



# **Annual Report**

## **Section 2 – Statutory Information**

**1 July 2010 to 30 June 2011**

Adopted at the Ordinary Meeting of 24 November 2011

[www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)

**Coffs Harbour City Council 2010/2011 Annual Report - Section 2 – Statutory Information**

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# Annual Report 2010/2011 - Section 2 - Statutory Information

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## **Annual Report 2010/2011 - Section 2 - Statutory Information**

### **Introduction**

The Annual Report refers to the period 1 July 2010 to 30 June 2011.

Section 2 of the Annual Report includes information that is prescribed by the Local Government (General) Regulation 2005. It is considered important for the community to have access to this information so it can better understand how Council has been performing both as a service provider and a community leader.

In a separate document, Section 1 of the report focuses mainly on Council's implementation of its Delivery Program and Operational Plan – the plans that are wholly Council's responsibility according to the Integrated Planning and Reporting (IPR) Framework introduced by the NSW Government in 2009. It also incorporates an overview of the effectiveness of Council activities in implementing the strategies and achieving the objectives of the Coffs Harbour 2030 Community Strategic Plan (the provision of this information is a six-monthly requirement of the IPR legislation).

Also tabled separately, Section 3 of the Annual Report contains Council's annual financial statements, as required by the Local Government Act 1993 - Section 428 (4) (a).

## Compliance with Special Variation Approval Conditions.

### ▪ **City Centre Revitalisation (2000)**

In July 2000, Coffs Harbour City Council secured Ministerial approval for an increase in general income of 5.0% to meet costs associated with Council's planned City Centre improvements.

The approval was on the understanding that:

1. Coffs Harbour City Council would levy an increase in rates to meet costs associated with a City Centre Improvements program, as defined by Council, for a period of twelve years; and
2. Council would reduce its general income for the 2012/2013 rating year by \$401,000, plus the equivalent cumulative proportion of this increase, from any general variation increases - or any special variation increases - approved for the 2001/2002 to 2012/2013 rating years inclusive.

The City Centre Revitalisation remains an unqualified success in reinvigorating the area.

Council introduced an extraordinary business rate (referred to as the CBD Rate) to provide the basis for \$5.14M in loan funding across a 10 year period. Annual loan repayments of \$704,855 continue to be adequately serviced from the rate variation and CBD-related revenues.

It is Council's expectation that an application will be made to extend this special variation beyond 2012/2013 to assist in funding an ongoing program of City Centre improvements.

### ▪ **Community Facilities Program (2006)**

In response to community demands, Council developed a \$21.5m schedule of capital infrastructure works - called the Community Facilities Program – as part of the 2006/2009 Management Plan. Council applied for a variation in rates to assist in funding the program.

On 26 June 2006, the Minister for Local Government approved Coffs Harbour City Council's application for a 9.56% special variation to General Income for 2006/2007 (see *DLG Reference A49996*). The approval was subject to the following conditions:

1. The Council will raise \$1,390,970 of the increase by additional rates for the costs associated with the infrastructure projects in Council's Community Facilities Program, and
2. The Council clearly report in its Annual Report for the period 2006/2007 to 2015/2016 information on the total income received, expenditure per project/program and outcomes achieved, and
3. The Council develops a comprehensive Asset Management Plan linked to a long-term financial plan. Council is to report to the Department of Local Government on the progress of the Asset Management Plan's development by 31 December 2006.

The following table provides information on the total income received and expenditure per project/program. A summary of outcomes achieved follows on page 5.

## Compliance with Special Variation Approval Conditions *(Continued)*

### Rate Variation Program - 2006/2012 - Community Facilities Program Financial Report - Commencement to 30 June 2011

	To 30/6/10 \$	2010/11 \$	To 30/6/11 \$
<b>Income</b>			
Rate revenue (additional from rate variation)	6,065,215	1,644,900	7,710,115
Loan funds raised - Community Facilities Program	8,485,153	73,000	8,558,153
Grants:			
Hogbin Drive Extension Stage 2	10,279,943		10,279,943
Nana Glen Swimming Pool	450,000		450,000
City Park (Brelsford)			0
Middle Creek Bridge	570,289		570,289
<b>Total Grants</b>	12,368,232	0	12,368,232
Contributions:			0
Private Works Reserve (for Public Amenities Upg)			
Nana Glen Swimming Pool (from NG Community)	200,000		200,000
Hogbin Drive (Country Energy)	49,762		49,762
Sawtell Town Improvement Program	8,368		8,368
<b>Total Contributions</b>	258,130		258,130
Sale of Land - Hogbin Drive	88,972		88,972
Other Council contributions (loans, revenue, reserves)	2,129,158		2,129,158
Interest earned	217,840	129,133	346,973
<b>Total Income</b>	<b>29,612,700</b>	<b>1,847,033</b>	<b>31,459,733</b>

*(Continued Next page)*

## Compliance with Special Variation Approval Conditions (Continued)

### Rate Variation Program - 2006/2012 - Community Facilities Program (Continued from previous page) Financial Report - Commencement to 30 June 2011

	To 30/6/10	2010/11	To 30/6/11
	\$	\$	\$
<b>Expenditure</b>			
<b>Works:</b>			
Hogbin Drive Extension Stage 2	16,072,344	739,290	16,811,634
City Park	1,349,972	73,098	1,423,070
Museum Development *		372,674	372,674
Netball Courts Woolgoolga *			
Richardson Park Drainage upgrade *			
Public Amenities Upgrade *			
Nana Glen Swimming Pool	852,654		852,654
Jetty Structure Restoration	1,397,338	102,663	1,500,001
Coffs Coast Sport & Leisure Park Works *	14,891	0	14,891
Middle Creek Bridge	847,893		847,893
Coral Street Bridge Replacement	762,698		762,698
Nana Glen Improvements	358,814		358,814
Woolgoolga Town Improvements	390,569		390,569
Sawtell Headland Improvements	340,596	9,363	349,959
Sawtell Town Improvements	344,675		344,675
Jetty Strip Improvements	68,459		68,459
<b>Total Works</b>	<b>22,800,903</b>	<b>1,297,088</b>	<b>24,097,991</b>
<b>Operating:</b>			
Nana Glen Swimming Pool	283,891	107,896	391,787
City Park - New Facility			
City Park - Playground	19,123	59,758	78,881
<b>Total Operating</b>	<b>303,014</b>	<b>167,654</b>	<b>470,668</b>
Loan repayments	4,243,885	1,128,799	5,372,684
<b>Total Expenditure</b>	<b>27,347,802</b>	<b>2,593,541</b>	<b>29,941,343</b>
<b>Funds on Hand at 30 June</b>			
Loan funds on Hand - Community Facilities Program	1,394,064	1,311,603	1,311,603
Other funds	870,834	206,787	206,787
<b>Total Funds on Hand</b>	<b>2,264,898</b>	<b>1,518,390</b>	<b>1,518,390</b>

