



## **MINUTES OF THE ORDINARY MEETING OF KEMPSEY SHIRE COUNCIL**

Thursday 6th November 2003 commencing at 9.03 am.

### **PRESENT:**

Councillors J A C Hayes, (Mayor and Chairman), J H Bowell, R J Bowen, B R Sowter and J Sproule.

General Manager, A V Burgess; Director Engineering, K J Finnie; Acting Director Environmental Services, K J Ward; Director Corporate and Community Services, T I Hannam; Director Business Enterprises, G B Snape, Ken Woods and Jennifer Colling.

### **APOLOGIES:**

2003. 897

### **RESOLVED:**

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

That the apologies submitted by Councillors Hunt, Parkinson and Joukhadar for non-attendance at the meeting be accepted and leave of absence granted.

## **MINUTES OF THE ORDINARY MEETING OF KEMPSEY SHIRE COUNCIL DATED 14TH OCTOBER 2003**

2003. 898

### **RESOLVED:**

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

That the Minutes of the Ordinary Meeting of Kempsey Shire Council dated 14th October 2003, be adopted.

### **PUBLIC FORUM**

- 1 - Mr Bruce Calnan addressed Council regarding GM5 (Page K12) Sale of Land.
- 2 - Mrs Ellie Watson addressed Council regarding GM5 (Page K12) Sale of Land.
- 3 - Mr Gavin Williamson addressed Council speaking against GM5 specifically on Dolphin Crescent / Ocean Street.

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**THIS IS PAGE 1 OF THE FULL TEXT MINUTES OF THE ORDINARY MEETING OF THE KEMPSEY SHIRE COUNCIL HELD ON THURSDAY, 6<sup>TH</sup> NOVEMBER 2003.**

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**MAYOR**

- 4 - Mr Kevin Hill addressed Council speaking against GM5 (Page K12)  
Sale of Land.

## CONSIDERATION OF LATE REPORTS

2003. 899

### RESOLVED:

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

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

## CONSIDERATION OF REPORTS RELATING TO PUBLIC FORUM – Reports GM5

<b>GM5</b>	<b>SALE OF LAND</b>
	<b>FILE: P10-18 AVB</b>

### SUMMARY:

To consider the community submissions in respect to the proposed sale of land in South West Rocks, Grassy Head, Stuarts Point, Smithtown, Gladstone, Frederickton and Kinchela.

### General Manager's Recommendation:

- 1 That in respect to the possible sale of public reserves at Albert Harrower Crescent, Victor Perry Place, Wilfred Partridge Street and Currawong Crescent dedicated under Section 94, that Council defer any action pending a review of DCP 10 – Provision of Open Space for South West Rocks based on comprehensive demographic modelling referring to recent ABS census data including statutory public exhibition requirements
- 2 That the reserve in Cook Drive adjacent to number 26 Cook Drive, Reserve Number 12558 be reclassified Operational on the grounds of location of the land under Section 32 of the Local Government Act 1993
- 3 That Council make application for the closure of the eastern end of Arthur Street. Such application will allow ample access to the Road Reserve adjacent to the Golf Course
- 4 That allotments be created from former Reserve 12558 and the road closure in Arthur Street for the purposes of sale
- 5 That a Draft Plan of Management be prepared for the closed road reserve adjacent to the Golf Course. Such a plan is to contain recommendations for the provision of recreation facilities for all users

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MAYOR

- 6 That provided the design can accommodate vehicle access to 33 Seaview Street and pedestrian access to Gregory Street Council make application for the closure of the western end of Hill Street
- 7 That Council make application to close the western end of Government Road
- 8 That Council make application to close Entrance Street between Dorshae Close and Government Road with provision for access to 4 Eric Fittler Place being maintained
- 9 That the owners of 1 Ocean Street and 2 Quarry Street be approached to determine whether they wish to purchase that part of Quarry Street that would fall within a residential zoning and if so application be made to close that section of Quarry Street. In all cases access will be maintained.
- 10 That the adjoining owners to the unmade road in Short Street be approached to determine whether they wish to purchase and if so Council make application to close the unmade section of Short Street.
- 11 That Council not proceed with the sale of land at the eastern end of Hill Street and Simpson Street
- 12 That Council not proceed with the reclassification and sale of Reserve 18561 Cyrus Saul Circuit
- 13 That the Reserves 18559 and 18560 on the corner of Macleay Street and Cyrus Saul Circuit be reclassified Operational Land on the grounds of location of the land under Section 32 of the Local Government Act 1993 and be offered for sale.
- 14 That Council not proceed with the sale of the unmade road in Edgar Street, Frederickton
- 15 That subject to the allotment complying with an odour assessment Council make application for the closure of the northern end of Christmas Street, Frederickton
- 16 That Council make application for the closure of the unmade sections of road in Second Avenue and the adjoining owners with access be offered the opportunity to purchase the land adjoining their property.
- 17 That Council not proceed with the sale of land at Kinchela at the intersection of South West Rocks Road and Riverside Drive
- 18 That the sale of land at Grassy Head be deferred for further investigation

19 That the closure of unmade roads at the western end of North Street, western end of Kinchela Street, north and western end of Darkwater Street, Gladstone be deferred subject to a report clarifying subdivision eligibility being provided to Council.

20 That the closure of the unmade roads at the western end of Main Street, Eastern end of Cannane Street, eastern end of Jeffrey Street, western end of Jeffrey Street and the southern end of Belmore Street, Smithtown be deferred subject to a report clarifying subdivision eligibility being provided to Council.

2003. 900

**RESOLVED:**

*Moved: Cl. Bowen  
Seconded: Cl. Sproule*

1 That in respect to the possible sale of public reserves at Albert Harrower Crescent, Victor Perry Place, Wilfred Partridge Street and Currawong Crescent dedicated under Section 94, that Council defer any action pending a review of DCP 10 – Provision of Open Space for South West Rocks based on comprehensive demographic modelling referring to recent ABS census data including statutory public exhibition requirements

2 General Manager's Recommendation:

That the reserve in Cook Drive adjacent to number 26 Cook Drive, Reserve Number 12558 be reclassified Operational on the grounds of location of the land under Section 32 of the Local Government Act 1993

2003. 901

**RESOLVED:**

*Moved: Cl. Bowen  
Seconded: Cl. Bowell*

a That Council prepare a plan for two (2) building blocks facing Cook Drive equal in area to the adjoining blocks and that a report be submitted to Council on the size of the residual of land (adjacent to the water reserve, road reserve and a portion of Reserve 12558) for public space.

b That a plan be drawn up prior to the next Planning Meeting to enable a Works Inspection to be undertaken.

3 General Manager's Recommendations:

That Council make application for the closure of the eastern end of Arthur Street. Such application will allow ample access to the Road Reserve adjacent to the Golf Course

4. That allotments be created from former Reserve 12558 and the road closure in Arthur Street for the purposes of sale.

5. That a Draft Plan of Management be prepared for the closed road reserve adjacent to the Golf Course. Such a plan is to contain recommendations for the provision of recreation facilities for all users.

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2003. 902      **RESOLVED:**      *Moved: Cl. Bowen*  
*Seconded: Cl. Howell*

That a Works Inspection be carried out.

**6 General Manager's Recommendation:**

That provided the design can accommodate vehicle access to 33 Seaview Street and pedestrian access to Gregory Street Council make application for the closure of the western end of Hill Street.

2003. 903      **RESOLVED:**      *Moved: Cl. Bowen*  
*Seconded: Cl. Howell*

a) That the unmade road at the western end of Hill Street be inspected by the Works Committee.

2003. 904      **RESOLVED:**      *Moved: Sproule*  
*Seconded: Cl. Bowen*

7 That Council make application to close the western end of Government Road.

2003. 905      **RESOLVED:**      *Moved: Cl. Howell*  
*Seconded: Cl. Bowen*

8 That Council make application to close Entrance Street between Dorshae Close and Government Road.

Councillor Sproule recorded her vote against the foregoing resolution.

2003. 906      **RESOLVED:**      *Moved: Cl. Howell*  
*Seconded: Cl. Sproule*

9 That the owners of 1 Ocean Street and 2 Quarry Street be approached to determine whether they wish to purchase that part of Quarry Street that would fall within a residential zoning and if so application be made to close that section of Quarry Street. In all cases access will be maintained.

2003. 907      **RESOLVED:**      *Moved: Cl. Howell*  
*Seconded: Cl. Sowter*

10 That the adjoining owners to the unmade road in Short Street be approached to determine whether they wish to purchase and if so Council make application to close the unmade section of Short Street.

2003. 908      **RESOLVED:**      *Moved: Cl. Sproule*

*Seconded: Cl. Sowter*

11 That Council not proceed with the sale of land at the eastern end of Hill Street and Simpson Street.

2003. 909 RESOLVED: *Moved: Cl. Howell*  
*Seconded: Cl. Sproule*

12 That Council not proceed with the reclassification and sale of Reserve 18561 Cyrus Saul Circuit.

2003. 910 RESOLVED: *Moved: Cl. Howell*  
*Seconded: Cl. Sowter*

13 That the Reserves 18559 and 18560 on the corner of Macleay Street and Cyrus Saul Circuit be reclassified Operational Land on the grounds of location of the land under Section 32 of the Local Government Act 1993 and be offered for sale.

2003. 911 RESOLVED: *Moved: Cl. Sproule*  
*Seconded: Cl. Sowter*

14 That Council not proceed with the sale of the unmade road in Edgar Street, Frederickton.

2003. 912 RESOLVED: *Moved: Cl. Howell*  
*Seconded: Cl. Sowter*

15 That subject to the allotment complying with an odour assessment Council make application for the closure of the northern end of Christmas Street, Frederickton

2003. 913 RESOLVED: *Moved: Cl. Sproule*  
*Seconded: Cl. Sowter*

16 That Council make application for the closure of the unmade sections of road in Second Avenue and the adjoining owners with access be offered the opportunity to purchase the land adjoining their property.

2003. 914 RESOLVED: *Moved: Cl. Sproule*  
*Seconded: Cl. Sowter*

17 That a Works Inspection be carried out of land at Kinchela at the intersection of South West Rocks Road and Riverside Drive.

Councillor Bowen recorded his vote against the foregoing Resolution.

2003. 915 RESOLVED: *Moved: Cl. Howell*  
*Seconded: Cl. Sproule*

18 That the sale of land at Grassy Head be deferred for further investigation

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2003. 916      **RESOLVED:**      *Moved: Cl. Bowell*  
*Seconded: Cl. Sowter*

19      That the closure of unmade roads at the western end of North Street, western end of Kinchela Street, north and western end of Darkwater Street, Gladstone be deferred subject to a report clarifying subdivision eligibility being provided to Council.

2003. 917      **RESOLVED:**      *Moved: Cl. Bowell*  
*Seconded: Cl. Sproule*

20      That the closure of the unmade roads at the western end of Main Street, Eastern end of Cannane Street, eastern end of Jeffrey Street, western end of Jeffrey Street and the southern end of Belmore Street, Smithtown be deferred subject to a report clarifying subdivision eligibility being provided to Council.

**ADOPTION OF AGENDA ORDER OF BUSINESS**

2003. 918      **RESOLVED:**      *Moved: Cl. Sowter*  
*Seconded: Cl. Sproule*

That the Agenda Order of Business be adopted, with the exception of Councillor Bowell's two Notice of Motions in regard to the Hospital be deferred until after discussion with Mr Terry Clout's at Council at 2:30 pm today.

That Notion of Motion No. 4 be deferred to the December Council Meeting.

Councillor Bowell tendered his apology for the next Planning Committee and the Works Inspection for 25<sup>th</sup> November 2003.

**MAYORAL MINUTE**

<b>M1</b>	<b>MAYORAL ENGAGEMENTS FOR OCT/NOV</b>
<b>FILE: C18-25</b>	<b>MAYOR (NRN) {Folio No. 264160}</b>

**SUMMARY:**

Reporting on the Mayoral Engagements since the previous Council meeting, on the 14<sup>th</sup> October 2003.



**Tuesday 14<sup>th</sup> October**

- General Meeting

#### **Thursday 16<sup>th</sup> October**

- Crescent Head Locality Specific LEP Meeting

#### **Tuesday 21<sup>st</sup> October**

- Department for Environment and Conservation Meeting in Sydney (Resource NSW)

#### **Wednesday 22<sup>nd</sup> October**

- Meeting with Paul Saintilan – Thunderdome

#### **Thursday 23<sup>rd</sup> October**

- Meeting with Frank Hay, Regional Manager for State Regional Development Board

#### **Friday 24<sup>th</sup> October**

- Regional Waste Group Meeting at Port Macquarie

#### **Saturday 25<sup>th</sup> October**

- Meeting with Ratepayer – 12.00 noon

#### **Sunday 26<sup>th</sup> October**

- Akubra Classic Opening (postponed)

#### **Monday 27<sup>th</sup> October**

- Pacific Highway Summit with Mr Andrew Stoner at Coffs Harbour

#### **Tuesday 28<sup>th</sup> October**

- Planning Meeting

#### **Wednesday 29<sup>th</sup> October**

- Meeting with Mr John Irving – MNGA Health – 9.15 am
- RCMG Meeting

#### **Thursday 30<sup>th</sup> October**

- Hastings Higher Education Consultative Group – Multi Party Agreement Signing – Port Macquarie (*Late apology*)
- Community Services Meeting (*Late apology*)
- *Attended Funeral of the Late Mr M Tuck - Taree*
- Reclaim the Night Meeting

#### **Friday 31<sup>st</sup> October**

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MAYOR

- Meeting with the Minister for Infrastructure and Planning, the Hon. Craig Knowles, MP – SEPP 71

**Tuesday 4<sup>th</sup> November**

- Meeting with Ratepayer – 9.30 am
- Meeting with K Yarnold – 12.00 noon

**Wednesday 5<sup>th</sup> November**

- Caravan Park Meeting
- West Kempsey Public School – Garden Opening
- Mid North Coast Group of Council Meeting at Macksville – 1.30 pm

**Thursday 6<sup>th</sup> November**

- Council Ordinary Meeting

As well as the day-to-day functions of the position.

Thank you to all the Councillors and Staff who represented me, and or supported me, at official functions over the past month, it is very much appreciated.

***Financial Implications***

***The financial, statutory and policy implications of this report are nil.***

2003. 919

**RESOLVED:**

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

That this information be noted.

## **NOTICE OF MOTION**

**Notice of Motions 1 and 2 dealt with after Mr Terry Clout, Chief Executive Office, Mid North Coast Area Health Service discussions with Council today.**

Notice is hereby given that I intend to move the following motion at the meeting at the Ordinary meeting of Council scheduled for 6 November 2003.

- "1. That representations be made to the Hon. Mark Vaile, MP Member for Lyne, Mr Luke Hartsuyker, MP Member for Cowper and Mr Andrew Stoner, MP Member for Oxley, with a request that joint funding be allocated by the Federal and State Governments for Capital Works associated with public hospitals in New South Wales.**
- 2. That the matter be referred to the Mid North Coast Group of Councils, the Local Government Association of New South Wales, the Shires Association of New South Wales and the Country Mayors Association for support.**

NOTE:

The proposal is similar to the joint funding allocated by the Federal and State Governments for the upgrade of the Pacific Highway within New South Wales ie. \$.6 Billion and \$1.6 Billion over ten (10) years respectively.

The Federal Government has proudly announced a \$7.5 Billion surplus and the State Government expects to raise \$1.6 Billion over the next seven years from tax on the super profits of poker machines all of which is to go to hospitals. The New South Wales public health system will receive at least \$2.5 Billion (incl. the \$1.6 Billion) in extra funding over the next seven years.

Both Governments advocate recognition of the need for increased health funding and the allocation of specific funding for capital funding to allow for new hospitals would be of community benefit.

.....  
Councillor J H Howell

NOTE:

The following Notice of Motion was deferred from the Ordinary Council meeting held 14th October 2003.

Notice is hereby given that I intend to move the following motion at the meeting at the Ordinary meeting of Council scheduled for 14th October 2003.

- " 1. ***That representations be made to the Minister for Health the Honourable Maurice Iemma MP with a request that he urgently review the Resources for Kempsey District Hospital to address -***
- a) ***The reduction of services through the Children's Rehabilitation and Surgical Wards.***
  - b) ***The Restriction of services associated with the Mental Health Wing.***
  - c) ***The increased demand on services within the Emergency Department.***
2. ***That Andrew Stoner MP Member for Oxley, be advised of such representations. "***

NOTE:

The reduction in services has been attributed to a reported budget blow out of \$800,000 from 2002/03.

In July 2003 there were 64 admissions and 21 operations over target. There is an obvious demand for treatment.

The 2001/02 Annual Report of the Mid North Coast Area Health Service included reference to the allocation of \$2.5 million to construct a 10 bed Mental Health inpatient unit and in addition \$1.3 million in Annual Operational Funding.

It was stated that the Mid North Coast Area Health Service has made Mental Health Services the highest priority for the Mid North Coast from 2001 to 2005.

Unfortunately, the restriction of services from other than on a 24 Hourly basis at Kempsey Hospital does not reflect such priority.

The absence of Bulk Billing is a major cause of the increase in representations to the Emergency Department at the hospital.

With approximately 18000 presentations annually the Emergency Department is currently deficient in the number of beds, adequately trained and experienced staff, as well as equipment necessary to treat patients.

.....  
**Councillor J H Bowell**

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.....  
**MAYOR**

**NOM3**

**REPRESENTATIONS TO THE MINISTER FOR ROADS**

**FILE: R Pacific Hwy**

**{Folio No. 264165}**

Notice is hereby given that I intend to move the following motion at the meeting at the Ordinary meeting of Council scheduled for 6 November 2003.

- "1. That Council make representations to the Hon. Carl Scully MP Minister for Roads to ensure that the proposal by the State Government for the Pacific Highway bypass of Kempsey, at least stage one, from South Kempsey to Frederickton, is given priority over other proposals by the Roads and Traffic Authority for the second bridge crossing at Kempsey and Macleay Street Frederickton.**
- 2. That Andrew Stoner MP Member for Oxley, the Honorable Mark Vaile MP Member for Lyne and Luke Hartsuyker MP Member for Cowper be advised of the representation".**

.....  
**Councillor R Bowen**

**Lapsed for the want of a Seconder.**

**Notice of Motion 4 was deferred to the December Council Meeting.**

**NOM4**

**REPRESENTATIONS TO THE MINISTER FOR  
INFRASTRUCTURE PLANNING AND NATURAL  
RESOURCES**

**FILE: C13-10 JACH**

**{Folio No. 264166}**

Notice is hereby given that I intend to move the following motion at the meeting at the Ordinary meeting of Council scheduled for 6 November 2003.

***"That Council make representation to the Hon Craig Knowles MP Minister for Infrastructure Planning and Natural Resources to object to proposed structure at the Catchment Management Authorities announced in September expressing concerns as the level of the role of Local Government in Natural Resource Management within their regions will be under-represented and that reference to the concern be raised at the Mid North Coast Group of Councils and NOROC."***

.....  
**Councillor R Bowen**

## **DELEGATE'S REPORT**

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**THIS IS PAGE 12 OF THE FULL TEXT MINUTES OF THE ORDINARY MEETING OF THE KEMPSEY SHIRE COUNCIL HELD ON THURSDAY, 6<sup>TH</sup> NOVEMBER 2003.**

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**MAYOR**

**SUMMARY:**

Reporting on attendance at the Conference which was held at Wollongong on the 22<sup>nd</sup> – 24<sup>th</sup> October 2003.



The theme for the Conference was “Talkin’up – Movin’on” and was hosted by Wollongong City, Shellharbour City and Kiama Municipal Councils.

There are a number of objects of the Network including:-

To promote reconciliation between aboriginal and non-aboriginal peoples through the agency of local councils.

‘Aunty’ Mary Davis in welcoming delegates and guests at the Conference dinner drew applause from the gathering of 250 people when she stated that the aboriginal people should firstly concentrate on reconciliation amongst themselves.

The guest speaker on Thursday was the Honourable Dr Andrew Refshauge, Deputy Premier of New South Wales, Minister for Aboriginal Affairs and Minister for Education.

Dr Refshauge acknowledged the failure of the State Government to do enough for aboriginal people.

