



RICHMOND VALLEY COUNCIL

Minutes

Reserve Trust Meeting

Tuesday, 4 May 2010

Table of Contents

PRESENT	1
1 APOLOGIES	1
2 DECLARATION OF INTERESTS.....	1
3 REPORTS	1
3.1 Mid Richmond Residents Village - Proposed Lease to Baptist Community Services	1
3.2 Pedestrian Access Through Littoral Rainforest - Silver Sands Holiday Park.....	3
3.3 Evans Head Recreation Reserve Business Development Strategy.....	5
3.4 Draft Plans of Management for Richmond River Foreshore Reserves - Woodburn and Coraki.....	6
3.5 Silver Sands Holiday Park - Youth Services	9
3.6 Summary of the Coraki Public Recreation Reserve Board Meeting held on 19 April 2010	14

MINUTES OF THE RESERVE TRUST MEETING OF RICHMOND VALLEY COUNCIL, HELD IN THE COUNCIL CHAMBERS, CNR WALKER STREET AND GRAHAM PLACE, CASINO, ON TUESDAY, 4 MAY 2010 AT 1.00 P.M.

PRESENT

Crs. C.J. Sullivan (Mayor), C.J. Cox, O. Crawford, S.A. George, B.J. Jeffery, D.A. Kinnish, S.E. Morrissey, R.A. Mustow and S.N. Wheatley.

The General Manager, Director Corporate Services, Director Works, Director Environmental Development Services, Co-ordinator Silver Sands Holiday Park and Executive Assistant (Annette Phelps) were also in attendance.

1 APOLOGIES

Nil.

2 DECLARATION OF INTERESTS

Nil.

3 REPORTS

3.1 MID RICHMOND RESIDENTS VILLAGE - PROPOSED LEASE TO BAPTIST COMMUNITY SERVICES

Reference: Community Services - Service Provision; P21332, P21333

Prepared by: Director Corporate Services

Background

The Trust has previously been advised in respect of the proposed lease to the Minister for Lands from Baptist Community Services Transfer Agreement for Richmond Valley Council and Baptist Community Services (effective from 1 April 2010 to 30 June 2010). Advice has now been received that the Baptist Community Services Board has approved of the Lease and Transfer Agreement and the Trust can therefore progress with the proposal.

Report

Issues

Completion of the Transfer Agreement will now enable the Trust and Baptist Community Services to complete the Application to Transfer Aged Care Places

to the Department of Health and Ageing which, if approved by the Department, will allow the aged care places to be transferred to Baptist Community Services and therefore administer the Village under the Lease with the Minister for Lands.

Following completion of the Transfer Agreement and Application to Transfer Aged Care Places, it would be appropriate for Council to consider its resignation of Reserve Trustee status under the Crown Lands Act 1989 thereby relinquishing the control of Reserve 96162.

Legal

For the transfer of the operations of the Mid Richmond Residents Village to be completed, Council as the Trust, needs to comply with the Crown Lands Act 1989 and resign as Reserve Trust Manager, which will subsequently transfer control of the Reserve to the Minister for Lands.

Social

The proposed lease arrangement will ensure the continuation of aged care services through the Mid Richmond Residents Village in the future and a possible increase in the level of service.

Consultation

Consultation meetings have been undertaken with residents, their families, staff and the community. Further meetings are to be held in the future.

Staff

All current staff will be retained and offers of employment under the Baptist Community Services Enterprise Agreement will be made to all staff.

Financial Implications

The financial details have previously been advised to the Trust in the Closed Reserve Trust Meeting of 2 March 2010.

Conclusion

Consideration of the report will provide the Reserve Trust with updated information in regard to the matter and meet the Trust's statutory obligations under the Crown Lands Act 1989.

RECOMMENDATION

Recommended that the report be received and noted and the General Manger be authorised to advise the Minister for Lands that Council resign as Trust Manager for Reserve 96162, being Lot 1, DP40531 and Lot 1, DP 44756, should all legal conditions of the Transfer Agreement be met.