\* (New works)

## Compliance with Special Variation Approval Conditions (*Continued*)

### ▪ **Community Facilities - Outcomes Achieved**

2010/2011 saw work progress on the last of the eleven infrastructure projects initiated through the Community Facilities Program:

- *City Park* – following adoption of the Brelsford Park Masterplan in March 2009, Council initiated the first stage of the park redevelopment – the Brelsford Park Adventure Playground. Designed in consultation with parents, child-care workers, the police and school-aged children, it includes a landmark play tower and a wide range of play structures and equipment set around a dragon-themed walkway. Construction began in August 2009 and was completed in Feb 2010. Consultative and design processes have continued in 2010/2011 following a review of the Masterplan. The project scope has changed to include the development of a regional skate plaza.
- *Sawtell (Bonville) Headland Improvements* – extensive consultation was carried out with local interest groups over this project, which included the construction of amenities, carpark and road upgrades. Stage 1 of the headland walkway has been completed; it is anticipated that the final stage 2 will be completed by March 2012 - depending on weather conditions and the availability of labour through the Envite Greenjobs program.
- *Sawtell Town Improvements* – included the development of the Rotary Clock, the refurbishment of traffic-calming measures and renovation of the central median strip. Completed in August 2008.
- *Nana Glen Improvements* – completed in October 2008, the project included the development of footpath and streetscape works and plantings in the town park.
- *Woolgoolga Town Improvements* – extensive landscaping works in River Street were completed in March 2009.
- *Hogbin Drive Extension Stage 2* - the \$17m ‘missing link’ of this local arterial road was officially opened on 1 March 2008. It extended Hogbin Drive from Albany Street - via a major new roundabout at Harbour Drive and the new, 130m-long Bangalor Bridge over Coffs Creek – to Orlando Street, dramatically easing local traffic congestion in the city and jetty areas by approximately 14,000 vehicles a day.
- *Middle Creek Bridge* - the replacement of Middle Creek Bridge at Sawtell was completed in July 2007. The bridge was replaced with a concrete structure that provides an 8-metre carriageway, a pedestrian footpath on the western side and a shared footpath/cycleway on the eastern side of the bridge.
- *Coral Street Bridge Replacement* – reinstating the northern highway access to Corindi/Red Rock. The new bridge was opened to traffic in November 2007.
- *Jetty Strip Improvements* – included the replacement of timber decks, footpath works and minor drainage works. Completed December 2007.
- *Nana Glen Swimming Pool* – a ‘joint venture’ involving the local community, the NSW and Federal Governments and Council. Construction was completed in time for a gala opening event in November 2007. Attendance figures have since indicated that the pool will continue to develop into a popular community asset.

## Compliance with Special Variation Approval Conditions *(Continued)*

### ▪ **Community Facilities - Outcomes Achieved** *(Continued)*

- *Jetty Structure Restoration* – the major maintenance on the Jetty structure consisted of the replacement of some 130 piles, 30 girders and a number of corbels. Work was completed by December 2008. Additional major maintenance was completed in September 2010, partially funded with the balance of this allocation from the Rate Variation.

As an ongoing source of revenue, the Special Rate Variation associated with the Community Facilities Program will continue to fund new works in coming years. These projects include the development of a new Museum facility on Harbour Drive, the upgrade of the Woolgoolga Netball Courts, drainage at Sawtell's Richardson Park, refurbishment of public toilets and works at the Coffs Coast Sport and Leisure Park.

## Compliance with Special Variation Approval Conditions (Continued)

### ▪ **Priority Infrastructure and Economic Development (2008)**

On 27 June 2008, the Minister for Local Government approved a special variation of 5.95% for Coffs Harbour City Council for 2008/2009. On top of the approved 3.2% 'rate pegging' allowance, this represented a further 2.5% increase in Residential, Farmland, CBD Business and citywide Business rates and an additional 3.5% increase in the citywide Business rate.

The approval was subject to the following conditions:

1. The Council will levy a rate increase for the costs associated with priority infrastructure and economic development projects, as defined by the Council; and
2. The Council clearly reports in its annual report for the period 2008/09 to 2012/2013 information on the total income received, expenditure per project/program and outcomes achieved.

In relation to approval condition 2 above, the following tables provides information on the total income received and expenditure per project/program and the outcomes achieved.

Variation Yield	Projects	Rate Variation Funds	Total Budget	Actual	Rate Variation Revote*	Comments
Yield Increased by 7%: Rate Peg Limit (2.6%) + Special Variation (4.4%) (\$)	<b>Works Package</b>	(\$)	(\$)	(\$)	(\$)	
2010/11 746,800	Bridges Major Repairs	45,000	41,935	41,935	3,065	
REVOTE 196,440	Duffus Bridge, Corindi	12,015	12,015	8,222	3,793	Works completed
<b>TOTAL 943,240</b>	Houlahans Bridge, Dairyville Rd	75,000	75,000	53,116	21,884	Completed
	Longs Bridge, East Bank Road	250,000	250,000	240,185	9,815	Completed
	Mount Coramba Bridge	210,000	210,000	212,098	-2,098	Completed
	Sawtell Cathodic Protection (CP) System	0	353	353	-353	To commence January 2012

\*Funding carried forward into subsequent financial year.