The State Government will be looking to do better in partnership with the community.

There will be a challenge through education for aboriginal students to achieve higher results over the next ten years.

Dr Refshauge commented on works in progress following the Drug and Alcohol Summit with the recommendations still under review by the Government. It is anticipated that some response will be made by the end of the year.

There will be focus on goodwill and good intent with the Aboriginal Affairs Plan with clear goals to be achieved in respect to health, education and housing.

Dr Refshauge agreed to accept questions. I took the opportunity to remind Dr Refshauge that the Aboriginal population of Kempsey Shire was more than 4 times greater than the state average. Aboriginal people required health

services 1 1/2 times more than non-aboriginal people and that he had been associated with the Durri Medical Service.

My question was whether he had supported Council's representations to the Minister for Health for initially, the provision of funding for the planning of a new hospital for Kempsey.

The simple answer was, "I will do what I can".

Bearing in mind that a copy of Councils' submission was given to Dr Refshauge when he visited Kempsey on Friday 22 August the response, to say the least was disappointing.

Cr Refshauge did add that when Durri Medical Service was established hospital admissions of children were reduced by 33%.

Other matters responded to by Dr Refshauge included:-

- Federal Government was considering the withdrawal of \$19m to the State for aboriginal housing
- The recommendations of the Upper House inquiry into Mental Health still have to be considered including the provision of adequate resources to address the problems of youth
- He could not interfere with the responsibilities of school principals in so far as youth problems at school. It had been suggested that Aboriginal Liaison Officers could intercede
- He was satisfied with the revocation of the decision in respect to rate exemptions. (It was suggested that the decision had been taken without consultation with the aboriginal community)

There was a panel discussion followed by workshops covering:-

- Employment
- Health
- Elders
- Family Violence
- Heritage/Land
- Education
- Youth
- Housing

A Subsequent review of the workshops resulted in the following matters being identified:-

#### Employment

- Availability of funding
- Advertising/Promotion
- Recruitment guidelines
- Education – flexible – family
- Community partnership
- Peer pressure

## Health

- Involved in sport
- Discipline/respect/support/education for elders
- Identification of elders
- Youth more responsibility
- Role models
- Family involvement
- What works in other areas
- Stop infighting
- Revitalise culture
- Political correctness

## Elders

- Cultural knowledge
- Recognition
  - Advocacy/skills
  - Mentors
  - Payment for services
  - Land Councils
- Access to buildings
- Capabilities
- Actions

## Family Violence

- Reclaiming identity

## Heritage/Land

- Land Councils
- Technical knowledge
- Communication

## Education

- Federal level
- Revisit partnership (stop finger pointing)
- Better outcomes for Aboriginal youth
- Increased funding
- Promotion
- Screening of applicants/contracts
- More culturally educated teachers within institutions
- Improvement

## Youth

- Cultural identity
- Respect – Lack of
- Successful projects

- Education, Health, Partnerships
- Action

### Housing

- Affordability
- Waiting lists
- Repairs/Maintenance
- Partnerships (Land Councils etc)
- M.O.A – Local Council

I attended the Youth Workshop and there were indications of successful projects at South Sydney and Grafton Councils. These matters will be followed up.

Reference was made to the success with Circle Sentencing within the Nowra area. Circle Sentencing was covered at the Post Release Conference arranged by TAFE in Kempsey some time ago. It is a process rejected within this area.

I have requested Ms Leanne Townsend, Local Government Shires Association, to forward to Council resolutions from the Local Government Aboriginal Workers Meeting.

Ms Gwen Griffin, Gunnedah was elected President. The former President Cnr. Warren Mumdine, Dubbo did not seek re-election having served for the past seven years.

The 2004 Conference will be in Moree and in Wagga Wagga in 2005.

The Conference reinforced my belief that Council should pursue Social Capital.

‘Social Capital refers to the networks within a community and the level of trust, mutual support and participation by people in the community in activities that strengthen their sense of social belonging and community well-being’.

The most important form of Social Capital for communities with high levels of ‘Social Isolation’ is Linking Social Capital. This form of Social Capital invests heavily in community education, communication, fastening networks and relationships to build levels of trust where there has been distrust.

With the issue of Social Capital being currently addressed by a consultant it is imperative that the Aboriginal Community be consulted.

Due to illness in the family Mr Gerald Hoskins was unable to attend.

### ***Financial Implication***

***The financial implication of the following recommendation would be nil.***

That this report be referred to the Aboriginal Liaison Committee.

## DIRECTOR ENGINEERING REPORT

DE1

**SPORTS FIELD FUNDING**  
FILE: R3-11 KJF (NRN)

{Folio No. 264168}

### SUMMARY:

Reporting on proposals for funding of Sports Field Improvements.



The Annual General Meeting of the Macleay District Sports Council was held on 27<sup>th</sup> October 2003 and prioritisation of improvement projects was proposed. The Sports Facility Funds of \$20,346 were allocated to the following projects:

Willawarrin Lights	\$2,581
Stuarts Point Storage	\$2,000
Smithtown Grandstand	\$8,000
Kemp Street – Baseball Lights	\$6,765
OH&S Training	\$1,000

Willawarrin lights are now completed.

The Smithtown Grandstand improvements project is to be undertaken substantially by volunteers with a project cost of approximately \$20,000. It was proposed that a further \$8,000 be allocated from Section 94 funding to complete this project.

At South Kempsey Oval, the Kempsey District Cricket Association has been successful in attracting funding for development of turf wickets, including improvements to drainage and watering from Cricket NSW. It is proposed to match their \$15,000 with a further \$15,000 from Section 94 funds to complete this project.

At Services Club Park, the User Group is looking to extend the existing amenities block by provision of a storage room. It is proposed that \$15,000 be allocated from Section 94 funds to complete this project.

At Gladstone Sporting Fields, a canteen and storage room is required to attain better utilisation of the grounds and it is proposed to allocate the remaining \$7,400 Section 94 funds available from that catchment to that project. These funds will be combined with substantial voluntary labour to complete this project.

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At Crescent Head, the priority project is the provision of solar blankets and reels and disabled access equipment at the Crescent Head Pool. It is proposed to allocate \$25,000 of Section 94 Funds for this project.

Also at Crescent Head the provision of cricket nets at the Baker Drive Sporting Fields was supported as a second priority and it is proposed to allocate \$3,000 from Section 94 Funds for this project.

**Directors Comment:**

***The Sports Council has considered the capital projects for Sporting Fields and has agreed to the prioritisation of projects as shown. Council should support the allocation of funds from Section 94 contributions.***

**Financial Implication**

***The financial implication of the following recommendation would be expenditure of Section 94 contributions on appropriate improvement projects.***

**Other Implications:**

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

2003. 921

**RESOLVED:**

*Moved: Cl. Bowen  
Seconded: Cl. Bowell*

1. That Section 94 funds to the value of \$8,000 be allocated to improvements to the Grandstand at Smithtown Oval.
2. That Section 94 funds to the value of \$7,400 be allocated to provision of a canteen at Gladstone Sporting Fields.
3. That Section 94 funds to the value of \$15,000 be allocated to the development of turf wickets, including drainage and watering at South Kempsey oval, in conjunction with the Cricket Association.
4. That Section 94 funds, to the value of \$15,000 be allocated for extensions to the Amenities Block in Services Club Park for storage.
5. That Section 94 funds, to the value of \$25,000, be allocated to the provision of solar blankets and reels and disabled access equipment for Crescent Head Swimming Pool.
6. That Section 94 funds to the value of \$5,000 be allocated to the provision of new cricket nets at Crescent Head Sporting Fields.

2003. 922

**RESOLVED:**

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

That a report be submitted on the Budgeted \$240,000 and the additional \$80,000 be prepared on the Boyter's Lane Works Program.

DE2	MAINTENANCE AND UPGRADING OF MEDIANS
FILE: T11-2	GJW (NRN) {Folio No. 264172}

**SUMMARY:**

Reporting on actions to improve and upgrade the medians in Belgrave Street and the Elbow Street roundabout.



Council, at its last meeting resolved:

*“That a report be provided on the actions to improve and upgrade the median in Belgrave Street and the Elbow Street roundabout”.*

Maintenance of medians has been difficult due to pedestrian abuse, the extended dry period, the inhospitable environment, the shallow depth of soil and the obvious OH&S issues. Also, watering by way of hoses across traffic lanes, particularly at roundabouts, had created public liability risk.

All work on medians requires a Traffic Control Plan and some have required the drawing up of separate Job Safety Analysis sheets to address site-specific safety issues.

All work on the Smith Street medians is dependent on the issuing of a Road Closure Licence by the RTA who are reluctant to issue these for work on Smith Street during weekdays. It is felt that any such work should be carried out on the weekend!

The upgrading of medians in Belgrave Street has recently been completed. The delays in completing the works can be attributed to concerns expressed by Council's Safety Officer, over the safety of having staff working in medians within 1.2m of moving vehicles and the need to fund the establishment of watering points on the road reserve. Council had previously watered using wastewater from a tanker but OH&S concerns, traffic issues and the cost involved has made this option unviable.

The Smith Street median has been upgraded within the main business precinct. The roundabout and gardens at the intersection of Stuart Street and the Pacific Highway have been abandoned. The need to lay a hose across the roadway to water these areas was deemed to be a high risk activity from a public liability viewpoint.

The grassed median on the Pacific Highway at the northern end of the CBD will be planted out with low maintenance native plant stock as the cost of

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MAYOR

traffic control and associated OH&S and traffic issues make regular mowing of the median unviable.

This option could also be taken with medians in Rudder Street, East Kempsey, Middleton Street, South Kempsey and Wide and Dangar Streets, West Kempsey. The ongoing maintenance of turf on all or part of these areas is difficult due to dangerous working angles and close proximity to traffic. However, there are insufficient funds to cover this work.

Should Council wish to provide further enhancement, a further \$10,000 per year would be required with the only source available being Working Funds.

It is felt that all medians in new subdivisions, other than those in high profile business or town entrance areas, should be concreted.

Where planting of medians is required it should consist of small garden areas contained within concrete paving. This will reduce maintenance costs and reduce the risk of accident to people crossing the roadway.

***Directors Comment:***

***The extensive dry spell has made maintenance of all civic gardens extremely difficult. Should Council like a higher level of attention, specific funding would need to be provided in addition to that available within the current budget.***

***Implications:***

***There are no financial, policy or statutory implications from the following recommendation.***

**Director Engineering Recommendation:**

That the information be noted.

2003. 923

**RESOLVED:**

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

That the matter be referred to the Kempsey MasterPlan Committee for consideration.

<b>DE3</b>	<b>MEMORIAL GROVE – SOUTH KEMPSEY PARK</b> <b>FILE: LA18897 GJW (NRN) COPY: APC {Folio No264173}</b>
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**SUMMARY:**

Reporting on a Memorial Grove at South Kempsey Park.



The 25<sup>th</sup> Anniversary of the level crossing accident that claimed the lives of six local children in Middleton Street, South Kempsey, falls on 9<sup>th</sup> December 2003.

After consultation with the local community, a proposal has been drawn up to refurbish the Memorial Grove.

The project has in the past been dogged by poor water supply. These issues have been rectified by Council's Water Services staff, to the extent that the existing infrastructure will allow. The commemorative plaque will be refurbished and placed in a more prominent position.

A sign will be erected, adjacent to Middleton Street, to alert the public to the significance of the area. The garden will be surrounded by pine log barriers to isolate it from adjacent parking areas. Letters are currently being drawn up to contact relatives of the victims of the accident to alert them to the upgrade and invite them to an official ceremony to be held at the memorial site on the 25<sup>th</sup> anniversary date.

The estimated cost to complete the project is \$5,000 but there is no specific budget to cover this work. Council has provided only \$22,000 for landscaping within the Shire with a number of projects identified for completion (entrances to South West Rocks, Crescent Head and Kempsey CBD improvements). It is proposed that a further \$5,000 be allocated from Working Funds to cover this project.

***Directors Comment:***

***With limited funds for improvements to such areas, Council needs to provide sufficient funds to complete this project properly.***

***Financial Implication***

***The financial implication of the following recommendation would be the allocation of an additional \$5,000 from Working Funds to the existing Parks and Gardens budget.***

***Other Implications:***

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

2003. 924

**RESOLVED:**

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

**That an additional \$5,000 be allocated from Working Funds to the Parks and Gardens budget to cover costs incurred in the renovation of the Memorial Grove at South Kempsey.**

**SUMMARY:**

Reporting on Questions Without Notice from the Council meetings of the 20<sup>th</sup> March 2001, 14<sup>th</sup> May 2002 and 14<sup>th</sup> October 2003



**Responses to Councillors Questions Without Notice are listed for information.**

**Meeting of 20<sup>th</sup> March 2001****Councillor Sowter**

File D5-2

{FOLIO NO. 211596}

That the Director Engineering would investigate a drainage problem in Croads Esplanade, Smithtown, at the Smithtown Traffic Bridge where water runs down the footway into a resident's backyard.

***Quotation has been dispatched to the RTA. The RTA have done their own design to their standard. Council is now waiting for the RTA to present a design for quotation for Council to complete the work.***

**Meeting of 14<sup>th</sup> May 2002****Councillor Sowter**

**File: R8-2**

**{Folio No. 234526}**

That the Director Engineering will investigate contracting out of roadside slashing.

***Suitable contract being compiled, with service standards, assessment criteria, clear description of areas to be mown and requirements for Insurance and OH&S.***

**Meeting of 14<sup>th</sup> October 2003****Councillor Bowell**

**FILE: LA18897**

**{Folio No. 263263}**

That the Director Engineering would follow up proposals for improvements at the Memorial Park in South Kempsey.

***Meeting scheduled for 23<sup>rd</sup> October 2003 at the Museum.***

**Councillor Bowell**

FILE: L1-2A

{Folio No. 263269}

That the Director Engineering had not received any advice on the crown land subdivision at Crescent Head in recent times and would make some enquiries with the Department of Lands.

***Enquiries through the Department of Lands reveals contract for the additional Species Impact Assessment has been let. The results should be ready by Christmas.***

**Councillor Bowen**

FILE: D5-2

{Folio No. 263278}

That the Director Engineering would investigate the need for stabilizing the bank of the drain at the end of Simpson Street, South West Rocks where sand sub base is washing into the drain.

***Inspection of the drain reveals that sand is accumulating at the last concrete section of the drain prior to continuing in an open earthdrain eastwards. The sand appears to come from the surrounding area (~ 6 + bare patches).***

***To rectify grass seed needs to be sown to cover bare areas. SWR Civic Maintenance could easily sow seed. However, watering of such will be mother nature's responsibility.***

**Councillor Bowen**

FILE: D5-2

{Folio No. 263280}

That the Director Engineering would investigate the need for vegetation to be removed from the drain at Hill Street, South West Rocks however this was crown land so Council would not normally undertake work in this drain.

***The vegetation acts as a stabilizer and silt / erosion control measure. Removal of vegetation will cause erosion related problems as the soil is extremely sandy and loose.***

***The drain is currently free flowing and working well.***

**Councillor Bowen**

FILE: H2-20

{Folio No. 263282}

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***THIS IS PAGE 23 OF THE FULL TEXT MINUTES OF THE ORDINARY MEETING OF THE KEMPSEY SHIRE COUNCIL HELD ON THURSDAY, 6<sup>TH</sup> NOVEMBER 2003.***

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That the Director Engineering would investigate the report of a women's toilet being locked and unable to be used at the Mattes Flat reserve.

***The steel 'grill' door is often pulled closed giving the appearance that the unit is 'locked'. (Staff only lock the door when the toilets are out of order).***

***A latch will be installed to prevent users from accidentally pulling the grill closed.***

**Councillor Sowter**

**FILE: T11-4**

**{Folio No. 263284}**

That the Director Engineering would investigate the reports of falling limbs from the large camphor laurel trees at Smithtown Park.

***Trees were pruned some three years ago. Inspection requested to allow prioritisation.***

**Councillor Sproule**

**FILE: N3-2**

**{Folio No. 263295}**

That the Director Engineering would consider use of steam in the eradication of weeds, particularly in and round the CBD area.

***Steam eradication equipment is expensive, bulky and requires 2-3 people to operate. The equipment operates under high pressure, a potential risk to public and the operators. Also, this process only kills to top of weeds and many will grow back.***

***The preferred method of eradication of weeds is by residential weedicide.***

**Councillor Sproule**

**FILE: R8-20**

**{Folio No. 263302}**

That the Director Engineering would arrange for the sign for motorcycle parking in the Clyde Street Mall car park which has been removed ie. the one on the power pole near the toilet block, to be replaced.

***Work request created.***

**Councillor Sproule**

**FILE: M6**

**{Folio No. 263304}**

That the Director Engineering would investigate the status of the replacement of the information board in the Clyde Street Mall which had been vandalized.

***New information board installed 29<sup>th</sup> October 2003.***

***Implications:***

***There are no financial, policy or statutory implications from the following recommendation.***

2003. 925

**RESOLVED:**

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

That the information be noted.

<b>DE5</b>	<b>WORKS IN PROGRESS</b>	
	<b>FILE: R8-2 KJF (NRN)</b>	<b>{Folio No. 264175}</b>

**SUMMARY:**

Reporting on Works in progress.



ROADS

REGIONAL ROADS

Sealed

Patching and general maintenance is continuing on all the Regional Roads. The intersection of Smithtown Road and Rawson Street, Smithtown, has been completed and awaits linemarking.

**LOCAL ROADS**

Sealed Rural

Pavement maintenance work on the sealed road network is continuing.

Rehabilitation works on Collombatti Road has been completed.

Rehabilitation works on Plummers Lane and Gowings Hill Road is currently in progress and should be completed by the first week in November.

Construction works of the new intersection of Gowings Hill Road and Marys Bay Road is due to commence shortly.

UNSEALED RURAL

Gravel Resheeting

The resheeting of Spooners Avenue is currently underway. This project was originally scheduled for later in the financial year but brought forward due to the dry and dusty climatic conditions.

Pipers Creek Road is scheduled to be resheeted in November. This project was also brought forward in the works program.

The next road on the resheeting program is Old Station Road, due to start in December.

### **Maintenance Grading**

The "Shire East" roads maintenance crew is currently in the South Kempsey/Yessabah Area (Area East 6).

Roads that were graded during this month:

Aldavilla Road	Airport Road
Belgrave Falls Road	Crottys Lane
Nelson Wharf Road	Old Aerodrome Road
Wards Road	Warneton Road

The "Shire East" crew will thereafter continue with maintenance grading in the Kundabung Area (Area East 7).

The "Shire West" roads maintenance crew is currently busy with maintenance grading in the Nulla Nulla Area (Area West 1).

Roads that were graded during this month:

Billybyang Road	Hickeys Creek Road
Secombs Lane	Kesbys Road
Sundowner Road	Mungay Flat Road

The "Shire West" crew will thereafter continue with maintenance grading in Five Day Area (Area West 2).

### **TOWN AND VILLAGE STREETS**

#### **Kempsey Town Improvements**

No Town Improvement works is scheduled for the remainder of the financial year.

#### **Hat Head Town Improvement**

Stage 2 of the drainage works around the intersection of Fern and Straight Streets will commence in April 2004.

## **South West Rocks Town Improvement**

The CBD drainage improvement project in Memorial Avenue near Livingstone Street is in progress. The section of pipeline through the public park has been completed from the creek up to the corner of Memorial/Livingstone Streets and from this intersection to Paragon Avenue. The pipeline south of this intersection towards Landsborough Street is currently under construction.

The kerb and gutter and associated works at the Paragon/Memorial intersection in line with the MasterPlan will commence mid November.

## **FOOTPATHS AND CYCLEWAYS**

The cycleway in Philip Drive has been completed in front of the properties in Philip Drive. The continuation of the cycleway will re-commence in November. The works will link up with the footpath running through Brighton Park and continue towards Arakoon, beside Phillip Drive roadway, to the limit of available funds.

## **FLOOD MITIGATION**

General maintenance and repair of the floodgates on Kinchela Creek and Belmore River flood structures is continuing. The concrete maintenance repair work on the Belmore Headworks structure is scheduled for October after dewatering of the site.

