2004 budget for a consultancy review

Directors Comment:

The above report has been prepared at Council's request to consider the short-term approach to the operation of the Kempsey Airport. There has not, at this stage, been any consultation with the community, or the various stakeholders in regard to the content of this report.

Report Implications:

If Council is of a mind to adopt the recommendation of Option 2 (ie. withdrawal of night landing facilities and adopting a minimalist approach to maintenance) a cost saving of approximately \$40,000pa can be achieved on current costs.

There are no policy or statutory implications arising from the following recommendation.

Director Business Enterprises Recommendation:

1. That Council adopts Option 2, that is, withdrawal of night landing facilities and adopting a minimalist approach to maintenance, as its currently preferred position and that the Draft 2004/05 Budget be prepared on this basis.
2. That various Options be referred to the new Council and a community based Committee with a view to developing a

preferred option for the future management of airport assets and infrastructure.

3. That consideration be given to the provision of \$15,000 in the 2004/05 Budget for the engagement of experienced air services consultancy to investigate, report and make recommendations to Council on the future of the Kempsey Airport.

2004. 205

RESOLVED:

*Moved: Cl. Bowell
Seconded: Cl. Sowter*

That various Options be referred to the new Council and a community based Committee with a view to developing a preferred option for the future management of airport assets and infrastructure.

| | |
|---------------------------------|---|
| DBE3 | WATER SUPPLY PRICING FOR 2004/05 |
| FILE: W1-1 AMB COPY: PJH | {Folio No. 271942} |

SUMMARY:

Reporting on an implementation review of the user-pays water supply pricing and opportunities for pricing in the 2004/5 financial year. Issues that have developed during the implementation include access charges for fire-fighting services, the changing pattern of water meter sizes (due to downsizing, disconnections, etc) 25 mm water meters on residential properties and the financial impact on tenants.



User-pays water supply pricing began in the Kempsey Shire in mid-2003. Access Charges were issued in August 2003 as part of the rates notices and Usage Charges commenced after the May/June 2003 water meter reads. The first water supply Usage Accounts were issued in July 2003 for those businesses that receive a monthly water meter read. The first 6-monthly water supply Usage Accounts were issued in the first week in January 2004.

The reaction of customers has been varied, depending upon the impact posed to their customer sector. There was a significant reaction to the Access Charges for those with larger water meters, particularly those with water meters of 32mm, 40mm, 50mm, 80mm and 100mm. Many business customers were disappointed that Council only reduced the Access Charges for the larger water meters (80mm, 100mm, 200mm). Disappointment also existed for those who had larger meters for fire-fighting purposes, despite the Access Charge reduction for the first year.

Usage Accounts have for the most been positively accepted. Many customers have taken advantage of the extended payment period for the first Usage Account (60-days instead of the normal 30-days) and many customers have opted for direct debit payment of the Usage Account.

.....
MAYOR

Business Support staff and Macleay Water staff were swamped with phone calls in the first 3 days after the January 6-monthly Usage Accounts were issued. Although a significantly higher number of calls than expected, the enquiries dropped exponentially to only a handful on day 5. It was pleasing that most enquiries were from the residential customer sector being;

- Concerns of misinterpreting the account because it seemed too low
- Requests for confirmation on how pension rebates were applied

The other major line of enquiry was from tenants, landlords and real estates discussing their rights with regards account payment. The Water Services Section was criticised for including information about landlords & tenants in the water pricing information pamphlets issued in April 2003. However, it appears inclusion of this information was justified given the large number of tenants who were not informed about the Usage Accounts and the number of unwarranted Usage and Access Accounts that were being unfairly passed on to tenants.

Customers have taken up Council's reduced fee offer for water meter downsizing and many others have revised the number of water meters on their properties (multiple meters) and disconnected where appropriate. It is debateable whether the publicity or the new pricing structure evoked these changes. As there have been many combinations of downsizing/upsizing/disconnections and it is difficult to separately indicate the numbers for each, Table 1 has been provided to indicate the changes that have occurred in meter sizes until February 2004. Some of these changes are due to Council's refinement of the meter database especially with regards rural residential properties and agricultural business (shown as non-residential in Table 1). Table 2 indicates the present customer sectors for various water meter sizes.