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## Compliance with Special Variation Approval Conditions (Continued)

### ▪ Priority Infrastructure and Economic Development (Continued from previous page)

Variation Yield	Projects	RV Funds	Total Budget	Actual	RV Revote	Comments
Yield Increased by 7% (\$)	<b>Works Package</b>	<b>(\$)</b>	<b>(\$)</b>	<b>(\$)</b>	<b>(\$)</b>	
	Timmsvale Bridge, Timmsvale Road	58,495	58,495	12,061	46,434	Completion due December 2011
	Murrays Bridge, Lower Bo-Bo	240,000	240,000	206,736	33,264	Completion due December 2011
	Investigations	10,000	10,000	2,052	7,948	Completed
	Major Bridge Repairs - Unallocated	42,730	42,730	0	42,730	
<b>2010/11 146,500</b>	Events Facilitation*	58,295	58,295	58,295	0	See table next page
REVOTE 0						
<b>TOTAL 146,500</b>	Business Development Workshops	6,256	6,256	6,256	0	
	Buskers Festival	44,839	44,839	44,839	0	Funding difference between revenue & expense
	City Centre Marketing	37,110	37,110	37,110	0	
	<b>Subtotal</b>	<b>146,500</b>	<b>146,500</b>	<b>146,500</b>	<b>0</b>	

## Compliance with Special Variation Approval Conditions (Continued)

- **Priority Infrastructure and Economic Development** (Continued from previous page)

<b>* Events Facilitation (Under Program 430)</b>	
<b>Description</b>	<b>Actual (\$)</b>
NNSWF Events Package	11,500
Golf Bonville	4,000
Eastern University Games	5,000
NSW IRB Championships	1,545
Coastout	10,000
Skydive Spectacular	1,500
NSW Country Cycling Championships	750
Pittwater - Coffs Marketing	10,000
Outriggers	2,500
Coffs Half Marathon / Fun Run	2,000
AFL NAB Challenge	8,500
BMX State of Origin Titles	1,000
<b>Total</b>	<b>58,295</b>

The Coffs Harbour community derives immediate and considerable access and lifestyle benefits from the infrastructure works funded by the rate variation. The bridge replacement projects are critical to maintaining safe and secure transport links, particularly with a number of outlying rural communities in the local government area.

Individually and collectively, the initiatives encompassed in the Economic Development package contribute to the ongoing growth of Coffs Harbour as a vibrant commercial centre with a widening spectrum of employment opportunities.

## Compliance with Special Variation Approval Conditions (*Continued*)

### ▪ ***Flood Mitigation and Drainage Works (2010)***

On 24 June 2010, the Minister for Local Government approved a special variation of 7.00% for Coffs Harbour City Council in 2010/2011.

The approval was subject to the following conditions:

1. The Council will raise \$1,373,358 of the increase by additional rates for the costs associated with flood mitigation and drainage works, as defined by Council; for a period of ten years; and
2. Council will reduce its general income for the 2021/2022 rating year by \$1,373,358 plus the equivalent cumulative proportion of this increase from any general variation increases or any special variation increases approved for the 2010/2011 to 2020/2021 rating years inclusive; and
3. Council clearly reports in its annual report for the period 2010/2011 to 2020/2021 information on the total income received, expenditure per project/program and outcomes achieved.

This rate variation assists in funding a ten-year program of flood mitigation and drainage works in and around Coffs Harbour.

Funding for the program is augmented by the Stormwater Management Charge levied by Council.

The works are designed to help address a long-standing need to protect significant areas of the city from inundation and damage in times of high rainfall and extreme storm events. The necessity to fast-track these works was made clear in 2009 when the city experienced a number of flash-flooding incidents.

Work is progressing well, although land acquisition issues have slowed the pace on a number of the larger projects. Fortunately there has been no repeat of the severe weather events of 2009; however the completed works have performed according to design in accommodating rainfall experienced to date. There is confidence that the ongoing implementation of the works program will bring a new level of flood security to Coffs Harbour.

In relation to approval condition 3 above, the table on the following page provides information on the total income received and expenditure per project/program and the outcomes achieved.

## Compliance with Special Variation Approval Conditions (Continued)

Flood Mitigation and Drainage Works Program to 30/06/2011										
			Funding Source			Allocation of Revotes				
Program Year	Project	Project Estimate (\$)	Urban Works Funded by Stormwater Levy (\$)	Non-Urban Works Funded by Rate Variation (\$)	Grant Funding (\$)	Actuals to 30/06/11 (\$)	Revote of Stormwater Levy Funds (\$)	Revote of Rate Variation Funds (\$)	Revote of Grant Funds (\$)	Job Complete (Y / N)
2009/10	Drainage Works Urban	1,060	1,060			1,060				Y
2009/10	36 Links Avenue Drainage Works	36,946	36,946			36,946				Y
2009/10	41 King Street Drainage Works	21,630	21,630			21,630				Y
2009/10	Newports Creek Culvert Upgrade	9,730	9,730			9,730				Y
2009/10	Flood Detention Basin (Bakers Road) Part Costs for 2009/10	282,838		282,838		282,838				N
2010/2011	Flood Detention Basin (Upper Shepards Lane)	3,056,500		2,600,000	456,500	115,457		2,561,514	379,529	N
2010/2011	Early flood warning system & 2D modelling	436,666	150,000	150,000	136,666	95,556	134,074	134,074	72,962	N
2010/2011	Flood Detention Basin (Spagnolos Road)	2,299,814		2,099,814	200,000	0		2,099,814	200,000	N
2010/2011	CBD Drainage Works	2,700,000	1,890,000	810,000		24,778	1,872,655	802,567		N
2010/2011	Coffs Creek - Remove Old Bridge Piers	30,000	21,000	9,000		18,079	8,345	3,576		Y
2010/2011	Additional Drainage Inlets (44 Coramba Road)	50,230		50,230		50,230				Y
2010/2011	Norfolk Crescent (East) Drainage Works	20,000	20,000			12,360	7,640			Y
2010/2011	Merino Drive Drainage Works	109,326	54,663	54,663		109,326				Y