## **BRIDGES / STRUCTURES**

### **Smithtown Wharf**

The extension of the Smithtown wharf has been completed

### **Specific Maintenance**

Emergency repair work has been performed on Kyles Bridge (Toms Gully Road). Specific maintenance on Fullers Bridge on Nulla Nulla Creek Road has been completed.

The bridge crew will assist with the Belmore flood structure works and thereafter continue with specific maintenance on McManus Bridge.

## **HORTICULTURE**

### **Coastal Weeds Rehabilitation Project**

Continuing. Landcare Coordinator to investigate grant funding options for follow up work.

### **Smith/Belgrave Street Landscaping**

Medians replanted

## **Plans of Management**

Clare Mathieson consulting with the Aboriginal community to determine any relevant issues not raised during previous consultations.

Draft for Verge Street Stadium has commenced.

## **Gregory Street Streetscape Improvements**

Street tree planting and landscaping underway between Spencerville and Frank Cooper Street

## **Netball Courts**

Renovation completed.

## **Memorial Grove- South Kempsey**

Plans for the refurbishment of the Memorial Grove approved by community. Work to be completed by the 25<sup>th</sup> anniversary of the level crossing accident.

## **Willawarrin Lighting**

The installation of floodlighting has been completed.

## **Kemp Street Lighting**

Upgrading of lighting to the Kemp Street baseball facility has been completed.

## **Stuart's Point Long Jump Run Up**

The installation of a new long jump pit and synthetic run up is under way.

## **Regional Sports Facility Program**

Application booklets are to be distributed to all Sports User Groups. Applications close on 12<sup>th</sup> December 2003.

## **NOXIOUS WEEDS**

- Completed Annual Noxious Weeds Grant Return.
- Field Inspection Lagoon Creek in Armidale Dumaresque Shire for Cats Claw and Madeira Vine to determine a Works Programme for the Macleay Valley catchment. Spraying trials in co-operation with James Browning from the New England Noxious Weeds Authority initiated.
- Water Hyacinth Inspections Goolawah Lagoon to check on our Aerial Spraying - Excellent results achieved.
- Giant Parramatta Grass inspections along Shire roads. Annual Programme for spraying by Contractor will commence in November.

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*THIS IS PAGE 28 OF THE FULL TEXT MINUTES OF THE ORDINARY MEETING OF THE KEMPSEY SHIRE COUNCIL HELD ON THURSDAY, 6<sup>TH</sup> NOVEMBER 2003.*

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**MAYOR**

- Private Property inspections were carried out at Greenhill for GPG, Dondingalong for GPG, Blackberry, Burrs and Groundsel Bush.
- Inspected Raeburn's property Majors Creek to assess for new bio-control -one for Red Lantana, the other for Pink Lantana.
- Attended a Regional Weed Workshop at Hastings for declaration of Mother of Millions as a W2 noxious weed.
- Attended delegates Meeting for the Mid North Coast Weeds Advisory Council at Taree to address the Management of Weeds in NSW issue and prepare a submission to the Minister.

## **BUILDING SERVICES**

### **Work completed last 4 weeks**

- Ongoing maintenance to amenities and realignment of pavers in public areas.
- Aged Care Units – miscellaneous repairs.
- Swimming Pools: Kempsey - attend to risk assessment issues  
South West Rocks - replace security fence
- Airport – secure storage for aircraft power unit – complete.
- Kempsey Pool – replace shade structure to baby pool -complete.

### **Work proposed next 4 weeks**

- Civic Centre – complete work associated with disabled toilet to first floor.
- Hat Head Surf Club – commence work associated with disabled access ramp.
- Repair vandal damage to South Kempsey toilets.
- Leith Street Units
  - Repairs to dividing fence
  - Install picnic table to BBQ area
- Works Depot - Maintenance to gutters/downpipes
  - Upgrade locker room/shower
- Civic Centre – improve drainage to garden bed and covered way adjacent to female toilets.

**Implications:**

*There are no financial, policy or statutory implications from the following recommendation.*

2003. 926

**RESOLVED:**

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

That the information be noted.

At this stage 10:35 a.m. the Meeting adjourned for Morning Tea and upon resumption at 11:03 a.m. all present at the adjournment were in attendance.

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES REPORT**

<b>DCCS1</b>	<b>GLADSTONE HALL - PROPOSED GALLERY</b>
<b>FILE: LA8199 TIH</b>	<b>COPY APC {Folio No. 264177}</b>

**SUMMARY:**

Reporting on the proposed Memorandum Of Understanding (MOU) for the management of the Hall and proposed Community Gallery.



Set out below is the proposed MOU, which has been negotiated with the Gladstone Hall Committee.

**MEMORANDUM OF UNDERSTANDING (MOU)**

**BETWEEN:**  
**KEMPSEY SHIRE COUNCIL (KSC) AND**  
**GLADSTONE YOUTH AND COMMUNITY CENTRE (KNOWN AS THE**  
**GLADSTONE HALL COMMITTEE)\* (HALL CTTEE) AND**  
**KEMPSEY SHIRE COUNCIL COMMUNITY GALLERY COMMITTEE**  
**(GALLERY COMMITTEE)**

**Subject:**

Memorandum of understanding for the management of the \*Gladstone Hall and Kempsey Shire Council Community Gallery, Kinchela Street Gladstone.

This MOU is to set out the undertakings of each of the interested parties, (the KSC, the \*Gladstone Hall committee and the Kempsey Shire Council Community Gallery Committee) in the management of the Gladstone Hall and the Kempsey Shire Council Community Gallery and their roles and responsibilities.

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.....  
MAYOR

The Hall is on Crown Land trusted to the Kempsey Shire Council for care, control and Management through the Gladstone Hall Committee. The proposed Gallery is to be developed within the Gladstone Hall supper room area.

The Kempsey Shire Council has delegated to the Gladstone Hall Committee the care and management of the Gladstone Hall building (main hall, kitchen, meeting room, toilets, stage and dressing rooms, storage areas and surrounding grounds).

The management of the Gallery will be by the Gallery Committee and Kempsey Shire Council staff.

This MOU is subject to review by mutual agreement between the parties at anytime by giving 6 weeks notice, in writing, of the meeting to be held to discuss the issue.

**The Kempsey Shire Council undertakes to:**

1. Review the delegates on committees every four years, following the appointment of a new Council or following any elections to form a new Council.
2. To keep the buildings and contents insured and pay all costs, including callouts, associated with the security system.
3. To pay Council imposed rates including garbage charges, water and sewage.
4. To establish in conjunction with the Gladstone Hall Committee procedures to manage the hall to reflect the intensions of the three parties (KSC, \*Gladstone Hall Committee and KSC Community Gallery).
5. To provide Voluntary Workers Insurance to cover volunteers working in any capacity involving the \*Gladstone Hall committee, Kempsey Shire Council and the Community Art Gallery committee.
6. To establish a KSC Community Gallery Committee.
7. To continue the use of Gladstone Hall as a Public Hall. That KSC recognise the wishes of the local community for the hall to remain available for public use.

**The Hall Committee undertakes to:**

1. **Continue the use of the Hall as a Public Hall.**
2. Continue to maintain the grounds and the building including lawn and ground maintenance, internal cleaning of the Hall, kitchen, the exterior of the Hall and the internal and external painting of the Hall. N.B. Council will meet the cost of painting the inside of the hall the next time the interior needs to be painted because of the problems caused during the 2002 paint job.

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*THIS IS PAGE 31 OF THE FULL TEXT MINUTES OF THE ORDINARY MEETING OF THE KEMPSEY SHIRE COUNCIL HELD ON THURSDAY, 6<sup>TH</sup> NOVEMBER 2003.*

.....  
**MAYOR**

3. Continue to keep accounting records of the Committee's finances.
4. Continue to keep the bookings register for the Hall.
5. Administer the security systems and the overall security of the building.
6. Maintain the general conditions of hire of the hall and access to keys for hall use.

**The Gallery Committee undertakes to:**

1. Maintain the Gallery section in association with the Hall Committee.
2. To pay the electricity accounts applicable to the Gallery Section.
3. Liaise with the Hall Committee, and the bookings officer, concerning hiring dates and future events where the hall may be used in conjunction with the Gallery. The Hall Committee will be advised as far in advance as possible of the Gallery Calendar of events.
4. Maintain and keep clean the Gallery area and common areas - toilets, foyer, and other areas when used in association with a gallery event.
5. Provide Volunteers for the gallery when it is open to the public.
6. To maintain security systems for the gallery that will be installed as part of the Gallery development.
7. The Gallery committee undertakes to make a fair and reasonable contribution towards the provision of the maintenance of the common areas, e.g. foyer, kitchen, toilets, meeting room, storage area and the fire safety inspection fees.
8. To advise the Gladstone Hall Committee of the opening hours of the Gallery and any changes that may occur to these hours for special events.
9. **Have all volunteers undertake Responsible Service of Alcohol Training.**

**Bookings Policy**

1. The Hall Committee shall keep the bookings register and nominate a specific bookings officer and a reserve bookings officer for the hall only.
2. The Gallery Committee shall advise the bookings officer of proposed Gallery bookings not only of the specific gallery space but also of any bookings involving the entire complex.

3. The entire complex, except the Gallery area, is to be kept available for Anzac Day services in the event of inclement weather.
4. The Gallery Committee shall endeavour to make bookings for the use of the hall area as far in advance as possible.
5. When the hall facilities e.g. kitchen, toilets, hall area, stage, meeting room are not being used exclusively by the gallery, care of and cleaning up of these areas are the responsibility of the people who have booked the hall for an event.
6. In case of a major emergency, e.g. flood; the Hall area shall be made available to the authority in charge of the emergency.

### **Dispute Resolution**

In the event that adjudication needs to be made because the Hall and Gallery Committees cannot reach an amicable compromise a committee of three made up of the following:-

- The Director of Community Services (or that person's nominee)
- A councillor
- A community representative

Shall, having been presented with the positions of both parties make a final decision.

### **General**

In the event that the Hall and contents need to be evacuated the Chairperson of the Hall Committee shall be in charge of the evacuation procedure. (See annexure 1 for the evacuation procedure).

If the gallery function moves or the Hall ceases to be used as a gallery the Hall Committee is to determine the future usage of the former gallery space.

### **Alcohol Use**

**The Hall committee is to be responsible for the conditions under which the consumption of alcohol will be permitted in the hall. The Gallery Committee volunteers and staff serving alcohol shall have Responsible Service of Alcohol training.**

Signature Panel:
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ANNEXURE 1 of MOU between Kempsey Shire Council, Gladstone Hall Committee and the Kempsey Shire Council Community Gallery.

EVACUATION PROCEDURE: Responsibility of Gallery Committee

In the event of a warning that the building must be evacuated the following steps are to be taken:

1. The SES to notify the person nominated as the emergency contact for the Hall  
This person to be the nominee of both Committees and  
Must be a key holder and have access through the security systems of the entire complex  
This information to be prominently displayed on the notice board at the entrance to the hall.
2. The chairpersons of the Hall and Gallery committees  
Are to be contacted by the emergency controller and  
Immediate steps to be taken to notify:  
All Committee members and volunteers of the respective groups of the situation. (A list of all members of each group and their contact details to be always available to both Chairpersons) and Williamson Bros.
3. The packaging and transport of the works in the Gallery to be supervised by a member of the Gallery Staff or Gallery Committee in the event of evacuation. If Gallery staff not available - who then packs the art work? Council employees – paid to do so.
4. The contents of the Hall and Gallery are to be relocated for temporary storage and the Works of Art are to take precedence over furniture and fittings.
5. The transport of all of the items to be relocated is to be provided by Williamsons Brothers (65625111) and transported to Williamson Brothers for temporary storage.
6. Overall supervision of the evacuation to be under the stewardship of the emergency contact, or that person's nominee of the Hall and Gallery Committee chairpersons.
7. Return of artworks and furniture after the emergency is over? Gallery Committee.

Councillor Sowter expressed the view that once the MOU has been negotiated that a public meeting be called to assess the Gladstone Community's response. The Hall Committee is of the view that this will not be necessary and I will recommend accordingly.

The advice concerning the success or otherwise of Council's grant application of \$68,500 will not be known until late November early December.

The next step in the process is to lodge the Development Application and the estimated costs for the plans and specifications is \$11,500.

***Financial implications of this report:***

*In the past the Council rates and charges were paid by the Hall Committee. Under the proposed MOU these costs will be met from the Gallery budget (Council's funds) as a rent and will become payable when the building work commences that changes the usage patterns of the Hall (\$900.00) for a full year based on 2003/04 rates and water usage charges).*

*Security monitoring will become a new charge to be met from the Gallery Budget (\$460 for a full year based on similar costs for other Council buildings).*

*The cost to insure the building and contents is estimated to be \$400.00 increase in the property premium.*

*Painting of the building has in the past been totally met by the Hall Committee and it is intended to meet the cost of the next internal paint job – in approx 8 – 10 years time by the Gallery Committee.*

*The Gallery's contribution towards the cleaning and other miscellaneous costs will become easier to estimate once the Gallery is operating but \$1,100 is a starting point for a 12-month period.*

*The costs to have the DA lodged and prepared is \$11,500 and the costs to carry out the necessary building and fitting out of the Gallery will be determined by the amount of the grant and may have to be staged if the grant is not successful to the extent of Council's existing budget of \$64,487 - \$11,500 = \$52987.*

*The social benefits of providing a Community Gallery for Kempsey Shire will be well worth the effort and expenditure and Council's art works can be shown and circulated more frequently.*

*I don't believe there will be any detrimental environmental impacts from this project nor are there any policy implications.*

*The statutory requirements will be outlined as conditions of the Development Consent and the Dept of Lands consent will be needed to lodge the Development Application.*

2003. 927

**RESOLVED:**

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

1. That Council agrees to the terms of the MOU.
2. That the consultant Architect be commissioned to prepare and lodge the Development Application.
3. That no action be taken to call a public meeting to discuss the MOU.

**DCCS2 STATEMENT OF BANK BALANCES AS AT 28TH  
OCTOBER 2003  
APC**

**SUMMARY:**

Submitting the Statement of Bank Balances as at 28th October 2003.



[\(Appendix A\)](#)

**Comments by Director**

**Noted.**

**Financial Implications, Policy Implications, ESD implications,  
Statutory Implications**

***There are no implications arising from this report.***

2003. 928

**RESOLVED:**

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

That the information be noted.

**DCCS3 STATEMENT OF INVESTMENTS AS AT 30TH  
OCTOBER 2003  
APC**

**SUMMARY:**

Submitting the Statement of Investments as at 30th October 2003.



The Local Government Act 1993 requires that Council be notified at each Ordinary meeting of details of all money invested by Council.

Attached at [\(Appendix B\)](#) is that Statement of Investments.

**Comments by Director**

**Noted.**

**Financial Implications, Policy Implications, ESD implications,  
Statutory Implications**

***There are no implications arising from this report.***

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**THIS IS PAGE 36 OF THE FULL TEXT MINUTES OF THE ORDINARY MEETING OF THE KEMPSEY  
SHIRE COUNCIL HELD ON THURSDAY, 6<sup>TH</sup> NOVEMBER 2003.**

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**MAYOR**

That the information be noted.

<b>DCCS4</b>	<b>COMMUNITY SHARPS MANAGEMENT IN THE KEMPSEY SHIRE</b>	<b>FILE: H2-14</b>	<b>TIH</b>	<b>COPY APC</b>	<b>{Folio No. 264178}</b>
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### SUMMARY:

Reporting on arrangements and grant funds provided under the Community Sharps Management project.



In order to enhance public disposal of needles and syringes generated in non-clinical settings the State Government has introduced, in conjunction with various Area Health Services, a community based needle and syringe disposal program.

The most commonly used sharps being insulin syringes, pen needles and blood lancets used by people in the management of diabetes and by injecting drug users in public places.

The objectives of this program being to:

- Provide safe disposal facilities for community sharps
- Reduce inappropriate disposal of needles and syringes in public areas.
- Reduce the risk of needle stick injury for Council employees and contractors
- Reduce the risk of needle stick injury to the public
- Reduce the amount of needles and syringes entering domestic waste services, recycling services and public place litter services.

The proposed activities being:

- The purchase of community sharps disposal bins
- Installation of these bins in locations that have been identified as appropriate for the intended purpose and readily accessible to the community
- The promotion of the availability of the community sharps disposal bins and Pharmacy community sharps disposal program to the community.

The capital cost of the bins will be met by the grant and Council will meet the costs of installation and maintenance, the specialist collection contractors and the publicity campaign to advise the community of this program.

Council currently has a 120 litre needle disposal container at the Civic Centre, and 10 x 1 litre units in public toilets situated around town.

It is proposed to relocate the 120 litre unit from the Civic Centre to a more central location in the CBD - being in the grassed area of the Stuart St car park near the access ramp into the Arcade Supermarket. 120 litre metal containers will also be located at South West Rocks at the Neighborhood Centre and at Crescent Head (location yet to be determined – suggested location being in the car park opposite the Country Club). 50 litre plastic drum containers will be provided at Stuarts Point at the Yarrahapinni Community House, Hat Head (location yet to be determined – suggested location the new library when it is completed), Bellbrook Dr Appleton's surgery, and Willawarrin – near the public toilets at the Sports Grounds.

More one-litre metal containers will be located in public toilets at the day visitor area at Crescent Head reserve, Delicate and Racecourse toilets, the toilets in the Clyde St Mall and the "bottom block" at Horseshoe Bay.

The abovementioned locations can be changed if they are found to be unsuitable.

The procedure will be for members of the public and Council staff to dispose of sharps into the large units for collection by the authorized contractor.

The Mid North Coast Area Health Service will train Council staff in the safe handling of sharps and will assist Council with the publicity material.

#### ***Financial Implications***

***Financial implications will be a grant application for \$3,860.96 to cover the purchase of the bins. Council's costs are estimated to be \$3,900 to cover installation, maintenance, disposal and promotion. Council's costs are covered by existing budgets.***

#### ***Policy Implications***

***There are no policy implications arising from this report.***

#### ***ESD implications:***

***This project meets the basic tenants of ESD – reducing the health and environmental impacts of potentially dangerous waste by putting in place safe and affordable disposal procedures.***

#### ***Statutory Implications***

***This is a State Government sponsored project in association with the Dept of Health and the Dept of Local Government and Council will be obligated to meet the conditions of the funding agreement for the grant for the period – 1/07/03 – 30/06/04.***

2003. 930

**RESOLVED:**

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

1. That the grant funding be accepted and the funding agreement signed by the Director of Corporate and Community Services.
2. That the location of the bins be monitored to ensure the selected sites are appropriate.
3. That the project be promoted on a regular basis through the Mayor's column and other mediums.

<b>DCCS5</b>	<b>CORPORATE AND COMMUNITY SERVICES</b>
	<b>DEPARTMENT REPORT</b>
<b>FILE: C10-1 TIH (NRN)</b>	<b>{Folio No. 264179}</b>

### **SUMMARY:**

Reporting on the activities of the Community Services Department for the months July, August and September 2003.



Since the previous report the following projects and services have been rendered:-

#### 1 Financial Services

The financial services section has met all statutory obligations within the quarter including:

- \* 2003/04 rate notices prepared and issued
- \* Pension claim submitted 30 September 2003
- \* Council's monthly BAS submitted to ATO on time
- \* 2002/03 Financial Statements prepared and audit conducted in October

Other tasks undertaken during the quarter include:

- \* Work is continuing on the conversion of data to the Civicview Assets Module.
- \* Ongoing debt recovery action. it is pleasing to note that the rates outstanding percentage as at 30 June 2003 has been reduced to 8.01%, down from 8.77% at 30 June 2002
- \* Payment of creditors and processing of payroll continues to be carried out in a timely manner

#### **2 Records Management**

The development of a document management system will be commenced August 2003. The aim is to have a records system capable of capturing all electronic and paper records into one electronic document management system (EDMS) that meets standards.

During September, the Project Officer (Carol Hughes) and a member of the IT section (Marshall Hodgekiss) visited a number of Councils who have developed or are developing their EDMS. Initial thoughts are that a system will be developed in-house to align with CivicView.

Use of acknowledgement cards for all correspondence received needing a reply is continuing.

