



# Coffs Harbour City Council

04 November 2015

## ORDINARY MEETING

The above meeting will be held in the Council Chamber, Administration Building, corner Coff and Castle Streets, Coffs Harbour, on:

**THURSDAY, 12 NOVEMBER 2015**

The meeting commences at **5.00pm** and your attendance is requested.

## AGENDA

1. Opening of Ordinary Meeting
2. Acknowledgment of Country
3. Disclosure of Interest
4. Apologies
5. Public Addresses / Public Forum
6. Mayoral Minute
7. Mayoral Actions under Delegated Authority
8. Confirmation of Minutes of Ordinary Meeting – 22 October 2015
9. Rescission Motion
10. Notices of Motion - General
11. General Manager's Reports
12. Notices of Motion – Business Services
13. Directorate Reports – Business Services
14. Notices of Motion – Sustainable Communities
15. Directorate Reports – Sustainable Communities
16. Notices of Motion – Sustainable Infrastructure
17. Directorate Reports – Sustainable Infrastructure
18. Trust Reports
19. Requests for Leave of Absence
20. Questions On Notice
21. Matters of an Urgent Nature
22. Consideration of Confidential Items (if any)
23. Close of Ordinary Meeting.

Steve McGrath  
General Manager



**COFFS HARBOUR CITY COUNCIL**  
**ORDINARY MEETING**  
**COUNCIL CHAMBERS**  
**COUNCIL ADMINISTRATION BUILDING**  
**COFF AND CASTLE STREETS, COFFS HARBOUR**  
**12 NOVEMBER 2015**

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**DIRECTORATE REPORT - SUSTAINABLE INFRASTRUCTURE**

SI15/51 LEASE - PART OF LOT 1, DP 1207898, HOWARD STREET, COFFS HARBOUR

**TRUST REPORT**

The following item either in whole or in part may be considered in Closed Meeting for the reasons stated.

T15/9 CONTRACT NO. RFT-722-TO - SAWTELL BEACH HOLIDAY PARK - RENOVATION OF THE BOTTOM AMENITY BLOCK - TENDER ASSESSMENT

A portion of this report is confidential for the reason of Section 10A (2):

- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret.

and in accordance with Section 10A (1) the meeting may be closed to the public.



## COFFS HARBOUR CITY COUNCIL

### ORDINARY MEETING

22 OCTOBER 2015

**Present:** Councillors D Knight (Mayor), N Cowling, R Degens, G Innes, B Palmer, K Rhoades, M Sultana and S Townley.

**Staff:** General Manager, Director Business Services, Director Sustainable Infrastructure, Director Sustainable Communities, Group Leader Sustainable Places, Project Manager Development and Executive Assistant.

The meeting commenced at 5.00pm with the Mayor, Cr D Knight in the chair.

We respectfully acknowledge the Gumbaynggirr Country and the Gumbaynggirr Aboriginal peoples who are traditional custodians of the land on which we meet and their Elders both past and present.

The Mayor reminded the Chamber that the meeting was to be recorded, and that no other recordings of the meeting would be permitted.

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#### DISCLOSURE OF INTEREST

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No disclosures of interest tabled.

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#### APOLOGY

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**242 RESOLVED** (Innes/Degens) that an apology received from Councillor Arkan for unavoidable absence be received accepted.

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**PUBLIC ADDRESS**

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Time	Speaker	Item
5.00pm	Mat Dobbs	NOM 15/19 – Battery Recycling
5.05pm	Bernie Higoe On behalf of Senior Citizens Club	SI 15/49 – Coffs Harbour Senior Citizen Room Hire Rates, Cavanbah Centre
5.10pm	Joel Wakefield	SC 15/45 – DA 817/15, Residential Subdivision, Lot 605, DP 1203155, Fiddaman Road, Emerald Beach
5.15pm	Anthony Cogle	SC 15/45 – DA 817/15, Residential Subdivision, Lot 605, DP 1203155, Fiddaman Road, Emerald Beach

Councillor Rhoades arrived at the meeting, the time being 5.09pm

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**CONFIRMATION OF MINUTES**

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- 243** **RESOLVED** (Sultana/Degens) that the minutes of the Ordinary meeting held on 8 October 2015 be confirmed as a true and correct record of proceedings.

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**NOTICE OF MOTION - SUSTAINABLE INFRASTRUCTURE**

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**NOM15/19 BATTERY RECYCLING**

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- 244** **RESOLVED** (Townley/Sultana) that Council Sustainability staff coordinate a meeting with battery retailers to discuss options for battery recycling in the LGA.

## DIRECTORATE REPORT - SUSTAINABLE INFRASTRUCTURE

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### SI15/49 COFFS HARBOUR SENIOR CITIZEN ROOM HIRE RATES - CAVANBAH CENTRE

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#### Executive Summary

Council resolved on 27 August 2015 to seek a report outlining the historical arrangements and outlining mechanisms for achieving an equitable rental for Coffs Harbour Senior Citizens Inc (NOM15/13 Cavanbah Centre / Resolution number 192).

The resolution was the product of discussion arising from a NOM seeking the future rent increases payable by the Coffs Harbour Senior Citizen Club to be capped at CPI.

The rationale submitted in support of the NOM was that the land was held in perpetuity by the Coffs Harbour Senior Citizens Club.

The Cavanbah Centre is on a Crown Reserve with the gazetted purpose of a Senior Citizen Centre. Council is the appointed Corporate Manager. Tenure over the Reserve has not been granted to the Coffs Harbour Senior Citizen Club in perpetuity. Notwithstanding this the Coffs Harbour Senior Citizens Club has a strong connection to the centre and represents a significant user group of the facility.

Substantial improvements in 2009 expanded the original facility and in so doing also expanded the utility of the facility to service the whole of the community. Senior citizens, and specifically the Coffs Harbour Senior Citizens Club continue to enjoy preferred access to the facility at subsidised rates.

The rates adopted by Council as part of the fees and charge for 2015/2016 were set to pursue overall operational sustainability for the Centre. The fees and charges provide a subsidy to community and not for profit groups (including the CHSCC) and a commercial rate for private hiring and commercial enterprises.

All other users are paying in accordance with Council's published fees and charges.

- 245 RESOLVED** (Townley/Degens) that the Trust elect to apply the fees and charges adopted for 2015/2016 but allow a concession to the category 1 user groups by way of a phase in of the new fee structure over a predetermined period, say five years.

**The Motion on being put to the meeting was carried unanimously.**

## DIRECTORATE REPORT - SUSTAINABLE COMMUNITIES

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### SC15/45 DEVELOPMENT APPLICATION NO. 0817/15 - RESIDENTIAL SUBDIVISION - LOT 605, DP 1203155, FIDDAMAN ROAD, EMERALD BEACH

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#### Executive Summary

This report provides an assessment of Development Application 0817/15 for a residential subdivision at Lot 605, DP 1203155, Fiddaman Road, Emerald Beach. The application was advertised and notified to adjoining land owners. A number of public submissions were received in response to notification of the application. It is recommended that the application be approved subject to a number of conditions.

At its meeting of 22 August 2013, Council adopted Development Applications - Consideration by Council Policy which outlined:

*That development applications for approval involving substantial aspects of the following elements be referred to Council for determination:*

- *Significant public interest and community input;*
- *Substantial non-compliance with relevant strategic controls;*
- *Significant land use;*
- *Major environmental issue(s).*

Accordingly, this matter is reported to Council for determination due to significant public interest and community input, as demonstrated by 21 public submissions being received on the application.

#### 246 RESOLVED (Rhoades/Innes):

1. That Development Application No. 0817/15 for a Residential Subdivision at Lot 605, DP 1203155, Fiddaman Road, Emerald Beach be approved subject to the conditions in Attachment 3.
2. That persons who made a submission on Development Application No. 0817/15 be informed of Council's decision.

**SC15/45 - DA No. 0817/15 - Residential Subdivision - Lot 605, DP 1203155,  
Fiddaman Road, Emerald Beach (Cont'd)**

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**AMENDMENT**

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**MOVED** (Townley/Palmer) that:

1. That Development Application No. 0817/15 for a Residential Subdivision at Lot 605, DP 1203155, Fiddaman Road, Emerald Beach be approved subject to the conditions in Attachment 3 and:
  - i) That a kangaroo proof fence be erected along the southern boundary;  
and
  - ii) That mature native trees in the north-east corner be retained if they are within 5 m of the boundary
2. That persons who made a submission on Development Application No. 0817/15 be informed of Council's decision.

The **AMENDMENT** on being put to the meeting was **LOST**.

The **MOTION** on being put to the meeting was declared **CARRIED**.

**VOTED FOR**

Cr Rhoades  
Cr Degens  
Cr Innes  
Cr Knight  
Cr Sultana  
Cr Palmer  
Cr Cowling

**VOTED AGAINST**

Cr Townley

## NOTICE OF MOTION - SUSTAINABLE INFRASTRUCTURE

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### NOM15/18 LIGHT RAIL CORRIDORS

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- 247** **RESOLVED** (Degens/Townley) that Council investigate possible corridors for a future light rail system inside the City of Coffs Harbour and a report be brought back to Council.

**VOTED FOR**

Cr Rhoades  
Cr Degens  
Cr Townley  
Cr Innes  
Cr Knight  
Cr Cowling

**VOTED AGAINST**

Cr Sultana  
Cr Palmer

## DIRECTORATE REPORTS - SUSTAINABLE INFRASTRUCTURE

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### SI15/48 APPOINTMENT AS CORPORATE MANAGER RESERVE 91265 - CORINDI BUSH FIRE BRIGADE RESERVE TRUST

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#### Executive Summary

Corporate management of the Corindi Bush Fire Brigade Reserve Trust has been with Clarence Valley Council. With the realignment of the Local Government Area in the June 2004 Proclamation, this property now lies within Coffs Harbour City Council LGA.

Clarence Valley Council has now formally requested removal as Trust Manager accordingly.

Council as Local Authority, under the Rural Fire Act 1997 is obliged to provide accommodation to the Rural Fire Service. This Reserve No 91265 comprises Lot 132 DP 752820 at Corindi which is for the purpose of bush fire brigade use.

- 248** **RESOLVED** (Townley/Palmer) that Council request Appointment as Reserve Trust Managers of the Corindi Bush Fire Brigade Reserve Trust (No 91265).

**The Motion on being put to the meeting was carried unanimously.**

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**SI15/50 CHANGES TO OPERATIONAL PLAN - ROADS PROGRAM 2015-2016**

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**Executive Summary**

In preparing the delivery of the 2015/16 Operational Plan it has become evident that improvements and adjustments need to be made to accommodate recent developments and forward planning within infrastructure related programs. These changes seek to:

1. Provide for the means for the forward planning of proposed infrastructure programs.
2. Allow for whole of life costing decision making within the road network
3. Place Council in a stronger position in understanding its bridge stock
4. Provide for discrete footpath construction works
5. Enable forward planning on Jetty Structure refurbishment works and funding for the ongoing capital renewal of Open Space assets.

Whilst these changes are in keeping with the Operational Plan and are not considered substantial, the consideration and endorsement of Council is required.

**249 RESOLVED** (Townley/Sultana) that Council:

1. Approves the proposed amendments to the Operational and Delivery Program relating to the Road Rehabilitation Program, Bridge Renewal Program, Footpath Construction Program and Jetty Structure Refurbishment and Open Spaces Programs.
2. Notes that the relevant financial reallocations and adjustments will be reflected in the next Budget Quarterly Review report.
3. The future planning budget be utilised initially to conduct feasibility/investigation design of the Fiddaman Road project.

**The Motion on being put to the meeting was carried unanimously.**

## **DIRECTORATE REPORTS - BUSINESS SERVICES**

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### **BS15/48 BANK AND INVESTMENT BALANCES FOR SEPTEMBER 2015**

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#### **Executive Summary**

The purpose is to report on Council's Bank Balances and Investments as at 30 September 2015. Council receives independent advice and invests surplus funds in accordance with Council's Investment Policy to maximise investment income and preserve capital to assist with funding requirements for projects listed under the Coffs Harbour 2030 Community Strategic Plan.

**250 RESOLVED** (Palmer/Innes):

1. That the bank balances and investments totalling (from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) \$159,571,253 as at 30 September 2015 be noted.
2. That the general fund unrestricted cash and investments totalling \$123,772 as at 30 September 2015 be noted.

**The Motion on being put to the meeting was carried unanimously.**

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### **BS15/49 2015-2016 COMMUNITY CAPITAL INFRASTRUCTURE GRANTS PROGRAM**

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#### **Executive Summary**

In the 2015/2016 Operational Plan an amount of \$200,000 is available to fund community infrastructure projects. Council sought applications from not-for-profit organisations seeking to construct new public facilities or to refurbish existing infrastructure, in consultation with Council.

Thirteen applications were received totalling \$148,792 for proposed projects to the value of \$303,430. Council considered all applications for capital funding in accordance with the assessment criteria. Nine applications are recommended for funding based on merit in the first round, totalling \$82,400.

It is proposed that a second round of funding be made available in February 2016, for the balance of the program's funds of \$117,600, which would permit those applications unsuccessful in the first round due to outstanding issues to reapply, in addition to any new applications from other community organisations.

**BS15/49 - 2015-2016 Community Capital Infrastructure Grants Program**  
(Cont'd)

**251 RESOLVED** (Sultana/Degens) that Council:

1. Approve the Community Capital Infrastructure Grants Program for 2015/2016 totalling \$82,400 as follows;

Organisation	Proposed Project	Cost of Project	Funding Recommended
Nana Glen Sport, Recreation & Equestrian Centre Management Committee	Construction of a storage facility for bulky equestrian equipment	\$19,140	\$9,550
Coffs Harbour Regional Landcare – Kinchela Reserve Landcare Group	Public seating for Kinchela Reserve	\$2,750	\$800
Coramba Community Hall Management Committee	Replacement of hall kitchen and floor covering	\$11,674	\$5,800
Coffs Harbour Regional Conservatorium Inc.	Studio 13 Build	\$39,662	\$19,700
Orara Valley Football Club	Repairs to the roof and guttering of clubhouse, lining of equipment room and installation of bubblers	\$13,398	\$6,700
Bonville Sawtell Lions Club Inc.	Refurbishment of Boronia Park Playground equipment.	\$40,500	\$20,500
Special Needs Support Group Inc.	Installation of a skylight	\$2,500	\$1,250
Hockey Coffs Coast Inc.	Replacement of scoreboard and Spectator Seating Awning	\$30,020	\$13,650
Bunker Cartoon Gallery Inc.	Upgrade of lighting at Bunker Cartoon Gallery	\$9,790	\$4,450
Total:			\$82,400

2. Approve a second round of funding for the balance of the program's funds of \$117,600 for February 2016.

**The Motion on being put to the meeting was carried unanimously.**

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**REQUESTS FOR LEAVE OF ABSENCE**

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No requests for leave of absence.