Table 1: The changing pattern of water meters in the Kempsey Shire

| meter size | 2003/4 | | 2004/5 | |
|------------|-------------|-----------------|-------------|-----------------|
| | residential | non-residential | residential | non-residential |
| 20mm | 9,216 | 571 | 8,253 | 778 |
| 25mm | 879 | 271 | 720 | 403 |
| 32mm | 0 | 0 | 32 | 43 |
| 40mm | 99 | 73 | 31 | 71 |
| 50mm | 35 | 43 | 15 | 58 |
| 80mm | 12 | 20 | 0 | 10 |
| 100mm | 0 | 8 | 2 | 20 |
| 150mm | 0 | 1 | 0 | 1 |

Table 2: Present spread of water meters across customer sectors (Feb 2004)

| Meter size | Customer sector | | | |
|------------|-----------------|------------------|----------------------|--------------------|
| | agriculture | general business | multiple residential | single residential |
| 220mm | 467 | 392 | 494 | 8471 |
| 225mm | 266 | 173 | 116 | 666 |

| | | | | |
|--------|---|----|----|----|
| 332mm | 8 | 42 | 26 | 22 |
| 440mm | 8 | 71 | 30 | 6 |
| 550mm | 2 | 63 | 15 | |
| 880mm | | 11 | 0 | |
| 1100mm | | 20 | 2 | |
| 1150mm | | 1 | | |

The instances of 25mm meters on residential properties was an issue raised during the introduction of the water pricing and staff have been dealing with the individual cases on their merits. It was found that in many cases, the 25mm water meters were required because of the nature of the property itself (land slope, length of residence or distance of furthest water appliance from the meter). Initial customer concerns that 'only 25mm meters were available on the truck' were correct but for good reason. It has been shown that most 25mm metered properties are in areas (or at the time were in areas) that required 25mm meters. Residential properties that still have 25mm water meters are either those requiring them to overcome pressure concerns within the property, or, those required for historical pressure reasons. Any remaining 25mm metered properties where contact has not yet occurred are being addressed as part of the meter replacement programme (renews meters on an age basis).

Income to-date is on track to that projected. Usage Accounts to the value of \$1,500,940 were issued up until January, the total year's projected water sales being \$2,400,600. It should be remembered that apart from the monthly accounts, Usage Accounts issued to-date do not include summer consumptions. Access Charges raised was \$2,937,993 of a projected \$2,945,000 has been received.

The 2004/5 water supply charges are indexed for inflation annually and it is proposed any reduction offered in the introductory year of user-pays water pricing will be removed. Table 3 shows the applicable Charges for the 2004/5 year. Council can vary these Charges if it wishes but would need to carefully consider the resulting cross-subsidy created, the financial burdens imposed by a cross-subsidy and whether it complies with Best-Practice Pricing Guidelines.

Table 3: 2004/5 Water Supply Charges

| Access Charge | | Usage Charge |
|---------------|----------|--------------------------------|
| 20mm | \$253 | 83 c /kl (per 1,000 litres) |
| 25mm | \$395 | |
| 32mm | \$648 | |
| 40mm | \$1012 | |
| 50mm | \$1,581 | |
| 80mm | \$4,048 | |
| 100mm | \$6,325 | |
| 150mm | \$14,231 | |
| 200mm | \$25,300 | |

One area that should be considered is the cost impact of large water meters for fire-fighting purposes. Macleay Water has been approached on this issue by not only the education sector but also the business sector, particularly in

cases where the meter has little or negligible usage recorded. The meter sizes applicable are 80mm, 100mm, 150mm and 200mm meters. Although a 50mm water service is the minimum required to run a fire hose reel, it is at the 80mm size that the escalation of access charges poses a financial burden. Such consideration would also only be given to current meters, as any future developments would be aware of the water pricing impacts.

Council has several opportunities for consideration to alleviate the access charges for fire services.