### **3 Civic Centre Property Management**

Civic Centre lift giving disable access to Council Chambers is completed and operational in September 2003. A disable toilet facility has also been completed.

New notice board installed in foyer and new hearing loop installed in Council Chambers in September 2003.

All fire equipment at the Civic Centre was assessed for upgrade in September 2003 and replacement of obsolete equipment programmed for October 2003.

### **4 Telephone System**

Council's emergency after hours 1300 number to call centre received 102 calls during quarter July-September. The majority related to water issues. On-call staff have expressed a preference for a call centre to be based in Kempsey so the call centre staff know the area, however such a service is not available from Kempsey at present.

### **5 Risk Management/Insurance**

Risk inspection program of footpaths continued on a regular basis. All Kempsey CBD area inspected in September 2003 and report submitted to Works section.

Civil Liability Act will see a reduction in claims provided Council has inspection procedures in place. Inspection policies for roads and tree maintenance yet to be developed.

### **6 Governance**

Preparation of Business Paper Agendas for July, August & September Council meetings completed to target with Councillor Business Paper Agendas available on the Wednesday evenings prior to the Tuesday Council meetings. Other agendas/reports for Extra-Ordinary meetings and committee meetings prepared as required.

Placement of Council meeting agendas and appendices on website commenced from the September 2003 Planning Meeting. The number of business paper agendas printed each meeting has been reduced by 28. It is hoped to further reduce the number of paper copies of the agendas printed once the public get used to using the website to read the Agenda reports.

## 7 Juvenile Justice CSO Gangs

The Juvenile Justice CSO gang continues to work on Tuesdays on various projects.

## 8 Cemeteries

### Cemeteries Promotion and Image

As part of the process of Council's services becoming more business like the issue of promotion of Cemeteries and the projection of a professional image was seen necessary. As such a series of brochures have been professional produced and printed to highlight the cemeteries in the shire, the need to make a reservation at a cemetery, the importance of a memorial.

## 9 Street Stalls and Raffles

Location	Number of Bookings			
	July	August	September	Total
Clyde Street Mall	19	34	28	81
Other Locations	9	20	19	48
Total	28	54	47	129

## 10 Kempsey Shire Library

- During NAIDOC week a display of library logos with a Koori theme were displayed in the library. These were submitted by schoolchildren from the Shire. It is hoped to eventually select and use one of them as a logo for library activities and publications.
- July school holiday activities run at Kempsey and South West Rocks were well attended, with 65 children taking part. These programmes are extremely time consuming to prepare and run and Angie Meers, the children's librarian manages a varied and interesting programme that continues to attract young children and their parents.
- A family history day in July run by Rozzi Cook (on a volunteer basis) and volunteers Bruce Cain and Michael Scott attracted 32 participants.
- A small collection of resources dealing with asthma, purchased with the help of a small grant from the Asthma Foundation was launched in July and very well attended. The items continue to be well used.
- During children's Book Week in August, Angie Meers spoke to 280 children at 5 schools and over 100 children came to the library in the weeks after as follow up CBW activities.
- A Reading Club operating in the library held its first 2 meetings in August and September with 13 people in attendance.
- Book displays on various topics were arranged during this period, and the items are snapped up usually on the same day they are put on display.
- The library held a small survey on the use of technology in the library, for members of the state opposition, who were interested in library issues. Over 50% of respondents have no access to computers other than at the library and most use the library's technology centre once a

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week or more. It provides a vital service, and is an instrument of equity, providing people without the means of buying their own computers to still become technologically literate and to take advantage of services only offered electronically.

- Deb Mills one of the MBA students and Angie Meers just completing her arts degree at UNE have been gaining credits and distinctions in their assignments.
- Library staff have been working extremely hard and providing an excellent service to the community.

## **11** **Community Care Options**

### Community Options:

Has provided 456.75 hours of high level support services

### Neighbour Aid:

Has provided 283.5 hours of low level support services, 4200 km transport, 51 occasions of lawn maintenance.

### Veterans Home Care:

Has provided 2812.5 hours of low level support services to Veteran recipients, mainly domestic assistance and lawn maintenance.

### Community Aged Care Packages:

A total of 684 meals have been provided and 185 hours of lawn maintenance.

Has provided 3250 hours of hostel type care to older people living in their own homes.

The Community Bus has travelled: 4300 kms during this period.

The program now employs 4 office staff, 4 permanent/part-time and 2 casual field staff and 10 volunteers providing service to a total of 236 Clients.

## 12 Aged Housing – Council’s Units

- **Units 100% tenancy rate during this period.**
- Spraying of bindii and broadleaf weed carried out at all properties.
- On-going maintenance by Council carpenters and plumbers.
- Council’s plumbers have checked all hot water service units for correct temperature.

### **Sheila Blackwell Gardens, Leith Street, West Kempsey**

- New Carpet laid at Unit 9.

- New Curtains at Units 3, 8, 9, 16 and 17.
- New stoves installed at Unit 3, 8, 5, 16, 18 and 21.
- Painted lounge room ceiling at Unit 5.
- Pruning of all shrubs and trees, removal of unsuitable trees and shrubs as per Crime Prevention Plan.
- BBQ furniture ordered.
- New Refrigerator at Unit 12.
- Change of Tenant at Unit 8, professionally cleaned, new curtains installed.
- Turfed area of lawn in the middle of the property, tenant has agreed to keep watered and fertilised to improve aesthetics.
- Replaced some of the taps making them suitable for tenants with arthritis.
- Gutters cleaned out.
- Unit 4 - Replaced bathroom floor tiles (all "drummy"), laundry tiles needed non-slip surface applied.

#### **Tozer Street, West Kempsey**

- Removal of dead gum tree at rear of property.
- Internal painting of Units 3, 7 and 10.
- Pruning of all shrubs and trees.
- New planting in Centre Garden to improve aesthetics and entice community care in looking after garden.
- Two outdoor bench seats placed (concreted in) in the back of the centre lawn area for tenants to "get together".
- New carpet laid at Unit 12.

#### **Boronia Gardens, South West Rocks**

- Pruning of all shrubs and trees.
- Installed new stove at Unit 1.
- New vanity installed at Unit 15.
- New vertical drapes at Unit 1.

#### **13 Boatman's Cottages, South West Rocks**

- External Painting to Cottage No. 2.
- Boat Cover at Cottage No. 1 nearing completion.
- David Boram (Heritage Adviser) Identified a need for a Plan of Management to be carried out on the Heritage Buildings.

#### **14 West Kempsey Community Renewal Program**

Kempsey Shire Council and the West Kempsey Community House has recently been awarded a "Highly Commended" award for its submission to the Kellogg's National Heart Foundation Local Government Award. The submission was based on the Community House's "Eat Healthy and Skip to the Beat Program" which is a healthy eating and exercise program for young children, kindergarten to 6th class from the West

Kempsey Community. The children participating made a compact disc and video clip in collaboration with the young up river band "Kaotic Penguins". The program focuses on educating parents through the children on eating healthy and taking part in regular fun exercise. The Community House has received orders from schools and other community organisations for their Skip to the Beat Bushtucker Wrap.

## 15 Youth Worker

The "Youth Mentoring" scheme is well under way with all class work finished and the participants now engaging in work placement of 30 hours. The second round is ready to start and the numbers are up once again. Although Djigay has applied to Family and Community Services for ongoing funding to support this project as yet there has been no reply.

The local CDAT (Community Drug Action Team) is now up and operational after meetings with the State Gov Thurs 11<sup>th</sup> Sept at Kempsey Council. The YDO has been selected as Co Chair and we are currently discussing Education, Event and Funding opportunities as we speak.

I am working with Mid North Coast Area Health on a local and regional basis in relation to the lack of mental health services relating to young people in our area. We will have representatives from MNCAHS in attendance at the Mid Coast Youth Workers Forum conference late November at Wombat Resort, where I will facilitate a panel of mental health workers, Youth Workers, Consumers and Support groups to gain some understanding and guidelines on referrals and procedures to optimise care.

Rocks Youth is ready to kick off and we have had some young people working on the computer programs including the digital photo imaging recently installed. It looks like the first outing will be to Raleigh Raceway for a day of go-kart action and horse riding etc.

After initial meetings with members of the Division of General Practice (doctors) they have expressed interest to set up a clinic in conjunction with the Youth Information Referral service we are attempting to establish as part of the Community Solutions project. This clinic would be an absolute bonus for the local community and would be one of the few bulk billing services in our region not just the shire. This will take an effort on behalf of council now to find the premises required in Kempsey.

The AGM for the Kempsey Youth Refuge was on again and the YDO has been chosen chairperson again. I consider this role, chairperson or committee member as one of the more important roles relating to young people in our area.

ABC youth "heywire" competition for the Mid North Coast has been judged and the YDO was pleased to be chosen as a regional rep on the

judging panel. Entries will be broadcast on ABC, ABC National and JJJ radio stations shortly. Hey wire is a national competition that was held over the past weeks and involve entries from young people regarding their life in the places they live in regional Australia.

I have been successful in gaining a grant from Regional Arts to run an "ärtstart" project for young people on the lower Macleay. This will involve a black and white photo exhibition titled "My Life Here and Now". Participants will be involved in the process from taking the pictures right through to the Exhibition to be held at Kempsey Shire Library.

Still involved with the PCYC and although planning is not going as expected we are still putting the time in to have the centre up and running as soon as possible.

Crocfest investigation is underway and if we hold this festival as looks like we have a chance, it will be the biggest festival ever held in the valley.

Your Choice drinking program is still progressing in conjunction with MNCAHS and the local Police and PCYC. The program involves underage drinkers attending an education seminar with a parent after being referred by police. The program is called your choice because they have the choice of the education or the fine.

The YDO is still referring large numbers of youth to appropriate services. Mental health issues are top priority at the moment, and we are working the MNCAHS to help identify and present these issues appropriately.

Currently the YDO is working with almost every Youth related service in our area.

## **16 IT Services**

Campbell manned a CivicView promotional stand for the Water Management 2003 Conference at Taree.

Staff attended the Community Mapping Project meeting at Wauchope and Great Lakes Council to assess Dataworks Document Management System.

On going discussions with Crystal Enterprises concerning Enterprise Management Reporting.

Broadband Internet has been installed which allows high speed internet and email access

Visit to Coffs Harbour Council to assess Dataworks Document Management System

Campbell attended meeting in Brisbane with TV Linkup to Austrade Japan re purchase of CivicView

Campbell & Marshall attended meeting in Sydney with Crystal Enterprises concerning Enterprise Management Reporting.

17 Aboriginal Liaison Officer

**Continues to consult with the Aboriginal community.**

18 Kempsey Community Solutions Projects

Community Solutions: Bi-Monthly Project Update for period ending 31 August 2003

<b>Project Name</b>	1.1 Improve lighting, landscaping and pavements in Kempsey CBD
<b>Lead Agency:</b>	Kempsey Shire Council
<b>Brief Description</b>	Improve lighting, landscaping and pavements in Kempsey's main business street. Funds provided will be matched by Kempsey Shire Council.

<b>Funds allocated</b>	<b>2001/02</b>	<b>2002/03</b>	<b>2003/04</b>	<b>2004/05</b>
		\$50,000	\$70,000	

**Project Activities:**

<b>Key project activities undertaken since last update:</b>	<b>Outcome of key activities:</b>
Distribution and collection of CBD survey.	130 survey distributed 70 returned.
Collation of data of CBD survey.	Community identification of areas and issues of concern to CBD businesses to inform CPTED evaluation.
26/08/03 NRMA Bizsafe crime risk assessment seminar and training for CBD business owners.	Involvement of target group/stakeholders in project process. Establishment of communications network with CBD business owners, Council and Police.
CPTED Evaluation framework developed.	CPTED framework developed.
<b>Next planned activity:</b>	
Develop CBD survey report which will inform this strategy and strategy 1.3. New Crime Prevention Plan.	CBD Crime Profile and Kempsey Shire Crime Profile reports both of which will contribute the Crime prevention plan.
Analysis of reported crime data to identify CBD crime 'hot spots'.	The identification of CBD crime 'hot spots'.
Conduct CBD CPTED evaluation in partnership with Kempsey Police.	CPTED Evaluation Report will make recommendations for CBD improvement to reduce crime

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	opportunities.
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Issues / Risks to project:	Changes to initial project plan if relevant:
	Allocation of funding for CPTED Evaluation.

**Target Groups, Stakeholders, and Project Partners:**

Main target groups and stakeholders, project partners	Since the previous update, how have these groups been involved in the project?
CBD Business and property Owners	Bizsafe forum held for CBD business and property owners on 29/7/03. Consultations regarding strategies to address anti social behaviour in the CBD during school holidays. Survey conducted with CBD Business owners. Provision and distribution of Community Safety Council Newsletter.
Chamber of Commerce	Provision of Community Safety Council Newsletter.
Master Plan Committee	Consultation with Councils Directors of Engineering and Environmental Services.
Council's Engineering and Health & Planning Depts	Consultation with Councils Directors of Engineering and Environmental Services.
Kempsey Residents	CBD Business Owners & Residents Surveys forums with pensioner groups, service providers and young people.
Police	Consultation regarding anti social behaviour strategy ideas.

**Expenditure**

Funds Expended to Date	<b>\$5717.24</b>
% Completion	<b>30%</b>

**Is the project completed? No**  
**Anticipated completion date: April 05**

Project Name	1.2 Implementation of CPTED recommendations in York Lane Car Park and under traffic bridge
Lead Agency:	Kempsey Shire Council
Brief Description	Implement the recommendations of a Crime Prevention Through Environmental Design (CEPTED) and crime assessment by improving lighting and parking under the main road bridge and RSL car park.

Funds allocated	2001/02	2002/03	2003/04	2004/05
			\$15,000	

**Project Activities:**

Key project activities undertaken	Outcome of key activities:

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<b>since last update:</b>	
Analysis of CBD survey	Identify areas of concern to CBD businesses
Consultation with Council Engineering Department regarding CPTED recommendations for Your Lane Carpark area.	Car Park redevelopment plans amended consistent with CPTED recommendations. Removal of flora, wider pathways, improved lighting and the enclosure of under traffic bridge areas.
Consultation with RTA regarding responsibility for under traffic bridge area.	Unclear at this point.
<b>Next planned activity:</b>	
Further consultations with Council engineers and RTA regarding under traffic bridge area.	Clarification of responsibilities and plan of works.
Monitor implementation of plan of works to commence mid October 2003.	

**Target Groups, Stakeholders, and Project Partners:**

<b>Main target groups and stakeholders, project partners</b>	<b>Since the previous update, how have these groups been involved in the project?</b>
<b>RSL and RSL Sub Branch</b>	Council engineers consultation with RSL.
<b>Kempsey Residents</b>	Residential and CBD Business Owners Survey's – Forums with business owners, pensioner groups, service providers and young people.
<b>Police</b>	

**Expenditure**

<b>Funds Expended to Date</b>	<b>\$nil</b>
<b>% Completion</b>	<b>15%</b>

**Is the project completed? No**  
**Anticipated completion date: June 04**

<b>Project Name</b>	1.3 Crime Prevention Plan
<b>Lead Agency:</b>	Kempsey Shire Council
<b>Brief Description</b>	Review the Kempsey Shire Crime Prevention Plan and include detailed strategies to deal with anti social behaviour, drug and alcohol related crime, property damage and theft.

<b>Funds allocated</b>	<b>2001/02</b>	<b>2002/03</b>	<b>2003/04</b>	<b>2004/05</b>
		\$40000	\$40000	

**Project Activities:**

<b>Key project activities undertaken</b>	<b>Outcome of key activities:</b>
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<b>since last update:</b>	
Residents survey analysis completed	Provide benchmarking data and information for CPP
Forums held at local high schools	Provide benchmarking data and information for CPP
Forum held with local aged community	Provide benchmarking data and information for CPP
Forum held with Kempsey interagency	Provide benchmarking data and information for CPP
Distribution and collation of CBD survey	Provide benchmarking data and information for CPP
<b>Next planned activity:</b>	
Publish residents survey results on council web page	
Forum with Goori interagency	Consultation with indigenous community
Analysis of CBD survey	Identification of issues in CBD
Prepare Kempsey crime profile	Basis of information for Crime Prevention Plan
Consult with Attorney General's Department re: preparation of CPP	Guidance and direction to ensure CPP in-line with current practice

<b>Issues / Risks to project:</b>	<b>Changes to initial project plan if relevant:</b>

#### **Target Groups, Stakeholders, and Project Partners:**

<b>Main target groups and stakeholders, project partners</b>	<b>Since the previous update, how have these groups been involved in the project?</b>
Kempsey Shire Residents	Survey analysed consultation forums with business owners, pensioner groups, service providers and young people.
Federal and State Government agencies	Consultation with interagency, informed Council's Community Safety Council of progress (membership includes government & non government agencies)
Community Organisations	Consultation with Service Providers Interagency, Community Safety Council informed of progress
Police	Members of Community Safety Council

#### **Expenditure**

<b>Funds Expended to Date</b>	<b>\$23209.42</b>
<b>% Completion</b>	<b>25%</b>

**Is the project completed? No**  
**Anticipated completion date: June 04**

<b>Project Name</b>	1.4 Enhancing the Kempsey Assistance Patrol
<b>Lead Agency:</b>	Kempsey Shire Council
<b>Brief</b>	Enhance the ability of the Kempsey Assistance Patrol to

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<b>Description</b>	service a greater area by replacing its existing bus with two mini buses
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<b>Funds allocated</b>	<b>2001/02</b>	<b>2002/03</b>	<b>2003/04</b>	<b>2004/05</b>
		\$40,000	\$40,000	

**Project Activities:**

<b>Key project activities undertaken since last update:</b>	<b>Outcome of key activities:</b>
Continuing to monitor booking, recording and accounting systems	Provide transport options for local non-profit organisations (children's and youth services) and aid sustainability of bus
Gathering data about use by both KAP and community bus service	Assist measurement of outcomes
Bench marking data finalised	Assist measurement of outcomes
<b>Next planned activity:</b>	
Consult target groups, stakeholders and project partners about hiring policy	Revise draft policy to ensure best practice of community bus service
Finalise desired seating capacity of second bus	Ensure best options available to KAP and Community Bus Service.

<b>Issues / Risks to project:</b>	<b>Changes to initial project plan if relevant:</b>

**Target Groups, Stakeholders, and Project Partners:**

<b>Main target groups and stakeholders, project partners</b>	<b>Since the previous update, how have these groups been involved in the project?</b>
KAP users & Community Bus Service	Use of new bus and existing bus.
KAP employees and advisory committee	Consulted about hiring policy, use of buses and purchase of second bus.
Attorney General's Dept	
DOCS	Consulted about hiring policy and use of buses
Education Dept	Consulted about hiring policy and use of buses
Durri	Consulted about hiring policy and use of buses
Child/Youth Services in Kempsey	Consulted about hiring policy and use of buses
Local businesses, residents, licencees	
Community Safety Council	Updated monthly regarding project and asked to provide feedback
Police	Members of KAP Advisory Committee

**Expenditure**

<b>Funds Expended to Date</b>	<b>\$38403.12</b>
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<b>% Completion</b>	<b>50%</b>
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**Is the project completed? No**  
**Anticipated completion date: June 04**

<b>Project Name</b>	1.5 New Premises for KAP
<b>Lead Agency:</b>	Kempsey Shire Council
<b>Brief Description</b>	The Kempsey Assistance Patrol will be relocated to larger premises which have sufficient space to act as a staging location while homeless or intoxicated people are referred to other services.

