



**COFFS HARBOUR CITY COUNCIL**  
**SUPPLEMENTARY AGENDA ITEMS**  
**COUNCIL CHAMBERS**  
**COUNCIL ADMINISTRATION BUILDING**  
**COFF AND CASTLE STREETS, COFFS HARBOUR**  
**28 NOVEMBER 2013**

**Contents**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
<b>NOTICE OF MOTION</b>		
NOM13/16	SUSTAINABLE WASTE MANAGEMENT PRACTICES AT EVENTS	1
<b>GENERAL MANAGER'S REPORT</b>		
GM13/35	2012/2013 ANNUAL REPORT	2



## COFFS HARBOUR CITY COUNCIL

### ORDINARY MEETING

28 NOVEMBER 2013

Mayor and Councillors

#### NOTICE OF MOTION

---

**NOM13/16      SUSTAINABLE WASTE MANAGEMENT PRACTICES AT EVENTS**

---

#### **Purpose:**

Councillor Sally Townley has given notice of her intention to move that:

CHCC develop and adopt an Event Policy containing a requirement for events requiring DA approval to comply with a minimum standard of sustainable waste management.

#### **Rationale:**

At present, CHCC does not have an Event Policy which set out guidelines or requirements for staging of events. In particular, there is no requirement for events to adhere to any sustainable waste management practices and as a result, almost all events have a practice of having only mixed rubbish collection bins. This means that all rubbish, whether food scraps, glass bottles, aluminium cans or other items is all transferred to landfill. There are significant opportunities for diversion of rubbish from landfill and also for the collection of recyclable materials.

There is a growing awareness of this issue and many event producers and consent authorities are developing frameworks to assist in this. Many events require the use of compostable food and beverage containers. In many cases, they pre-purchase these items and on-sell them to food stalls for use at the event. This represents a small, but important, business opportunity as well as having the obvious advantages of waste reduction and diverting putrescible waste from landfill.

Coffs Harbour is host to a large number of events each year and many of these have thousands of attendees. Council is well-positioned to make a significant improvement to waste management practices by developing, in conjunction with waste service contractors, an Event Policy with standards for sustainable waste management. These standards should include:

- provision for a three-bin collection system with adequate signage and information
- requirement for food stalls to use only a range of compostable containers

#### **Staff Comment:**

A report on this issue can be brought to Council during February 2013.

## GENERAL MANAGER'S REPORT

---

GM13/35            2012/2013 ANNUAL REPORT

---

### **Purpose:**

To provide Council with the first stage of the Annual Report for the 2012/2013 financial year, with the recommendation that it be adopted for public release.

### **Description of Item:**

The Annual Report addresses the period 1 July 2012 to 30 June 2013.

Section 1 of the report is a summary document. It focuses on Council activities and their effectiveness in implementing the strategies and achieving the objectives of the Coffs Harbour 2030 Community Strategic Plan. It also serves as the six-monthly progress report on Council's Delivery Program, as required under Integrated Planning and Reporting legislation.

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.

Tabled separately, Section 3 of the Annual Report contains Council's annual financial statements. It is anticipated this section of the report will be presented to Council at the meeting of 12 December 2013.

Once adopted, it is proposed that the documents will be principally accessed via Council's website – [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au) – but printed copies will be available at Council's usual display locations.

### **Sustainability Assessment:**

- **Environment**

Apart from printing and energy costs associated with compiling the report, there are no environmental impacts flowing from the preparation of the Annual Report. However, environmental issues relating to Council and the city are considered in the Annual Report.

- **Social**

Similarly, the Annual Report details the community benefit of the works and services undertaken by Council through the year reported. The publication of an Annual Report – detailing Council's performance – is consistent with Council's commitment to accountability to the community.

- **Civic Leadership**

The Integrated Planning and Reporting Framework promotes improved accountability as a key objective of a council's governance structure and identifies the Annual Report as a critical component in the monitoring and review process. The development of the Annual Report is an activity aligned with the Coffs Harbour 2030 Plan strategy LC2.2.1 *Enable and support all levels of government to serve the local community.*

- **Economic**

**Broader Economic Implications**

There are no economic implications associated with compiling the report. However the report includes information relating to Council activities aimed at stimulating the economic sustainability of Coffs Harbour.

**Delivery Program/Operational Plan Implications**

As a legislative requirement, the preparation of the Annual Report is accommodated within Council's budget on an annual basis.

**Risk Analysis:**

The preparation of an Annual Report is a legislative requirement. A risk analysis is not applicable in this instance.

**Consultation:**

Appropriate input from all Council directorates has been sought and included in the 2012/2013 Annual Report. Much of the data in Section 1 of the Annual Report has been sourced directly from Operational Plan reporting updates, as submitted to Council's Performance Planning reporting system.

**Related Policy and / or Precedents:**

Council has previously considered and adopted the Annual Report each year prior to distribution.

**Statutory Requirements:**

Sections 406 and 428 of the *Local Government Act 1993* require Council to produce an Annual Report by 30 November each year. Additional information is required in accordance with Local Government (General) Regulation 2005 Clauses 132 and 217.

**Issues:**

1. Section 1 of the Annual Report is a summary document that provides an overview of Council's progress in implementing the Coffs Harbour 2030 Community Strategic Plan. Through its regular performance reporting instruments, Council has detailed an impressive record of operational achievements during 2012/2013, all of them aligned with the *Coffs Harbour 2030 Plan*.
2. Section 2 of the Annual Report contains statutory information. It addresses specific reporting requirements set out in the Local Government Act and General Regulation. These include details relating to:
  - 2.1 Overseas visits by councillors and council staff;
  - 2.2 Mayoral and councillor fees and expenses;
  - 2.3 Contracts (\$150,000+) awarded by council;
  - 2.4 Amounts incurred in relation to legal proceedings;
  - 2.5 Private works and financial assistance;
  - 2.6 External bodies, companies and partnerships;
  - 2.7 The General Manager's total remuneration;
  - 2.8 The total expenditure on Senior Staff remuneration;

- 2.9 Information on stormwater levies and charges;
- 2.10 Information on companion animals management; and
- 2.11 Equal employment opportunity activities.

Details of Assets Acquired and Held and the Condition of Public Works will be included, as required, on the completion of Council's annual financial statements (see below).

- 3. Section 3 of the Annual Report (Council's annual financial statements) is still to be finalised. Asset accounting issues – related to a comprehensive, ongoing review of all of Council's asset management processes – have led to lengthy delays. The Division of Local Government has been advised and an extension of time requested. With auditors' approval, it is expected that the annual financial statements will be presented to Council at the meeting of 12 December 2013.

**Implementation Date / Priority:**

Subject to Council approval, the 2012/2013 Annual Report (Sections 1 and 2) will be lodged with the Division of Local Government by 30 November 2013 in line with statutory requirements and made available to the public.

**Recommendation:**

**That Council:**

- 1. **Adopts the 2012/2013 Annual Report Sections 1 and 2 as tabled with this report.**
- 2. **Note that the 2012/2013 Annual Report Section 3 (Annual Financial Statements) is in the process of being finalised with an expectation that it will be tabled at the Council meeting of 12 December 2013.**
- 3. **Note that the outstanding details of Assets Acquired and Held and the Condition of Public Works be included in the adopted Section 2 (Statutory Report) once Section 3 has been adopted by Council.**