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**QUESTIONS ON NOTICE**

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**QON15/6 TOURISM AND MANUFACTURING**

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The report was noted.

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**MATTERS OF AN URGENT NATURE**

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No matters of an urgent nature.

This concluded the business and the meeting closed at 6.52 pm.

Confirmed: 12 November 2015.

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Denise Knight  
Mayor



## REPORT TO ORDINARY COUNCIL MEETING

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### MEMBERSHIP - ASSOCIATION OF MINING RELATED COUNCILS INCORPORATED

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#### **Motion:**

Councillor Arkan has given notice of his intention to move the following:

That a report be brought back to council highlighting the pros and cons of joining the Association of Mining Related Councils Inc.

#### **Rationale:**

To form an opinion to join the association, after considering the report.

#### **Staff Comment:**

A report can be prepared on this matter however, it is noted that the association's purpose is as follows:

*"The Association of Mining Related Councils represents mining related councils and their communities throughout New South Wales.*

*The Association's mission is to advocate on behalf of members and their communities on mining related issues and to ensure that mining activity is conducted in accordance with the principles of Ecologically Sustainable Development."*

Source – Association of Mining Related Councils website.



## REPORT TO ORDINARY COUNCIL MEETING

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### COFFS HARBOUR REGIONAL LANDCARE FUNDING

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**Motion:**

Cr Arkan has given notice of his intention to move the following.

That:

1. Coffs Harbour City Council consider further funding for Coffs Harbour Regional LandCare from its environmental levy fund, to provide an extension of services for the emerging blue berry and hot house industry.
2. That Coffs Harbour City Council support any application for funding opportunities in the newly announced federal grant opportunity under its inaugural soil health grants made by LandCare.

**Rationale:**

The local farming industry has grown. The closure of agencies such as, CMA, and other agencies who traditionally provided guidance and information to farmers no longer provide such service, so Landcare has to pick up the slack. Its intrigal that we support LANDCARE, who may be able to employ an extension servicer or the like to assist farmers with guidance and planning.

**POSSIBLE OUTCOME**

In supporting LandCare, Coffs Harbour will have cleaner estuaries, water ways, less soil erosion, in turn support a my sustainable farming sector.

**Staff Comment:**

The process for applying for 2015/16 Environmental Levy funds is already completed, with all available Environmental Levy funds allocated to projects; Coffs Harbour Regional LandCare (CHRLC) followed the process and received \$160,000 from Council.

Another process available to CHRLC, should they desire to provide an extension of services for the blueberry and hot house industry and require further funds in addition to their 2015/16 allocation, is to apply for Environmental Levy Matching Grant Funds. If CHRLC are applying for a grant they can request money from the matching grant funds to strengthen their application. It is a shorter process; they are still required to meet the Environmental Levy assessment criteria with a majority of the Environmental Levy Working Group supporting the application. There is currently \$8,500 available for matching grant funds for 2015/16.

The 2016/17 Environmental Levy program is due to open shortly. The process involves advertising the opening and closing dates. Applications are collated and provided to the Environmental Levy Working Group to score on various Council adopted assessment criteria. The Working Group meet to assess each application and a report is sent to Council with a recommended program. The proposed program is included in Council's Delivery Program and once adopted applicants are advised whether they are successful or not.



## REPORT TO ORDINARY COUNCIL MEETING

Council staff's understanding is that Catchment Management Authority (CMA) function was absorbed into a new State Government department, Local Land Services (LLS) under the Department of Primary Industries. They cover a range of functions including Natural Resource Management supporting agricultural related activities and Landcare grant programs. New regions have been created under LLS and Coffs Harbour now sits in the North Coast LLS region.

In 2012/13 Council's Environmental Levy program funded \$11,000 towards "Blueberries don't have to make the catchment blue - Hearnes Lake project" which also received \$14,000 in Office of Environment & Heritage grant funds. These were used to directly engage with over 60 blueberry growers from within the Hearnes Lake catchment and surrounds as a result of working with the blueberry extension officer in NSW DPI and the OzBerry Growers Co-op for delivery of workshops. The project delivered the installation of soil moisture probes, weed control and revegetation of land which lead to reduced water use on these properties and act as demonstration sites for other landholders to observe and identify similar installations that could be utilised on other properties.



**REPORT TO ORDINARY COUNCIL MEETING**

**QUARTERLY BUDGET REVIEW STATEMENT FOR SEPTEMBER 2015**

**REPORTING OFFICER:** Program Support Coordinator  
**DIRECTOR:** Director Business Services  
**COFFS HARBOUR 2030:** LC3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour  
**ATTACHMENTS:** ATT1 QBRS General Budget Review Income and Expenses Statement by Program  
 ATT2 QBRS Sewer Budget Review Income and Expenses Statement by Program  
 ATT3 QBRS Water Budget Review Income and Expenses Statement by Program  
 ATT4 QBRS Budget Review Capital Budget  
 ATT5 QBRS Budget Review Cash and Investment position  
 ATT6 QBRS Budget Review Key Performance Indicators  
 ATT7 QBRS Part A Budget Review – Contracts  
 ATT8 QBRS Part B Budget Review – Consultancy and Legal Expenses

**Recommendation:**

**That Council:**

- Note the Quarterly Budget Review Statements, including the estimated budget position as at 30 September 2015; and**

**Estimated budget position as at 30 September 2015:**

	General Account \$	Water Account \$	Sewer Account \$
Original Budget adopted 11 June 2015	(1,884) (S)	1,810,139 (D)	1,913,132 (D)
Recommended variations for quarter ending 30 September 2015	5,593 (D)	Nil	Nil (D)
Estimated result 2015/16 as at 30 September 2015	<u>3,709 (D)</u>	<u>1,810,139 (D)</u>	<u>1,913,132 (D)</u>

- Approve the budget adjustments.**

**EXECUTIVE SUMMARY**

The Office of Local Government has developed a minimum set of budget reports to assist Council in meeting their legislative requirements under Clause 203 of the Regulation. This regulation requires a council's Responsible Accounting Officer (RAO) to submit quarterly budget review statements to the governing body of Council. These minimum statements are contained within the attachments to this report.



## **REPORT TO ORDINARY COUNCIL MEETING**

This report summarises the proposed budget adjustments for the quarter and the impact upon the projected budget position for the current financial year. Reference is made to the above statement regarding Council's financial position.

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## REPORT

### Description of Item:

As part of the Integrated Planning and Reporting (IP & R) framework for local government, the Office of Local Government has developed a minimum set of budget reports to assist Council in meeting their legislative requirements. These documents are collectively known as the Quarterly Budget Review Statement (QBRs) and form part of the framework of Clause 203 of the Regulation. This regulation requires a council's RAO to submit quarterly budget review statements to the governing body of Council. These minimum statements are contained within the attachments to this report.

The table below summarises the September quarter's budget variations. The financial reallocations and adjustments from changes to the Operational Plan's Roads Program approved by Council at its meeting on 22 October 2015 will be included in the October Monthly Budget Review.

### Estimated Budget Position as at 30 September 2015:

	General Account \$	Water Account \$	Sewer Account \$
Original Budget adopted 11 June 2015	(1,884) (S)	1,810,139 (D)	1,913,132 (D)
Recommended variations for quarter ending 30 September 2015	5,593 (D)	Nil	Nil (D)
Estimated result 2015/16 as at 30 September 2015	<u>3,709 (D)</u>	<u>1,810,139 (D)</u>	<u>1,913,132 (D)</u>
<b>General Account</b>			<b>Deficit/(Surplus)</b>

### Recommended variations for quarter ending 30 September 2015

Approved RMS Blackspot project for Hogbin Drive / Hi tech Drive intersection improvements	309,000 (D)
Approved RMS Blackspot project for Stadium Drive (Hogbin Drive to Pacific Highway) for seal upgrade works	134,000 (D)
RMS grant funding for Blackspot works	(443,000) (S)
Approved RMS Safer Roads project for works at Coramba Road, Karangi	250,500 (D)
RMS grant funding for Safer Roads program	(250,500) (S)
Approved RMS Active Transport project to construct cycleway from National Park boundary to Red Rock village	450,000 (D)
RMS grant funding for Active Transport program	(450,000) (S)
Approved RMS Active Transport project to construct a pedestrian refuge at Collingwood St near Edgar St	8,000 (D)
Approved RMS Active Transport project to construct a pedestrian refuge near park Beach Plaza near Burke and Phillips Sts	28,000 (D)
Approved RMS Active Transport project to perform a pedestrian survey at Bray and Orlando Sts	2,000 (D)
RMS grant funding for Active Transport program	(19,500) (S)
Allocation of Council's PAMPS matching funding pool to meet RMS funding obligation under grant approval	(18,500) (S)

Approved Maritime Museums of Australia Project Support Scheme (MMAPSS) project for the Jetty Walkway interpretive signage and information kit	9,091 (D)
MMAPSS grant funding	(9,091) (S)
Approved NSW Community War Memorial fund project for the Coramba Community Hall World War 1 honour roll	4,000 (D)
Grant funding	(4,000) (S)
Approved Office of Environment & Heritage (OEH) project Woolgoolga Beach rehabilitation	10,000 (D)
OEH grant funding, matched by Council funds of \$10,000 approved under the 2015/16 Environmental Levy program	(10,000) (S)
Kangaroo management plan project	20,000 (D)
National Parks and Wildlife Service contribution towards Council's Kangaroo management plan project. This supplements the Council funding of \$35,000 as approved under the 2015/16 Environmental Levy program	(20,000) (S)
Net proceeds from the disposal of surplus land at Taloumbi Rd (per SI15/17 – Ordinary meeting 23/4/15)	(42,576) (S)
Approved Transport for NSW project to upgrade the Boambee Creek boat ramp	44,050 (D)
Transport for NSW grant funding	(20,000) (S)
Council's contribution towards Boambee Creek boat ramp works funded by Special Rate Variation revenue	(24,050) (S)
Approved Transport for NSW project to improve the access for non-powered vessels in Coffs Creek	26,500 (D)
Transport for NSW grant funding	(21,000) (S)
Council's contribution towards Coffs Creek works funded by Special Rate Variation revenue	(5,500) (S)
Approved Transport for NSW project to improve the access for non-powered vessels in Moonee Creek	5,000 (D)
Transport for NSW grant funding	(5,000) (S)
Additional funding for drainage repairs at Sawtell Pool to increase that available from \$44,000 to \$80,000	36,000 (D)
Reallocation of drainage funds within priority of works	(36,000) (S)
To bring to account shortfall of budgeted Financial Assistance Grant in line with actual allocation. The Local Government Grants Commission has notified Council of the approved annual grant of \$6,862,264 on 17 August 2015. Council estimated in its 2015/16 Operational Plan an amount of \$6,947,600	85,336 (D)
Traffic study for the Newmans Road / Solitary Islands Way intersection. As these works are included in the West Woolgoolga contributions plan and therefore funded by Section 94 Developer Contributions	9,000 (D)
S94 funding	(9,000) (S)
Approved RMS Active Transport project to construct a cycleway on Lyons Rd from Toormina Rd to Rutland St	500,000 (D)
RMS grant funding for Active Transport program	(250,000) (S)

Councils 50% matching funding from a sewer fund allocation set aside for concurrent works to enable the placement of a rising main under the new cycleway / roadway	(250,000) (S)
Savings in loan repayments from refinancing loan at expiration of maturity. Loan was originally sought in 2010 as part of a loan borrowing program for flood and drainage works plus redevelopment of the Coffs Harbour War Memorial Pool (12/8/10 Ord meeting – CB10/40)	(128,408) (S)
Increase funding for flood mitigation works as part of Special Rate Variation approval	91,241 (D)
<b>Total</b>	<b>5,593 (D)</b>

**Water Account**

**Recommended variations for quarter ending 30 September 2015** Nil

**Sewer Account**

**Recommended variations for quarter ending 30 September 2015** Nil

**Issues:**

This report is tabled to meet Council’s statutory requirements.

**Options:**

Council’s options in relation to this report are to:

1. Adopt the recommendation provided to Council.
2. Amend the recommendation provided to Council and then adopt. This may impact upon the projected budgeted position.
3. Reject the recommendation provided to Council. This would revert the budget back to its original position prior to the recommendation being sought.

**Sustainability Assessment:**

• **Environment**

There are no perceived environmental impacts.

• **Social**

There are no perceived social impacts.

• **Civic Leadership**

Council strives to reach a balanced budget cash position by June 30 each year in conjunction with meeting its short term priorities.

- **Economic**

**Broader Economic Implications**

This report assesses the current year's projected budget position only. Any variations approved by Council are subsequently reflected in Council's Delivery Plan and may affect future economic sustainability.

**Delivery Program/Operational Plan Implications**

The Original budget for the General Account adopted on the 11 June 2015 provided for a surplus of \$1,884.

For substantial budget adjustments the associated council reports have addressed the triple bottom line factors independently in 2015/16.

**Risk Analysis:**

Not applicable.

**Consultation:**

Managers and their relevant staff have been provided with electronic budget reports for each program on a monthly basis. Requested variations and variations adopted by Council have been included in the report.

The current reporting regime for the Council is currently being reviewed and the new reporting format will be ready for presentation in the near future. This will provide Council with a report presented in a format that will enable direct comparison with end of year financial statements prepared on an accruals basis.

**Related Policy, Precedents and / or Statutory Requirements:**

As discussed above, under local government regulations the RAO is required to submit a quarterly budget review to Council.

**Implementation Date / Priority:**

The approved variations will be updated in the affected budgets prior to release for review in the following month.

**Conclusion:**

This report summarises the proposed budget adjustments for the quarter and the impact upon the projected budget position for the current financial year. Reference is made to the above RAO's statement regarding Council's financial position.