<b>Funds allocated</b>	<b>2001/02</b>	<b>2002/03</b>	<b>2003/04</b>	<b>2004/05</b>
		\$50000	\$50000	

**Project Activities:**

<b>Key project activities undertaken since last update:</b>	<b>Outcome of key activities:</b>
Continue consultation	Identification of risks/problems with current site have determined that this site is unsuitable
Continued to seek alternative sites	Enabled a range of sites to be considered
Clarify child protection policy, employee checks, OHS training	Ensure consistency with regulations
Exploration of KAP Staff training by TAFE being looked into.	Training to be delivered by TAFE.
<b>Next planned activity:</b>	
Research demountable styles/costs	Enable choice of site to be finalised
Finalise site choice for premises	Enable DA to be submitted
Submit DA for development of site	Enable works to begin

**Target Groups, Stakeholders, and Project Partners:**

<b>Main target groups and stakeholders, project partners</b>	<b>Since the previous update, how have these groups been involved in the project?</b>
KAP employees and volunteers	Consultation re relocation and current use by intoxicated people/youth
DoCS	Consulted via KAP advisory committee
Police	Consulted via KAP advisory committee
Dept Health	Consultation via Mike Hawes – RSA Project Mid North Coast Health
Local Businesses	
Local Residents	
KAP advisory committee	Regular updates and consultation at monthly meetings
Local Indigenous community	

**Expenditure**

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<b>Funds Expended to Date</b>	<b>\$4341.13</b>
<b>% Completion</b>	<b>15%</b>

**Is the project completed? No**  
**Anticipated completion date: April 2005**

<b>Project Name</b>	2.2 Upgrade Greenhills Community Centre
<b>Lead Agency:</b>	Kempsey Shire Council
<b>Brief Description</b>	Upgrade of a building owned by the Kempsey Local Aboriginal Lands Council into a community centre to provide a focus for service delivery and building community relations in the Aboriginal community.

<b>Funds allocated</b>	<b>2001/02</b>	<b>2002/03</b>	<b>2003/04</b>	<b>2004/05</b>
		\$20,000	\$20,000	

**Project Activities:**

<b>Key project activities undertaken since last update:</b>	<b>Outcome of key activities:</b>
Identification of potential user groups	Service delivery from the centre
Finalisation of works	Centre completed to point of operation
Advised sub committee re: employment of a centre co-ordinator	Aid sustainability of project
<b>Next planned activity:</b>	
Formally inform the Community Committee and Land Council of the completion of the expenditure of funds.	No further expectation or demand to cover costs of the centre.
Acquit grant	

<b>Issues / Risks to project:</b>	<b>Changes to initial project plan if relevant:</b>

**Target Groups, Stakeholders, and Project Partners:**

<b>Main target groups and stakeholders, project partners</b>	<b>Since the previous update, how have these groups been involved in the project?</b>
Greenhills Aboriginal Community	The community through the sub committee is driving this project, setting priorities, liaising with services and service delivery.
Aboriginal Land Council	
Service Providers	Exploring options for the delivery of services from the centre.

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**Additional Comments:**

Centre was officially opened by Greenhills Elders on 5<sup>th</sup> September 2003. Whilst this project's financial obligation have been met, I have some concerns that without some ongoing support for the community committee the current status, level of activity and potential of the centre will not be realised.

**Expenditure**

<b>Funds Expended to Date</b>	<b>\$42010.09</b>
<b>% Completion</b>	<b>100%</b>

Is the project completed? **Yes**

Anticipated completion date: **October 03**

<b>Project Name</b>	2.4 Community Recreation and Cultural Facilities map and plan
<b>Lead Agency:</b>	Kempsey Shire Council
<b>Brief Description</b>	A community recreation and cultural facilities map and plan will be developed to ensure facilities are well located, can be accessed by the community and are linked with other services.

**Project Activities:**

<b>Key project activities undertaken since last update:</b>	<b>Outcome of key activities:</b>
No works have been undertaken since last update due to major consultation work being undertaken for strategies 1.1, 1.2 & 1.3.	
<b>Next planned activity:</b>	
Questionnaire for sporting/arts & cultural groups	Will provide benchmarking data
Preparation of benchmarking report	Will assist in preparation of plans and measurement of outcomes
Determine form and content of map	Will give basis for next stages
Extensive consultation with T, PP, S	Ensure relevance

**Target Groups, Stakeholders, and Project Partners:**

<b>Main target groups and stakeholders, project partners</b>	<b>Since the previous update, how have these groups been involved in the project?</b>
Tourism Information	
ACDC	
Macleay Sports Council	

**Expenditure**

<b>Funds Expended to Date</b>	<b>\$12513.24</b>
<b>% Completion</b>	<b>5%</b>

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Is the project completed? No  
 Anticipated completion date: April 05

<b>Project Name</b>	3.1 Youth Centre and Plan
<b>Lead Agency:</b>	Kempsey Shire Council
<b>Brief Description</b>	Development of youth plan for Kempsey and establishment of a Youth Centre to improve coordination and availability of services for young people.

<b>Funds allocated</b>	<b>2001/02</b>	<b>2002/03</b>	<b>2003/04</b>	<b>2004/05</b>
		\$35000	\$35000	

**Project Activities:**

<b>Key project activities undertaken since last update:</b>	<b>Outcome of key activities:</b>
Investigating possible sites	Identify site/s for youth centre
Investigating partnership with KAP	Sharing premises and or site with KAP
Presented draft plan for comment	Ensure relevance of plan
<b>Next planned activity:</b>	
Research demountable styles/costs	Enable choice of site to be finalised
Finalise site choice for premises	Enable DA to be submitted
Submit DA for development of site	Enable works to begin
Finalise plan	Plan completed

**Target Groups, Stakeholders, and Project Partners:**

<b>Main target groups and stakeholders, project partners</b>	<b>Since the previous update, how have these groups been involved in the project?</b>
Young people in Kempsey	
KAP	Consultation regarding sharing premises
Youth Services in Kempsey	Forum and youth network
Other youth centres	Forum and youth network
Youth Network	Regular meetings
DOCS	Part of Youth Network
Department of Education	Part of Youth Network
Schools	Part of Youth Network
HSLO	Part of Youth Network

**Expenditure**

<b>Funds Expended to Date</b>	<b>\$nil</b>
<b>% Completion</b>	<b>Plan 50% complete</b>
	<b>Centre 20%</b>

Is the project completed? No  
 Anticipated completion date: early 2005

<b>Project Name</b>	3.2 Kempsey Youth Mentoring Scheme
<b>Lead Agency:</b>	Kempsey Shire Council
<b>Brief Description</b>	Develop a youth mentoring scheme in Kempsey, which will identify, train and support mentors who can provide positive role models to encourage young people to attend school or undertake other job training

<b>Funds allocated</b>	<b>2001/02</b>	<b>2002/03</b>	<b>2003/04</b>	<b>2004/05</b>
		\$10000	\$10000	

**Project Activities:**

<b>Key project activities undertaken since last update:</b>	<b>Outcome of key activities:</b>
Recruited mentors	Train mentors for programme
Began training mentors at TAFE 5/8/03	Train mentors for programme
In class component of course completed and mentors now on min 30hrs placement	Train mentors for programme
<b>Next planned activity:</b>	
Another course will begin on the completion of the current course	Train mentors for programme

<b>Issues / Risks to project:</b>	<b>Changes to initial project plan if relevant:</b>

**Target Groups, Stakeholders, and Project Partners:**

<b>Main target groups and stakeholders, project partners</b>	<b>Since the previous update, how have these groups been involved in the project?</b>
<b>Mentors</b>	<b>Training a TAFE</b>
<b>Local schools</b>	<b>Via youth network</b>
<b>Police</b>	
<b>TAFE/Digay</b>	<b>Training Mentors</b>
<b>Dept Sport and Rec</b>	<b>Involved in Digay</b>

**Expenditure**

<b>Funds Expended to Date</b>	<b>\$nil (TAFE yet to submit account)</b>
<b>% Completion</b>	<b>40%</b>

**Is the project completed? No**  
**Anticipated completion date: early 2004**

<b>Project Name</b>	3.4 "Crocfest"
<b>Lead Agency:</b>	Kempsey Shire Council
<b>Brief Description</b>	Establish a Community Committee to investigate conducting a 'Croc' Eisteddfod or similar youth festival in Kempsey.

Funds allocated	2001/02	2002/03	2003/04	2004/05
		\$5000	\$5000	

**Project Activities:**

Key project activities undertaken since last update:	Outcome of key activities:
Identifying relevant committee members	Community involvement
Liaising with Moree	Information gathering
Representative working with Moree Croc fest organisers	Information gathering
Next planned activity:	
Form steering committee	Community involvement
Assist and support committee	Support

Issues / Risks to project:	Changes to initial project plan if relevant:

**Target Groups, Stakeholders, and Project Partners:**

Main target groups and stakeholders, project partners	Since the previous update, how have these groups been involved in the project?
Croc fest organisers	Consulted re: requests for information
Youth Services	Consultation via Youth Network

**Expenditure**

Funds Expended to Date	\$nil
% Completion	30%

Is the project completed? **No**  
 Anticipated completion date: **early 2005**

<b>Project Name</b>	4.4 Apprenticeship Scheme
<b>Lead Agency:</b>	Kempsey Shire Council
<b>Brief Description</b>	Develop a targeted apprenticeship/traineeship scheme to assist 15 young people per year find apprenticeships/traineeships in government services located in Kempsey

Funds allocated	2001/02	2002/03	2003/04	2004/05
		\$10,000	\$10,000	

**Project Activities:**

Key project activities undertaken since last update:	Outcome of key activities:
Nil:	Awaiting contact details of State Government Agency HR personal.

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<b>Next planned activity:</b>	

<b>Issues / Risks to project:</b>	<b>Changes to initial project plan if relevant:</b>

**Target Groups, Stakeholders, and Project Partners:**

<b>Main target groups and stakeholders, project partners</b>	<b>Since the previous update, how have these groups been involved in the project?</b>
Unemployed young people	
ETC Employment Solutions	
ABEN New Apprenticeship Centre	

**Expenditure**

<b>Funds Expended to Date</b>	<b>\$nil</b>
<b>% Completion</b>	<b>5%</b>

**Is the project completed? No**  
**Anticipated completion date: April 05**

- **Secondary Supply** is the name of a public education campaign aimed at reducing the supply of alcohol to under 18 year olds. The campaign is a partnership with Hastings and Taree Councils and will launched on 3 November.
- On 26 August Council hosted **BizSafe** a crime risk assessment forum for CBD business owners the forum was hosted by NRMA Insurance, NSW Police and the State Chamber of Commerce.
- The **RTA** withdrew funding for the Drink Driver Prevention Officers position preferring to establish a RSO position at Council.
- Following a number of incident of malicious damage in the CBD after young peoples disco's at the RSL, Standard Operating Procedures have been developed in partnership with Sporting Groups, Police, Council and KAP.
- **Crime Prevention thought Environmental Design (CPTED)** evaluations have been conducted at South Kempsey Australia Post Mail Sorting Centre, the Mail Box in the Mall, Kempsey Regional Saleyards, South Kempsey Highway and Council proposed works at the York Lane Carpark/ RSL Carpark. The public phone in the Mall

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**MAYOR**

has been moved following CPTED evaluation with positive community feedback.

- **The Macleay Alcolizer**, has been located at three licensed premises over the reporting period.
- The CSO conducted a forum at the **MNC Crime Prevention Forum** in Taree and attended **Australia & New Zealand Society of Criminology Conference - Controlling Crime Risks and responsibilities**.
- The CSO has participated in the development of the **Macleay Liquor Consultative Committee**.
- With funding from the NSW Premiers Department a Community Centre has opened at **Greenhills** providing services to that community. An AAS funding application for a centre coordinator, and program funds has been lodged.
- The CSO has been involved in community consultations facilitated by the **Department of Correctives Services** looking into the accommodation needs of prisoners visitors and prisoners post release accommodation.
- The CSO has been involved in the projects teams for two NSW Premiers Departments Kempsey Community Solutions projects managed by the Departments of Health and Housing.
- A funding application to establish a **Neighbourhood Improvement Project** at Greenhills has been lodged with Area Assistance Scheme and support provided to the Macleay Valley Workplace Learning Centre in making a funding application to improve attendance and retention rates at the Centre.
- A submission outlining the KAP as an 'alternative models of transport' for alcohol affect persons was requested by the RTA to be submitted at the **NSW Premiers Alcohol Summit**.

#### **Arts and Cultural Development.**

- **Pipe Band** provision of information and support for the re formation of a Kempsey Pipe Band.
- **Sydney Conservatorium of Music**. Concert at the RSL presented by the Macleay Valley Arts Council.
- **Charles'Bub'Tingwell** on man play The 'Carer', Bandbox Theatre presented by the Macleay Valley Arts Council.
- **Co-Opera Carmen** the opera at the RSL presented by the Macleay Valley Arts Council.

- **MVAC** DA lodged for the renovation of the Odd Fellows Hall in Kemp Street West Kempsey.
- **Crescent Head Water Tanks.** Consent received vary the usage of a grant to renovate the murals.

**KAP**

- **Reduction of hours.** Staff hour have been reduced from 14 to 9.5 hours following the end of a grant funding period.
- **KAP Community Bus Service.** The KAP Community Bus Service continues to develop, currently being used by South and West Kempsey Community Renewal Projects, local sporting groups, House of Youth, Leisure Link, Scouts and community based Children's Services.

19 General

○ **Hospital Action Group**

**Continues to meet and lobby for retention of a Grade 3 Hospital.**

○ **Macleay Valley Community Projects**

**Is endeavouring to find a new project following handing over of the Slim Dusty Project.**

○ **Macleay River Historical Society**

**Continues to maintain a museum.**

○ **Mens Accommodation and Resource Centre**

**Continues to lobby for better services for men.**

○ **Access Committee**

**Major project, life to Council Chambers completed. Next project is the John Mawson Access Awards.**

○ **Baby Care Room**

**Watching brief - this is now handed over to Council's Engineering Services.**

○ **Proposed Art Gallery, Gladstone Hall.**

**As per item DCCS 1 to this Meeting.**

***Comments by Director***

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MAYOR

*A very busy three (3) months (as usual).*

*Financial Implications, Policy Implications, ESD implications,  
Statutory Implications*

*There are no adverse implications arising from this report.*

2003. 931

**RESOLVED:**

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

That the information be noted.

<b>DCCS6</b>	<b>PROPOSED CEMETERY AT YARRAVEL</b>
<b>FILE: C4-13 (262735) MLB (NRN)</b>	<b>{Folio No. 264181}</b>

**SUMMARY:**

Reporting on a reply to the Notice of Motion at regarding the Cemetery at Yarravel.



At Council's meeting of the 14<sup>th</sup> October 2003 a Notice of Motion was received requesting that a report be prepared regarding the proposed cemetery at Yarravel and provide the following update:-

- \* *Estimated date of completion of the report from GeoLink, which was commissioned in Mid 2002.*

The draft DA was submitted to Council on 30 June 2003 along with the completed ecological report (Darkheart Eco-Consultancy) and a Visual Assessment Report prepared by GeoLINK. The completion of the draft DA was delayed by various factors outside of consultants control, including the provision of adequate survey of the land by Councils staff.

The finalisation of the DA has been on further hold as a result of the need to commission a flood study by Webb McKeown & Associates. It is anticipated that this flood study will be finalized by mid November. Provided that the flood study does not necessitate significant amendments to the cemetery design it is anticipated that the report will be available by mid December.

- \* *Whether it is expected that there will be an escalation of the costs from the original quote and if so, then the revised final cost estimate.*

The original quotation for the completion of a report and lodgment of the DA was \$28,970.00

As mentioned further in this report additional studies where required to be undertake in the preparation of the DA. These studies included:-

Flood Study (including survey of Christmas Creek) and	\$25,690.00
Access Alternatives Cost / Benefit Analysis	\$3,140.00
Revised Total Cost	\$57,800.00

- \* *Design of the proposed entrance to cemetery following the objections to the access, which have been proposed. This proposed access restricted vehicle movements and may not comply with the RTA guidelines on Traffic Generating Developments.*

Access to the site will be treated as a driveway, not a public road. Therefore, the proposed access off Crotty's Lane is compliant with relevant requirements. GeoLINK is currently finalising the access options analysis recently commissioned by Council, which will provide more detail with regard to site access arrangements.

- \* *Whether discussions have been held with adjoining landholders regarding boundary adjustment or land exchange to facilitate a more accessible entrance and if so, the results of those discussions.*

Following the public workshop held on the 26<sup>th</sup> May 2003 negotiations have occurred with the family adjoining the proposed entrance as to a suitable entry point to the property. Furthermore due to the concern expressed by the family concerning access to the proposed site and their belief that access via Jack Richardson Drive was a better option Council requested that the consultants undertake a detailed Cost / Benefit analysis of alternative accesses. This was outside the boundary of the original works requested. As at the time of this report no agreement has been reached regarding alternative access arrangements through the property adjoining the proposed access to the site. The property owners have reaffirmed their belief of an alternative access via Jack Richardson Drive.

- \* *An explanation of the greatly reduced number of plots now available from the original estimate of 26,000 site or 100 years supply. Further if the reduced number had been factored into the original proposal, would the site in Spooners Avenue have been a more viable option.*

The previous Development Application (DA) placed for the cemetery had a grave site calculation based on the cleared area of vegetation in the area to accommodate grave sites. This DA has been designed in response to the environmental considerations relevant to the site and thus has resulted in an estimated reduction in supply. It is estimate that the cemetery Stages 1 to 5 will have a lifespan of at least 19 years and up to 55 years depending on a range of factors such as cremation rates, death rates, multiple interment rates and expansion opportunities. It should also be further noted that the master plan only at this stage covers the western end of the 7(d) Zone for the provision of a Cemetery.

The choice of funeral options chosen by baby boomers will have a considerable impact..

\* *Estimated date that the DA will be submitted to Council.*

It is anticipated that DA will be lodged Mid January 2004.

***Comments by Director***

***Any delays have arisen in order to ensure that all matters of concern to the adjoining owners have been investigated.***

***Financial Implications***

***The financial implication of the following recommendation would be a total expenditure of \$57,800.00.***

***Policy Implications***

***There are no policy implications arising from this report.***

***ESD implications:***

***The need for a cemetery is vital.***

***Statutory Implications***

***There are statutory implications arising from this report.***

**Director Corporate and Community Services Recommendation:**

That the information be noted.

2003. 932

**RESOLVED:**

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

That this Report be deferred until the next Council Meeting.

<b>DCCS7</b>	<b>PUBLIC ROAD CLOSURE APPLICATION</b>
<b>FILE: R EAST ST</b>	<b>COPY: C4-7 MLB {Folio No. 264203}</b>

**SUMMARY:**

Reporting on the status of the closing part of East Street, South Kempsey to facilitate expansion of the East Kempsey Cemetery.



At Council's meeting of the 9<sup>th</sup> September 2003 Council considered a report on the closure of East Street, East Kempsey road reserve to facilitate the expansion of the cemetery in the interim until the new Cemetery is available to accept internments.

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**MAYOR**

As mentioned in the previous report this section of road reserve currently only provides an internal access between sections within the cemetery, an entry point to an adjoining rural property and houses a pump station on it.

The proposed road closure was advertised for twenty eight (28) days for which only one verbal enquiry was received into the extent of the road reserve to be closed but did not object to the closure.

As no objections have been received to the closure of this road reserve and as such it is proposed to make an application to the Department of Land and Water Conservation for the closing of this road reserve.

**Comments by Director**

***This process should be completed ASAP.***

**Financial Implications**

***The financial implication of the following recommendation would be an redistribution of funds from the new cemetery to allow for the leveling, and landscaping of the road reserve.***

**Policy Implications**

***There are no Policy implications arising from this report.***

**ESD implications:**

***This develop will extend the life of an accepted place of mourning within the Kempsey Shire community and also allow for the better use of the road reserve to help facilitate the functioning of the cemetery.***

**Statutory Implications**

***That the application for a road closure be forwarded to Land NSW.***

2003. 933

**RESOLVED:**

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

**That the application for road closure be forwarded to Land NSW.**

<b>DCCS8</b>	<b>QUESTIONS WITHOUT NOTICE</b>
<b>FILE: A1-2 (261161)</b>	<b>TIH (NRN) {Folio No. 264204}</b>

**SUMMARY:**

Reporting on Questions without Notice by Councillor P Parkinson enquiring if the Dunghutti Nation represented all Aboriginal Peoples in the valley.



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**MAYOR**

The Aboriginal people resident in the Macleay Valley recognise the Dunghutti Nation as being representative of all aboriginal peoples throughout the Kempsey shire.

The rulings of Elders and Local Committees and organisations are respected and accepted by Aboriginal residents who originate from outside the community of the Kempsey Shire.