- Opportunity 1 Extend the reduced Access Charge (50% reduction) for two further years only, and only for water meters 80mm or larger, where they record low-use and are for fire-fighting purposes (involves 10 meters; 8x100mm, 1x150mm,1x 80mm)

- Opportunity 2 Offer the above reduction only for the education sector as a Community Service Obligation (CSO) (involves 3 meters; 2x100mm,1x80mm)

- Opportunity 3 Set a maximum Access Charge (equivalent to a 50mm meter) as a CSO where a water meter is proven of low-use and is for fire-fighting purposes involves (10 meters; 8x100mm,1x150mm,1x80mm)

The cost implications vary for Opportunity 1, 2 and 3; Opportunity 1 \$34,492, Opportunity 2 \$8,362, Opportunity 3 \$53,142 (\$11,971 education sector only). Opportunity 1 recovers only half of the true Access Charge, would require declaration of the cross-subsidy, is compliant with the Best-Practice Guidelines and is fair too all affected customers. Opportunity 2 only assists the education sector and ignores the remainder of the business sector. Opportunity 2 is compliant, comes at a lower cost to other consumers and has the same cost recovery (50% only) and cross-subsidy implications. Opportunity 3 is compliant, could be applied across all or only some customers sectors.

Table 4 summarises the impact on other Access Charges.

Table 4: Cost implication summary for Opportunities to reduce Access Charges on fire services

| Access Charge | | Opportunity 1 (\$2 increase) | Opportunity 2 (\$1 increase) | Opportunity 3 (\$3/\$1 increase) |
|---------------|----------|---------------------------------|---------------------------------|-------------------------------------|
| 20mm | \$253 | \$255 | \$254 | \$256/\$254 |
| 25mm | \$395 | \$397 | \$396 | \$398/\$396 |
| 32mm | \$648 | \$650 | \$649 | \$651/\$649 |
| 40mm | \$1,012 | \$1,014 | \$1,013 | \$1,015/\$1,013 |
| 50mm | \$1,581 | \$1,583 | \$1,582 | \$1,584/\$1,582 |
| 80mm | \$4,048 | \$4,050 | \$4,049 | \$4,051/\$4,049 |
| 100mm | \$6,325 | \$6,327 | \$6,326 | \$6,328/\$6,326 |
| 150mm | \$14,231 | \$14,233 | \$14,232 | \$14,234/\$14,232 |
| 200mm | \$25,300 | \$25,302 | \$25,301 | \$25,303/\$25,301 |

Council would need to bear in mind that the more CSO arrangements that are made over time, the less compliant the water supply pricing will become as the cross-subsidy increases. We are only in the beginnings of our water supply user-pays pricing and it would be better to establish any CSO for limited periods and review its relevance on a two-yearly basis.

Opportunity 3, for all customer sectors, is the recommended means for alleviating the cost burden of access charges for fire services. Opportunity 3 is transparent and fair to all customers if on the basis of a two-year review cycle, being limited to the current customers with such sized meters, services with low-use and services with a proven fire-fighting purpose.

Report Implications:

There are no implications at this point in time as the water supply pricing is cost neutral.

This report proposes the water supply charges for the 2004/5 financial year.

Should Council elect to introduce a reduced Access Charge for large water meters used for the purposes of fire-fighting a Policy should be presented to the next Ordinary Meeting and the affected customers would also need to be formally contacted.

Director Business Enterprises Recommendation:

1. That the Water Services Draft Estimates for 2004/05 be prepared on the basis of –

- a) a water supply Usage Charge of 83c/kl
- b) water supply Access Charges as follows:

| Access Charge | |
|----------------------|----------|
| 20mm | \$256 |
| 25mm | \$398 |
| 32mm | \$651 |
| 40mm | \$1,015 |
| 50mm | \$1,584 |
| 80mm | \$4,051 |
| 100mm | \$6,328 |
| 150mm | \$14,234 |
| 200mm | \$25,303 |

- c) a maximum Access Charge equivalent to a 50mm meter be applied where the water service is for fire fighting purposes and is of proven low-use.

2. That a Draft Policy be submitted to the next Ordinary meeting of Council with regards the qualifying requirements for capped Access Charges for fire services.