RT040510/ 1 RESOLVED (Cr. Morrissey/Cr. Wheatley)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

3.2 PEDESTRIAN ACCESS THROUGH LITTORAL RAINFOREST - SILVER SANDS HOLIDAY PARK

Reference: Parks and Reserves - Design and Construction, Service Provision, Trusts; P1001587

Prepared by: Co-ordinator Silver Sands Holiday Park

Background

At the Reserve Trust Meeting held on 6 April 2010, it was resolved to re-open the access to the North Wall through the littoral rainforest at the Silver Sands Holiday Park.

Report***Issues***

The April report outlined a number of issues in relation to re-opening the forest walkway from the Silver Sands Holiday Park to the North Wall at Evans Head.

Following the Trust's decision to re-open the walkway, the following issues are now being investigated:

- Environmental concerns
- Public health and safety concerns
- Crime concerns, and
- Legal issues

Legal

The Co-ordinator is discussing whether an amended Development Application is required and if so, the appropriate process, with Environmental Development Services staff.

Policy

The re-opening of the access may also have implications to existing policies, such the Flying Fox Plan of Management, which need to be considered.

Environmental

The April report outlined the environmental concerns with re-opening the access way. Now that this has been resolved by the Trust, correspondence with the

relevant State and Commonwealth agencies is being undertaken. It is hoped all relevant correspondence from those Agencies will be received by the June 2010 Reserve Trust Meeting.

Consultation

The Silver Sands Holiday Park Co-ordinator and Environmental Development Services staff are currently in consultation with the relevant agencies, and NSW Police regarding the Trust's resolution.

Staff

Environmental Development Services staff and the Silver Sands Holiday Park Co-ordinator are investigating all the relevant issues associated with re-opening the access way.

Financial Implications

The financial implications are not fully known at this stage.

Conclusion

The issues involved in re-opening of the forest access way are being investigated and all relevant agencies are being consulted.

It is envisaged that all the issues will be addressed in time for the June Trust meeting.

RECOMMENDATION

Recommended that staff continue to address the issues related to re-opening the pedestrian access through the littoral rainforest at the Silver Sands Holiday Park and a follow-up report be presented to the Reserve Trust at the earliest opportunity.

RT040510/ 2 RESOLVED (Cr. Wheatley/Cr. Cox)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

3.3 EVANS HEAD RECREATION RESERVE BUSINESS DEVELOPMENT STRATEGY

Reference: Parks and Reserves - Design and Construction, Service Provision, Trusts, Planning; P1001587

Prepared by: Co-ordinator Silver Sands Holiday Park

Background

As previously reported to the Reserve Trust, the public exhibition period for the Evans Head Recreation Reserve Business Development Strategy (Masterplan) has finished and the submissions received are now being reviewed.

This report is a brief update of how the Masterplan process is progressing and issues raised in the submissions received.

Report

Issues

Issues raised from the submissions are in excess of 50 and will have been discussed as part of the Council Information Session on 4 May 2010.

Consultation

The issues raised are part of the public consultation process and exhibition period.

Staff

The Silver Sands Holiday Park Co-ordinator has been collating all of the submissions and issues raised to be provided to the Trust.

Strategic Links

If adopted, the Masterplan will be the overarching Plan of Management for the Silver Sands Holiday park business.

Conclusion

The issues raised in the submissions in relation to the Draft Masterplan are now to be reviewed by the Trust, Staff, Land and Property Management Authority, and Integrated Site Design. Recommendations for changes to the Draft Masterplan or comments for consideration from the Trust will be forwarded to Integrated Site Design for consideration. Integrated Site Design will present a final Draft Masterplan for adoption by the Reserve Trust.

RECOMMENDATION

Recommended that:

1. The report be received and noted.
2. The Reserve Trust forward comments on the issues raised in the submissions to Integrated Site Design for consideration in the final Draft Evans Head Recreation Reserve Business Development Strategy (Masterplan).

RT040510/ 3 RESOLVED (Cr. Cox/Cr. Wheatley)

That:

1. The report be received and noted.
2. The Reserve Trust forward comments on the issues raised in the submissions to Integrated Site Design for consideration in the final Draft Evans Head Recreation Reserve Business Development Strategy (Masterplan).
3. A Council Information Session be held for further discussion on the submissions received.