**COFFS HARBOUR CITY COUNCIL  
BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015**

Attachment 1

**INCOME & EXPENSES BY PROGRAM - GENERAL**

	ORIGINAL Budget 2015/16	Approved Changes Other than by QBRs	REVISED Budget	Recommended Changes for September	PROJECTED Budget 2015/16	ACTUAL YTD
<b>INCOME</b>						
Community Facilities	2,166,782	1,039,889	3,206,671	-	3,206,671	2,179,806
Office of the General Manager	1,615		1,615	-	1,615	404
Financial Sustainability	4,312,347	145,810	4,458,157	-	4,458,157	4,348,800
Business Transformation	1,774,814	499,354	1,275,460	-	1,275,460	-
CBD Masterplan Works	4,934,529	1,226,667	6,161,196	-	6,161,196	2,083,696
Jetty4Shores Project	724,449	1,187,046	1,911,495	9,091	1,920,586	418,522
Local Planning	68,409	1,147,809	1,216,218	222,500	1,438,718	368,894
Development Assessment	1,890,605	37,535	1,928,140	-	1,928,140	498,077
Environmental Services	287,256	320,367	607,623	-	607,623	273,372
Public Health & Safety	214,577	-	214,577	-	214,577	198,604
Ranger Services	499,547	-	499,547	-	499,547	145,399
Domestic Waste Management	19,151,311	-	19,151,311	-	19,151,311	17,516,850
Non-Domestic Waste Management	6,574,069	305,044	6,879,113	-	6,879,113	3,145,301
Property & Facilities Management	1,682,724	4,000	1,686,724	-	1,686,724	548,790
Swimming Pools	91,662	44,000	135,662	37,167	172,829	65,238
Airport	11,222,732	261,620	11,484,352	-	11,484,352	2,598,439
Stadium & Major Events	1,135,921	-	1,135,921	-	1,135,921	417,153
Governance & Risk	100,500	33,245	133,745	-	133,745	8,311
Rural Fire Service	2,444,218	-	2,444,218	-	2,444,218	507,436
Business Systems	1,407,119	466,717	1,873,836	-	1,873,836	467,741
Telecommunications & New Technology	1,741,213	-	1,741,213	-	1,741,213	81,283
Financial Support	600,320	19,578	619,898	-	619,898	150,386
Plant	13,785,544	11,511	13,797,055	2,930	13,799,985	3,661,539
Financial Planning	6,480,865	-	6,480,865	50,000	6,530,865	1,846,585
HR & Organisational Development	78,400	-	78,400	-	78,400	-
Customer Services	66,750	70,759	137,509	-	137,509	42,358
City Infrastructure Support	27,270	-	27,270	-	27,270	6,818
Sustainability	-	33,187	33,187	117,800	150,987	60,597
Asset Planning	-	-	-	-	-	-
Lifeguard Services	51,854	58,723	110,577	-	110,577	28,393
Library Services	219,679	161,395	381,074	-	381,074	63,886
Cultural Services	259,500	44,313	303,813	(16,400)	287,413	74,342
Community Services	246,426	14,287	260,713	4,000	264,713	69,939
Industry & Destination Development	342,118	308,477	650,595	-	650,595	241,308
Environmental Lab	733,351	-	733,351	-	733,351	189,420
Operational Administration	141,900	34,532	176,432	-	176,432	29,988
Open Space	5,679,996	1,189,586	6,869,582	40,690	6,910,272	1,534,699
Regional Roads	3,040,302	116,589	3,156,891	698,500	3,855,391	744,084
Local Roads	14,208,418	706,577	14,914,995	798,892	15,713,887	8,298,619
Bridges	1,640,211	50,090	1,690,301	-	1,690,301	1,069,036
Footpaths, Cycleways & Bus Shelters	947,662	1,185,873	2,133,535	435,284	2,568,819	862,579
Parking	867,227	252,091	1,119,318	-	1,119,318	279,830
Quarries	309,900	-	309,900	-	309,900	-
Street & Toilet Cleaning	-	-	-	-	-	-
Drainage	5,392,534	1,433,984	6,826,518	-	6,826,518	3,303,058
Harbour & Jetty	19,131	-	19,131	-	19,131	4,783
CityWorks - Private Works	5,924,400	-	5,924,400	-	5,924,400	1,337,261
Survey & Design	468,350	3,136,449	3,604,799	163,632	3,768,431	560,762
Street Lighting	157,000	-	157,000	-	157,000	-
Contracts and Subdivisions	75,800	-	75,800	-	75,800	37,512
Untied Funding	48,393,250	-	48,393,250	(72,836)	48,320,414	32,369,194
<b>TOTAL INCOME</b>	<b>172,584,557</b>	<b>14,548,396</b>	<b>187,132,953</b>	<b>2,491,250</b>	<b>189,624,203</b>	<b>92,739,083</b>

This document forms part of Coffs Harbour City Council's Quarterly Budget Review Statement for the quarter ended 30/09/15 and should be read in conjunction with other documents in the QBRs

**COFFS HARBOUR CITY COUNCIL  
BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015**

Attachment 1

**INCOME & EXPENSES BY PROGRAM - GENERAL**

	ORIGINAL Budget 2015/16	Approved Changes Other than by QBRs	REVISED Budget	Recommended Changes for September	PROJECTED Budget 2015/16	ACTUAL YTD
<b>EXPENSES</b>						
Community Facilities	2,166,782	1,039,889	3,206,671	-	3,206,671	553,629
Office of the General Manager	1,113,250	-	1,113,250	-	1,113,250	335,190
Financial Sustainability	4,312,347	145,810	4,458,157	-	4,458,157	383,087
Business Transformation	1,405,674	499,354	906,320	117,960	1,024,280	973,428
CBD Masterplan Works	4,934,529	1,226,667	6,161,196	-	6,161,196	828,337
Jetty4Shores Project	806,325	1,187,046	1,993,371	9,091	2,002,462	751,483
Local Planning	1,632,977	1,147,809	2,780,786	222,500	3,003,286	485,822
Development Assessment	2,787,566	37,535	2,825,101	-	2,825,101	675,217
Environmental Services	937,439	320,367	1,257,806	-	1,257,806	185,459
Public Health & Safety	716,750	-	716,750	-	716,750	171,431
Ranger Services	982,972	-	982,972	-	982,972	205,209
Domestic Waste Management	19,151,311	-	19,151,311	-	19,151,311	4,356,871
Non-Domestic Waste Management	6,574,069	305,044	6,879,113	-	6,879,113	418,299
Property & Facilities Management	3,297,706	4,000	3,301,706	12,500	3,314,206	802,072
Swimming Pools	755,148	44,000	799,148	-	799,148	370,656
Airport	11,222,732	261,620	11,484,352	-	11,484,352	2,446,754
Stadium & Major Events	3,348,629	261,288	3,609,917	-	3,609,917	1,033,966
Governance & Risk	2,432,320	33,245	2,465,565	-	2,465,565	1,627,887
Rural Fire Service	2,800,573	-	2,800,573	-	2,800,573	550,652
Business Systems	4,527,629	466,717	4,994,346	-	4,994,346	2,117,009
Telecommunications & New Technology	1,741,213	-	1,741,213	-	1,741,213	497,051
Financial Support	3,254,418	-	3,254,418	50,000	3,304,418	844,805
Plant	13,785,544	11,511	13,797,055	2,930	13,799,985	3,402,470
Financial Planning	1,452,877	-	1,452,877	-	1,452,877	450,167
HR & Organisational Development	1,267,200	-	1,267,200	-	1,267,200	267,314
Customer Services	1,736,275	70,759	1,807,034	-	1,807,034	410,694
City Infrastructure Support	809,370	-	809,370	-	809,370	268,239
Sustainability	349,700	33,187	382,887	117,800	500,687	84,349
Asset Planning	331,300	-	331,300	(117,960)	213,340	44,607
Lifeguard Services	766,194	58,723	824,917	-	824,917	129,554
Library Services	2,027,929	161,395	2,189,324	-	2,189,324	571,136
Cultural Services	1,162,265	44,313	1,206,578	(16,400)	1,190,178	305,392
Community Services	1,489,149	14,287	1,503,436	4,000	1,507,436	415,818
Industry & Destination Development	1,888,593	66,767	1,955,360	-	1,955,360	339,454
Environmental Lab	733,351	-	733,351	-	733,351	159,401
Operational Administration	1,121,725	34,532	1,156,257	-	1,156,257	222,177
Open Space	9,613,771	1,189,586	10,803,357	40,690	10,844,047	2,359,236
Regional Roads	3,144,705	116,589	3,261,294	698,500	3,959,794	853,724
Local Roads	20,133,933	706,577	20,840,510	798,892	21,639,402	4,958,309
Bridges	1,751,111	50,090	1,801,201	-	1,801,201	381,174
Footpaths, Cycleways & Bus Shelters	1,334,972	1,185,873	2,520,845	435,284	2,956,129	977,207
Parking	1,495,465	252,091	1,747,556	-	1,747,556	375,422
Quarries	309,900	-	309,900	-	309,900	8,081
Street & Toilet Cleaning	917,150	-	917,150	-	917,150	227,912
Drainage	5,697,534	1,433,984	7,131,518	-	7,131,518	6,621,347
Harbour & Jetty	198,331	-	198,331	-	198,331	38,762
CityWorks - Private Works	5,924,400	-	5,924,400	-	5,924,400	1,378,733
Survey & Design	2,759,490	3,136,449	5,895,939	163,232	6,059,171	939,007
Street Lighting	962,000	-	962,000	-	962,000	150,744
Subdivisions & Contracts	502,620	-	502,620	-	502,620	53,527
Untied Funding	8,013,460	-	8,013,460	-	8,013,460	2,003,365
<b>TOTAL EXPENSES</b>	<b>172,582,673</b>	<b>14,548,396</b>	<b>187,131,069</b>	<b>2,539,019</b>	<b>189,670,088</b>	<b>49,011,637</b>
<b>NET OPERATING RESULT SURPLUS/(DEFICIT)</b>	<b>1,884</b>	<b>-</b>	<b>1,884</b>	<b>(47,769)</b>	<b>(45,885)</b>	<b>43,727,446</b>

This document forms part of Coffs Harbour City Council's Quarterly Budget Review Statement for the quarter ended 30/09/15 and should be read in conjunction with other documents in the QBRs

**COFFS HARBOUR CITY COUNCIL  
BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015**

Attachment 1

**INCOME & EXPENSES BY PROGRAM - GENERAL**

	ORIGINAL Budget 2015/16	Approved Changes Other than by QBRs	REVISED Budget	Recommended Changes for September	PROJECTED Budget 2015/16	ACTUAL YTD
Add Back:						
Capital Expenses	32,490,732	17,049,620	49,540,352	4,365,889	53,906,241	15,221,746
Less:						
Transfers to & from Reserves	31,530,050	10,750,748	42,280,798	3,576,751	45,857,549	11,464,387
Loan Drawdowns	-	-	-	-	-	-
Advance Repayments	-	-	-	-	-	-
Asset Sales	1,533,729		1,533,729		1,533,729	268,985
<b>NET OPERATING RESULT FROM CONTINUING OPERATIONS</b>	<b>(571,163)</b>	<b>6,298,872</b>	<b>5,727,709</b>	<b>741,369</b>	<b>6,469,078</b>	<b>47,215,820</b>
Less:						
Capital Grants	2,659,051		2,659,051	1,501,909	4,160,960	1,211,060
Capital Contributions	4,718,740		4,718,740	294,000	5,012,740	3,111,609
<b>NET OPERATING RESULT BEFORE CAPITAL ITEMS</b>	<b>(7,948,954)</b>	<b>6,298,872</b>	<b>(1,650,082)</b>	<b>(1,054,540)</b>	<b>(2,704,622)</b>	<b>42,893,151</b>

Note

ORIGINAL BUDGET +/- approved budget changes in previous quarters = REVISED Budget

REVISED BUDGET +/- recommended budget changes this quarter = PROJECTED Budget

Recommended Changes for September

The detail of what recommended changes are requested are included in the Description of Item section in the report

**COFFS HARBOUR CITY COUNCIL  
BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015**

Attachment 2

**INCOME & EXPENSES BY PROGRAM - SEWER**

	ORIGINAL Budget 2015/16	Approved Changes Other than by QBRs	REVISED Budget	Recommended Changes for September	PROJECTED Budget 2015/16	ACTUAL YTD
<b>INCOME</b>						
Management Expenses	1,160	10,511	11,671	-	11,671	2,640
Maintenance & Operating	12,200,897	-	12,200,897	-	12,200,897	3,098,831
Miscellaneous	-	-	-	-	-	-
Capital Expenses	9,085,961	4,790,907	13,876,868	-	13,876,868	2,231,550
Untied Funding	27,065,350	-	27,065,350	-	27,065,350	23,319,694
<b>TOTAL INCOME</b>	<b>48,353,368</b>	<b>4,801,418</b>	<b>53,154,786</b>	<b>-</b>	<b>53,154,786</b>	<b>28,652,715</b>
<b>EXPENSES</b>						
Management Expenses	4,788,979	10,511	4,799,490	-	4,799,490	1,097,696
Maintenance & Operating	20,569,942	-	20,569,942	-	20,569,942	4,584,997
Miscellaneous	15,169,618	-	15,169,618	-	15,169,618	2,784,506
Capital Expenses	9,085,961	4,790,907	13,876,868	-	13,876,868	1,802,368
Untied Funding	652,000	-	652,000	-	652,000	163,000
<b>TOTAL EXPENSES</b>	<b>50,266,500</b>	<b>4,801,418</b>	<b>55,067,918</b>	<b>-</b>	<b>55,067,918</b>	<b>10,432,567</b>
<b>NET OPERATING RESULT SURPLUS/(DEFICIT)</b>	<b>(1,913,132)</b>	<b>-</b>	<b>(1,913,132)</b>	<b>-</b>	<b>(1,913,132)</b>	<b>18,220,148</b>
Add Back:						
Capital Expenses	14,850,780	4,790,907	19,641,687	-	19,641,687	3,643,998
Less:						
Transfers to & from Reserves	11,561,785	4,680,418	16,242,203	-	16,242,203	4,060,551
Loan Drawdowns	-	-	-	-	-	-
Advance Repayments	-	-	-	-	-	-
Asset Sales	-	-	-	-	-	74,182
<b>NET OPERATING RESULT FROM CONTINUING OPERATIONS</b>	<b>1,375,863</b>	<b>110,489</b>	<b>1,486,352</b>	<b>-</b>	<b>1,486,352</b>	<b>17,729,413</b>
Less:						
Capital Grants	-	121,000	121,000	-	121,000	-
Capital Contributions	5,094,161	-	5,094,161	-	5,094,161	1,273,540
<b>NET OPERATING RESULT BEFORE CAPITAL ITEMS</b>	<b>(3,718,298)</b>	<b>(10,511)</b>	<b>(3,728,809)</b>	<b>-</b>	<b>(3,728,809)</b>	<b>16,455,873</b>