It also needs to be noted that there are several spellings of the Aboriginal Nation's name due to different accents adopted during white settlement hindering the phonetic interpretation of the word these are Thunghutti, Djunghutti, Dunghutti and Dainghutti. All of which are representative of the same Nation that has resided in the Kempsey valley for thousands of years.

***Implications***

***There are no Financial, Statutory, ESD or Policy implications.***

2003. 934

**RESOLVED:**

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

That the information be noted.

<b>DCCS9</b>	<b>LEASE TO HERITAGE CHRISTIAN SCHOOL</b>
<b>FILE: LA2920 PJH</b>	<b>{Folio No. 264205}</b>

**SUMMARY:**

Reporting on the renewal of the lease of land to the Heritage Christian School for use as a playground.



Since 1<sup>st</sup> March 1999 the Heritage Christian School has leased an area of Council's land in Rudder Street for their playground. This followed the establishment of the school at the Presbyterian Church complex.

The lease conditions allow for the area to be used by the public outside of school hours. The five (5) year lease is due for renewal in February 2004 and the School has requested a three (3) year lease with an option for a further three (3) years.

The school has also sought a rental reduction due to the maintenance of the area by them. The existing rental is \$500.00 pa (ex GST).

***Comment by Director Engineering***

***In light of the fact that the area has been reduced by the recently installed playground, it may be appropriate to reduce the rent to \$400.00 p.a.***

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**MAYOR**

**Financial Implication**

**All costs associated with preparation of the lease are met by the lessee. Council will receive rental income of \$400.00 p.a.**

**There are no policy or statutory implications.**

**Director Corporate and Community Services Recommendation:**

- 1 That the lease of land in Rudder Street, Kempsey to the Heritage Christian School be renewed for a three (3) year term.
- 2 That Council's seal be affixed to the lease documents.

2003. 935

**RESOLVED:**

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

- 1 That the lease of land in Rudder Street, Kempsey to the Heritage Christian School be renewed for a three (3) year term at the rate of \$400 per annum.
- 2 That Council's seal be affixed to the lease documents.

<b>DCCS10</b>	<b>APPOINTMENT OF COUNCIL'S SOLICITORS</b>
<b>FILE: L3-3 PJH COPY APC</b>	<b>{Folio No. 264206}</b>

**SUMMARY:**

Reporting on the appointment of Council's solicitors.



Council practice is to appoint its Solicitors on an annual basis, usually in September each year.

Council's current solicitors are Howard Sheridan Cooney Harvey Lawyers and they have sought re-appointment for a further 12 month term.

The following is a précis of their application for re-appointment:-

*"We thank you for your letter of 22 October 2003. Our firm does seek reappointment for further 12 month term.*

*We propose that our charge for general advices and court matters be increased to \$220.00 per hour plus GST and note that this has been the first increase for a number of years. May we also point out that this charge rate is considerably below our normal commercial rate.*

*In all other respects our charges and disbursements would be as per your report to Council for the September 2002 meeting.*

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MAYOR

*We look forward to a continued mutually beneficial relationship with Council. It has been our pleasure and privilege to serve Council as Solicitors.*

*Yours faithfully  
Howard Sheridan Cooney Harvey*

Howard Sheridan Cooney Harvey has served Council now for thirteen (13) years and over this time has gained much experience and expertise on local government issues.

Where any potential conflict of interest occurs with clients, the firm advises Council so that other legal representation can be sought.

The last fee increase was in 2000 when the fee increased from \$180.00 to \$200.00 per hour. Other than the fee increase mentioned, the terms of appointment sought are the same as those agreed to for the previous 12 months and these other terms are included below for the information of Council:-

- a) Charge to be \$220.00 per hour plus GST for general advices and court matters (below their normal commercial rate).
- b) In relation to conveyancing matters propose to continue to use the discontinued Conveyancing Act General Order which applied before deregulation. This will continue to result in the application of a fee structure which has not been increased for some 7 years.
- c) Generally receive several calls or requests from Council staff each week enquiring about legal issues and seeking advice on isolated matters for reports or documents they are preparing. Where such advices and attendances have not necessitated the creation of a file or the provision of formal written advice Council has not been charged. They propose to continue this arrangement.
- d) All disbursements incurred on Council's behalf such as title office registration fees, Court filing fees, searches, and service fees are passed on to Council at cost with no "mark-up". Office disbursements such as photocopying would be passed on at the Supreme Court rate as amended from time to time by that Court. Office disbursements such as telephone, postage, facsimiles and online research and enquiries would be passed on at actual cost with no "mark-up". Barrister fees will also be passed on as received at no "mark-up" to Council.
- e) All fees and disbursements quoted or where relevant do not include GST.
- f) Council to be advised when there is a potential conflict of interest in relation to any clients of the firm and the opportunity to be given to Council to seek other legal representation.

Council has traditionally made this appointment for only a 12 month period although there is no statutory requirement to do so.

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**MAYOR**

The Manager Administration is not aware of major concerns or complaints received from staff about the service provided by Howard Sheridan Cooney Harvey over the last 12 month period.

**Comment by General Manager**

**Howard Sheridan Cooney Harvey have provided satisfactory service over the past year and it is recommended that they be re-appointed.**

**Financial Implication**

**The cost of legal services is provided for in Council's budget allocations for legal expenses in the areas Administration, Rates Recovery, Development and Planning (total allocation for these areas is \$152,000 for the 2003/2004 year). An increase of 10% in the fees and charges paid to Howard Sheridan Cooney Harvey for their services would see increase expenditure of approximately \$6,000 pa based on the previous year. Whether this increase can be met from the allocations provided will depend on the number of legal matters involving Council in the next 12 months.**

**There are no statutory or policy implications arising from this report.**

2003. 936

**RESOLVED:**

*Moved: Cl. Howell  
Seconded: Cl. Bowen*

**That Howard Sheridan Cooney Harvey, Lawyers be re-appointed as Council's solicitors for the next 12 month term.**

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES SUPPLEMENTARY REPORT**

<b>DCCS11</b>	<b>FINANCIAL STATEMENT FOR THE PERIOD TO 30</b>
<b>(SUPP.)</b>	<b>SEPTEMBER 2003</b>
<b>FILE: A2-22</b>	<b>APC (NRN)</b>
	<b>{Folio No. 264237}</b>

**SUMMARY:**

Reporting that the Budget Review for the period ending 30 September 2003 has been prepared for all funds.



In preparing the review every effort has been made to contain costs within the approved budgetary allocation for the respective Council activities.

The Budget Review Summary is attached at [\(Appendix C\)](#)

The Budget review summary incorporates a note's section outlining major variations for the quarter.

A comparison of the estimated financial result of each fund for the September quarter is as follows:

<b>Fund</b>	<b>Adopted Budget</b>	<b>Council Approved Variations</b>	<b>September 2003 Budget Review</b>
General	2,733 (S)	3,253 (D)	2,780 (S)
Water	8,799 (D)		9,813 (D)
Sewer	53,995 (D)		21,010 (D)

**General Fund**

The Budget review shows a surplus for the quarter of \$3,300.

The Council approved variations in the quarter are listed below:

Additional Expenditure:

Airport Maintenance	\$47,000	(FAG Grant)
Cycleway Program	\$60,000	(Grant & Council)
Resealing Program	\$9,475	(FAG Grant)
Nursing Mothers Room	\$15,000	(FAG Grant)
PAMP Program	\$20,000	(Grant)

Additional Income:

Financial Assistance Grant (FAG)	\$96,772
Cycleway rant	\$30,000
PAMP Grant	\$20,000
Waste Services	\$1,450

Total Variation Approved \$3,253 (D)

The significant variations in revenue funded items that contributed to the deficit result in the quarter are set out below:

**Increased Expenditure:**

Water Management Salaries	\$84,950
Less: Due by Water & Sewer Fund	(-\$84,950)
Depot Maintenance	\$ 30,000
Salaries Environmental Services	\$ 40,000

**Decreased Expenditure**

Private Works	\$30,000
Works Section Salaries	\$32,900

**Increase Income:**

Development & Building Fees	\$115,500
Rate Income	\$26,116

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Decreased Income:	
Private Works	\$100,000
FBT Contributions	\$20,000

**Working Funds**

The estimated working fund balance as at 30 June 2004 is set out below:

Unrestricted Working Funds	\$341,922
Provision: Civicview	\$125,000
Provision: Statewide Mutual Liability	\$167,667
<b>Total</b>	<b>\$634,589</b>

**Provisions**

Council continues to provide for the Statewide Mutual operational deficit and Civicview debtor.

The Statewide Mutual deficit was reduced by \$77,952 during the 2002/03 year to \$167,667 as at 30 June 2003, it is anticipated the deficit will be fully funded by June 2004. A payment of \$20,000 was received in respect of the Civicview debtor in October, settlement of the debtor is dependent upon the generation of sale income from the entity.

**Water Fund**

The review reveals a budget deficit of \$1,014 for the quarter.

The significant variations in revenue funded items that contributed to the deficit result in the quarter are set out below:

**Increased Expenditure**

Management Expenses	\$42,475
Water Meter	\$23,500

**Decreased Expenditure**

Water Treatment Maintenance	\$15,000
Mains Renewal (Design Component)	\$17,500

The estimated Working Fund balance as at 30 June 2004 is \$524,062.

**Sewerage Fund**

The review shows a reduction of \$32,985 in the deficit for the quarter.

The significant variations in revenue funded items that contributed to the deficit result in the quarter are set out below:

Increased Expenditure

Management Expenses	\$42,475
---------------------	----------

**Decreased Expenditure**

Pump Stations Maintenance	\$15,000
Mains Renewal (Design Component)	\$15,000
SKEMS Implementation	\$111,340

**Decreased Income**

Rates	\$45,000
Liquid Trade Waste Fees	\$33,000

The estimated Working Fund balance as at 30 June 2004 is \$776,456.

**Financial Implications**

*The financial implications of the following recommendation would be a reduction in the deficits in General Fund \$3,300, Sewerage Fund \$32,985 whilst the Water Fund deficit would increase by \$1,014.*

2003. 937

**RESOLVED:**

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

That the Budget Review for the period ended 30 September 2003 is adopted and the variations contained therein be approved and financed from the sources as indicated.

**DIRECTOR BUSINESS ENTERPRISES REPORT**

DBE1	<b>SOUTH WEST ROCKS RESERVE - KIOSK</b>
FILE: LA5312	GBS {Folio No. 264212}

**SUMMARY:**

Reporting on a request for consent to the assignment of the Sub-Lease of the Horseshoe Bay Kiosk.



Council is Reserve Trust Manager for the South West Rocks Reserve, which includes the Horseshoe Bay area.

An application has been received for an assignment of the Sub-Lease of the Horseshoe Bay Kiosk from Anne Janette Burge to Sharon Annette Cook of 170 Gregory Street, South West Rocks.

The Deed of Sub-Lease in respect of the Horseshoe Bay Kiosk includes a provision that –

***“The Lessee covenants that the Lessee will not either by operation of law or otherwise transfer sublet or otherwise part with the possession of the Kiosk or any part thereof***

.....  
MAYOR

***without the consent of the Lessor and the Reserve Trust first had and obtained in writing PROVIDED that such consent shall not be withheld in the case of a respectable or responsible person."***

References for Ms Burge have been provided by –

- i) Margaret Schubert, Supa Bake Bakery
- ii) Catering Industries' (NSW) Pty Ltd
- iii) Coastline Credit Union

***Directors Comment:***

***There does not appear to be any reason why Council should not consent to the application for assignment of the Sub-Lease. The Sub-Lease expires 30<sup>th</sup> January 2009, the same expiry date as for the head lease.***

***Report Implications:***

***There are no financial, policy or statutory implications arising from the following recommendation. The sub-lease is subject to the Crown Lands Act 1989 and is conditioned upon the consent of the Minister.***

2003. 938

**RESOLVED:**

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

That Council, as Reserve Trust Manager of the South West Rocks Holiday and Leisure Reserves Reserve Trust consent to the assignment of the Sub-Lease between Snell Investments Pty Led (Lessee) and A J Burge (Assignor) to S A Cook (Assignee) Horseshoe Bay Kiosk.

<b>DBE2</b>	<b>INTEGRATED WATER CYCLE MANAGEMENT STRATEGY</b>
<b>FILE: W1-30 AMB</b>	<b>(NRN) {Folio No. 264214}</b>

**SUMMARY:**

This report presents a progress report on the Integrated Water Cycle Management Strategy for the Kempsey Shire.



When Council adopted the new water pricing at the extraordinary meeting on June 24 a further report on the progress of the Integrated Water Cycle Management Strategy (IWCMS) was requested in September. The September report was delayed as an important update meeting between Council staff and the project team was scheduled for October. This meeting was held on October 22.

The IWCMS has portions complete, various portions in-progress and several important portions yet to begin. The Concept Study, Historical Demand Analysis, Water & Effluent Forecasting and Groundwater Studies are complete.

The Nutrient Balance Forecasting, Scenario Development & Analysis and Bulk Distribution Analysis are underway.

The Economic and Rate Impact Analysis, Community Consultation and adoption process are scheduled for early 2004.

Table 1 below gives timeframes for the completion of each of these Tasks and an indication of progress.

Table 1: IWCMS progress table

<b>Task / Item</b>	<b>Timeframe</b>	<b>Progress</b>
Task 1: Review Concept Study		Completed
Task 2: Historical Demand Analysis (by supply system)		Completed
Task 3: Water and effluent forecasting (by system)		Completed
Task 4: Nutrient Balance Forecasting	mid November 2003	75% complete
Task 5: Scenario Development and Analysis	late January 2004	50% complete
Task 6: Bulk Distribution Analysis	late November	44% complete
Task 7: Bulk Supply Analysis (WATHNET)	late November	91% complete
Task 8: Economic and Rate Impact Analysis	Starts late January	Not yet started
Task 9: Community Consultation		Not yet started
Task 10: IWCM Strategy Production	late April, early May	5% complete

The IWCMS project's timeframe, overall, has been delayed. The major implication of the delay has been seeking a further extension from the EPA for the license requirements on Council's Crescent Head and West Kempsey Sewage Treatment Plants. The EPA is currently considering an extension to June 30 2004. The major reasons for delay are listed below.

- Difficulties with aligning changes in census information over time to establish growth trends
- Lack of long-term detailed water use information for a detailed breakdown of customer type
- To a lesser extent the NSW Government restructure of the former DLWC. During this period of upheaval, IWCMS project staff were taken off the project to establish the re-prioritisation of internal MEU directives.

These factors affected both of the early critical tasks; Historical Demand Analysis and Water & Effluent Forecasting. The overrun of these tasks by three (3) months then cascaded to the other tasks of Bulk Distribution Analysis, Bulk Supply Analysis, Scenario Building, Economic & Rate Impact Analysis and the Consultation.

Attempts to overcome the impacts of the critical task overruns were unsuccessful. Parallel tasking, separating portions of consultancies and availability of additional consultants to increase resources and reduce task times gave a completion time of May 2004.

One opportunity to shorten the May 2004 timeframe was not taken because it risked the integrity of the IWCMS Strategy. The Consultation could have been held over the December/January period without Rate Impact information. However, it was felt that this would not achieve the consultation objectives, as much of the community would not be available and the Strategy would hold little relevance to the general Kempsey Shire community unless cost impact related directly to the customer (that is, Council rates). Consultation in a holiday period without financial information would be seen as an attempt to avoid consultation or hide outcomes of the Strategy. The foreseen result was a prolonged adoption of the Strategy at Council level, despite the consultation process, poor Strategy and solution credibility and the same timeframe as delaying the consultation period.

The following achievements obtainable, despite the May 2004 completion timeframe.

- Inclusion of IWCMS' costs into the Council three-year budget within the Management Plan ensuring available funds to implement the IWCMS from the 1<sup>st</sup> of July 2004.
- Inclusion of the IWCMS in the KSC Water Services Business Plans to be reviewed from May 2004
- Community liaison for Sewerage Investigations at Stuarts Point, Willawarrin and Bellbrook would resume in parallel with the latter portions of the IWCMS. The IWCMS has progressed to the point of enabling a resumption of these investigations toward the end of 2003 and the first Sewerage Liaison Committee meetings will be held on November 17 and 18, 2003.

***Directors Comment:***

***Progress report only.***

***Report Implications:***

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

2003. 939

**RESOLVED:**

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

**That the information be noted.**

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**SUMMARY:**

Reporting on an upcoming conference on Integrated Water Management.



A Regional Conference on Integrated Water Management is being held in Lismore on Thursday, November 20, 2003. The conference will present information in a regional context and be an overview of Integrated Water Management, its benefits, the tools used, the government policy and implementation examples of sustainable water management practices.

This is an opportune time for such a conference given that Kempsey Shire's Integrated Water Cycle Management Strategy (IWCMS) is scheduled to go to a community consultation phase during March and April next year. Council staff will not be attending but Councillors are offered this opportunity as a means to broaden their knowledge.

The Kempsey IWCMS will be the basis for a 30-year capital works program and will heavily influence the future direction of Council's water supply and sewerage business. A better understanding of the basis for the IWCMS would assist Councillors to liaise with the community during the consultation phase and with the IWCMS adoption that will follow the community consultation phase.

***Directors Comment:***

***This conference would be beneficial for Councillors to attend given Kempsey Shire's Integrated Water Cycle Management Strategy will go to community consultation early next year.***

***Report Implications:***

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

***The conference registration is \$99 per person and would be drawn from the Councillors Conference Expenses budget.***

**Director Business Enterprises Recommendation:**

**That a Councillor be nominated to attend the Regional Conference on Integrated Water Management.**

That a Councillor who is available attend the Regional Conference on Integrated Water Management at Lismore on Thursday, 20<sup>th</sup> November 2003.

<b>DBE4</b>	<b>FLEET MANAGEMENT</b>	
	<b>FILE: P6-2 MSW (NRN)</b>	<b>{Folio No. 264216}</b>

**SUMMARY:**

Reporting on Fleet purchases/sales during the month of October 2003.



<b>New Plant No.</b>	<b>New Vehicle</b>	<b>Sale Price (excl. GST) \$</b>
V2099	Holden Commodore Executive	24,782
V2109	Nissan Pulsar	17,157
V2098	Holden Commodore Executive	24,782
2106	Ford Falcon XT	25,057
V2100	Holden Statesman	40,273
V2082	Isuzu Paveline Road Patching Unit	252,014
V2098	Holden Commodore Berlina Wagon	31,992

The following plant was **Sold.**

<b>Plant No.</b>	<b>Vehicle</b>	<b>Sale Price Realised at Auction (GST Inc) \$</b>
V1871	Nissan Pulsar	11,000
V1035	Mitsubishi Triton	8,200
V1939	Mitsubishi Magna	11,500

**Directors Comment:**


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*Report noted.*

*Report Implications:*

All costs are covered by approved Budget allocations.

*There are no Policy or Statutory implications.*

2003. 941

**RESOLVED:**

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

That the information be noted.

**DBE5**

**QUESTIONS WITHOUT NOTICE**

**FILE: C18-28 GBS (NRN)**

**{Folio No. 264217}**

**SUMMARY:**

Reporting on Questions Without Notice from the Council meeting of the 14<sup>th</sup> October 2003.



**Responses to Councillors Questions Without Notice are listed for information.**

**Councillor Sowter**

**File: G1-2**

**(Folio No. 263287)**

That the Director Business Enterprises would investigate the status of a request for a garbage service along Summer Island road.

***The request for a change in service frequency was discussed with the Waste Collection staff at a team meeting of the 14 April 2003.***

***At this time, the staff indicated that a change in service frequency was possible and that the Facilities Management Coordinator should write to all Summer Island Road property owners currently receiving a garbage service requesting their feedback.***

***This letter was sent on 1<sup>st</sup> May 2003 to approximately 25 property owners and stated;***

***“Currently, properties receiving a service in Summer Island Road are collected fortnightly, however the request has been made by a resident to change to a weekly collection service.***

***I have spoken to the waste collection team who believe it would be possible to accommodate this change, considering the small number of properties that would be affected.***

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***As a property owner with an interest in Summer Island Road, I am writing to request your feedback on this potential change.***

***Please note that there would be a financial implication in the change, the garbage service charge would rise from \$95 per annum to \$115 per annum (based on 2002/03 fees).***

***Could you please contact this office with your opinion or decision on the change and subsequent rate increase”.***

***To date, Council has only had a response back from 9 property owners all who are in favour of the change.***

***The Facilities Management Coordinator will write to the property owners who have not responded and ask for their decision. Should the majority of owners agree, a change to the service can occur within 4 weeks, allowing for service route changes and appropriate notification to affected parties.***

**Councillor Sproule**

**File: G1-2**

**(Folio No. 263300)**

That the Director Business Enterprise would arrange removal of rubbish dumped approximately 3 kilometres along Pipers Creek Road.