RESOLVED:

*Moved: Cl. Sowter
Seconded: Cl. Bowell*

1. That the Water Services Draft Estimates for 2004/05 be prepared on the basis of –
 - a) a water supply Usage Charge of 83c/kl
 - b) water supply Access Charges as follows:

| Access Charge | |
|---------------|----------|
| 20mm | \$256 |
| 25mm | \$398 |
| 32mm | \$651 |
| 40mm | \$1,015 |
| 50mm | \$1,584 |
| 80mm | \$4,051 |
| 100mm | \$6,328 |
| 150mm | \$14,234 |
| 200mm | \$25,303 |

c) a maximum Access Charge equivalent to a 50mm meter be applied where the water service is for fire fighting purposes and is of proven low-use.

2. That a Draft Policy be submitted to the next Ordinary meeting of Council with regards the qualifying requirements for capped Access Charges for fire services.
3. That a report be included with the draft estimate papers to consider options for;
 - a. fire fighting services to be capped at \$500 per connection
 - b. a common access charge applicable for 20 and 25mm services
4. That the total year projected water sales be reviewed based on the first 6 months.

| | | |
|-------------|---------------------------------------|---------------------------|
| DBE4 | CARAVAN PARKS MANAGEMENT PLANS | |
| | FILE: C1-2 GBS | {Folio No. 271944} |

This report DBE 4 was dealt with earlier in the meeting just after PUBLIC FORUM.

DIRECTOR BUSINESS ENTERPRISES SUPPLEMENTARY REPORT

| | |
|-------------|--|
| DBE1 | TENDER MOTOR GRADER NET ENGINE POWER > 100Kw ≤ 120kW |
|-------------|--|

THIS IS PAGE 26 OF THE FULL TEXT MINUTES OF THE EXTRAORDINARY MEETING OF THE KEMPSEY SHIRE COUNCIL HELD ON TUESDAY 23RD MARCH 2004.

.....
MAYOR

REASON FOR PRESENTATION OF REPORT ON A CONFIDENTIAL BASIS

This report is submitted on a confidential basis as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it. (Local Government Act 1993, Section 10A(2)(d)(i)).

SUMMARY:

Reporting on the tender received for the purchase of one (1) motor grader net engine power > 100Kw ≤ 120kW



2004. 207

RESOLVED:

*Moved: Cl. Sowter
Seconded: Cl. Hunt*

That a Caterpillar 12H be purchased from Gough and Gilmour in accordance with tender C15-656 specifications.

**GENERAL MANAGER'S REPORT**

| | |
|---------------------|--|
| GM1 | MAYORAL ELECTION AND COUNCILLOR INDUCTION |
| FILE: C18-15 | AVB |
| | {Folio No. 271950} |

SUMMARY:

To select a date for the Mayoral Election and Councillor Induction Day.



Local Government Elections are to be held on 27th March this year. Councillors cease to hold office on the day of the election while the Mayor continues in a caretaker capacity until the next Mayoral election after the ordinary election.

The Mayoral election is required by the Local Government Act 1993 to be held within three weeks after the ordinary election ie. 17th April 2004. I propose that the Mayoral election and appointment of committees be held preceding the Ordinary meeting of Council on Tuesday, 13th April 2004.

I propose to run a Councillor Induction Program on Tuesday, 6th April. The program will cover:-

- Organisation Structure
- Corporate Strategic Plan

- Staff and Department Responsibilities
- Roles and Responsibilities of the Mayor, Councillors and General Manager
- Allowances and Fees paid to Councillors
- Contact with Staff
- Pecuniary Interest
- Scope of Liability Insurance Cover and other protection
- Code of Meeting Practice
- Code of Conduct
- Payment of Expenses to Mayor and Councillors
- Councillor Facilities:-
 - Civic Centre and Councillors Interview Room
 - Meals
 - Fax Machines
 - Clothing
 - Business Cards
 - Keys
 - Photographs
 - Telephone Contact Numbers
- Issues Facing Council
- Departmental Programs
- Policies Council V's Management
- Inspection of Facilities

Report Implications

There are no financial, Statutory or policy implications arising from this Report.

General Manager's Recommendation:

That the Mayoral Election be held on Tuesday, 13th April 2004 and be preceded by a Councillor Induction Day on the 6th April 2004.