## Compliance with Special Variation Approval Conditions (Continued)

Flood Mitigation and Drainage Works Program to 30/06/2011 (Continued from previous page)										
			Funding Source			Allocation of Revotes				
2010/2011	Loaders Lane Levee	150,000	90,000	60,000		0	90,000	60,000		N
2010/2011	Murphy Crescent Drainage Works	20,000	20,000			0	20,000			N
2010/2011	Creek Clearing & Drainage Works	36,059	10,818	25,241		7,560	8,550	19,949		N
2010/2011	Park Beach Trunk Drainage (Stage 1)	30,000	7,000	3,000	20,000	0	7,000	3,000	20,000	N
2010/2011	Betel Palm Close Boambee East Drainage Works	22,319	22,319			22,319				Y
2010/2011	Flood Detention Basin (Bennetts Road)	3,049,834		2,500,000	549,834	90,089		2,469,971	489,774	N
2010/2011	Coffs Creek - Increase waterway under Highway	25,000	17,500	7,500		11,628	9,360	4,012		Y
2010/2011	Shell Cove Lane Drainage Works	500,000	250,000	250,000		394,722	52,639	52,639		N
2010/2011	Taloumbi Road Works - Stage 1	60,000		60,000		9,169		50,831		N
2010/2011	Fawcett Street Drainage Works	300,000	300,000			0	300,000			N
2010/2011	Prince Street Drainage Works	30,000	30,000			0	30,000			N
2010/2011	Bucca Road Bridge Protection Works	30,000		30,000		0		30,000		N
2010/2011	Oxley Place Drainage Works	15,000	15,000			466	14,534			N
2010/2011	York Street Drainage Works	40,000	40,000			0	40,000			N
2010/2011	Wybalena Crescent Drainage Works	30,000	30,000			797	29,203			N
2010/2011	Drainage Improvements - Investigation & Design	30,000	30,000			8,046	21,954			N

## Compliance with Special Variation Approval Conditions (Continued)

<b>Flood Mitigation and Drainage Works Program to 30/06/2011</b> <i>(Continued from previous page)</i>										
			<b>Funding Source</b>			<b>Allocation of Revotes</b>				
2010/2011	Creek Improvement - Gundagai St Bridge (W)	<b>39,205</b>	11,761	27,444		<b>28,665</b>	3,162	7,378		Y
2010/2011	Creek Improvement - Gundagai St Bridge (E)	<b>21,460</b>	6,438	15,022		<b>13,684</b>	2,333	5,443		Y
2010/2011	Bray Street (Stage 1) / Grant Close Creek improvement works	<b>70,404</b>	21,121	49,283		<b>70,404</b>				Y
2010/2011	Orlando Street Culvert	<b>45,050</b>	13,515	31,535		<b>31,908</b>	3,943	9,199		Y
2010/2011	Marcia Street Drainage Works	<b>275,000</b>	137,500	137,500		<b>1,567</b>	136,717	136,716		N
2010/2011	Masonry Road Draiange Works	<b>9,331</b>	4,666	4,665		<b>9,331</b>				Y
2010/2011	Vincent Street Drainage Works	<b>12,000</b>	12,000			<b>5,803</b>	6,197			Y
2010/2011	Edward Sharpe Bridge, Orara River Bank stabilisation works	<b>22,727</b>		22,727		<b>22,727</b>				Y
2010/2011	Kinchela Avenue pipe inlet works	<b>5,010</b>	5,010			<b>5,010</b>				N
2010/2011	Bellingen Road pipeline replacement	<b>25,208</b>	25,208			<b>25,208</b>				N
2010/2011	Contribution for Land Purchase (Bakers Road Detention basin)	<b>200,186</b>		200,186		<b>200,186</b>				N
2010/2011	Pony Court, Moonee - overland flow path	<b>11,800</b>		11,800		<b>0</b>		11,800		N
2010/2011	Linden Ave / Moseley Drive, Toormina pipe replacement	<b>19,514</b>	19,514			<b>19,514</b>				Y
2010/2011	Third / Fourth Avenue, Sawtell - reline stormwater pipe	<b>30,000</b>	30,000			<b>3,087</b>	26,913			N
	<b>TOTALS</b>	<b>14,209,847</b>	<b>3,354,399</b>	<b>9,492,448</b>	<b>1,363,000</b>	<b>1,759,880</b>	<b>2,825,219</b>	<b>8,462,483</b>	<b>1,162,265</b>	

## Overseas Visits

**Local Government Act 1993 - Section 428 (4) (b)**

**Local Government (General) Regulation 2005 - Section 217 (1) (a)**

**1 July 2010 to 30 June 2011.**

Coffs Harbour City Council was represented during two overseas activities in 2010/2011.

1. In April 2011, Executive Manager Strategy and Sustainability, Jeff Green, undertook a Climate Change Professional Fellowship to the United States of America, with costs funded by the United States Bureau of Educational and Cultural Affairs. The one-month program (in Washington DC and Austin, Texas) was facilitated by Local Government Managers Australia and the International City/County Managers Association, USA. Council's costs amounted to around \$200. Council also provided Jeff with paid professional development leave for 2 weeks, with the balance covered by his annual leave entitlements.
2. In June 2011, Manager, Telecommunications and New Technology, Andrew Sales, also travelled to the United States to undertake a week-long training program in Cyber Security, conducted by the U.S. Department of Home Land Security. The program was staged in Idaho Falls, Idaho, and Andrew's attendance was sponsored entirely by the Government of Australia. Andrew was granted five days training leave to attend the course. There was no other cost to Council.

Both programs represent excellent value for Council in terms of delivering high-quality professional development outcomes for the organisation without requiring major investment.

## Elected Members' Expenses

Local Government Act 1993 - Section 428 (4) (b)  
 Local Government (General) Regulation 2005 - Section 217 (1) (a1)  
 1 July 2010 to 30 June 2011.