***Works order issued to remove rubbish.***

**Councillor Hayes**

**File: T3-2**

**(Folio No. 263311)**

That the Director Business Enterprises would investigate the notice board at the Shell Garage on the Pacific Highway, which has no notices in it, and will discuss its use with the Tourism Services Manager.

***The notice board now has local maps, accommodation lists, taxi phone numbers, bus schedules, travel agents, list of attractions, VIC contact number, and other appropriate information for travellers. Relevant local businesses have been asked to supply information to be placed on the board.***

***Directors Comment:***

***Report noted.***

***Report Implications:***

**The abovementioned works will be undertaken within provided Budget allocations.**

*There are no policy or statutory implications.*

2003. 942

**RESOLVED:**

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

That the information be noted.

<b>DBE6</b>	<b>WORKS IN PROGRESS</b>			
	<b>FILE: W1-2</b>	<b>DWS</b>	<b>(NRN)</b>	<b>{Folio No. 264219}</b>

**SUMMARY:**

Reporting on Works in Progress.



**WATER SUPPLY**

Normal operation and maintenance of Water Supply Pumping Stations and Treatment Plants continues.

**Works Proposed for next 4 weeks**

1. Install Meters on all bore pumps – continuing.
2. Advertise expressions of interest for South West Rocks Water Treatment Plant.
3. Monitoring and testing of dam continuing.
4. Belgrave Falls Rising Main continuing.
5. Meter Replacement Program continuing.
6. 200mm water main in Gordon Lane and 150mm in River Street continuing.
7. Construction of Sutherlands Lane water main continuing.
8. Bulk water meter locations investigation/design and purchase.

## **MONTHLY WATER CONSUMPTION**

	<b>October 2003 Kilolitres</b>
<b><u>Belgrave Falls</u></b>	0
<i>Bellbrook</i>	1,073
<i>Crescent Head</i>	19,809
<i>Hat Head</i>	7,315
<i>Sherwood – Lime Plant</i>	692
<i>South West Rocks</i>	58,781
<i>Stuarts Point</i>	19,244
<i>Willawarrin</i>	1,576
<b>Total Consumption</b>	<b>108,490</b>

**Kilolitres to Financial Year to Date: 975,593kl**

**Applications for connection in October – 17**

### **SEWERAGE**

Normal Operation and maintenance of sewage treatment plants and pumping stations continues.

#### **Works Proposed for next 4 weeks**

1. Sewerage Pump Stations Fall Prevention Systems – manufacture and install – continuing.
2. Paint and erect platform and vent R28 Jerseyville – continuing
3. Paint Via Duct at Burnt Bridge – continuing (90% complete).
4. Continuing construction of new inlet works at South West Rocks Sewerage Treatment Plant – Precision Pipelines.
5. South West Rocks Sludge Trial continuing.
6. Install new fence around R4 pump station near Brighton Park continuing.
7. South West Rocks sewer rehabilitation continuing.
8. Commence replacement sewer rising main in Washington Street, East Kempsey – materials received.
9. South West Rocks storage shed quotes sought.
10. Fence repairs, sewer installations and pump stations.
11. De sludge lagoon at South West Rocks Sewerage Treatment Plant.

## **Sale yards**

### **Works Completed during last 4 weeks**

1. Normal maintenance and operation.

### **Works proposed for next 4 weeks**

1. Normal maintenance and operation.
2. Report to Sale yards Committee re: effluent management

## **AIRPORT**

### **Works Completed during last 4 weeks**

1. Normal maintenance and operation.
2. CASA audit.
3. Emergency Field Exercise was held 31<sup>st</sup> October 2003

### **Works proposed for next 4 weeks**

4. Normal maintenance and operation.
5. Kangaroo cull.

## **CARAVAN PARKS**

### **Crescent Head**

### **Works Completed during last 4 weeks**

1. Lakeside general arrangement plans complete
2. Remove trees for Holiday Van relocations.
3. Survey for Lakeside priority works completed

### **Works proposed for next 4 weeks**

1. Lakeside detailed design continuing
2. Install power-heads for holiday van sites
3. Install electrical and hydraulic services to sites 98 – 128 and 157 - 176
4. Remove 2 x old cabins
5. Install 2 x new cabins

## **Stuarts Point**

### **Works Completed during last 4 weeks**

1. Septic trench completed.

## **WASTE SERVICES**

### **Works Completed during last 4 weeks**

1. Normal operation and maintenance.
2. Quotes accepted for material supply for capping at Crescent Head Landfill.
3. Superstructure 80% complete for Waste Transfer Station at Kempsey Waste Reveal and Disposal Facility (KWR&DF).
4. Site preparation for capping of KWR&DF completed.
5. Weed eradication assessment at Crescent Head.

### **Works proposed for next 4 weeks**

1. Continued construction of Waste Transfer Station facility at KWR&DF.
2. Call for quotes for excavation of new landfill cell at KWR&DF.

## **DEPOT**

### **Works completed during last 4 weeks**

1. Decommissioning of old waste oil tank.

### **Work proposed for next 4 weeks**

1. Relocation of security light for electric fence.
2. Undertake site redesign.
3. Investigate undercover parking area options.
4. Site users to remove waste materials from site.

## **BATHS**

### **Works completed during last 4 weeks**

1. Normal operation.

**Work proposed for next 4 weeks**

1. Normal operation.
2. Kempsey pool: provision of backwash water system work to be commissioned.
3. OH&S (workcover accredited) inspection of Kempsey Pool

***Directors Comment:***

***Report noted.***

***Report Implications:***

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

2003. 943

**RESOLVED:**

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

That the information be noted.

**DIRECTOR BUSINESS ENTERPRISES  
SUPPLEMENTARY REPORT**

<b>DBE7</b>	<b>SELF PROPELLED SMOOTH DRUM ROLLER</b>
<b>(Supp)</b>	<b>FILE: C15-655 MSW {Folio No. 264220}</b>

**SUMMARY:**

Reporting on tenders received for the purchase of one (1) self propelled smooth drum vibratory roller.



**Company**

Metso Minerals  
Wirtgen Group  
Gough & Gilmore  
BT Equipment  
Case Equipment Sales  
(Received 4.22pm 28<sup>th</sup> October 2003)

**Roller Manufacturer**

Dynapac  
Hamm  
Caterpillar  
Bomag  
Case

Upon evaluation the following rollers were identified as suiting Councils requirements:

<b><u>Company</u></b>	<b><u>Roller Manufacturer/ Model</u></b>	<b><u>Cost (GST exc)</u></b>
Metso Minerals	Dynapac CA402D	\$196,030.00

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Wirtgen Group	Hamm 3414	\$162,750.00
Gough & Gilmore	Caterpillar CS573E	\$191,083.64
BT Equipment	Bomag BW216DH-3	\$200,221.82

Note: Above prices include bolt on pad foot shells, analogue compaction meter and computerised compaction systems.

Tenders were evaluated using the net present value (NPV) of the identified rollers. The evaluation is as follows:

<b>Maximum Points</b>	<b>100</b>	<b>70</b>	<b>15</b>	<b>10</b>	<b>5</b>
<b>Make &amp; Model</b>	<b>Final Ranking</b>	<b>Net Present Value</b>	<b>Maintenance Evaluation</b>	<b>Risk Evaluation</b>	<b>Product Support</b>
Hamm 3414	<b>97.31</b>	70.00	13.42	10.00	3.89
Cat CS573E	<b>92.65</b>	63.83	15.00	8.82	5.00
Dynapac CA402D	<b>92.57</b>	65.06	14.21	9.41	3.89
Bomag BW216DH-3	<b>84.21</b>	59.46	12.63	8.24	3.89

Discussions held with Conplant (roller hirer) in regards to the above makes of equipment found that they have rollers from each of the manufacturers that tendered. Also, they discussed comparisons of fuel consumption, reliability and operator comfort. Out of these comparisons undertaken by the company the roller manufactured by Hamm was identified as having good reliability, good fuel consumption and comfortable operator station.

With the NPV and the discussions with Conplant it would be recommended that a Hamm 3414 (14 tonne) self propelled roller be purchased, fitted with bolt on pad foot shells, analogue compaction meter and computerised compaction system.

**Directors Comment:**

***The purchase of this roller is part of the Fleet Management strategy where four (4) drawn rollers and tractors, are to be sold and replaced by one (1) self propelled roller.***

**Financial Implications:**

***The financial implications of the following recommendation would result in expenditure of \$162,750, which will be funded from the 2003/2004 Fleet Replacement Program. The Fleet Replacement program provided \$190,000 for the acquisition of this item.***

**Report Implications:**

**Adoption of the following recommendation**

2003. 944

**RESOLVED:**

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

1. That Council purchase a Hamm 3414 self propelled smooth drum roller fitted with bolt on pad foot shell kit, HCM compaction meter and CDS Compaction documentation system from Wirtgen Group, at a cost of \$162,750 (GST exc).
2. That the unsuccessful tenderers be advised of Councils decision.

## GENERAL MANAGER'S REPORT

<b>GM1</b>	<b>OUTSTANDING REPORTS AND OUTSTANDING COUNCIL RESOLUTIONS</b>	<b>{Folio No. 264222}</b>
	<b>FILE: C18-2 AVB (NRN)</b>	

### SUMMARY:

Council's report on outstanding reports and outstanding resolutions.



Following is listed each Director's outstanding resolutions and outstanding reports up to and including 14th October 2003 meeting of Council.

#### OUTSTANDING REPORTS

##### Director Engineering

MEETING DATE	REPORT NUMBER	SUMMARY OF REPORT REQUIRED	DUE DATE / REASON

##### Director Business Enterprises

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##### Director Corporate & Community Services

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##### Director Environmental Services

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##### General Manager

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#### OUTSTANDING RESOLUTIONS

##### Director Engineering

13.5.2003 DE2	Bridge Naming	Draft policy being reviewed.
9.9.03	Beach access points - <b>report</b>	Assessment being undertaken.

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NOM	be submitted detailing works required to ensure access improved to standards of State Govt.	
9.9.03 DE2	Road Safety Officer program - request from RTA to reconsider employing Road Safety Officer.	Pursuing other councils and preparing a submission to the Mid North Group of Councils.
9.9.03	One way signage Jubilee St SWR be reviewed and no standing signs be replaced	Progressing
9.9.03	Warning signs Russell St on approach to Phillip Drive.	Will be done in conjunction with intersection redesign.
9.9.03	50KPH Gregory St & Gordon Young Dr - recommend to RTA speed zone be changed to 50 KPH.	Referred to RTA, who have agreed to zoning - awaiting installation of signs.
9.9.03	Request extra 2 taxi ranks - no stopping zone Walkers Funerals & exit to Woolworths be changed to taxi rank - provide rank Elbow St - remove rank C/H	Letter received from Taxi Co-op withdrawing request.
9.9.03	Speed zone Aldavilla - recommend to RTA speed zones be changed as per list - owner 29 Sherwood Rd be notified mirror could be installed at own cost.	In progress.
9.9.03 DE1	Point Plomer Rd - <b>report</b> costs to upgrade sections of road - not proceed with works until consultants reports & public consultations completed - consider Sacred Indigenous Cultural and Heritage issues	Progressing.
14.10.03 DE10	Estuary & Floodplain Management - integration of committees. Meeting with Dept. Infrastructure 24 Oct - suggest meeting be held 28th Oct and all available Councillors attend.	Meeting could not be rescheduled by DIPNR.

#### **Director Corporate & Community Services**

14.10.03 NOM1	Proposed Cemetery Yarravel - report to be prepared providing all relevant information.	Report to go to December meeting.
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**Director Business Enterprise**

14.10.03 DBE7	Shire pools risk audit report - further report be submitted following finalisation full assessment	Further report to be submitted to Council's December meeting following completion of all risk assessment.
14.10.03 DBE8	Transfer Crown land to NPWS - Grassy Head & Stuarts Point areas - acquisitions adjacent village and caravan park s/p be subject of further consideration - <b>progress report be submitted next meeting</b> - contact be made with relevant dept to hold up transfer	Progress report to be submitted to Council's December meeting.

**Director Environmental Services**

12.8.2003 DES2	Rainforest restoration Big Hill Paperbark Lane Lot2 DP259465 - withdraw caveat - authorise affixing of seal	Waiting on Government Department responses.
12.8.2003 M3	Sealing of Point Plomer Road	Considerable research required in respect to Aboriginal Liaison Committee input and costs.

**General Manager**

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**Financial Implication**

*There are no financial implications arising from this report.*

2003. 945

**RESOLVED:**

*Moved: Cl. Bowell  
Seconded: Cl. Bowen*

That the information be noted.

<b>GM2</b>	<b>LOCAL GOVERNMENT ELECTIONS</b>
<b>FILE: E5</b>	<b>AVB (NRN) {Folio No. 264223}</b>

**SUMMARY:**

To propose the holding of information seminars for those persons considering standing for election as a Councillor.



The Local Government Elections will take place on Saturday 27<sup>th</sup> March 2004. The timetable for election is:-

- Close of rolls Monday 16<sup>th</sup> February 2004

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- Close of nominations 5.00pm Wednesday 25<sup>th</sup> February 2004
- Nomination Day Friday 27<sup>th</sup> February 2004
- Ballot paper draw after 12.00 noon Monday 1<sup>st</sup> March 2004
- Application to form groups on ballot paper 12.00 noon Monday 1<sup>st</sup> March 2004

The Local Government and Shires Association are available to conduct seminars for potential candidates at a cost of \$990.00 inclusive of GST plus the presenters traveling expenses. Council in the past has conducted its own Seminars and I believe we should continue to do this in respect of the 2004 election.

The Local Government and Shires Association have produced a very good publication entitled "Becoming a Councillor" and Council is purchasing a number of copies at \$5.00 a copy. Details of the booklet can also be viewed on the internet.

Seminars could be arranged for late January, early February and would be conducted by both Staff and Councillors. It would be necessary for us to get somebody to attend the Seminars who had a knowledge of Grouping.

***Report Implications***

***There are no financial, policy or statutory implications arising from this report.***

**General Manager's Recommendation:**

- 1 That Seminars be held in late January early February for those persons interested in standing for election as a Councillor in 2004.**
- 2 That the Local Government and Shires Association booklet entitled "Becoming A Councillor" be sold at a cost of \$5.00 per copy.**
- 3 That the Local Government and Shires Association Internet address for election information be advertised.**

2003. 946

**RESOLVED:**

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

- 1 That Seminars be held in late January early February for those persons interested in standing for election as a Councillor in 2004.**
- 2 That the Local Government and Shires Association booklet entitled "Becoming A Councillor" be sold at a cost of \$5.00 per copy.**
- 3 That the Local Government and Shires Association internet address for election information be advertised.**

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- 4 That the “Hands Up for Women” booklet and any other relevant information be obtained for distribution to interested persons.

<b>GM3</b>	<b>CONSULTATION ON MATTERS OF SIGNIFICANCE</b>
<b>FILE: C18-38 MAM (NRN)</b>	<b>{Folio No. 264224}</b>

**SUMMARY:**

Reporting on a proposed strategy to notify and consult with the community on matters considered significant by Council.



In line with the General Manager’s fourth outcome (relating to Goal 3 of the Corporate Strategic Plan), strategies are to be put in place to notify and consult with the community on matters considered significant by Council. An output of that outcome states that, “a mechanism is introduced to allow Council to respond to the ever increasing community expectation to be informed and involved.”

**Already, Council has two documents which specifically and comprehensively deal with methods of consultation and communication:-**

- The Community Consultation Policy and Strategy and
- The Corporate Image and Public Relations Strategy.

**To build on the contents of these documents and to specifically make them relative to issues based consultation, there is a need to determine a position statement from residents and stakeholders. The very nature of some issues may generate vastly opposing views and can make it extremely difficult for Council to gain an understanding of, and arrive at a measure of consensus on, the subject. The potential for conflict, media involvement and referral to outside organisations (state or federal government departments or authorities, peak bodies/organisations and consumer groups) increases significantly depending on the level of interest that stakeholders may have in the issue.**

In researching the best ways to develop a workable process to address the situation, advice was sought from other members of the International Association of Public Practitioners (IAP2). Phil Columbo, a Program Assistant with the Centre for Public Participation attached to the Portland State University in, Oregon, USA, says that they are “currently wrestling with similar issues and are finding that the earlier in any process all stakeholders are given open and unrestricted access, the more groups that have contrary or controversial opinions understand the interests of the governing body and are willing to make negotiated concessions. Likewise, the governments also get to know the interests of the groups and are more willing to move. The death knell of any relationship is holding off access to external groups until

*after internal decisions have been made and expecting everyone to nod in agreement.”*

All research undertaken points to the view that consultation prior to a decision being made and regular updates on the consultation process result in the most effective method of gaining public support and understanding for any decision taken. Openness and transparency in dealings right from the start result in less chance of distrust and consequently, a greater degree of understanding and possible acceptance. Offering alternative solutions may also result in compromise.

Proposed Procedure

**1. Council to determine if the issue is considered to be a matter of significance.**

IAP2 has developed the following assessment grid, based on the level of public interest and concern, which could help Council to determine if an issue has the potential to become, or is, a matter of significance.

Question	Very low	Low	Moderate	High	Very High
What is the probable level of difficulty in solving the problem?					
What is the level of existing controversy on this or related issues?					
How significant is the potential impact on the community?					
What is the level of significance of the issues to the major stakeholders?					
Number					
Multiply number by this ranking	X1	X2	X3	X4	X5
Total for each category		N.B. The higher the score /average, the more potential for the issue to be classed as significant.			
Total					
Average					

**2. Identify key stakeholder groups and or individuals who have an interest in the matter of significance.**

There is a need to determine, in advance of an issue arising, the general interest levels of groups and individuals and to develop a database which can be added to in a more specific way once an issue has been identified. Target listings for generic issues could include development, environmental issues, social/cultural issues, area specific interests, planning, Aboriginal, access, heritage etc.

Extensive publicity is required to ensure that the broadest cross section of the community possible has the opportunity to be identified. Considerable effort should be made to ensure that the following groups or people are included in the identification process:-

- people who are affected by the existing situation
- people who could be affected by any decision
- people with a strong interest in the issue
- stakeholder groups
- people who may benefit from any decision

NB. To be part of the significant issues consultation process, all identified groups will need to be a constituted body and have publicly elected officials.

Methods to be used in the identification process of stakeholders could include:-

- media releases – opportunities for expansion on the subject through subsequent interviews
- advertisements
- inclusion in community newsletter
- web survey and
- compiling a list of known stakeholder groups/individuals (identified by letters, review of media coverage, complaints, referral from other organisations including government bodies).

**3. Determine a position statement from the key stakeholders on the matter of significance.**

Invitations are to be extended to identified groups/individuals to participate in the process. Based on input from these groups, a position statement can be developed. Techniques, including potential benefits and problems, (selected from IAP2 Toolbox) may include:-

<b>Technique</b>	<b>Benefits</b>	<b>Problems</b>
Community facilitation (well trained facilitators)/focus groups	Promotes community involvement Capitalises on existing networks Enhances credibility	Can be difficult to control information flow Can build false expectations Can be expensive and time consuming
Advisory Committees	Detailed analysis for project issues Participants gain understanding of other perspectives, leading towards compromise	General public may not embrace committee's recommendations Members may not achieve consensus Time and labour intensive
Meetings with	In-depth information	May be too

existing groups	exchange in a non-threatening forum	selective and can leave out important groups
Interviews	Opportunity for in-depth information exchange in non-threatening forum Opportunity to gain feedback from all stakeholders Can be used to evaluate potential citizen committee members	Time consuming Expensive
Mailed surveys and questionnaires	Input from those who may not attend a public meeting Provides a mechanism for extending a mailing list Provides information from a cross section of the community not only activists Statistics are valuable in determining a decision	Response rate can be low To get statistically valid results, can be labour intensive and expensive Level of detail may be limited
Telephone Surveys/Polls	Input from those who may not attend a public meeting Provides input from a cross-section of the public Higher response rate than mailed surveys	More expensive and labour intensive than mailed surveys

**4. Facilitate a public meeting in an appropriate location, present the key stake-holder's position statements and seek additional community input on the matter of significance.**

To gain input from the broadest cross section of the community as possible:-

- ensure that the community is aware of the issue and the consultative process,
- maintain regular and sustained communication with the community
- make the process welcoming, appropriate and accessible
- go to where the public are
- provide feedback to show that the input from the community is valued and
- evaluate the success of the program.