2004. 208

RESOLVED:

*Moved: Cl. Hayes
Seconded: Cl. Howell*

1. **That the Mayoral Election be held on Tuesday, 13th April 2004 and be preceded by a Councillor Induction Day on the 6th April 2004.**
2. **That the appointment and election of committees be held at the May 2004 Meeting of the new Council.**

| | |
|------------|---|
| GM2 | LOCAL GOVERNMENT AMENDMENT (COUNCIL AND EMPLOYEE SECURITY) BILL 2004 |
| | FILE: G11 AVB (NRN) {Folio No. 271952} |

SUMMARY:

THIS IS PAGE 28 OF THE FULL TEXT MINUTES OF THE EXTRAORDINARY MEETING OF THE KEMPSEY SHIRE COUNCIL HELD ON TUESDAY 23RD MARCH 2004.

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MAYOR

To advise Council of changes proposed to the Local Government Act by the Amendment Bill.



The Local Government Amendment (Council and Employee Security) Bill 2004 is to be introduced into parliament shortly as the Minister is seeking urgent passage of the Bill.

A copy of the Bill is attached [\(Appendix A\)](#) together with briefing notes from the Local Government and Shires Associations Legal Officer.

The changes proposed by the Bill do not appear to be unreasonable.

Report Implications

There are no statutory, policy or financial implications arising from the Report.

2004. 209

RESOLVED:

*Moved: Cl. Sowter
Seconded: Cl. Sproule*

That the information be noted.



LATE BUSINESS – MAYORAL MINUTE

2002. 210

RESOLVED:

*Moved: Cl. Hunt
Seconded: Cl. Hayes*

That this matter be dealt with at this meeting as it is deemed by the Mayor to be a matter of great urgency.

MAYORAL MINUTE

| | |
|--------------------------|---|
| M1 | GENERAL MANAGER'S PERFORMANCE REVIEW |
| FILE: S10-13 JACH | {Folio No. *} |

SUMMARY:

Advising Council that a Quarterly Performance Review of the General Manager was held on 23rd March 2004.



The General Manager's Performance Review Committee comprising Councillors Hunt and myself carried out a Quarterly Performance Review of the General Manager for the quarter ending 31st March 2004.

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MAYOR

The report submitted by the General Manager to the Committee is outlined in [\(Appendix A\)](#)

The Committee received the report on the General Manger's Performance Review and advises Council that the Committee highly commends the General Manager on his performance during the period and is of the view that the General Manager's performance has exceeded expectations.

Financial Implications

There are no financial implications arising from this report.

2004. 211

RESOLVED:

*Moved: Cl. Hunt
Seconded: Cl. Hayes*

That Council ratify the outcome of the General Managers Performance Review Committee Report.



CARAVAN PARK COMMITTEE

FILE: C1-2 GBS (NRN)

{Folio No. 271955}

REPORT OF THE MEETING OF THE CARAVAN PARK COMMITTEE HELD IN THE COUNCIL CHAMBERS, CIVIC CENTRE, ELBOW STREET, WEST KEMPSEY, COMMENCING AT 9.00AM ON THURSDAY, 4th MARCH, 2004, AND FRIDAY, 5th MARCH 2004.

PRESENT

Councillor Russell Bowen (Acting Chairman), Councillor John Bowell, Messrs Bruce Snape, Gary Smith and Steve Read.

Also present was Jenny Kelly and Grant O'Shannessy.

1. APOLOGIES

Nil.

2. MINUTES OF PREVIOUS MEETING

RECOMMENDED

Moved: Councillor J Bowell

Seconded: B Snape

That the Minutes of the meeting held on 18th February and 25th February 2004 be confirmed subject to Item 4.20 "Transfer of Grassy Head/Stuarts Point Crown land" being shown as Part 1of the Recommendation under Item 4.3.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Crescent Head

RECOMMENDED

Seconded: B Snape

Moved: Councillor J Howell

That discussions on the following items be deferred to a future Committee meeting.

Crescent Head – Centralised Garbage Collection

Crescent Head – Entrance Widening

3.2 Hat Head Sewerage Connection

RECOMMENDED

Seconded: Councillor R Bowen

Moved: Councillor J Howell

That the Director Environmental Services be requested to indicate in writing what the requirements would be for Holiday Vans to put in ensuite facilities.

At this stage, the time being 9.50am the meeting adjourned, and upon resumption at 9.53am all members present at the adjournment were in attendance.