FOR VOTE - All Council members voted unanimously.

3.4 DRAFT PLANS OF MANAGEMENT FOR RICHMOND RIVER FORESHORE RESERVES - WOODBURN AND CORAKI

Reference: Parks and Reserves - Design and Construction, Planning, Standards; P40372, P40373, P42907, P42846

Prepared by: Administration Engineer

Background

Richmond Valley Council has prepared a Plan of Management for various parcels of Crown Land adjacent to the Richmond River at both Woodburn and Coraki. The Plans of Management are a component of a wider planning program for improvements included in the Landscape Master Plans for the townships.

A Plan of Management is a document that provides a framework for the management of a land resource.

Report

Issues

The Plans of Management for the Crown Land along the Richmond River foreshore at both Woodburn and Coraki is based on an analysis of the land and on the community values and visions associated with the reserve. Management issues were considered with respect to the values and visions of the community, which were obtained through workshops relating to the preparation of the Master

Plan for the wider village centre. Management Objectives were then developed to protect the values important to the community.

The purpose of these Plans of Management is to:

- Guide the future use, development and management of the Richmond River Foreshore Reserve
- Provide a Plan which integrates with Council's overall strategic direction and open space and recreational land management program;
- Guide Council programs and community volunteer activities on the land;
- Provide appropriate and affordable management actions to improve the reserve area in accordance with the needs of the community;
- Maintain the environmental character of the reserve area;
- Meet the requirements of the Crown Lands Act 1989; and
- Manage all risks involved with the reserve.

The Landscaping Master Plan extends beyond the foreshore reserve areas to areas such as the Main Street and road reserves. The Landscaping Master Plan aims to improve the integration between the reserves and Main Street via landscaping themes and works.

The Landscape Master Plan complements and accompanies the Plan of Management for the Foreshore. The Master Plan and the Plans of Management are designed to be consistent so that the implementation of the Master Plan will lead to the achievement of certain management objectives for the reserves. The Master Plan provides a visual and spatial representation of management actions to assist in their implementation. Improvements to the reserve in accordance with the Plan of Management will provide for improved access, facilities, site usage, safety and site recognition.

The Master Plan was developed based on the broad community vision for the sites outlined in this report and on discussions held with Council staff. As such, the Master Plan seeks to improve the range of recreational facilities available within the reserve area to allow for continued and improved use of the site. Improvements to the reserve are designed to be consistent with the existing natural, social and economic values of the locality.

The Master Plan seeks to achieve the community's aspirations for the area by promoting a riverside theme throughout the reserves and providing an enhanced natural environment and infrastructure/facilities to facilitate activities.

Copies of the Draft Plans of Management for the Richmond River Foreshore at both Coraki and Woodburn have been distributed separately to each Councillor.

Legal

As the Plans of Management were produced on behalf of Richmond Valley Council as directed by the Land and Property Management Authority, Council is obliged to give public notice and exhibit the draft plans, together with any other matters considered appropriate to enable the draft plans and their implications to be understood in accordance with the Crown Lands Act 1989. The exhibition

period is to be at least 28 days. The draft plans are to be displayed by the Reserve Trust and by the Land and Property Management Authority during which time representations may be made to the Minister for consideration before adoption, as specified within section 113 of the Crown Lands Act 1989.

The exhibition of the two plans concurrently will reduce costs associated with the public consultation process and allow resources to be on hand to attend to enquiries.

Environmental

Environmental implications and consequences relating to the implementation of the Plans of Management are largely positive due to the inclusion of works to improve and enhance the natural environment within riverbank reserves.

Asset

The Plans of Management have the potential to improve existing assets and provide for new assets. The plans are designed to provide facilities to encourage the general public to utilise the reserves.

Social

The Plans of Management will provide improvements within public areas that will enrich social opportunity and enjoyment.

Consultation

Council currently has a Local Government - Section 355 committee, namely, the Coraki Public Recreation Reserve Board. The Board has care, control and management of Coraki Caravan Park and provides input to the Reserve Trust in respect of the Caravan Park and other Public Recreation Reserves in Coraki. Due to the Caravan Park being located on the reserve that is covered by the draft Plan of Management, Council sought endorsement from the Board to place the draft Richmond River Foreshore Reserve Coraki Plan of Management on public exhibition.