Note

ORIGINAL BUDGET +/- approved budget changes in previous quarters = REVISED Budget  
REVISED BUDGET +/- recommended budget changes this quarter = PROJECTED Budget

Recommended Changes for September

The detail of what recommended changes are requested are included in the Description of Item section in the report

**COFFS HARBOUR CITY COUNCIL  
BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015**

Attachment 3

**INCOME & EXPENSES BY PROGRAM - WATER**

	ORIGINAL Budget 2015/16	Approved Changes Other than by QBRs	REVISED Budget	Recommended Changes for September	PROJECTED Budget 2015/16	ACTUAL YTD
<b>INCOME</b>						
Management Expenses	3,000	13,910	16,910	-	16,910	7,364
Maintenance & Operating	7,376,195	6,593	7,382,788	-	7,382,788	1,970,564
Miscellaneous	-	-	-	-	-	-
Capital Expenses	5,836,650	4,124,758	9,961,408	-	9,961,408	1,655,728
Untied Funding	19,072,139	-	19,072,139	-	19,072,139	5,758,721
<b>TOTAL INCOME</b>	<b>32,287,984</b>	<b>4,145,261</b>	<b>36,433,245</b>	<b>-</b>	<b>36,433,245</b>	<b>9,392,376</b>

	ORIGINAL Budget 2015/16	Approved Changes Other than by QBRs	REVISED Budget	Recommended Changes for September	PROJECTED Budget 2015/16	ACTUAL YTD
<b>EXPENSES</b>						
Management Expenses	4,133,808	13,910	4,147,718	-	4,147,718	990,573
Maintenance & Operating	13,648,554	6,593	13,655,147	-	13,655,147	3,048,205
Miscellaneous	9,926,111	-	9,926,111	-	9,926,111	1,755,527
Capital Expenses	5,836,650	4,124,758	9,961,408	-	9,961,408	2,647,058
Untied Funding	553,000	-	553,000	-	553,000	138,250
<b>TOTAL EXPENSES</b>	<b>34,098,123</b>	<b>4,145,261</b>	<b>38,243,384</b>	<b>-</b>	<b>38,243,384</b>	<b>8,579,612</b>
<b>NET OPERATING RESULT SURPLUS/(DEFICIT)</b>	<b>(1,810,139)</b>	<b>-</b>	<b>(1,810,139)</b>	<b>-</b>	<b>(1,810,139)</b>	<b>812,764</b>
Add Back:						
Capital Expenses	7,371,650	4,124,758	11,496,408	-	11,496,408	2,999,207
Less:						
Transfers to & from Reserves	5,547,135	4,145,261	9,692,396	-	9,692,396	2,423,099
Loan Drawdowns	-	-	-	-	-	-
Advance Repayments	-	-	-	-	-	-
Asset Sales	-	-	-	-	-	60,909
<b>NET OPERATING RESULT FROM CONTINUING OPERATIONS</b>	<b>14,376</b>	<b>(20,503)</b>	<b>(6,127)</b>	<b>-</b>	<b>(6,127)</b>	<b>1,327,963</b>
Less:						
Capital Grants	-	-	-	-	-	-
Capital Contributions	3,584,250	-	3,584,250	-	3,584,250	896,063
<b>NET OPERATING RESULT BEFORE CAPITAL ITEMS</b>	<b>(3,569,874)</b>	<b>(20,503)</b>	<b>(3,590,377)</b>	<b>-</b>	<b>(3,590,377)</b>	<b>431,901</b>

Note

ORIGINAL BUDGET +/- approved budget changes in previous quarters = REVISED Budget

REVISED BUDGET +/- recommended budget changes this quarter = PROJECTED Budget

Recommended Changes for September

The detail of what recommended changes are requested are included in the Description of Item section in the report

COFFS HARBOUR CITY COUNCIL

BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015

CAPITAL BUDGET - GENERAL FUND

	ORIGINAL Budget 2015/16	Approved Changes Other than by QBRS	REVISED Budget	Recommended Changes for September	PROJECTED Budget 2015/16	ACTUAL YTD
<b>CAPITAL FUNDING</b>						
Rates and other Untied Funding	11,951,430	6,835,063	18,786,493	2,411,268	21,197,761	9,476,477
Internal Restrictions						
- Airport	2,194,551	261,620	2,456,171	-	2,456,171	307,647
- Bldg Maint Resv	-	-	-	-	-	-
- Non-Domestic Waste Management	200,000	-	200,000	-	200,000	-
- Community Facilities Reserve	300,000	884,867	1,184,867	-	1,184,867	73,363
- Car Parking Upgrade	-	-	-	-	-	-
- Environmental Levy	-	16,674	16,674	-	16,674	3,507
- Future Fund	-	-	-	-	-	-
- Jetty Maint Reserve	-	-	-	-	-	-
- Pine Creek Reserve	-	-	-	-	-	-
- Environmental Laboratory	50,000	-	50,000	-	50,000	3,459
- Grant in Advance	-	650,284	650,284	-	650,284	486,302
- Plant	3,148,210	-	3,148,210	-	3,148,210	766,208
- Private Works	-	-	-	-	-	-
- Land Sale Reserve	-	-	-	-	-	-
- Open Space Resv	-	-	-	-	-	-
- RFS Reserve	-	-	-	-	-	-
- ELE Reserve	-	-	-	-	-	-
- CBD Masterplan Reserve	1,115,286	1,143,073	2,258,359	-	2,258,359	-
- EDP Reserve	836,319	-	836,319	-	836,319	664,051
External Restrictions						
- Domestic Waste Management	200,000	-	200,000	-	200,000	-
- S94	2,481,000	1,670,955	4,151,955	60,690	4,212,645	143,269
- S94 - Inkind	4,635,000	-	4,635,000	-	4,635,000	1,158,750
- Contribution	78,000	1,761,428	1,839,428	36,000	1,875,428	132,262
- Grant	3,589,471	1,490,412	5,079,883	1,766,690	6,846,573	1,324,345
- Sales Income	1,533,729	-	1,533,729	-	1,533,729	-
- Loan	177,736	2,335,244	2,512,980	91,241	2,604,221	682,106
New Loans	-	-	-	-	-	-
Income from Sale of Assets	-	-	-	-	-	-
<b>TOTAL CAPITAL FUNDING</b>	<b>32,490,732</b>	<b>17,049,620</b>	<b>49,540,352</b>	<b>4,365,889</b>	<b>53,906,241</b>	<b>15,221,746</b>

This document forms part of Coffs Harbour City Council's Quarterly Budget Review Statements for the quarter ended 30/09/15 and should be read in conjunction with other documents in the QBRS

**COFFS HARBOUR CITY COUNCIL**  
**BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015**  
**CAPITAL BUDGET - GENERAL FUND**

	ORIGINAL Budget 2015/16	Approved Changes Other than by QBRS	REVISED Budget	Recommended Changes for September	PROJECTED Budget 2015/16	ACTUAL YTD
<b>CAPITAL EXPENDITURE</b>						
Loan Repayments (Principal)	4,963,691	5,275,220	10,238,911	2,148,811	12,387,722	8,282,212
New Assets						
Buildings	-	19,054	19,054	-	19,054	-
Furniture & Fittings	14,000	-	14,000	-	14,000	7,095
Land Improvements	394,000	1,699,297	2,093,297	-	2,093,297	7,343
Land - Operational	-	918,817	918,817	-	918,817	-
Community Land	-	-	-	-	-	-
Bulk Earthworks (non-depreciable)	-	-	-	-	-	-
Library Books	-	-	-	-	-	-
Office Equipment	836,319	217,764	1,054,083	-	1,054,083	789,344
Other Assets	20,000	175,131	195,131	-	195,131	33,319
Other Structures	552,557	44,000	596,557	36,000	632,557	175,870
Plant & Equipment	205,960	2,964	208,924	-	208,924	13,171
Water Supply Network	-	-	-	-	-	-
Roads, Bridges & Footpaths	7,122,614	2,433,998	9,556,612	435,284	9,991,896	2,532,245
Stormwater Drainage	-	588,884	588,884	-	588,884	93,996
Renewals (Replacement)						
Buildings	1,695,182	775,486	2,470,668	-	2,470,668	55,294
Furniture & Fittings	2,000	-	2,000	-	2,000	-
Land Improvements	770,000	345,812	1,115,812	60,690	1,176,502	5,150
Land - Operational	250,000	-	250,000	-	250,000	132,255
Community Land	-	-	-	-	-	-
Bulk Earthworks (non-depreciable)	-	-	-	-	-	-
Library Books	-	-	-	-	-	-
Office Equipment	536,850	248,953	785,803	-	785,803	70,742
Other Assets	572,550	1,149,376	1,721,926	89,014	1,810,940	561,333
Other Structures	660,286	920,794	1,581,080	-	1,581,080	2,747
Plant & Equipment	5,615,622	56,277	5,671,899	-	5,671,899	768,024
Water Supply Network	-	-	-	-	-	-
Roads, Bridges & Footpaths	7,430,790	1,127,429	8,558,219	1,492,392	10,050,611	1,534,567
Stormwater Drainage	848,311	1,050,364	1,898,675	103,698	2,002,373	157,039
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>32,490,732</b>	<b>17,049,620</b>	<b>49,540,352</b>	<b>4,365,889</b>	<b>53,906,241</b>	<b>15,221,746</b>

Note

ORIGINAL BUDGET +/- approved budget changes in previous quarters = REVISED Budget

REVISED BUDGET +/- recommended budget changes this quarter = PROJECTED Budget

Recommended Changes for September

The detail of what recommended changes are requested are included in the Description of Item section in the report

**COFFS HARBOUR CITY COUNCIL  
BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015**

**CAPITAL BUDGET - WATER FUND**

	ORIGINAL Budget 2015/16	Approved Changes Other than by QBRS	REVISED Budget	Recommended Changes for September	PROJECTED Budget 2015/16	ACTUAL YTD
<b>CAPITAL FUNDING</b>						
Water Fund	4,911,250	-	4,911,250	-	4,911,250	1,250,372
External Restrictions						
Unexpended Loan	550,900	3,614,483	4,165,383	-	4,165,383	1,571,172
S64	1,909,500	510,275	2,419,775	-	2,419,775	177,663
<b>TOTAL CAPITAL FUNDING</b>	<b>7,371,650</b>	<b>4,124,758</b>	<b>11,496,408</b>	<b>-</b>	<b>11,496,408</b>	<b>2,999,207</b>

	ORIGINAL Budget 2015/16	Approved Changes Other than by QBRS	REVISED Budget	Recommended Changes for September	PROJECTED Budget 2015/16	ACTUAL YTD
<b>CAPITAL EXPENDITURE</b>						
Loan Repayments (Principal)	4,591,050	-	4,591,050	-	4,591,050	1,118,056
New Assets						
Office Equipment	-	-	-	-	-	-
Water Supply Network	1,124,000	3,439,553	4,563,553	-	4,563,553	1,558,850
Plant & Equipment	-	-	-	-	-	32,996
Other Assets	-	-	-	-	-	-
Renewals (Replacement)						
Office Equipment	8,200	-	8,200	-	8,200	153
Water Supply Network	1,572,400	685,205	2,257,605	-	2,257,605	288,964
Plant & Equipment	76,000	-	76,000	-	76,000	188
Other Assets	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>7,371,650</b>	<b>4,124,758</b>	<b>11,496,408</b>	<b>-</b>	<b>11,496,408</b>	<b>2,999,207</b>

Note

ORIGINAL BUDGET +/- approved budget changes in previous quarters = REVISED Budget  
REVISED BUDGET +/- recommended budget changes this quarter = PROJECTED Budget

Recommended Changes for September

The detail of what recommended changes are requested are included in the Description of Item section in the report

**COFFS HARBOUR CITY COUNCIL  
BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015**

**CAPITAL BUDGET - SEWER FUND**

	ORIGINAL Budget 2015/16	Approved Changes Other than by QBRS	REVISED Budget	Recommended Changes for September	PROJECTED Budget 2015/16	ACTUAL YTD
<b>CAPITAL FUNDING</b>						
Sewer Fund	8,695,980	-	8,695,980	-	8,695,980	2,028,670
External Restrictions						
Unexpended Loan	779,800	2,993,144	3,772,944	-	3,772,944	236,541
S64	5,375,000	1,676,763	7,051,763	-	7,051,763	1,378,787
Grant	-	121,000	121,000	-	121,000	-
<b>TOTAL CAPITAL FUNDING</b>	<b>14,850,780</b>	<b>4,790,907</b>	<b>19,641,687</b>	<b>-</b>	<b>19,641,687</b>	<b>3,643,998</b>

	ORIGINAL Budget 2015/16	Approved Changes Other than by QBRS	REVISED Budget	Recommended Changes for September	PROJECTED Budget 2015/16	ACTUAL YTD
<b>CAPITAL EXPENDITURE</b>						
Loan Repayments (Principal)	8,685,980	-	8,685,980	-	8,685,980	2,028,637
New Assets						
Office Equipment	-	-	-	-	-	-
Sewer Network	600,000	241,287	841,287	500,000	1,341,287	159,142
Plant & Equipment	-	-	-	-	-	57,357
Renewals (Replacement)						
Office Equipment	30,000	20,000	50,000	-	50,000	33
Sewer Network	5,448,800	4,349,620	9,798,420	(500,000)	9,298,420	1,392,531
Plant & Equipment	86,000	180,000	266,000	-	266,000	6,298
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>14,850,780</b>	<b>4,790,907</b>	<b>19,641,687</b>	<b>-</b>	<b>19,641,687</b>	<b>3,643,998</b>

Note

ORIGINAL BUDGET +/- approved budget changes in previous quarters = REVISED Budget

REVISED BUDGET +/- recommended budget changes this quarter = PROJECTED Budget

Recommended Changes for September

The detail of what recommended changes are requested are included in the Description of Item section in the report

**COFFS HARBOUR CITY COUNCIL**  
**BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015**  
**CASH AND INVESTMENTS**