Expense	Amount (\$)
Mayoral Allowance	34,860
Councillor fees	143,730
Mayor vehicle expenses	19,500
Provision of dedicated office equipment allocated to councillors	19,749
Telephone calls made by councillors	2,325
Attendance by Councillors at conferences and seminars (excluding overseas and interstate)	31,772
Training of councillors and provision of skill development	-
Interstate visits by councillors, including transport, accommodation and out-of-pocket expenses	6,981
Overseas visits by councillors, including transport, accommodation and out-of-pocket expenses	-
Expenses of any spouse, partner or other person who accompanied a councillor	44
Expenses involved in the provision of care for a child or an immediate family member of a councillor	-
Other councillor expenses (catering, election, stationery, etc)	12,721
<b>Total</b>	<b>271,682</b>

## Major Contracts (Greater than \$150,000) Awarded

Local Government Act 1993 - Section 428 (4) (b)

Local Government (General) Regulation 2005 - Section 217 (1) (a2)

1 July 2010 to 30 June 2011.

Contract No.	Contract Description	Supplier	Commencement Date	Contract Sum (\$)
10/11-438-TO	Supply & Delivery of Bitumen Emulsion	Foulton Hogan Industries P/L	26/07/2010	470,727.27
10/11-467-TO	Supply of Non-Contestable Electricity	Powerdirect Pty Ltd	01/08/2010	472,000.00
08/09-362-QI	Coramba Contaminated Groundwater Remediation - Air Sparge and SVE Installation	WSP Environmental P/L	12/10/2010	161,259.25
10/11-444 TO	Minor Maintenance, Street & Facilities Cleaning of Coffs Harbour Central Business District	Coffs Professional Cleaners	25/10/2010	247,947.27
11/12-470-TO	Supply & Delivery of Domestic Water Meters	Elster Metering Australia Pty Ltd	01/01/2011	327,424.00
11/12-475-TO	Supply & Delivery of truck and earthmoving tyres	Bridgestone Australia Ltd	01/01/2011	300,000.00
09/10-429-TI	Design & Construction of 5ML Water Services Reservoir	Hornick Constructions Pty Ltd	03/03/2011	1,939,200.00
EOI-487-Spon	South Sydney RLF Sponsorship	Rabbitohs	15/04/2011	160,000.00
10/11-482-TO	Supply of Pipes and Fittings Coffs Harbour to Boambee Creek	Tyco Water	27/05/2011	2,391,854.67
RFT-486-TO	Design, manufacture, Supply & Delivery of Precast Reinforced Concrete Bridge for Peaks Bridge, Dorrigo	Waeger Constructions Pty Ltd	27/05/2011	324,265.45
RAT-469-TO	Supply of Electricity for Street Lighting	Energy Action Pty Ltd	01/06/2011	273,807.00
10/11-463-TO1	Provision of Agency Payment Services (over the counter services)	Australian Postal Corporation	14/04/2011	504,630.35
RAT-468-TO	Supply of Contestable Electricity Mass Metered Sites	Energy Action Pty Ltd	14/04/2011	2,340,546.00
11/12-480-TO	Cleaning of Coffs Harbour Regional Airport Passenger Terminal Buildings 2011-2012	Menzies International Aust Pty Ltd	23/06/2011	242,330.00
RFT-492-TO	Richardson Park Subsurface Drainage Installation	Turf Drain Australia	20/07/2011	199,517.60

# Legal Proceedings

Local Government Act 1993 - Section 428 (4) (b)  
 Local Government (General) Regulation 2005 - Section 217 (1) (a3)  
 1 July 2010 to 30 June 2011.

Ref	Case Name	Court (NSW)	Matter	Costs Paid (\$)	Costs Received	STATUS REPORT	
1115W	Coffs Harbour City Council v The Minister for Planning for the State of NSW & Sandy Shores Developments Pty Limited	Land & Environment Court (Class 4 Application)	Appeal against Concept Plan Approval MP 05_0083 - Sandy Beach North (Hearnes Lake)	77,154.76	NIL	PENDING	The matter was heard in the Land & Environment Court on 28-30 June 2011. Council is awaiting judgement on the matter.
1115L	Lehman Bros. Holding Inc et al [Jointly Administered] Coffs Harbour City Council v Lehman Bros. Australia Ltd 2492 of 2007	US Bankruptcy Court, Southern District of New York, USA Federal Court of Australia, NSW District Registry	Complex litigation relating to Chapter 11 (US) bankruptcy and investment funding	578.78	NIL	PENDING	Litigation Funder engaged on a 'no win, no fee basis' to progress claim.
1115U	Shahriar Saffari v Coffs Harbour City Council	Local Court - Coffs Harbour	Appeal against Penalty Infringement Notice - Parking Offence (exceed time limit)	1,875.00	NIL	FINALISED	Offences were proven on 12 August 2010, with penalties amounting to \$2062.50 imposed on the Defendant.
1115T	ALDI Stores (A Limited Partnership) v Coffs Harbour City Council 10207 of 2010	Land & Environment Court (Class 1 Proceedings)	Appeal re DA 752/09	11,651.43	NIL	FINALISED	Appeal upheld for a 12 month trial regarding noise impact of neighbouring residential premises. Parties negotiated other issue regarding intersection reconstruction works. To date matter has not been listed for further hearing.