At the Board's Meeting on the 19 April 2010, the Board resolved that the Coraki Public Recreation Reserve Board recommend to the Reserve Trust that the draft Plan of Management be approved for public exhibition and public comment, for the period required by the Land and Property Management Authority.

The draft plan will be exhibited for a minimum period of 28 days and submissions will be invited from the public and relevant agencies during this time. The public consultation will be jointly run by Council and the Land and Property Management Authority.

Financial Implications

The Landscape Master Plan will require significant capital improvements at both Woodburn and Coraki. The proposed contributions received through the Section

94A Development Contributions Plan is proposed to be a source of funds for some of these capital improvements.

Conclusion

The adoption of the Richmond River Foreshore Reserve Plans of Management will provide for opportunity to fund improvements and new works within and adjacent reserves. The plans' adoption and endorsement by the Minister will ultimately improve assets utilised by visitors and residents alike.

RECOMMENDATION

Recommended that:

1. The Reserve Trust endorse the Draft Richmond River Foreshore Reserve Plans of Management for both Woodburn and Coraki.
2. The Richmond River Foreshore Reserve Plans of Management for both Woodburn and Coraki be placed on public exhibition.

RT040510/ 4 RESOLVED (Cr. Crawford/Cr. Jeffery)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

3.5 SILVER SANDS HOLIDAY PARK - YOUTH SERVICES

Reference: Community Services - Service Provision, Reporting; Parks and Reserves - Service Provision; P1001587

Prepared by: Director Corporate Services

Background

Over the past few years, Richmond Valley Council has employed youth workers at the Silver Sands Holiday Park over the Christmas Holidays and this practice continued during the 2009/2010 holidays.

A total of seven youth workers worked during this period and each week they met for supervision with the Youth Manager, documented the previous week's activity and prepared for the next week of work.

A summary of the information gained and issues raised at these supervision sessions can be seen below.

The Information in this report has been prepared by Debbi Martin (Silver Sands Holiday Park Youth Manager).

Report

Issues

The following table lists the days that the youth workers worked and the number of young people that were seen by them.

Date	Hours Worked	Approximate number of youth
Thursday, 17 December 2009	9.00pm-2.00am	30
Friday, 18 December 2009	9.00pm-2.00am	30
Saturday, 19 December 2009	9.00pm-1.30am	50
Thursday, 24 December 2009	9.00pm-1.45am	22
Friday 25, December 2009	9.00pm-12.00am	30
Saturday, 26 December 2009	9.00pm-2.00am	130
Sunday, 27 December 2009	9.00pm-2.00am	90
Monday, 28 December 2009	9.00pm-2.00am	100
Tuesday, 29 December 2009	9.00pm-11.30pm	20
Wednesday, 30 December 2009	9.00pm-1.30am	130
Thursday, 31 December 2009	9.00pm-2:45am	450
Friday, 1 January 2010	9.00pm-11.30pm	55
Saturday, 2 January 2010	9.00pm-1.30am	50
Thursday, 7 January 2010	9.00pm-12.30am	65
Friday, 8 January 2010	9.00pm-1.30am	50
Saturday, 9 January 2010	9.00pm-2.00am	80
Thursday, 14 January 2010	9.00pm-12.00am	35
Friday, 15 January 2010	9.00pm-3.15am	100
Saturday, 16 January 2010	9.00pm-1.00am	30
Thursday, 21 January 2010	9.00pm-12.30am	40
Friday, 22 January 2010	9.00pm-2.30am	60
Saturday, 23 January 2010	9.00pm-1.45am	40
Tuesday, 26 January 2010	9.00pm-12.30am	60

Successes of the youth workers over this period included:

- Documented crimes that young people perpetrated and/or were victims of.
- Protection of young people from becoming victims of crime.
- Liaised with the police (or encouraged young people to talk to the police) in relation to these crimes as appropriate.
- Assisted young people who were taking risks to behave more safely.
- The youth workers dispersed a number of altercations and provided first aid to young people and caravan park residents on a number of occasions.