Reserve Type	Opening	Add / (Subtract)	Add	REVISED	Recommended	PROJECTED	YTD	
	Balance	ORIGINAL	Interest			Closing		
1/07/2015	Budget Transfers	Approved Changes	Apportioned	Balance	Budget Transfers	Balance	Actual	
	2015/16	Other than by QBRs			for Sept	30/06/2016		
<b>Total Cash and Investments</b>	<b>152,342,000</b>	<b>-</b>	<b>-</b>	<b>152,342,000</b>		<b>171,816,000</b>	<b>159,571,253</b>	
attributable to:								
External Restrictions (see below)	94,016,000	(2,496,810)	(8,771,015)	431,038	83,179,213	(72,317)	83,106,896	87,009,068
Internal Restrictions (see below)	57,009,000	(2,371,007)	(8,484,972)	677,006	46,830,027	50,000	46,880,027	54,843,001
Unrestricted	1,317,000	4,867,817	17,255,987	(1,108,044)	22,332,760	22,317	41,829,077	17,719,184
	<b>152,342,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>152,342,000</b>	<b>-</b>	<b>171,816,000</b>	<b>159,571,253</b>
<b>External Restrictions</b>								
<b>General:</b>								
Developer Contributions	12,834,000	(2,491,000)	(1,663,113)		8,679,887	(72,317)	8,607,570	476,025
Domestic Waste	4,006,000	(974,660)	-	54,144	3,085,484	-	3,085,484	4,440,589
Stormwater Management Levy	-	-	-	-	-	-	-	-
Other	61,000	-	-	-	61,000	-	61,000	-
<b>Water:</b>								
Unexpended Loans	21,779,000	(200,900)	(3,914,758)		17,663,342	-	17,663,342	20,994,294
Unexpended Grants	-	-	-		-	-	-	-
Developer Contributions	105,000	1,327,750	(200,000)		1,232,750	-	1,232,750	937,538
Water Supplies (Revenue)	7,505,000	-	-	94,459	7,599,459	-	7,599,459	7,385,492
<b>Sewer:</b>								
Unexpended Loans	27,939,000	(158,000)	(2,993,144)		24,787,856	-	24,787,856	29,781,917
Unexpended Grants	-	-	-		-	-	-	-
Developer Contributions	24,000	-	-		24,000	-	24,000	896,327
Sewer Services (Revenue)	19,763,000	-	-	282,435	20,045,435	-	20,045,435	22,096,886
<b>Total External Restrictions</b>	<b>94,016,000</b>	<b>(2,496,810)</b>	<b>(8,771,015)</b>	<b>431,038</b>	<b>83,179,213</b>	<b>(72,317)</b>	<b>83,106,896</b>	<b>87,009,068</b>
<b>Internal Restrictions</b>								
Airport	52,000	504,042	(261,620)	226	294,648	-	294,648	236,489
Asset Replacement & Maintenance	556,000	-	-	9,619	565,619	-	565,619	566,005
Asset Renewal	1,999,000	5,600	-	25,891	2,030,491	-	2,030,491	2,024,356
CBD Masterplan	1,490,000	2,268,800	(1,226,667)	20,000	2,552,133	-	2,552,133	1,635,634
Community Facilities	1,580,000	(252,469)	(726,867)	21,013	621,677	-	621,677	1,682,469
EDP Equipment	909,000	(801,319)	-	11,818	119,499	-	119,499	929,891
Technology Group	402,000	-	-	3,647	405,647	-	405,647	(59,896)
Unexpended Contributions	2,021,000	-	(1,287,867)		733,133	-	733,133	321,967
Historical Jetty R & M	242,000	-	-	3,140	245,140	-	245,140	245,544
Future Fund	2,125,000	362,816	-	27,914	2,515,730	-	2,515,730	2,243,030
Business Development	2,276,000	36,000	-	29,503	2,341,503	-	2,341,503	2,312,778
Project Contingency	1,193,000	-	-	15,460	1,208,460	-	1,208,460	1,208,732
Private Works - General Fund Reserve	3,393,000	747,900	-	44,043	4,184,943	-	4,184,943	3,455,661
Non Domestic Waste	1,986,000	(721,299)	(304,694)	30,912	990,919	-	990,919	3,185,995
Employees Leave Entitlement	6,683,000	(3,317,521)	-	86,029	3,451,508	-	3,451,508	6,792,782
Revenue Revotes	2,147,000	-	(2,147,000)		-	-	-	-
Renewable Energy	-	-	-	-	-	50,000	50,000	-
Unexpended Grants	1,281,000	(962,876)	-		318,124	-	318,124	240,719
Open Space Land	51,000	-	(4,000)	668	47,668	-	47,668	52,257
Lab Equipment Replacement	963,000	31,016	-	12,559	1,006,575	-	1,006,575	1,008,011
Rural Fire Service	-	-	-	-	-	-	-	-
Plant Replacement	8,943,000	(701,661)	(11,511)	119,018	8,348,846	-	8,348,846	8,462,848
T2S Savings	-	866,000	-	0	866,000	-	866,000	866,000
Environmental Levy	102,000	-	(89,093)	295	13,202	-	13,202	9,906
RTA Pine Creek Handover (Capital)	2,182,000	-	-	31,512	2,213,512	-	2,213,512	2,196,587
RTA - SH10 Garden Works	70,000	(54,800)	-	870	16,070	-	16,070	62,290
Unexpended Loan Funds	8,696,000	(381,236)	(2,425,653)		5,889,111	-	5,889,111	9,243,300
Car Parking Upgrade	1,080,000	-	-	13,990	1,093,990	-	1,093,990	1,093,841
Future Road Network	2,266,000	-	-	29,651	2,295,651	-	2,295,651	2,364,943
Flood Mitigation Works	2,321,000	-	-	139,228	2,460,228	-	2,460,228	2,460,862
	<b>57,009,000</b>	<b>(2,371,007)</b>	<b>(8,484,972)</b>	<b>677,006</b>	<b>46,830,027</b>	<b>50,000</b>	<b>46,880,027</b>	<b>54,843,001</b>

**Investments**

Per Council's monthly Bank Balances and Investments report the RAO provides a statement that Council's investments have been made in accordance with the Local Government Act 1993, Regulations and Council's investment policy

**Reconciliation**

Per Council's monthly Bank Balances and Investments report the total Cash and investments have been reconciled with funds invested and cash at bank

**Cash**

The last bank reconciliation was to the period ended 30/9/15 and was completed 13/10/15

**Note**

Opening Balances for Unexpended grants, Unexpended loans and unexpended contributions were extracted from Closing Balance at 30/6/15 per Note 6(c) of financial statements

**COFFS HARBOUR CITY COUNCIL**  
**BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015**  
**KEY PERFORMANCE INDICATORS STATEMENT**

RATIO	CALCULATION	WHAT IS BEING MEASURED	FIGURE	SUSTAINABLE TARGET
Sources of Revenue Ratio (Consolidated)	Own source revenue (all income excluding grants and contributions) divided by total income from continuing operations	Council's reliance on funding from sources other than grants and contributions. The greater the reliance on own source revenue the more control council has over its income stream	77.35%	> 65%
Rates and Annual Charges Coverage Ratio (Consolidated)	Rates and annual charges outstanding divided by income from continuing operations	The degree of dependence upon revenues from rates and annual charges and to assess the security of Council's income	48.65%	55% to 75%
Asset Sustainability Ratio (Consolidated)	Capital amounts spent on rehabilitation and replacement of existing assets divided by the level proposed in the infrastructure and asset management plan	The extent to which assets are being replaced at the rate they are wearing out	20.73%	90% to 110%
Debt Service Ratio (Consolidated)	Debt service cost divided by income from continuing operations excluding capital items and specific purpose grants and contributions	The impact of loan principal and interest repayments on the discretionary revenue of council	17.85%	< 10% Sustainable 10% to 15% Satisfactory > 15% Unsustainable
Rates and Annual Charges Outstanding (Consolidated)	Rates and annual charges outstanding divided by rates and annual charges collectable	The impact of uncollected rates and annual charges on liquidity and the adequacy of recovery efforts	6.99%	7%

This document forms part of Coffs Harbour City Council's Quarterly Budget Review Statement for the quarter ended 30/9/15 and should be read in conjunction with other documents in the QBRS

COFFS HARBOUR CITY COUNCIL  
 BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015  
 PART A - CONTRACTS LISTING

Attachment 7

CONTRACTOR	CONTRACT DETAIL & PURPOSE	CONTRACT VALUE (Ex GST)	COMMENCEMENT DATE	COMPLETION DATE	BUDGETED (Y/N)
Laser Electrical Pty Ltd	Upgrading of portion of electrical reticulation at Park Beach Holiday Park	274,196	26/08/2015	25/02/2016	Y

Notes

1. Minimum reporting level is 1% of estimated income from continuing operations or \$50,000 whichever is the lesser
2. Contracts to be listed are those entered into during the quarter and have yet to be fully performed, excluding contractors that are on Council's preferred supplier list
3. Contracts for employment are not required to be included

**COFFS HARBOUR CITY COUNCIL**

Attachment 8

**BUDGET REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2015**

**PART B - CONSULTANCY AND LEGAL EXPENSES**

EXPENSE	EXPENDITURE YTD	BUDGETED (Y/N)
Consultancies	382,325	Y
Legal Fees	182,201	Y

Definition of Consultant

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

This document forms part of Coffs Harbour City Council's Quarterly Budget Review Statement for the quarter ended 30/09/15 and should be read in conjunction with the other documents in the QBRS



## REPORT TO ORDINARY COUNCIL MEETING

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### ENVIRONMENTAL LEVY PROJECTS QUARTERLY REPORT TO 30 SEPTEMBER 2015

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**REPORTING OFFICER:** Environmental Levy / Grants Officer  
**DIRECTOR:** Director Business Services  
**COFFS HARBOUR 2030:** Looking after Our Environment Theme  
**ATTACHMENTS:** ATT Environmental Levy Project Status Report to 30 September 2015

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**Recommendation:**

**That Council notes the status of the Environmental Levy projects as at 30 September 2015.**

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#### EXECUTIVE SUMMARY

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The purpose of this report is to provide Council with a quarterly status update to 30 September 2015 on the projects funded under the Environmental Levy (EL) Program. The Environmental Levy Program funds environmental projects that would not otherwise be undertaken with revenue funding.

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## REPORT

### Description of Item:

Council has been receiving quarterly status report updates since the EL Program commenced in 1997/1998. This report is a description of the status of the EL Program projects as at 30 September 2015 and a project status report is included as an attachment.

### Issues:

There are no issues associated with the report.

### Options:

As the report is for noting only, an options analysis is not required.

### Sustainability Assessment:

- **Environment**

The Environmental Levy Program is designed to ensure that environmental strategies as outlined within the Coffs Harbour 2030 Plan (“Looking after Our Environment” theme) are addressed. All projects recommended for funding state how they are linked to a Council approved action or priority in a Natural Resource Management strategy or plan. All recommended projects will result in beneficial outcomes for the environment of the Coffs Harbour Local Government Area (LGA) and some may have positive flow-on impacts outside the LGA.

- **Social**

Determination of successful projects is based on assessment criteria which includes the following:

- Generate a community benefit;
- Be community based, and
- Protect and / or rehabilitate the natural environment.

- **Civic Leadership**

Council’s Environmental Levy Program seeks to promote sound environmental practices and promotes leadership and involvement in key environmental issues which accords with Council’s strategic theme of “Looking after Our Environment”.

- **Economic**

#### Broader Economic Implications

The Environmental Levy Program funds environmental projects that would not otherwise be undertaken with revenue funding. There was \$1,246,563 available for the Environmental Levy projects in 2015/2016. This included income from the 2015/2016 Environmental Levy and a contribution from the Water Fund of \$50,000 towards the Orara River works. Thirty-four submissions were received requesting a total of \$2,041,281; therefore even if criteria were met, there was insufficient funding available to fund all submissions.

### **Delivery Program/Operational Plan Implications**

The Environmental Levy Program is funded through a special rate and is accounted for separately, therefore there is no impact on Council's Delivery Program.

### **Risk Analysis:**

Each individual project will have individual risk profiles which will be considered by the project owners.

### **Consultation:**

Council staff and relevant community groups have contributed individual reports which have been collated to prepare this report.

### **Related Policy, Precedents and / or Statutory Requirements:**

Submissions are assessed in accordance with Council's *Environmental Levy Policy* which was adopted on 12 June 1997 and re-adopted on 22 August 2013. Council's Executive Leadership Team receives quarterly reports on the status of Environmental Levy Projects throughout the year.

### **Implementation Date / Priority:**

The Environmental Levy projects will continue to be monitored to ensure their implementation.

### **Conclusion:**

This report summarises the quarterly status of the Environmental Levy Program projects. Council should consider the information provided in the report and adopt the recommendation provided.



## PROJECT STATUS REPORT Period Ending 30 September 2015

Program Title	Environmental Levy Program
Sponsor	Andrew Beswick
Period Ending	30 September 2015

Project	% Complete	Overall Status	Budget Status	Status Comment	Issues
<b>Culturally Significant Landscapes of the CH LGA - Revote 14/15</b>	25%			The inclusion of Aboriginal (Indigenous) Cultural Heritage section under the Development Control Plan 2015 (DCP) is operational as of 21 October 2015. Discussions remain preliminary in regards to a joint agency project team with the focus applied to defining roles and responsibility. The aboriginal community consultation process has been delayed pending the outcome of T2S to prevent confusion and disruption of the process. These preceding steps will need to be conducted prior to the Consultants Brief being released for the project.	The project is due for completion by June 2016 in accordance with the approved Project Plan.
<b>Koala Plan of Management – Revote 2012/13 Southern &amp; Western Precincts</b>	90%			The State Environmental Planning Policy 44 - Koala Habitat re-listing of Coffs Harbour (Local Government Area) on the SEPP 44 Schedule is still currently with the Minister for Planning & Environment after a public exhibition phase. The MOU with Office of Environment & Heritage is now operational and a revision of the existing Koala Plan of Management Project Plan is underway in regards to the changes to the delivery of SEPP 44 and legal advice supplied by Department of Planning. All other operational implementation of the Koala Plan of Management 1999 has ceased. Consultant payment is the only outstanding output.	
<b>A Kangaroo Management Strategy for CH Northern Beaches</b>	10%			A Kangaroo Management Committee has been convened and has met on two occasions. A project officer has been appointed to undertake development of the kangaroo management plan and to assist with activities as directed by the KMC. Liaison has been initiated with University of New England regarding potential student projects to value-add to this project. Review of kangaroo management studies undertaken elsewhere in urban and peri urban situations has been initiated.	The project is 10% complete as the Project Officer only started late August 2015. The project is currently on track for completion by the end of June 2016.
<b>Orara River Restoration Project</b>	31%			Forty-one properties have been worked on this quarter, with most receiving routine maintenance. Six properties have had 562 trees planted with most under Land Management Agreements through grants, which are matched by EL funds. Tropical Soda Apple control work has commenced also funded by a grant and matched with EL funds for other weeds of national significance. There are four new properties on the project and the Committee has met monthly to oversee the project works. The project was successful with a three year grant contract worth \$190,000. Funds spent to date appear high, however much of the future spending will come from the NCLLS and Environmental Trust grant funds.	