(Continued next page)

## Legal Proceedings (Continued)

Ref	Case Name	Court (NSW)	Matter	Costs Paid (\$)	Costs Received	STATUS REPORT	
1115J	Peter Atwill & Anor vs. Ted Thomas & Family Pty Ltd & Ors 50004 of 2008	Supreme Court	Civil action for private land contamination	1,073.00	NIL	FINALISED	Statewide Mutual has fully indemnified Council in the defence of this litigation. Settlement was reached on 24.02.2011. Verdict in favour of Council with each party to bear their own costs.
1115V	Coffs Harbour City Council v SM Lowe	Local Court - Coffs Harbour	Unauthorised use of land for rave/dance party	3,858.90	NIL	FINALISED	Matter listed before Local Court in January 2011. Action upheld. Respondent was imposed with fines amounting to \$15000 as well as court and Council's legal costs. The State Debt Recovery Office is pursuing this debt.
1115X	Coffs Harbour City Council v Klewer & Lacey	Local Court - Coffs Harbour	Unauthorised removal of vegetation	79.00	NIL	PENDING	Matter finalised against one respondent with offences proven and a fine imposed. Matter for the second respondent has been adjourned to October 2011.
			<b>TOTAL</b>	<b>96,270.87</b>	<b>NIL</b>		

## **Works Subsidised On Private Land**

**Local Government Act 1993 - Section 428 (4) (b)**

**Local Government (General) Regulation 2005 - Section 217 (1) (a4)**

**1 July 2010 to 30 June 2011.**

No resolutions were made during this period concerning work subsidised by Council and carried out on private land.

## Donations and Contributions

Local Government Act 1993 - Section 428 (4) (b)  
 Local Government (General) Regulation 2005 - Section 217 (1) (a5)  
 1 July 2010 to 30 June 2011.

Amounts granted under Section 356 of the Act	
RECIPIENT	AMOUNT(\$)
Donations Unallocated (Mayor & GM)	1,020
Schools Annual Presentations	4,450
Coffs Coast Toy Library	200
Relay for Life (Cancer Council)	1,903
North Coast Academy of Sport	4,000
Westpac Rescue Helicopter	500
Senior Citizens Week	3,576
Coffs Harbour Spring Garden Festival	800
Southern Cross University Presentations	300
Event Subsidies (road closures)	474
TAFE Presentations	250
Woolgoolga Volunteer Sea Rescue	300
Development Application Fees	1,218
Other Health Services – Life Education Van	3,781
Nana Glen Heartstart	1,000
Mountain Heartstart	1,000
Hope Bears Charity	150
Sawtell & Woolgoolga Chambers of Commerce	17,500
Rates Subsidy – Sporting & Cultural Groups	43,556
Surf Life Saving Clubs – Subsidy & Rates	47,380
SES Subsidy	54,344
State Emergency Services – Contribution	86,601
Visual & Performing Arts Groups	32,893

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## Donations and Contributions *(Continued)*

<b>Amounts granted under Section 356 of the Act</b>	
<b>RECIPIENT</b>	<b>AMOUNT(\$)</b>
Woolgoolga Sports Council Inc	47,400
Sawtell & Toormina Sports & Recreation Club	18,332
Glenreagh Mountain Railway	10,000
Woolgoolga Seniors Centre Inc.	6,116
TS Vendetta (Access Charge)	425
NSW Fire Brigades Subsidy	430,567
RFS Subsidy	406,491
Rotary Club Coffs Coast Cycle Challenge	4,000
Variety Special Children's Christmas Party	220
Zonta Club of Coffs Harbour	200
Woolgoolga Art Group Inc. (1/4 Rates Payment)	700
Coffs Harbour Coral Groups	1,818
Coffs Harbour Pipe Band	6,000
<b>TOTAL</b>	<b>1,239,465</b>

## Rates and Charges Written Off

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 - Clause 132  
1 July 2010 to 30 June 2011.

The total value of rates and charges written off for the year 2010/2011 was **\$3,217,273.38**

Item	Amount (\$)
Pension Rebates	2,840,450.67
Postponed Rates	173,712.45
Interest > \$50	2,300.45
Water Leaks	
Water Usage Charges	154,988.45
Sewer Usage Charges	37,293.29
Trade Waste Usage Charges	8,528.07
<b>TOTAL</b>	<b>3,217,273.38</b>

### Notes:

- A Government subsidy is provided for part of the Pension Rebates.
- Postponed Rates are amounts abandoned as required under Section 595 (Local Government Act)

(The total value of rates and charges written off for the year 2009/2010 was **\$3,173,992.64**)

## Functions Delegated by Council

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 - Section 217 (1) (a6)  
1 July 2010 to 30 June 2011.

External bodies that exercised functions delegated by Council were:

- **Coffs Harbour International Stadium Limited**  
Company exists, but does not have any Council delegation.
- **Coffs Harbour Sports Advisory Committee Incorporated**  
Delegation includes managing the opening and closing of sports fields.
- **Woolgoolga Sports Council Incorporated**  
Delegation includes managing the opening and closing of sports fields.

## Companies In Which Council Held A Controlling Interest

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 - Section 217 (1) (a7)  
1 July 2010 to 30 June 2011.

Nil

## Partnerships, Cooperatives or Other Joint Ventures

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 - Section 217 (1) (a8)  
1 July 2010 to 30 June 2011.

- **Statecover Mutual Limited**
- **Coffs Harbour Technology Park**

## Human Resources Activities

**Local Government Act 1993 - Section 428 (4) (b)**

**Local Government (General) Regulation 2005 - Section 217 (1) (a9)**

**1 July 2010 to 30 June 2011.**

### **Activities Undertaken to Implement Council's Equal Employment Opportunity Management Plan**

Council continued with training and development for all staff. Specific training on interview skills was conducted and our Aboriginal and Torres Strait Islander (ATSI) staff were encouraged to attend.

Council formally established the Women's Development Team, which is a group of Council staff, whose charter is to oversee the status and development of women at Council. This group met regularly to work towards achieving the 50/50 Bronze accreditation. This group is also involved in putting together focus groups to gauge opinion on matters relating to women's employment at council.

Council also continued to support the placement of two staff with disabilities on a program through a local provider. Council also supported existing staff with disabilities throughout the year, providing flexible employment where required and meeting equipment needs.

During the year, Council also continued to provide support for its ATSI staff. One staff member successfully completed an apprenticeship in bridge carpentry, while another trainee gained full-time permanent employment. The position of Aboriginal Community Development Officer was vacated during the year, and this is in the process of being filled on a permanent basis once again.