- The youth workers helped to address problem drinking in the park and surrounding areas.
- Youth workers liaised with the Silver Sands Holiday Park Managers, Rangers, Police and AJest security as appropriate.
- The youth workers were very visible and good public relations for Council and young people and residents alike were impressed with Council's approach to youth issues in the park.
- Youth workers assisted in minimising underage drinking.

Successful elements of the program that need to be retained for future years included:

- Fluoro uniforms (need new uniforms, polo shirts with reflective logo).
- Weekly debriefings of youth workers with Youth Manager.
- Mix of staff in terms of age, gender and Aboriginality.
- The employment of local youth workers.
- A site and caravan as a base.
- Working every night between Christmas and New Year.
- The use of Taxi vouchers for youth workers to call local taxi company.
- Referral material for youth workers.
- Information about current drugs and their effects for youth workers.

New elements that were successful this year included:

- Information on Child Protection and mandatory notifying.
- Awareness and map of alcohol prohibited and free zones for youth workers.
- Use of three way radios for youth workers, supplied by AJest security.
- Council providing buses to transport people on New Year's Eve.
- Direct mobile phone access for youth workers with police on New Year's Eve.
- Youth workers meeting at Evans Head police station before their shift on New Year's Eve.
- Starting time of 9.00 pm.
- Youth workers to have access to bottle water to distribute every night.
- Communication with local police and Crime Prevention Coordinator.
- Employment of local youth worker as the Youth Manager.

Suggestions for improvement of the program in future years included:

1. Youth workers to wear some kind of fluoro polo shirt with reflective logo instead of vests, so as easily identified as youth workers and not mistaken for security or SES workers.
2. Youth workers found Boxing Day particularly difficult this year and felt quite unsafe. They recommend more security and police be rostered on and aboriginal liaison officers next year.
3. Some form of alcohol-free entertainment to be made available to families and young people throughout the Christmas period and especially for New Year's Eve (possibly at Stan Payne Oval or Surf Club area).

4. The purchasing of three pre paid mobile phones for youth workers and Youth Manager as the use of Council phones has proved to be difficult (late arrival due to having to wait for Council workers to resume holidays and phones difficult to use in an emergency as already full of phone numbers).
5. Youth workers recommended that employment of youth workers needs to happen earlier (November) so as all workers can attend meetings with Council, police and security before the program begins.
6. Youth workers had reports from park residents, locals and witnessed for themselves that young people are not only out on Thursday, Friday and Saturday nights; some of the most serious crimes happened when the youth workers were not on duty. Youth workers recommended that they be rostered on every night of the school holidays next year.
7. Youth workers recommended that next year the Youth Manager needs to distribute the aims and job description of the youth workers to all local police stations before commencement of the program.
8. Youth workers recommended that the Skate Park have lighting in future to reduce the risk of accidents for riders in the dark.
9. The Youth Manager to be employed in early November so as information regarding the program can be distributed to local schools and other agencies before Christmas holidays begin.

Legal

Youth workers made notifications to the Department of Community Services in relation to their concerns about children and young people at risk of harm. The youth workers also made a number of reports to the police about crimes that they witnessed or suspected.

Asset

Silver Sands Holiday Park youth workers protected Council assets at and around the Silver Sands Holiday Park over the Christmas holidays. The placing of temporary lighting over the whole Christmas holiday period at the Silver Sands Holiday Park is recommended by the Youth Workers for future years at the Holiday Park.

Social

The employment of youth workers at the Silver Sands Holiday Park has been very significant and beneficial for social planning purposes. It keeps Council informed and addresses issues facing youth in the Evans Head area. This program also keeps Council informed about and addresses issues to do with crime, drug and alcohol use and service provision in the Evans Head area.