Project	% Complete	Overall Status	Budget Status	Status Comment	Issues
<b>Conservation &amp; Sustainable Management of Biodiversity</b>	25%			At a strategic level progress is being made in a number of areas including completion of the Significant Tree assessments and finalisation of all the science layers associated with the Strategic Planning Framework. Staff continue to provide comment on relevant Development Applications and Preservation of Vegetation clauses in accordance with Council's standards and policy requirements. Council will now be moving toward development of a Biodiversity Assets layer to capture all high conservation value assets in the LGA.	
<b>Environmental Levy Coordination</b>	25%			The 30/6/15 EL report to Council including revotes was finalised and applicants were notified of approval for these revotes. Completed new 2015/16 quarterly report forms for applicants to use and forwarded in time for September reports. The 2015/16 financial spreadsheet for monitoring was created and completed monthly. The coordinator organised a meeting with the working group to update the 2015/16 Application form, however this has been put on hold pending review of the EL process.	
<b>Matching Grant Funding Pool</b>	25%			There are funds of \$20,836 available towards grant applications for matching funds, made up entirely of current year funds as no revote was requested from 14/15 unspent funds. This quarter a request was received from Sue Stewart asking for \$12,320 from the Matching Grant Fund to strengthen her 2015/16 Restoration & Rehabilitation Grant Application with the Environmental Trust. A majority of Environmental Levy Working Group members was received supporting Sue's project in the first week of October and Sue was advised the money would be available subject to the grant application being successful.	
<b>Green School Sustainability Fund – Revote 14/15</b>	80%			Thirteen schools and early childcare centres have completed their projects, with two invoices still waiting processing. The remaining six school visits by a sustainability officer have been placed on hold due to staff changes within the Sustainability Team. It is anticipated that these visits will take place in the next quarter. The Sustainable Schools Network has held three meetings, while the early childcare stream saw a professional development training day held for educators in the field of Education for Sustainability implementation in early childcare.	
<b>Our Living Coast Sustainable Educational Program</b>	20%			This quarter 112 people attended Coffs Ambassadors Tours in the Coffs Harbour LGA. The Coffs Ambassadors volunteer tour guides educated the participants about high biodiversity values. A training and debrief session was held for the volunteers. The spring tour program was developed and promoted in the community.	
<b>Boambee Beach Bush Revegetation &amp; Bush Regeneration at Jetty Foreshore &amp; Boambee Beach</b>	14%			<p>The vast majority of the site has had two spray treatments; one targeting weed grasses, the other treatment using brush off. This spray regime has been well supported by the volunteer efforts which have been focused on the manual removal of older weeds. It is worth noting that many of these invasive species are now occurring far less frequently taking less time to manage larger areas.</p> <p>There has been an increase in the siting of feral cats and plans to manage this are currently underway. Vandalism of mature Banksia trees in the dunes north of North Wall continues to be an issue as branches are removed for firewood.</p>	

Project	% Complete	Overall Status	Budget Status	Status Comment	Issues
<b>Koala / Wildlife Corridor Bakker Dry Res Bonville Stage 1</b>	30%			The 2014 project was completed with removal of Camphor Laurels in final week of June invoiced this quarter. Camphor Laurels along the western boundary have commenced to be removed in the first quarter. Approximately 50% of funds allocated for this work has been expended by 30 September but not invoiced yet.	
<b>Supporting Community Action in the Coffs Harbour LGA</b>	14%			Work has begun at most sites; the project is proceeding according to plans & timetable. Contractors have completed 188 hours of on-ground work, supporting volunteers on Landcare sites. A training calendar has been compiled, with most training to take place in spring and autumn, none held in this first quarter. Due to receiving \$34,500 less than the project budget, cuts have been made across most budget lines, in particular on-ground works, training, plants and nursery supplies. Landcare had 14 new members join and a new member site has been approved at South Coffs Community Gardens. Some operational problems at worksites have been referred to Council staff for attention.	
<b>Ocean View Headland Access &amp; Rehabilitation</b>	14%			Green Army team of 9 participants have commenced track paving with training and mentoring provided by CHCC staff and their EnviTE Supervisor. The team has completed 170 l/m. The team has also been undertaking natural area weed control on the headland as part of their training within this project.	
<b>Regeneration &amp; Restoration on Garby Country</b>	17%			Envite is continuing to employ a casual bush regeneration worker and a new employee from the Yarrwarra Girrin team this year. During this reporting period the team worked at Arrawarra Headland and at various sites across Safety Beach. Exotic grasses have systematically been targeted in Themeda Grassland on Arrawarra Headland.	
<b>Bushland Regeneration</b>	28%			Weed control and bush regeneration works were undertaken across 13 reserves in Coffs Harbour, Sawtell and Toormina. This quarter 370 native plants were planted. A once off contribution of \$20,000 has been provided to a Roberts Hill Kratz Drive Corridor Project of natural area restoration and bushland regeneration.	
<b>Darrunda Wajaarr Repair to Country High Priority Sites</b>	21%			Willis Creek Reserve restoration works completed. On ground works included cut and painting weeds as well as frilled and drilled others and sprayed weed grasses. More funds required for follow up due to high content of weeds. Sprayed various weeds over two zones at Boambee Headland.	
<b>Environmental Weed Control</b>	26%			Vine Weeds, Privet, Camphor Laurel, and Wood Weed control works were undertaken across 12 reserves. In the first quarter 380 native plants were planted.	
<b>Botanic Gardens Education Officer</b>	25%			The July school holiday program offered four sessions over the break with 6 to 12 children attending, the session numbers for this program are building as we have started an advertising program. In addition we have started liaising with the zoo and Sydney gardens for next year's AUSBIOTA program. Research on the Early Settlers walk has been ongoing; the information is ready to send to the graphic designers to create signage for the walk. This quarter 513 school children visited the gardens including two school excursions of 150 students studying insects and flowers; programs designed by garden staff.	

Project	% Complete	Overall Status	Budget Status	Status Comment	Issues
<b>Darkum Headland Access Rehabilitation</b>	21%			Track preparation works have been completed. Spray bitumen sealing of track was not able to be completed due to a breakdown of the spray mechanism of the Spray Truck. A management access gate will be installed as the final works.	
<b>Woolgoolga Beach Rehabilitation Project</b>	5%			Council was successful in obtaining a grant from State Government's Coastal and Estuary Program. The expenditure of funding will occur during the early part of 2016 once all approvals have been obtained. Council has started this by preparing a Part V Assessment. Once this is complete Council will seek approval from Marine Parks, Fisheries and Woolgoolga Beach Trust to commence the works.	Starting the project has been delayed waiting recently received approval from NSW Office of Environment and Heritage matching grant funds.
<b>Restoration of Grey-headed Flying Fox Maternity Camps</b>	30%			Counting of both camps undertaken in August indicate that the population of the Woolgoolga camp is still relatively stable compared to the previous counts. Counts at the Coffs Creek Camp show an increase in numbers from past count for the same period last year. Works within the first quarter of the year have concentrated on follow up weed control in and around the core areas of both camps, in accord with the Part 5 environmental assessment.	
<b>Arrawarra Creek Coastal Zone Management Plan</b>	5%			Council has just completed a quotation process and has selected consultants BMT WBM to undertake the project. The development of the Coastal Zone Management Plan will commence next quarter.	

Prepared by Program Officer:

Name: Katrina O'Connell

Date: 26 October 2015

Legend	
Status	
	No Issues – project complete or on schedule
	Minor Issues – possible impact on schedule
	Major Issues – schedule impacted and escalation required



## REPORT TO ORDINARY COUNCIL MEETING

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### CORPORATE BRANDING POLICY

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<b>REPORTING OFFICER:</b>	Group Leader Customer Services
<b>DIRECTOR:</b>	Director Business Services
<b>COFFS HARBOUR 2030:</b>	LC3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
<b>ATTACHMENTS:</b>	ATT Corporate Branding Policy

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#### Recommendation:

#### That Council:

- 1. Adopts the Corporate Branding Policy; and**
  - 2. Approves the discontinuation of the separate branding of Coffs Harbour Water.**
- 

### EXECUTIVE SUMMARY

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The proposed Corporate Branding Policy and associated Corporate Image Manual have been developed to help staff ensure that Council's corporate logo and branding is consistently applied to products such as Council's official documents, presentations, signage, vehicle liveries, stationery, display materials, publications, online presences and other printed materials.

The history of the separate branding of Coffs Harbour Water and reasoning behind the recommendation for discontinuing this are also discussed in this report.

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## REPORT

### Description of Item:

The purpose of this report is to not only seek Council's adoption of the Corporate Branding Policy but to also consider the discontinuance of the separate branding for Coffs Harbour Water.

The Corporate Branding Policy has been developed to ensure that Council's corporate brand is consistently and professionally used across all applications. The policy also identifies an approval process when seeking permission to use alternate branding.

Council at its meeting held 14 February 2002 adopted to use the business name of 'Coffs Harbour Water' for the water supply and wastewater sections of Council.

At the time of this decision, Council was in the detailed planning stage of the Regional Water Supply Scheme in partnership with the newly-formed North Coast Water (incorporated into Clarence Valley Council when it was amalgamated in 2004). It was considered important that Coffs Harbour Water distinguished itself as a separate operation at the time, however it is now considered prudent to strengthen the Coffs Harbour City Council corporate brand through the discontinuance of this separate business name and associated branding.

### Issues:

Coffs Harbour City Council, as an organisation, provides a range of statutory and other services to the community. The *Coffs Harbour 2030 Plan* is a strategic roadmap to take the city into the future and contains five thematic goals. These five themes are intertwined within all of Council's activities. Council's corporate branding is designed in keeping with and to support its strategic direction.

The Corporate Branding Policy and associated Corporate Image Manual provide the framework to deliver both Council's corporate logo and brand in a consistent and professional manner across all applications. It is important to understand that our image is our corporate signature and we must be very conscious of where it appears and how it is used.

Discontinuing the separate brand for Coffs Harbour Water will enable the community to better identify the breadth of Council services provided to them by Coffs Harbour City Council.

It will also reinforce the consistent approach to infrastructure management that has been in place for some time now with operations and strategic planning being undertaken across all asset classes rather than the distinct areas for water and sewerage versus roads, buildings, etc.

While it is important to use Council's corporate branding to promote and identify the services and activities it provides to the community there will be situations where alternate branding may be required or deemed more suitable. This particularly applies with respect to commercial business units. The application process identified in the policy to seek approval to use alternate branding will ensure these situations are assessed in an appropriate manner.

### **Options:**

It is considered that the following options are available to Council:

1. Adopt the recommendation provided to Council. This will result in the policy being adopted (without change) and the discontinuance of the separate branding for Coffs Harbour Water;
2. Amend the recommendation to incorporate relevant changes or direction as determined by Council;
3. Reject the recommendation. This will continue the status quo, including no policy guidance on branding.

### **Sustainability Assessment:**

- **Environment**

There are no adverse environmental issues expected to result from the adoption of this Policy.

- **Social**

There are no adverse social issues expected to result from the adoption of this Policy.

- **Civic Leadership**

The purpose of Council policies is to ensure transparency and accountability in local government. The implementation enables Council to identify and respond to the community. This is consistent with the *Coffs Harbour 2030 Community Strategic Plan strategy LC3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour.*

- **Economic**

#### **Broader Economic Implications**

A corporate brand and the availability of in-house branding templates consistent with the Corporate Image Manual for use by staff across the organisation will reduce the costs of commissioning graphic design and printing.

The costs of discontinuing the separate branding for Coffs Harbour Water would involve modification of existing signage on fixed sites and the replacement of branding on associated vehicles and staff uniforms. It is therefore recommended (to minimise costs) that uniforms be changed over once current stocks are used up and existing uniforms wear out. The cost to replace the branding on associated signage and vehicles is estimated to be less than \$5,000.

It is envisaged that there would be only minor costs associated with printed materials (such as water billing notices) as these are generally printed as required.

#### **Delivery Program/Operational Plan Implications**

The ongoing development and review of Council policies and plans are accommodated within Council's budget structure. This expenditure is monitored through Council's monthly and quarterly budget reviews.

**Risk Analysis:**

The Corporate Branding Policy was developed to enable Council to adopt a preventative risk management approach in regards to the use of Council's corporate branding, particularly around reputational risk. The proper use of corporate branding will assist the community in identifying the services and activities provided by Coffs Harbour City Council.

**Consultation:**

The development of the policy has been undertaken with the input from key internal stakeholders.

The discontinuance of the separate branding for Coffs Harbour Water has previously been considered and endorsed by Council's Executive Team.

**Related Policy, Precedents and / or Statutory Requirements:**

- Banner Pole and Banner Partnership Policy

**Implementation Date / Priority:**

Implementation is immediate.

**Conclusion:**

It is recommended that Council adopt the Corporate Branding Policy to ensure corporate branding is consistently and professionally used across all applications when promoting Council services and activities. The proper use of corporate branding will clarify and help give the community confidence in understanding which services and activities Council Harbour City Council provides.

The discontinuance of the separate branding for Coffs Harbour Water and the proper use of corporate branding will assist the community in identifying the breadth of services and activities provided by Coffs Harbour City Council.

The policy also provides the necessary flexibility to accommodate alternate brands where appropriate through an approval process.