4. DIRECTORS REPORTS

4.1 Management Plans

4.1.1 RECOMMENDED

Seconded: Councillor R Bowen

Moved: Councillor J Howell

That consideration be given in conjunction with the 2004/05 Draft Estimates for:-

- a) replacement of Public Amenities at Crescent Head Reserve.
- b) provision of shower/changerooms at Hat Head Reserve.
- c) provision of Public Amenities (incl. Disabled Amenities) at Stuarts Point Reserve.

4.1.2 RECOMMENDED

Seconded: Councillor R Bowen

Moved: Councillor J Howell

That Council adopt the philosophy of approach that General Revenue Funds be allocated for the provision of assets on Day Visitor Areas adjacent to Caravan Parks, with the Caravan Park Management team to be responsible for the ongoing maintenance and management of those Day Visitor Areas.

4.2 Crescent Head Holiday Park

4.2.1 RECOMMENDED

Moved: Councillor J Howell

Seconded: R Bowen

That the Caravan Parks Project Officer provide options for re-design of the new cabin/drivethrough sites precinct on Oceanside, Crescent Head.

4.2.2 RECOMMENDED

Moved: Councillor J Howell

Seconded: G Smith

That the Draft Management Plan be amended to clearly show the enlarged area available for day visitor usage and the pathway from the carpark to the Killick Creek footbridge, Crescent Head.

At this stage, the time being 11.55am, the meeting adjourned, and upon resumption at 9.00am on Friday, 5th March 2004, all members present at the adjournment were in attendance except for Grant O'Shannessy and Steve Read.

4.2.3 RECOMMENDED

Moved: Councillor J Howell

Seconded: B Snape

That the following matters raised in submissions in respect of Crescent Head Reserve Day Visitor Area be referred to Council for consideration –

- a) The need to upgrade public amenities (and include disabled facilities).
- b) The need for additional carparking, seating, picnic tables, shelters, BBQ's, outdoor showers, etc.
- c) Provision of a second footbridge creek crossing.
- d) Walkways (front of Surf Club and creekside)
- e) Day visitor facilities in Willow Park.

4.2.4 RECOMMENDED

Moved: Councillor J Howell

Seconded: B Snape

That discussions be held with the Crescent Head Blue Water Fishing Club on the possible removal of fish cleaning tables from Killick Creek.

4.2.5 RECOMMENDED

Moved: B Snape

Seconded: Councillor J Howell

That the options for provision of garbage services within the Parks be the subject of further review.

4.2.6 RECOMMENDED

Moved: Councillor J Howell

Seconded: Councillor R Bowen

That the matter of disabled access to Crescent Head Beach be referred to the Access Committee.

4.2.7 RECOMMENDED

Moved: Councillor J Howell

Seconded: Councillor R Bowen

That approval be granted for the expenditure of approximately \$5,000 on the laying of conduit in Crescent Head Holiday Park.

4.2.8 RECOMMENDED

*Moved: Councillor J Bowell
Seconded: Councillor R Bowen*

That the Draft Caravan Park Management Plans be amended as follows:-

- i) modify laundry to include Parents Room and provide bench-space.
- ii) The 5 Year Improvement Programme be altered to:-
 - a) provide for 5 "up market" cabins @ \$70,000 each in the first year.
 - b) Delete provision of \$17,000 to upgrade pedestrian pathways (Year 2 - \$5,000 and Year 3 - \$12,000)
 - c) Delete Year 1 provisions for Install Boom Gates - \$50,000; Installation of Layby - \$10,000; and Landscaping of Day Visitation Area - \$20,000, as these items are already included in the 2003/04 upgrade program.

4.3 Hat Head

4.3.1 RECOMMENDED

*Moved: Councillor J Bowell
Seconded: B Snape*

That the Draft Caravan Park Management Plan be amended as follows:-

- i) Current public access by road to footbridge be maintained.
- ii) Internal road adjacent to Korogora Creek to be extended to serve new Cabin precinct.
- iii) Access to northern area to be restricted to the entry to the east of the cabins, with boomgate. Road behind cabins to be blocked-off, with access provided to public area only.
- iv) A visual fence/barrier be established to delineate separation of the northern area of the Park from the public area.
- v) Proposed public toilet and changeroom to be located as near as practicable to boat ramp/beach area.
- vi) Include traffic showing devices on the entrance road.
- vii) Provide for physical barrier (low hedge or fence) between playground and entrance road.