Where an issue is contentious, a public meeting held in advance of position statements being sought from individuals or groups may result in confusion, hostility, conflict and little opportunity for informed discussion. Vocal minority groups or individuals with very strong views may hijack the meeting and intimidate other attendees from presenting their opinions.

Conversely, a public meeting held after position statements and input from the broadest possible range of groups/individuals has the advantage of

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building credibility, maximising feedback and may even foster a degree of community ownership. Importantly, Council has consulted with the community and is in a far better position to make an informed and considered decision on the issue of significance.

#### Critical Ingredients to the Success of Meetings

- Adequate publicity,
- an appropriate venue and meeting time,
- a prepared agenda,
- visual aids to define or support position statements and
- trained facilitators.

#### **5. Council uses the information gathered from the community consultation to make a decision on the issue of significance.**

#### Essential Infrastructure to Support the new Proposed Procedure

1. The Community Consultation Policy, Strategy and Matrix have been reviewed to ensure that they encompass the information contained within this new procedure.
2. Councillors, management and staff need to be fully briefed on this new strategy so that all planning steps can be put in place to consult with the community prior to any decision being made.
3. Staff members who are involved in the planning and development of projects and programs have a particular need to embrace the principles of the Community Consultation Policy and this new procedure.

#### ***Financial Implication***

***An increase in the Public Relations vote will need to be considered when future budgets are set to ensure this procedure is undertaken effectively.***

2003. 947

**RESOLVED:**

*Moved: Cl. Bowell  
Seconded: Cl. Bowen*

**That Council endorses the proposed procedure for consulting with the community on issues considered significant by Council.**

**GM4**

**2003 COMMUNITY SURVEY  
FILE: C18-38 AVB (NRN)**

**{Folio No. 264225}**

#### **SUMMARY:**

To comment on areas where the community strongly disagree with statements included in the 2003 Community Survey.



Council has resolved that I report on how it is to address issues where the community strongly disagrees with the statements contained in the 2003 Community Survey.

The statements where there was strong disagreement ie: more people strongly disagreed or disagreed than strongly agreed or agreed are:-

- 1 The community is optimistic about the future of the Shire
- 2 Cultural activities are seen to add to civic pride, building relations
- 3 Council's level of service is improving
- 4 Council is considering regulatory, environmental and community issues when preparing for future services in areas of rapid growth or economic decline
- 5 Council is endeavouring to make processes and applications easier for me
- 6 I believe that Council is addressing the issues that fall under its control
- 7 There is a strong sense of community spirit within the Shire

Attached [\(Appendix A\)](#) is a list of comments received in respect of the above statements. As can be seen, the comments are diverse and often conflicting as some sections of the community support certain service areas or levels while others don't support those same service areas or levels.

Rather than address each question I will attempt to develop themes from the responses. The first theme relates to statements 1, 2 and 7. The community is concerned about crime, vandalism, unclean streets (nature strips) empty shops, lack of consultation, ignoring community opinion, racism and lack of support and a pathetic attitude to community festivals and shows.

Many of these issues are being currently addressed through the Community Solutions program, a joint effort between State Government agencies and Council, to decrease the level of crime and vandalism through improved lighting and landscaping of the Kempsey CBD, implementing the strategies of Councils Crime Prevention Plan, enhancing the Kempsey Assistance Patrol, upgrading Greenhills Community Centre, providing employment opportunities for aboriginal people, development of a community recreation and cultural facilities map and plan, establishment of a youth centre, developing a youth mentoring scheme and introducing an apprenticeship scheme in government services.

It is hoped that many of the law and order issues will be eased by those programmes. The Community Safety Committee has recommended that Council make provision for funding a Crime Prevention Officer position and Research Officer position in successive budgets as of the 2004 financial year. This should be considered by the new Council at the 2004/2005 estimates meeting.

Extensive resources are also being allocated to Economic Development by Council. Although there may be some empty shops the economic prospects

of Kempsey Shire have been enhanced by the efforts of Council and the Macleay Development and Promotion Committee.

The community is demanding increased consultation and following consultation they want their views considered and taken notice of. Elsewhere in this business paper is a report recommending improvements to our consultation process. The consultation process on the Future Infrastructure Planning for South West Rocks has been based on these new procedures. Public consultation is becoming a very important issue with the community and the amount of resources that Council is devoting to it needs to be addressed, in particular staff resources.

The Second theme involves statements 3 and 6. The Major complaints in these areas relate to non answering of correspondence, not responding to requests, areas of the Shire receiving services at the expense of others, and general lack of service provision.

Council in April adopted a new Complaints and Compliments Policy – Council activities. The policy sets out a staged responsibility for investigating and resolving complaints, how written, verbal, email, website, customer feedback and competitive neutrality complaints are to be recorded and the time frames for dealing with complaints. This policy is designed to overcome the concerns being expressed by the community.

I don't believe that one area of the Shire receives preference over the other. Our budgetary process is fair as regards the allocation of funds. Unlike capital works, maintenance works are not costed on a locality basis so it would be difficult to provide information as to where funds are expended but we can try.

The survey shows the community believes that Council has an active role to play in weed control, environmental issues, economic development and tourism and rate community safety, local roads, aged services, disability services, town centre and village maintenance and youth services very highly. The community is prepared to forego cultural services, additional library hours, boatramps, saleyards, airport and community halls etc to increase service levels in other areas. Details of the survey should be considered by Council at estimate time. Council has already agreed to include in the draft estimates an additional \$10,000 to control Parramatta Grass on Council land.

The third theme covers statements 4 and 5. The community is concerned that Council does not care about environmental issues, that there is over development, particularly in South West Rocks, that the aesthetics of new development is poor, that fees are too high, there is too much red tape, processes need to be improved, there is so much variation in advice received and that staff at time are difficult to deal with.

Statements 4 and 5 could be seen to be in conflict as one is saying we are not regulatory enough while the other is accusing us of too much red tape and interference. I have taken the view that not enough regulation is in relation to large developments and subdivisions while too much regulation applies to small developments.

Council approval of applications are in accordance with legislative requirements that are currently in place. Those legislative requirements are designed to stimulate economic development and at the same time impose conditions that are going to meet the environmental and social needs of the community. Most of the legislative requirements are imposed on us by the State Government and Council has little opportunity to vary it to meet local community expectations. Even the Local Environmental Plan, Land Release Strategies etc need to be approved by the State Government. Council on the other hand has DCPs and policies that can influence the quality of development but once prepared and adopted Council does not have the right to change those provisions in a major way on an application by application basis.

Council needs to change the community perception of what Council can do and what it can't do through an education program. We need to look at different aspects of development eg. tree restoration and then release articles in the press regarding Councils rights and obligations.

As far as processing of applications is concerned a Process Improvement Team is currently investigating the development application process. Existing processes are being examined step by step in detail and different options are being examined. The last step is the inspection of other Council systems which will be undertaken by mid November. It must be realised that the number of applications currently being processed by staff have increased from 595 in the 2001/02 year to an estimated 1000 in the 2003/2004 year. A recommendation of the Process Improvement Team could be to increase staff numbers to ensure that processing times are kept to a reasonable standard.

Council has responded to the issues identified by the participants of each of the community surveys conducted in 2000, 2001, 2002 and 2003. The level of response is at times related to the level of financial resources available.

### ***Report Implications***

***Financial implications will need to be addressed in the budget for 2004/05. There are no policy or statutory implications arising from the report.***

### **General Manager's Recommendation:**

- 1. It be noted that Council has already responded to the 2003 Community Survey by adopting the Community Solutions Program, Economic Development Programs, Complaints and Compliments Policy and undertaking a Development Application process examination.**
- 2. That the positions of Crime Prevention Officer and Research Officer be referred to the 2004/05 Draft Estimates for consideration**
- 3. That staff resources for Public Relations be referred to the 2004/05 Draft Estimates for consideration**

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4. That Council endeavour to advise residents of levels of expenditure in the various areas of the Shire
5. That the results of the 2003 survey be considered by the estimates committee when preparing the budget for 2004/05.
6. That an education program be conducted to inform the community of Council's rights and obligations in respect to development application approvals.

2003. 948

**RESOLVED:**

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

1. It be noted that Council has already responded to the 2003 Community Survey by adopting the Community Solutions Program, Economic Development Programs, Complaints and Compliments Policy and undertaking a Development Application process examination.
2. That the positions of Crime Prevention Officer and Research Officer be referred to the 2004/05 Draft Estimates for consideration.
3. That staff resources for Public Relations be referred to the 2004/05 Draft Estimates for consideration.
4. That Council endeavour to advise residents of levels of expenditure in the various areas of the Shire.
5. That the results of the 2003 survey be considered by the Estimates Committee when preparing the budget for 2004/05.
6. That an education program be conducted to inform the community of Council's rights and obligations in respect to development application approvals.
7. That provision be made to conduct random telephone surveys in lieu of the written survey.

<b>GM5</b>	<b>SALE OF LAND</b>
	<b>FILE: P10-18 AVB</b>

This report was dealt with earlier in the meeting just after Public Forum.

<b>GM6</b>	<b>MADE ON THE MACLEAY</b>	
	<b>FILE: I2-16 AVB</b>	<b>{Folio No. 264227}</b>

**SUMMARY:**

To advise Council that the Made on The Macleay Committee have wound up their accounts and forwarded to Council their bank account balance.



Made on The Macleay was the brainchild of Steve McDonald and Leon Melville both members of the community supporting an economic development group established by Council. Councillor John Bowell was heavily involved from the Committees inception.

Successful expo's organised by the Made on The Macleay Committee showcased a wide range of developments within our area and can take credit for a number of successful new initiatives.

Those festivals were held in 1997, 1998 and 2000. The organisation of these events took a large amount of work and as the festivals became more and more successful it was apparent that the event needed to be handed over to a professional organisation with the requisite marketing skills and distribution.

Regional Publishers took over the event in 2001 and held their first Celebrate The Macleay in April 2002.

The final payment to Council amounted to \$212.07.

***Report Implications***

***There are no financial, statutory or policy implications arising from this report.***

**General Manager's Recommendation:**

**That the Committee be thanked for their past work in organising Made on The Macleay events and actively supporting economic developments in the Macleay Valley.**

2003. 949

**RESOLVED:**

*Moved: Cl. Bowell  
Seconded: Cl. Bowen*

**That the information be noted.**

<b>GM7</b>	<b>IMPLEMENTATION OF 2003-2004 MANAGEMENT PLAN</b>	
	<b>FILE: A3-8 JCC (NRN)</b>	<b>{Folio No. 264228}</b>

**SUMMARY:**

Reporting on the implementation of Council's 2003/2004 Management Plan.

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The Local Government Act 1993 requires that a report be submitted to Council within two (2) months of the end of each quarter as to the extent to which the performance targets set by the Management Plan have been achieved during that quarter.

Attached at [\(Appendix C\)](#) is a report on the achievements in respect to Council's Targets/Performance Measures for the quarter ended 30th September 2003.

**Report Implications**

***There are no financial implications arising from this report.***

2003. 950

**RESOLVED:**

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

**That the achievement of performance targets set by the 2003/2004 Management Plan for the period to the end of the September 2003 quarter be noted.**

**PLANT COMMITTEE**

**FILE: P6-2 GBS (NRN)**

**{Folio No. 264229}**

**REPORT OF THE MEETING OF THE PLANT COMMITTEE OF THE COUNCIL OF THE SHIRE OF KEMPSEY HELD ON WEDNESDAY, 29<sup>th</sup> OCTOBER 2003, IN THE COMMITTEE ROOM, CIVIC CENTRE, COMMENCING AT 9.30 AM.**

2003. 951

**RESOLVED:**

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

**That the report of the meeting of the Plant Committee held 29th October 2003 be adopted.**

**QUESTIONS WITHOUT NOTICE**

Councillor J Sproule

Councillor Sproule was advised:-

1. That there has been no development application for an Internet cafe on behalf of the Indigenous Employment Centre in Kempsey.
2. That Council has been invited to the Frederickton Hall Centenary celebrations and that a bus may be available for transporting elderly past residents of Frederickton from local nursing homes.
3. That the site for the proposed Watuma development at the South Kempsey Park Council is Crown Land and that Council is the Trustee.

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4. That problems occur with viruses at the Dog Pound with unvaccinated dogs, kept seven days and then "put down". "Parvocide" being used daily to keep area clean. Council appointed a new contractor three months ago.

Councillor B R Sowter

Councillor Sowter was advised:-

1. That the Director Engineering would consider application for dredging of the river near the Austral Street boat ramp to assist with launching of boats during low tide.
2. That the Director Environmental Services would check on registrations of vehicles parking boats and trailers under the bridge at Smithtown illegally.

Councillor J H Howell

Councillor Howell was advised:-

1. That the Director Engineering would ascertain whether the RTA has a plan for improving the condition of the area near the East side of Smith Street from Forth Street.
2. That the traffic problem in Stuart Street since placing the refuge would be referred to the Traffic Committee.
3. That the Director Business Enterprises will be sending out letters to landholders re: garbage services in Third Lane, Kempsey.
4. That the Director Engineering would request the RTA to carry out a series of Traffic Counts on the movement of traffic around Kempsey.
5. The the Traffic Committee would consider a roundabout at the intersection of Middleton Street and the Pacific Highway.

Councillor J A C Hayes

Councillor Hayes advised:-

1. That correspondence has been received from the Kempsey & District Ratepayers and Residents Association advising of their formation.
2. That the Director Business Enterprises has not received a response from the Minister for Energy and Utilities, Mr Frank Sartor re: the official opening of the Hat Head Sewerage Scheme.
3. That an invitation was received for the Tour of the Correctional Facility from Bruce Mercer and for Council to determine a suitable date. Suggested date is Monday, 24<sup>th</sup> November 2003 at 12 Noon.

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4. That a letter has been received from the Minister for Agriculture and Fisheries, Mr Ian McDonald in regard to recreational fishing processes. Mayoral Column to advise public of outcome. That the Department be requested to supply latest status of evaluation.

**URGENT BUSINESS:**

The following two items were deemed by the Mayor to be matters of great urgency:-

**STATEMENT OF ENVIRONMENTAL SUPPLEMENTARY REPORT**

2003. 952

**RESOLVED:**

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

That the Report be tabled.

**PLAN OF MANAGEMENT FOR HORSESHOE BAY, SOUTH WEST ROCKS**

The Director Engineer advised that the Native Title was extinguished on this site on 20<sup>th</sup> May, 1999 and that the land on the southern side of the SWR Catholic Church is included in the Reserve. Council has been requested by Land NSW to advise if they wish to retain an interest in this parcel of land. Land NSW has been approached by the Catholic Church to purchase the land to enable them to build an Aged Housing Complex.

2003. 953

**RESOLVED:**

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

That Council carries out a Works Inspection on the crown land on the southern side of the SWR Catholic Church, Gregory Street, South West Rocks.

**MOTION FOR COMMITTEE**

2003.954

**RESOLVED:**

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

That Council form itself into the Committee of the Whole, and at this stage the meeting be closed to the public to permit discussion of the confidential business items listed for the reasons as stated in the Agenda.

# GENERAL MANAGER'S CONFIDENTIAL REPORT

<b>GM1</b>	<b>LEGAL MATTERS</b>	<b>FILE: L3-1 AVB (NRN)</b>	<b>{Folio No. 264231}</b>
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## SUMMARY:

Reporting on the current position regarding legal matters.

## REASON FOR PRESENTATION OF REPORT ON A CONFIDENTIAL BASIS

This report is submitted on a confidential basis as it involves advice concerning litigation or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege. (Local Government Act 1993, section 10A(2)(G)).

2003. 955

## RECOMMENDED:

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

That the information be noted.

## REPORT OF THE MEETING OF THE COMMITTEE OF THE WHOLE

Upon resumption of Open Council, the following Report of the Committee of the Whole was submitted by the General Manager.

## ADOPTION OF REPORT OF THE COMMITTEE OF THE WHOLE

2003.956

## RESOLVED:

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

That the foregoing recommendations of the Committee of the Whole, as reported by the General Manager, be adopted.



At this stage 12:55 p.m. the Meeting adjourned for Lunch and upon resumption at 2:15 p.m. all present at the adjournment were in attendance.

## WORKSHOP WITH MID NORTH COAST AREA HEALTH SERVICE

2003. 957

## RESOLVED:

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

That Council move into a Workshop for discussions with Mr Terry Clout,

Items Deferred from earlier in the Meeting.

Welcome to Mr Terry Clout, Angela Hand, Dr Simon Winter, Mr Parkinson (Hospital Action Group), Sally Druitt (Public Relations Manager), Mrs Kay Clarke (Mental Health Support Group and the Macleay Hastings Hospital Forum).

2003. 958

RESOLVED:

*Moved: Cl. Bowell  
Seconded: Cl. Bowen*

That Council move from the Workshop to the formal meeting of Council.

## NOTICE OF MOTION

**NOM1**

**FUNDING FOR HOSPITAL**

**FILE: H2-10 TIH**

**{Folio No. 264162}**

RESOLVED:

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

1. That representations be made to the Hon. Mark Vaile, MP Member for Lyne, Mr Luke Hartsuyker, MP Member for Cowper and Mr Andrew Stoner, MP Member for Oxley, with a request that joint funding be allocated by the Federal and State Governments for major Capital Works associated with public hospitals in New South Wales.
2. That the matter be referred to the Mid North Coast Group of Councils, the Local Government Association of New South Wales, the Shires Association of New South Wales and the Country Mayors Association for support.

Councillor Bowell withdrew the following Notice of Motion.

**NOM2**

**KEMPSEY DISTRICT HOSPITAL**

**FILE: H2-10 TIH**

**{Folio No. 264164}**

**NOTE:**

The following Notice of Motion was deferred from the Ordinary Council meeting held 14th October 2003.

Notice is hereby given that I intend to move the following motion at the meeting at the Ordinary meeting of Council scheduled for 14th October 2003.

- " 1. *That representations be made to the Minister for Health the Honourable Maurice Iemma MP with a request that he*

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***urgently review the Resources for Kempsey District Hospital to address -***

- a) The reduction of services through the Children's Rehabilitation and Surgical Wards.***
  - b) The Restriction of services associated with the Mental Health Wing.***
  - c) The increased demand on services within the Emergency Department.***
- 2. That Andrew Stoner MP Member for Oxley, be advised of such representations. "***

**NOTE:**

The reduction in services has been attributed to a reported budget blow out of \$800,000 from 2002/03.

In July 2003 there were 64 admissions and 21 operations over target. There is an obvious demand for treatment.

The 2001/02 Annual Report of the Mid North Coast Area Health Service included reference to the allocation of \$2.5 million to construct a 10 bed Mental Health inpatient unit and in addition \$1.3 million in Annual Operational Funding.

It was stated that the Mid North Coast Area Health Service has made Mental Health Services the highest priority for the Mid North Coast from 2001 to 2005.

Unfortunately, the restriction of services from other than on a 24 Hourly basis at Kempsey Hospital does not reflect such priority.

The absence of Bulk Billing is a major cause of the increase in representations to the Emergency Department at the hospital.

With approximately 18000 presentations annually the Emergency Department is currently deficient in the number of beds, adequately trained and experienced staff, as well as equipment necessary to treat patients.

.....  
**Councillor J H Bowell**

**CONCLUSION:**

There being no further business, the Meeting terminated at 3:48 p.m.



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**MAYOR**