Locked Bag 155, Coffs Harbour, NSW 2450 ABN 79 126 214 487	<b>COFFS HARBOUR CITY COUNCIL</b>	
<h2>Corporate Branding Policy</h2>		
<b>Policy Statement:</b> The purpose of this policy is to ensure clear and consistent branding for Coffs Harbour City Council.		
<b>Director or Manager Responsible for Communication, Implementation and Review:</b> Director Business Services		
<b>Related Legislation, Division of Local Government Circulars or Guideline:</b>		
<b>Does this document replace an existing policy?</b>		<b>No</b>
<b>Other Related Council Policy or Procedure:</b> Banner Poles and Banner Partnership Policy Social Media Policy		
<b>Application:</b> It is mandatory for all council workers as defined in the <i>Work Health &amp; Safety Act 2011</i> to comply with this policy.		
<b>Distribution:</b> <input checked="" type="checkbox"/> Internet <input checked="" type="checkbox"/> Intranet <input type="checkbox"/> Email <input type="checkbox"/> Noticeboard <input checked="" type="checkbox"/> ECM		
<b>Approved by:</b>  Executive Team [Meeting date]  Council [Meeting date & Resolution No.]	<b>Signature:</b>  _____ <i>General Manager</i>	
<b>Council Branch Responsible:</b>	<b>Date of next Review:</b>	

**Key Responsibilities**

<b><i>Position</i></b>	<b><i>Directorate</i></b>	<b><i>Responsibility</i></b>
General Manager	Executive	To lead workers (either directly or through delegated authority) in their understanding of, and compliance with, this policy and related guidelines.
Directors	All Directorates	To communicate, implement and comply with this policy and related guidelines.
Section and Group Leaders	All Directorates	To implement this policy and related guidelines.
Media Officer	Council	To support workers and Councillors in their understanding of, and compliance with, this policy and related guidelines.
All Council workers	Council	To implement this policy and related guidelines.
Council Committees		To be aware and adhere to this policy and related guidelines.

## 1. Introduction

Coffs Harbour City Council, as an organisation, provides to its community a range of statutory and other services. The *Coffs Harbour 2030* Plan is a roadmap to take the city into the future and contains five thematic goals. These five themes are intertwined within all of Council's activities. Council's corporate branding is designed to be in keeping with the strategic direction set by *Coffs Harbour 2030*.

This policy and the Coffs Harbour City Council Corporate Image Manual provide the framework to deliver Council's corporate brand in a consistent and professional manner across all applications. It is important to understand that our image is our corporate signature and we must be very conscious of where it appears and how it is used.

The proper use of corporate branding will assist the community in identifying the services and activities provided by Council.

## 2. Definitions

### Logo

A logo is a name, symbol, or trademark designed for easy and definite recognition.

### Brand

A brand is a name, term, design, symbol or other feature that distinguishes one entity or product from others. It has an important role to play in the reputation and/or monetary value of an organisation or company.

## 3. Policy content

The Coffs Harbour City Council corporate brand must be used (when appropriate) to promote and assist the community in identifying the breadth of services and activities provided by Council.

The day-to-day use of the corporate brand within and for Coffs Harbour City Council purposes must be done in accordance with this policy and Council's Corporate Image Manual.

The corporate brand is the official identity of Coffs Harbour City Council and must not be modified in any way.

The corporate brand (including the corporate logo) must not be used to endorse any commercial product or service.

Requests by third parties to use Council's corporate branding (including the corporate logo) must comply with the guidelines stipulated in the Corporate Image Manual.

All staff are required to comply with this policy unless an approval to use alternate branding has been granted by the General Manager following consultation with the Group Leadership and Executive Leadership Teams.

Requests for approval to use alternate branding will be considered on a case-by-case basis upon application.

An application must be submitted retrospectively by staff in any branch that is using any other branding (including logos). Following consultation with the Group Leader and Executive Leadership Teams, the application will be referred to the General Manager for determination.

**4. Consultation**

Governance and Risk

Group Leader Team

Executive Leadership Team

**5. References**

**6. Appendices**

Coffs Harbour City Council Corporate Image Manual

**7. Table of Amendments**

Amendment	Authorised by	Approval reference	Date



## REPORT TO ORDINARY COUNCIL MEETING

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### VIDEO SURVEILLANCE ON PUBLIC AND OTHER LANDS POLICY

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<b>REPORTING OFFICER:</b>	Team Leader - Ranger Services
<b>DIRECTOR:</b>	Director, Sustainable Communities
<b>COFFS HARBOUR 2030:</b>	LC3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
<b>ATTACHMENTS:</b>	ATT1 Video Surveillance on Public and Other Lands Policy ATT2 CONFIDENTIAL Submissions

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#### Recommendation:

**That Council adopt the Video Surveillance on Public and Other Lands Policy (Attachment 1).**

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#### EXECUTIVE SUMMARY

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At its meeting of 28 May 2015 Council considered a report in respect to the draft Video Surveillance on Public and Other Lands Policy and resolved the following:

- 1. That Council endorses the release of the draft Video Surveillance on Public and Other Lands Policy for public exhibition and invite submissions for a period of 42 days.*
- 2. That a report be brought back to Council on the draft Video Surveillance on Public and Other Lands Policy following completion of the exhibition and submission period.*

The draft policy was placed on public exhibition for the period 10 June 2015 to 22 July 2015 in accordance with the above resolution. Two submissions were received.

The proposed Video Surveillance on Public and Other Lands Policy aims to provide a consistent and transparent approach to the use of covert and overt video surveillance equipment which may be used from time to time within public places and other lands for the protection of Council's assets, prevention of crime and other law enforcement purposes within the Coffs Harbour local government area.

The policy aims to provide clear guidelines for the appropriate and lawful use of video surveillance equipment within public and other lands.

Whilst the concerns raised through the public consultation process are understood, it is considered the policy will assist with the provision of a clear framework around the governing principles to be applied in respect to the existing CCTV network and any future extension to same.

This report seeks the adoption by Council of the Video Surveillance on Public and Other Lands Policy.

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## REPORT

### Description of Item:

The draft Video Surveillance on Public and Other Lands Policy was placed on public exhibition for a period of 42 days in accordance with Council's Resolution No:100c of the Ordinary Meeting held on the 28 May 2015.

The matter was considered by Council at its meeting of 8 October 2015 where it was deferred due to an administrative oversight regarding public submissions.

This report is to consider the outcome following the completion of the exhibition and submission period and give consideration to the adoption of the policy.

### Issues:

Coffs Harbour City Council uses CCTV video surveillance cameras as a tool to assist in the protection of its assets, for the purpose of security in public spaces and as a tool for the investigation of offences for which it is the appropriate regulatory authority.

The Surveillance Devices Act 2007 gives Council the lawful authority to use such devices in accordance with the Act and for those purposes as outlined within the attached policy.

Security cameras are common place within today's society, however there is an expectation that whilst surveillance cameras serve a purpose, they should only be used for appropriate purposes, situations and in accordance with the law. The need to protect people's right to privacy is considered paramount when considering and determining the use of this type of equipment.

Further to the above, the benefits to Council and to the community in utilising such equipment are many, in that overt cameras provide excellent security as a deterrent against vandalism to Council's assets, provide extra security to our staff when dealing with aggressive customers and extra security within Council car parks. As an investigative tool, the use of covert camera technology will enhance Council's ability to investigate illegal waste dumping and similar offences which occur throughout the local government area.

During the exhibition period Council received two public submissions. A full copy of the submissions are a confidential attachment to this report (Attachment 2). They are a confidential attachment as they contain personal and private information that is not appropriate to be fully disclosed under the Privacy and Personal Information Protection Act.

A number of concerns were raised within the submissions and relevant comment in respect to same is detailed as follows:

- *Concern: In summary strong objection was raised that the draft policy takes too broad an approach, is considered a 'snoopers charter' and that the reason for the measures should be clearly laid out for further public discussion and should not be implemented as the policy stands.*

Comment: The policy seeks to provide a clear framework and set of governance principles to assist with the management of the existing CCTV network and the use of overt and covert surveillance equipment and operations.

- *Concern: Once this technology is implemented, will council implement future technological developments in surveillance such as video analytics and facial recognition software, which will identify and track individuals everywhere they go? How will this be managed?*

Comment: It is a principle of the policy that the system, now and while this policy remains in place, will be operated with due regard to the privacy and civil liberties of individual members of the public. Information will be obtained fairly and in accordance with privacy and confidential provisions of relevant legislation. The public interest in the operation of the network is to be recognised by ensuring the security and integrity of any supporting operational procedures.

- *Concern: As this technology becomes increasingly powerful, how will this council assess and report on its own discretionary responsibilities regarding placement, numbers of, and uses of video cameras?*

Comment: The principles outlined within the policy incorporate provision for public consultation associated with any planned expansion of the CCTV network within the public space. The policy provides the opportunity for the public to obtain clear and easily accessible information in relation to Council's CCTV network.

- *Concern: Will council administer an independent review of its policy to determine best practice?*

Comment: Council's policies are regularly reviewed and incorporate opportunity for public consultation – reviews are conducted within the first 12 months of each term of a new Council. Further the policy requires that a set of procedures be developed for the placement and use of CCTV incorporating best practice as researched at the time.

- *Concern: Will council be transparent with ratepayers to the costs associated with video surveillance?*

Comment: The policy requires public consultation in respect to any significant expansion of the CCTV network which will include opportunity for transparent discussion on cost related consideration.

- *Concern: Has a cost analysis been conducted that demonstrates that the cost of video surveillance offsets the impacts of assumed vandalism, etc?*

Comment: As the policy to a large extent seeks to provide a framework around governing the use of Council's existing CCTV network the opportunity to undertake a cost benefit analysis has passed. A cost benefit analysis associated with any expansion of the network will be considered having regard to the particulars of the case.

- *Concern: Will council use digital video capture through internet protocols to access cloud technologies that can reduce costs but reduce data security?*

Comment: The existing system utilises Council's optical fibre network which currently serves Council's needs and accordingly there are no plans to access and use cloud technology at this time.

- *Concern: Are we likely to see an increase of cameras over time in public 'hot spots' as the potential for hot spots increases with urban development?*

Comment: This is an unknown, however as the City grows one could expect extra coverage may be needed, however proper public and stakeholder consultation would take place as outlined within the principles of the policy.

- *Concern: Are there other social or cultural alternatives to technology that can be drawn upon to change human behaviour and build social capital that council have or have not considered? What are these?*

Comment: There are a range of crime prevention measures used by Council in addition to CCTV. Such measures include environmental design considerations which aim to reduce opportunities for crime by using design and place management planning principles to reduce the likelihood of essential crime ingredients. Council applies environmental design principles within the design and construction of new infrastructure projects. These includes measures such as orientation of building access to maximise passive surveillance and the use of various landscaping techniques to minimise opportunities for vandalism.

- *Concern: How does this policy 'humanely' realise the strategic themes of the 2030 vision for our community and in particular the themes relating of the built environment connecting us in this Place for Living, communities of learning in Learning and Prospering and a healthy, informed and engaged community in Looking after our Community?*

*And how does video surveillance of Coffs Harbour's public and private lands develop community trust and how does it not?*

Comment: There is community expectation that all levels of government have responsibility for the general health and safety and protection of residents and visitors and for the maintenance and protection of the built and natural environment. The policy seeks to provide the community with a clear set of governing principles around the use of CCTV and associated technology thereby engendering trust that it will be used appropriately.

#### **Options:**

It is considered that the following options are available to Council:

1. Adopt the recommendation provided to Council;
2. Amend the recommendation to incorporate relevant changes or direction as determined by Council;
3. Reject the recommendation.

#### **Sustainability Assessment:**

- **Environment**

There are no adverse environmental issues expected to result from the adoption of this policy. Implementation of this policy will assist Council to address illegal dumping which will result in better environmental outcomes.

- **Social**

The introduction of the policy should be seen as a deterrent to potential offenders hence providing an effective tool to reduce criminal offences. The policy seeks to provide the community with the knowledge that CCTV and associated technology will be used within a clear and transparent framework of governing principles which will have due regard to an individual's rights.

- **Civic Leadership**

The adoption of this policy is consistent with the provision of leadership and good governance principles. The policy seeks to provide a transparent and accountable framework for use of the existing CCTV network and future use of overt and covert

surveillance means to assist Council and its staff with the appropriate discharge of its responsibilities.

- **Economic**

- **Broader Economic Implications**

- There are no broad economic impacts associated with the implementation of the recommendations.

- **Delivery Program/Operational Plan Implications**

- The ongoing development and review of Council policies and plans are accommodated within Council's budget structure. This expenditure is monitored through Council's monthly and quarterly budget reviews.

**Risk Analysis:**

The policy seeks to provide clear information with respect to Council's use of overt and covert surveillance equipment and in doing so will assist in the management of the following risks:

- Reputational risk – the provision of clear information and proper use of surveillance equipment as proposed in the policy will assist the public understanding and provide a degree of assurance that Council is discharging its responsibilities in an appropriate manner thereby minimising Council's exposure to adverse perceptions or claims of improper practices.
- Business activities/operational risk – the adoption of a policy framework enables the use of surveillance equipment for the purpose of managing public assets and enhancing community safety within a clear and transparent framework.
- Legal/compliance/governance - The use of overt and covert surveillance equipment within a structured policy framework assists with ensuring appropriate regard is given to Council's legal, compliance and governance responsibilities. It provides staff and the community with a clear understanding with respect to the proper use of such equipment and thereby minimises any opportunity for misuse.

**Consultation:**

The development of the policy has been undertaken with input from internal Council Directorates.

The draft policy was placed on public exhibition for submissions from 10 June 2015 to 22 July 2015. Two submissions were received with a summary and comment in respect to same incorporated within the issues section of this report.

**Related Policy, Precedents and / or Statutory Requirements:**

- Surveillance Devices Act 2007 No 64 (NSW);
- Workplace Surveillance Act 2005 (NSW);
- Privacy and Personal Information Protection Act 1998 No 133;
- Direction on processing of personal information by public sector agencies in relation to their investigative Functions – Elizabeth Coombs, Privacy Commissioner . Dated 23 December 2013;
- State Records Act 1998 No 17;
- NSW Government Policy Statement and Guidelines for Closed Circuit Television in Public Places.

**Implementation Date / Priority:**

It is proposed that the Video Surveillance on Public and Other Lands Policy if adopted without change be implemented immediately.

**Conclusion:**

Coffs Harbour City Council already utilises CCTV video surveillance cameras within some public spaces as a tool to assist in the protection of its assets, for the provision of security and investigation of offences.

Whilst the concerns raised through the public consultation process are understood, it is considered the policy will assist with the provision of a clear framework around the governing principles to be applied in respect to the existing CCTV network and any future extension to same.

The policy will also provide Council with a clear framework around the use of various other means of overt and covert surveillance technologies.