Consultation

The employment of Silver Sands Holiday Park youth workers has been of great interest to Council staff, holiday makers and businesses in Evans Head. Youth workers attended a meeting to organise for New Year's Eve that also had present AJest Security service, Council staff, Ambulance, Surf Life Saving Club and Fire Brigade. These consultations should continue next year. The issues raised by the youth workers in relation for the need for more activities, especially on New Year's Eve night, will also need consultation with Evans Head businesses, youth and Police

Staff

Youth workers for the Silver Sands Holiday Park are employed by Richmond Valley Council through North Coast Workforce. They are recruited through 'word of mouth' as essential criterion required for their employment includes that they have connections with local Evans Head, Casino or Kyogle young people and preference is given to the employment of Aboriginal staff and young people. All staff who are employed must have a Certificate IV or greater in community services, youth work or education.

Strategic Links

This program has been delivered under the guidance of the Richmond Valley Social Plan

Financial Implications

The employment of Youth workers was funded from the Silver Sands Holiday Park budget and was under the allocated \$22,000 in total for wages and associated items.

Conclusion

The report provides valuable input for consideration as part of the future provision of youth and security services at Evans Head.

RECOMMENDATION

Recommended that the information be received and noted.

RT040510/ 5 RESOLVED (Cr. Cox/Cr. Wheatley)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

3.6 SUMMARY OF THE CORAKI PUBLIC RECREATION RESERVE BOARD MEETING HELD ON 19 APRIL 2010

Reference: Parks and Reserves - Design and Construction, Service Provision, Trusts; Laws and Enforcement - Standards; P42846

Prepared by: Governance Officer

Background

The Coraki Public Recreation Reserve Board met on 19 April 2010.

The Board has the function of care, control and management of Coraki Caravan Park and to provide input to the Reserve Trust in respect of the Caravan Park and other Public Recreation Reserves in Coraki.

Report

Issues

The Coraki Public Recreation Reserve Board considered the following matters at its meetings held on 19 April 2010:

- Draft Plan of Management – amended draft presented – Board recommended to the Reserve Trust that the draft Plan of Management be approved for public exhibition and public comment, for the period required by the Department of Lands (A separate report on this matter has been prepared).
- Disabled Toilet Block – Work completed – Toilet open for business - Final Invoice presented (\$23,667.84 including GST) within budget. The Board requested a detailed breakdown of costs. Cleaning and opening hours discussed and the Board resolved to ask Council to apply the current mowing contribution of \$3,000 to the Board for cleaning the disabled toilets.
- Signs – Alcohol Free Zone – Alcohol Prohibited Zones – deferred.
- Security Lights for Ladies Toilets – electrical repairs - deferred
- Key Cutting – Keys in General – Governance Officer to review with Caretakers
- Keys to Washing Machines – collection of revenue – resolved – moneys were being banked, but not separately identified in accounts – to be rectified by the Treasurer in the next report.
- Clothes line – purchased but not yet installed.
- Promotion of the Caravan Park – listing of the Caravan Park on the Department of Lands Caravan and Camping website – deferred.
- Meeting Schedule for 2010 – resolved – Board to meet on the second Monday of every second month (except for clashes with public holidays) – meetings to be held at the Coraki Golf Club in future – to commence at 6 pm.

- Consumption of Alcohol in Richmond Terrace at the River Junction Café – the Board noted the appeal against the refusal to allow alcohol on the footpath for kerbside dining. The Board strongly reiterated the views it expressed in the meeting held on 15 February 2010 – that it does not support the application to serve alcohol on the kerb outside the Pizza Cafe.
- River Bank Erosion – banks need stabilising by planting native plants, following the removal of Coral Trees.
- Cash Flow and Annual Budget – to be reviewed again at next meeting.
- Park Rules – the Board discussed an approach by a local person which is contrary to the Park Rules and confirmed the Caravan Park is for recreational visitors, and not permanent tenants.

A copy of the Minutes of the Coraki Public Recreation Reserve Board Meeting held on 19 April 2010 have been circulated separately to each Councillor.

Conclusion

Consideration of the recommendations by the Trust will satisfy the Trust's obligations.

RECOMMENDATION

Recommended that the information be received and noted.

RT040510/ 6 RESOLVED (Cr. Kinnish/Cr. Jeffery)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

The Meeting closed at 1.19 p.m.

CONFIRMED - 18 May 2010

CHAIRMAN