Council also engaged with an employment broker to employ an apprentice electrician of African descent. This ethnic group has become a significant demographic group with the arrival of refugees from Africa into Coffs Harbour; the employment of suitable candidates will increase as time goes on.

## General Manager Remuneration

**Local Government Act 1993 - Section 428 (4) (b)**  
**Local Government (General) Regulation 2005 - Section 217 (1) (b)**  
**1 July 2010 to 30 June 2011.**

The remuneration package total effective for the position of General Manager at 30 June 2011 was \$235,184.24. The statement includes the total of the following:

- (i) the total value of the salary component of the package,
- (ii) the total amount of any bonus payments, performance payments or other payments made to the general manager that do not form part of the salary component of the general manager,
- (iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor,
- (iv) the total value of any non-cash benefits for which the general manager may elect under the package,
- (v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.

## Senior Staff Remuneration

**Local Government Act 1993 - Section 428 (4) (b)**  
**Local Government (General) Regulation 2005 - Section 217 (1) (c)**  
**1 July 2010 to 30 June 2011.**

The remuneration package total effective for all three Senior Staff positions at 30 June 2011 was \$538,192.81. The statement reflects the total remuneration comprised in the remuneration packages of all senior staff members (other than the general manager) employed during the year, expressed as the total remuneration of all the senior staff members concerned (not of the individual senior staff members) and including totals of each of the following:

- (i) the total of the values of the salary components of their packages,
- (ii) the total amount of any bonus payments, performance payments or other payments made to them that do not form part of the salary components of their packages,
- (iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which any of them may be a contributor,
- (iv) the total value of any non-cash benefits for which any of them may elect under the package,
- (v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.

## **Stormwater Management Services**

**Local Government Act 1993 - Section 428 (4) (b)**

**Local Government (General) Regulation 2005 - Section 217 (1) (e)**

**1 July 2010 to 30 June 2011.**

From 1 July 2007, Coffs Harbour City Council has levied an annual charge for stormwater management services.

Information on the revenue and expenditure associated with that charge is included in the table on Page 11 - "Flood Mitigation and Drainage Works Program to 30/06/2011."

# Companion Animals Act - Compliance

**Local Government Act 1993 - Section 428 (4) (b)**  
**Local Government (General) Regulation 2005 Clause 217 (1)(f)**  
**1 July 2010 to 30 June 2011.**

## Overview

Coffs Harbour City Ranger Services has been very active in Companion Animal Management during 2010/2011. The main focus has been a steady and constant approach to companion animal owners and their responsibilities when taking their pets into public places and/or not properly restraining them within their properties to prevent their animals escaping. This has seen a slight increase in dog fines issued throughout the reporting period (totalling 176 infringements issued, up 42 infringements from last year).

Regular programs (“Dog Blitzes” and “Microchipping and Registration Follow Up”) have been run throughout the year, focussing on breaches of control requirements for all dogs in public places and non identified and unregistered Companion Animals . These programs have taken the form of very high profile patrols during business hours and out-of-hours periods. These blitzes have been promoted on occasions with appropriate media coverage.

The tables below identify certain aspects of Council’s activities and have been prepared in accordance with statutory reporting requirements.

## Companion Animal Seizure (As per 10/11 seizure survey submitted to DLG)

Seized by Council Rangers	565
Seized by members of the public	492
<b>Total animals seized</b>	<b>1,057</b>
Companion Animals returned by Rangers (not impounded)	215
Companion Animals returned from Council’s Pound Facility	226
<b>Total Companion Animals returned to owners</b>	<b>441</b>
<b>Total Companion Animals released to RSPCA</b>	<b>616</b>

## Companion Animals Act – Compliance (Continued)

### Dog Attack

There were 80 reported dog attacks in 2010/2011. (In 2009/2010 there were 78 reported dog attacks; in 2008/2009 there were 115 reported dog attacks.)

Dog attacks reported during this period varied in severity, from dogs acting aggressively without biting, through to several incidents of biting which required hospitalisation. The majority of incidents were minor.

A number of dangerous dogs were destroyed as a result of the incidents with which they were involved.

### Companion Animal Management Funding - Expenditure

Companion animal complaints and tasks made up approximately **62%** of the Ranger Services workload. The following financial outline reflects that percentage in respect to staff costs etc.

Staffing	\$ 232,509
Plant vehicles	\$ 20,918
General Dog Seizure Expenses	\$ 3,917
RSPCA Pound Facilities Contract	\$ 163,297
Office Accommodation	\$ 6,425
Equipment Purchases	\$ 2,715
<b>Total Expenditure Companion Animal Management</b>	<b>\$ 429,781</b>

### Companion Animal Management Funding – Income

Companion Animals Registrations Commissions	\$ 71,812
Impounding Fees and Charges	\$ 27,424
Fines (Gross, service fee not taken out)	\$ 17,162
<b>Total Income</b>	<b>\$ 116,398</b>

## **Companion Animals Act – Compliance (Continued)**

### **Companion Animal Community Education (Including De-Sexing of Cats & Dogs)**

- High profile patrols with a concentration on education and enforcement
- Regular media reports and stories highlighting companion animal issues
- Coffs Harbour City Council's website ([www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)) is a major source of information
- Tourist publications
- Information brochures and flyers sent with registration papers

### **Strategies for alternatives to Euthanasia for Unclaimed Animals**

Coffs Harbour City Council area is fortunate to have a large-scale RSPCA facility located at Dowsett Drive, Coffs Harbour. Council has an arrangement whereby the RSPCA undertakes Council's impounding responsibilities. This agreement also covers unclaimed animals - it sees ownership passed to the RSPCA, which makes every effort to find new owners for unwanted pets.