4.3.2 RECOMMENDED

*Moved: Councillor J Bowell
Seconded: B Snape*

That the widening of the entrance road be listed for consideration in future programs beyond the current Management Plan.

4.3.3 RECOMMENDED

*Moved: Councillor J Bowell
Seconded: Councillor R Bowen*

That the installation of an entrance sign to the Hat Head Recreation Reserve, which covers new Public Liability Act requirements be investigated.

4.4 Stuarts Point

4.4.1 RECOMMENDED

Moved: Councillor J Howell

Seconded: Councillor R Bowen

That the Draft Caravan Park Management Plan be amended as follows:-

- i) Site layout which restricts public access at Southern end of Park to be reviewed.

4.4.2 RECOMMENDED

Moved: Councillor J Howell

Seconded: Councillor R Bowen

That the following matters be listed for investigation and where possible included in Improvement Program –

- a) extraction fans in amenities
- b) security lighting
- c) vegetation plan to be developed.

4.5 Grassy Heads

4.5.1 RECOMMENDED

Moved: Councillor J Howell

Seconded: G Smith

That the Draft Caravan Park Management Plan be amended as follows:-

- i) the new cabin precinct be located on the southern side of the road at the entrance to the Reserve.

5. GENERAL BUSINESS

Nil.

6. NEXT MEETING

To be determined.

7. CONCLUSION

There being no further business the meeting concluded at 12.10pm.

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RESOLVED:

Moved: Cl. Howell

Seconded: Cl. Bowen

That the report of the Caravan Park Committee held 4th March 2004 be adopted.



At this stage 3.55 p.m. the General Manager explained to Council the procedure with regard to Councillor's positions which cease at midnight Friday 26th March 2004 and election timetable which follows the election on Saturday 27th March 2004.



QUESTIONS WITHOUT NOTICE

Councillor J H Bowell

Councillor Bowell was advised:-

1. That the Director Engineering was aware of the poor condition of the road surface at the intersection of Armidale Road and Sherwood Road and it was proposed for reconstruction in the near future. The Director Engineering would also investigate the status of two access roads in the area in the vicinity of the Spotted Frog restaurant.
2. That the Director Engineering would investigate the dangerous condition of footpaths at the following three locations;
 - Pavers in front of Action supermarket in Belgrave Street
 - Lifted concrete in front of the Many Rivers building in Elbow Street
 - The footpath in John Street west side between Verge Street and Austral Street.
3. That Council does not have a staff member allocated to check on surcharging manholes during storms but these are attended to when reported.

Councillor B R Sowter

Councillor Sowter was advised:-

1. That funding is not available in this financial year to attend to Giant Parramatta Grass in Creek Street Frederickton and the right time to spray Giant Parramatta Grass is from August to October.
2. That the Mayor will arrange for a reply to be sent to Mr Morley the Gladstone Tidy Towns Committee.
3. That the Director Engineering anticipated that maintenance work on Back Creek Road Kinchela would be undertaken in approximately six weeks.

Councillor J Sproule

Councillor Sproule was advised:-

1. That maintenance attention to Pipers Creek Road is scheduled for work in six months time.
2. That the roads on the priority list for maintenance Maria River Road and Point Plomer Road.
3. That a notice of motion submitted by existing Councillors would have no status until the particular Councillor was elected at the upcoming Council elections.

Councillor J Hayes

Councillor Hayes was advised:-

1. That the Director Engineering would investigate the need for maintenance to the kerb and gutter as reported by Mr Rogers in front of the Community House in Stuarts Point.
2. That the Director Engineering would arrange for investigation of any storm damage to Council's roads from the storm on this Tuesday 23rd March 2004.
3. That the Director Engineering was aware of the potholes and poor drainage in Old Aerodrome Road.



At this stage 4.10 p.m. the General Manager thanked Councillors on behalf of staff for their cooperation over the past four year term and wished Councillors and other candidates all the best for the upcoming election.



CONCLUSION:

There being no further business, the Meeting terminated at 4.11 p.m.