### **Dog Off-Leash Areas**

Coffs Harbour City currently provides eight (8) leash-free areas for dogs at:

- Park Beach South
- Thompsons Road Dog Exercise Area
- Boambee Beach
- Hearnese Lake Beach
- Darkum Beach
- Corindi/Pipe Clay Beach
- Emerald Beach North
- Woolgoolga Back Beach

## General Manager - Code of Conduct Reporting

Local Government Act 1993 - Section 440;  
 Local Government (General) Regulation 2005 Clause 193; Model Code Clause 12.33  
 Coffs Harbour City Council Code of Conduct (December 2008)  
 Section 12.7 Reporting on Complaints

No. of Complaints	Issue	Outcome
4	Confidentiality	Awaiting determination
1	Inappropriate conduct	Unsubstantiated – reported to Council
1	Inappropriate conduct	Breach substantiated – reported to Council
1	Non- pecuniary	Awaiting determination
2	With holding of information	Awaiting determination
1	Ethics	Referred complainant to police
1	Conduct of previous General Manager	Unsubstantiated
1	Breach of Code of Meeting Practice	Awaiting determination
2	Breach of Code of Meeting Practice	Unsubstantiated
1	Pecuniary interest	Unsubstantiated
1	Procedural fairness	Unsubstantiated
<b>Total 16</b>		

## Assets Acquired, Assets Held and Condition of Public Works

Local Government Act 1993 - Section 428 (4)(a)  
1 July 2010 to 30 June 2011.

Asset Class	Asset Category	Asset Condition (#)	Estimated cost to bring up to a satisfactory condition (\$'000)	Required Annual M'ntce (\$'000)	Current Annual M'ntce (\$'000)	
<b>Buildings</b>	Council Offices	3	800	200	110	
	Council Works Depot	3	200	35	20	
	Council Halls	3	400	37	27	
	Council Houses	3	50	8	6	
	Museum	4	450	5	5	
	Library	3	150	34	11	
	Childcare Centre's	3	400	66	17	
	Art Gallery	3	200	8	8	
	Amenities/Toilets	4	2,000	165	110	
	Bushfire Sheds	3	225	94	12	
	Club Houses	3	600	65	20	
	Storage Sheds	4	300	25	10	
	Waste Facility	3	200	44	18	
	Theatres	3	250	64	19	
	Commercial	3	1,000	290	147	
	Neighbourhood/Community	3	1,500	340	240	
	Airport	3	1,000	220	158	
		<b>sub total</b>		<b>9,725</b>	<b>1,700</b>	<b>938</b>
	<b>Other Structures</b>	Assets not included in Buildings	3	901	96	53
	<b>sub total</b>		<b>901</b>	<b>96</b>	<b>53</b>	

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## Assets Acquired, Assets Held and Condition of Public Works (Continued)

(Continued from previous page)

Asset Class	Asset Category	Asset Condition (#)	Estimated cost to bring up to a satisfactory condition (\$'000)	Required Annual M'ntce (\$'000)	Current Annual M'ntce (\$'000)
<b>Public Roads</b>	Sealed Roads	3	31,478	2,944	3,087
	Unsealed Roads	4	8,466	421	749
	Bridges - Concrete	1	-	14	12
	Bridges - Timber	3	343	55	60
	Footpaths & Cycleways	3	1,585	242	246
	Kerb and Gutter	3	3,042	29	29
	Road Furniture	4	430	95	144
	Medians & Roundabouts	3	829	125	-
	Footbridges	3	360	18	17
	<b>sub total</b>		<b>46,533</b>	<b>3,943</b>	<b>4,344</b>

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## Assets Acquired, Assets Held and Condition of Public Works (Continued)

(Continued from previous page)

Asset Class	Asset Category	Asset Condition (#)	Estimated cost to bring up to a satisfactory condition (\$'000)	Required Annual M'ntce (\$'000)	Current Annual M'ntce (\$'000)
<b>Water</b>	Treatment Plants	2	-	1,032	1,100
	Reservoirs	2	-	361	606
	Pump Station	2	-	124	360
	Water Mains	3	1,742	2,528	1,248
	Ancillary	2	-	10	20
	<b>sub total</b>			<b>1,742</b>	<b>4,055</b>
<b>Sewerage</b>	Pump Stations	3	1,710	1,548	2,018
	Treatment Works	3	13	2,064	3,386
	Sewerage Mains	3	837	1,858	830
	Effluent Pumping Stations	3	60	52	50
	Effluent Pumping Reservoirs	2	-	21	20
	Effluent Mains	1	-	10	74
	Ancillary	2	-	10	56
	<b>sub total</b>			<b>2,620</b>	<b>5,563</b>

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## Assets Acquired, Assets Held and Condition of Public Works (Continued)

(Continued from previous page)

Asset Class	Asset Category	Asset Condition (#)	Estimated cost to bring up to a satisfactory condition (\$'000)	Required Annual M'ntce (\$'000)	Current Annual M'ntce (\$'000)
Drainage Works	Retarding Basins	1	-	-	5
	Stormwater Pits	1	-	-	30
	Head Walls	3	3	11	3
	Channels	3	817	9	2
	Stormwater Pipes	3	84	186	224
	Gross Pollutant Traps	3	41	52	1
	Box Culverts	3	38	10	17
	<b>sub total</b>			<b>983</b>	<b>268</b>
	<b>TOTAL - ALL ASSETS</b>		<b>62,504</b>	<b>15,625</b>	<b>15,385</b>

Notes:

1. Satisfactory refers to estimated cost to bring the asset to a satisfactory condition as deemed by Council. It does not include any planned enhancements to the existing asset.
2. Required Annual Maintenance is what should be spent to maintain assets in a satisfactory standard.
3. Current Annual Maintenance is what has been spent in the current year to maintain assets.

Asset Condition "Key" - as per NSW Local Government Asset Accounting Manual		
1.	Near Perfect	Ranges from New or Good
2.	Superficial Deterioration	Ranges from Generally Good to Fair
3.	Deterioration Evident	Ranges from Fair to Marginal
4.	Requires Major Reconstruction	Ranges from Poor to Critical
5.	Asset Unserviceable	Critical, Beyond Repair

## **Audited Financial Statements**

**Local Government Act 1993 - Section 428 (4)(a)  
Code of Accounting  
1 July 2010 to 30 June 2011.**

See Separate document – Annual Report Section 3 – Annual Financial Statements