Locked Bag 155,  
Coffs Harbour, NSW 2450  
ABN 79 126 214 487

## COFFS HARBOUR CITY COUNCIL



### Video Surveillance On Public and Other Lands Policy

**Policy Statement:**

This policy aims to provide a consistent and transparent approach to the use of covert and overt video surveillance equipment which may be used from time to time within public places and other lands for the protection of Council's assets, prevention of crime and other law enforcement purposes within the Coffs Harbour Local Government area.

To provide a clear understanding for the appropriate and lawful use of video surveillance equipment within public and other lands.

**Director or Manager Responsible for Communication, Implementation and Review:**

Director Sustainable Communities

**Related Legislation, Division of Local Government Circulars or Guideline:**

Surveillance Devices Act 2007 No 64 (NSW)

Workplace Surveillance Act 2005 (NSW)

Privacy and Personal Information Protection Act 1998 No 133

Direction on processing of personal information by public sector agencies in relation to their investigative Functions – Elizabeth Coombs, Privacy Commissioner . Dated 23 December 2013

State Records Act 1998 No 17

NSW Government Policy Statement and Guidelines for Closed Circuit Television in Public Places

**Does this document replace an existing policy?**

**No**

**Other Related Council Policy or Procedure:**

Workplace Surveillance Policy

Enforcement Policy

**Application:**

It is mandatory for all staff, councillors and delegates of council to comply with this policy.

**Distribution:**

This policy will be provided to all staff, councillors and delegates of council by:

Internet  Intranet  ECM

**Approved by:**  
Executive Team [Meeting date]  
Council [Meeting date & Resolution No.]

*Signature:*

*General Manager*

**Council Branch Responsible:**

**Date of next Review:**

**Attachment 1**

**Key Responsibilities**

<i><b>Position</b></i>	<i><b>Directorate</b></i>	<i><b>Responsibility</b></i>
Mayor	Council	To lead Councillors in their understanding of, and compliance with, this policy and associated procedures.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of and compliance with this policy and associated procedures.
Directors	All Directorates	To ensure that surveillance which is undertaken as a result of the Directorate's Land Management responsibilities, Asset Management responsibilities or Compliance Investigations are undertaken in accordance with this policy and associated procedures.
Group Leaders	Council	To interpret and advise the intent of this policy.
Authorised Employees	Council	To ensure that their role is conducted in accordance with this policy, associated procedures and the relevant Privacy Legislation governing the gathering and use of private data.

## 1. Introduction

Coffs Harbour City Council uses CCTV video surveillance cameras as a tool to assist in the protection of its assets, for the provision of security in public spaces and as a tool for investigation of offences for which it is the appropriate regulatory authority.

This policy will ensure public confidence that cameras will be used for law enforcement purposes only, which promote public safety, protect assets and assist Council's Authorised Officers in conducting lawful investigations.

## 2. Purpose

The purpose of this policy is to authorise and govern the use of CCTV video surveillance technology both overt and covert by Council.

## 3. Definitions

**Authorised Officer:** An employee of the Coffs Harbour City Council who has delegated authority to operate or be allowed access to the CCTV network.

**Closed Circuit Television (CCTV):** means a television system that transmits images on a closed loop basis, where images are only available to those directly connected to the transmission system. The transmission of closed circuit television images may involve the use of coaxial cable, fibre-optic cable, telephone lines, infra-red and radio transmission systems.

Also includes any standalone video or hand held device which records data to a memory storage card or hard drive contained within the device.

**Overt Camera:** An optical recording device (video camera) which is used in an area where the camera is in plain sight and warning signs are displayed advising of the camera's operation.

**Covert Camera:** An optical recording device (video camera) which is used in an area where the camera is hidden from public view, and no warning signs are present.

**Lawful Investigation:** means an investigation carried out by Council under a specific legislative authority or where the power to conduct the investigation is necessarily implied or reasonably contemplated under an Act or other law. It covers only those investigations which may lead to Council taking or instituting formal action in relation to the behaviour under investigation. Such formal action may include, but is not limited to, prosecution, warning, cautioning, the administration of a penalty or the removal of a benefit or approval.

**Public Land:** Has the same meaning as Public Place as defined in the Local Government Act 1993 and refers to land which is under Council's care, control and management.

**Other Lands:** Land which does not come under the direct care, control and management of Council but is owned, occupied or managed by other government agencies, companies or private persons who have given written consent to Coffs Harbour City Council allowing the use of CCTV within their lands in compliance with this policy.

#### 4. Principles

This Policy is based on the following principles:

- The CCTV network is to be operated fairly, within applicable law and only for the purpose for which it is established.
- The system is to be operated with due regard to the privacy and civil liberties of individual members of the public. Information will be obtained fairly and in accordance with privacy and confidential provisions of relevant legislation.
- The public interest in the operation of the network is to be recognised by ensuring the security and integrity of any supporting operational procedures.
- The public is to be provided with clear and easily accessible information in relation to Council's CCTV network.
- Information recorded should not exceed that which is strictly necessary to fulfil the aims of objectives outlined in this policy.
- The retention of, and access to, recorded material is only for the purposes provided by this policy or as otherwise permitted by law. Recorded material is to be retained for a minimum period of 21 calendar days then it is to be recorded over unless it is required in relation to the investigation of crime or for court proceedings.
- Only Authorised Officers will operate or be allowed access to the CCTV network.
- Contact related to the CCTV network and the data associated with the system is to be conducted strictly in accordance with any Codes Of Practice or Standard Operational Procedures which may be developed as a result of this policy

#### 5. Use and disclosure of surveillance records

Data gathered from the use of CCTV devices is to be collected for law enforcement purposes only and shall only be disclosed in accordance with any relevant legislation at the time and in consideration of the following criteria:

- To a member or officer of a law enforcement agency (e.g. Police) for use in connection with the detection, investigation or prosecution of an offence.
- For a purpose that is directly or indirectly related to the taking of civil or criminal proceedings on Council's behalf.
- Reasonably believed to be necessary to avert an imminent threat of serious violence or of substantial damage to property.
- The seriousness of the alleged offence.
- The degree of evidence available that suggests the surveillance record contains information that will assist with law enforcement.
- Whether significant personal information relating to third parties will be disclosed.
- How well sign posted the camera surveillance is i.e. will users of the area have a reasonable expectation that they will be captured in surveillance records.
- Any industrial arrangements as the surveillance records may also include footage of staff.

It is noted that at the time of making this policy the NSW Privacy Commissioner under Part 4, Division 1 of the *Privacy and Personal Information Protection Act 1998 (NSW)* had issued a directive exempting a relevant agency from having to comply with sections 9,10,13,14,15,17,18 and 19(1) of the PPIP Act if non-compliance is reasonably necessary for the proper exercise of any of the agency's investigative functions or its conduct of any lawful investigation.

[www.ipc.nsw.gov.au/Direction\\_on\\_Processing\\_of\\_Personal\\_Information\\_by\\_Public\\_Sector\\_Agencies\\_in\\_relation\\_to\\_their\\_Investigative\\_Functions](http://www.ipc.nsw.gov.au/Direction_on_Processing_of_Personal_Information_by_Public_Sector_Agencies_in_relation_to_their_Investigative_Functions)

## 6. Placement and use of CCTV Cameras

The placement and use of CCTV cameras on public and other lands will be in accordance with the principles as outlined in this policy. Overt Cameras within public places shall only be erected after proper public consultation has taken place.

However in considering the location for the placement of cameras the specific objectives of the placement should be identified in consultation with Local Police where necessary and other stakeholders, but as a guide it is envisaged that cameras could be used in areas covering:

- Identified crime hot spots.
- Protection of Council's infrastructure, such as pumping stations, buildings, plant etc.
- Monitoring of illegal dumping sites.
- Security for users of Council's Free Car Parks and other facilities. e.g. Castle Street Car Park, Art Gallery, Stadium and Caravan Parks.
- Active in car video to assist Council officers to record occurring offences in real time. e.g., Rangers patrolling hot spots for various offences.
- Personal body cameras, worn by investigating officers in the course of their duties as a deterrent against intimidation and physical assault whilst carrying out investigations.

In any case the installation and use of CCTV video surveillance devices shall be signed off by the General Manager or Director Sustainable Communities.

## 7. References

NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in public places.

Information and Privacy Commission (NSW) Fact Sheet February 2013 Closed Circuit TV.

Directive of the 23 December 2013 of the NSW Privacy Commissioner

Surveillance Devices Act 2007

Work Place Surveillance Act 2005

Privacy and Personal Information Protection Act 1998 (NSW)

Government Information (Public Access) Act 2009

## 8. Table of Amendments

Amendment	Authorised by	Approval reference	Date



## REPORT TO ORDINARY COUNCIL MEETING

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### OUTDOOR DINING CHARGES

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#### **Motion:**

Councillor Arkan has given notice of his intention to move the following:

That Council consider removing outdoor dining charges from businesses that are located in high stress areas.

#### **Rationale:**

Food outlets pay an amount of money per month to supply a dining area for customers visiting regularly for a meal or refreshment.

They provide a special space for tourist and locals to enjoy the wonderful climate and cuisine Coffs offers.

The CBD will soon be under further stress with the revamp of the centre.

Other towns, cities have recognised the need to assist these businesses who are doing it tough, yet are integral to a city and city centre in particular . They are often at the forefront of greeting and welcoming tourist.

By removing the charges this will greatly effect business and hence survival in these hard economic times, in doing so persevering the heart of our town

#### **Staff Comment:**

The outdoor dining/footway licensing policy guidelines acknowledge the contribution that outdoor cafés make to the vibrancy and vitality of the city centre and other urban areas within the Local Government Area.

The guidelines make provisions for café operators to expand their retail footprint onto adjoining road reserve.

Council enters into formal agreements with entities seeking to use public land for three reasons:

1. To manage and mitigate risk,
2. To control and manage the use of public space, and
3. For cost recovery (for 'not for profit' and community groups) or revenue (for commercial entities undertaking a business on public land).

For outdoor dining, it is acknowledged that the entities seeking to use the public footways are conducting a business. Notwithstanding this, the rent charged for outdoor dining space is less than the retail lease rate.



## REPORT TO ORDINARY COUNCIL MEETING

Currently the rental charges are staggered depending on the volume of pedestrian traffic. The maximum rent equates to \$3.75 per square metre per week.

This revenue income has been projected in Council's budgets for 2015/2016.

If Council is of a mind to further consider this matter a report giving greater detail can be authored.



## REPORT TO ORDINARY COUNCIL MEETING

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### NAMING OF PARK BETWEEN PARK BEACH PLAZA AND NORTHSIDE SHOPPING CENTRE

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#### **Motion:**

Councillor Cowling has given notice of her intention to move the following:

That the Park between Park Beach Plaza and Northside Shopping Centre be named "Brian Navin Park."

#### **Rationale:**

The last time this motion came before Council it was decided that a Policy would be forthcoming and that has been achieved. In this policy it decided that permission must be sort from a direct relative. This has now been achieved from Brian's eldest daughter, [REDACTED]

[REDACTED] (personal details redacted for privacy reasons).

The late Brian Navin was a well known person who lived a long and prosperous life. He died 3 months short of his 100 birthday. He promoted the City where ever he travelled. He is an ex-City Councillor that promoted the sale of the Park Beach Plaza site and also built the Northside Shopping Centre.

#### **Staff Comment:**

The Coffs Harbour Reserve Naming and Memorial Policy lists a number of criteria that Council will consider in assessing the merit of an application for Reserve Naming. Applicants are required to specifically address the criteria within any application for Naming. The policy criteria are as follows:

*If a person or family is recognised in memoriam, they must have a significant historical connection to the facility or place and:*

- (a) must have made a significant contribution to the community,*
- (b) or have demonstrated outstanding civic service,*
- (c) or donated significant property or funds for community benefit,*
- (d) and be widely known and respected within the community. Applications may be declined if it is deemed by Council that they may cause offence.*

To process the NOM request Council will need more detailed information relating specifically to the criteria above. To assist future applications, an application form has been prepared and will be available on Councils website.

If Council is of a mind to proceed with this request, Council staff will facilitate a submission from the family.



## REPORT TO ORDINARY COUNCIL MEETING

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### LEASE - PART OF LOT 1, DP 1207898, HOWARD STREET, COFFS HARBOUR

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<b>REPORTING OFFICER:</b>	Property Officer (Leasing & Licencing)
<b>DIRECTOR:</b>	Sustainable Infrastructure
<b>COFFS HARBOUR 2030:</b>	Strategy Code LC3.1/Property (S18)/Action B18.02 LP 6.1 Develop strong and effective partnerships between business, the community, educational institutions and government LP 6.3 Increase access to educational opportunities for all LC 1.6 Promote opportunities for all to fulfil their potential
<b>ATTACHMENTS:</b>	Nil.

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#### Recommendation:

##### That Council

1. Authorise, as the Land Owner for the property being part Lot 1 in DP 1207898 at Howard St Coffs Harbour, being Property No. 2254230 (previously known as the Laboratory), subject to relevant consents, a Lease to Autism Spectra Australia (ASPECT) ABN 12 000 637 267 for the occupation of the premises for the purposes of conducting a School for a term of ten years, with an option for a further ten years.
2. Execute the lease of part Lot 1 in DP 1207898 at Howard St Coffs Harbour, being Property No. 2254230 (previously known as the Laboratory) between Coffs Harbour City Council and Autism Spectra Australia (ASPECT) ABN 12 000 637 267 under the common seal of Council.

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#### EXECUTIVE SUMMARY

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Council's property known as the "old Lab" in Howard Street, Coffs Harbour is currently vacant and application to lease the property has been received from Autism Spectra Australia (ASPECT) at current market rent for a period of 10 years with an option for a further 10 years to be used as a school for autistic children.

Council's authorisation is sought to proceed with lease as outlined subject to Development Consent.

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## **REPORT**

### **Description of Item:**

The subject property was originally used by Council as a water testing Laboratory and is an asset owned by Coffs Water. It was leased for two years to the company undertaking the local NBN installation and has been vacant since their departure on completion of the project in May 2014.

Initial approaches were made to commercial agents for Market Opinion of rent and to seek a suitable tenant for the property.

Council however, received direct enquiry from ASPECT. As referenced on their website, Autism Spectrum Australia (Aspect) is Australia's leading service provider for autism and other disabilities.

ASPECT applied to lease the property at Lot 1 Howard Street Coffs Harbour, subject to an approved DA and other consents relevant to a School of this nature, to offer services to school age students. This will complement the ASPECT early intervention program already established. This site would allow ASPECT to grow the number and type of programs available to affected families in the region.

Subject to Council's endorsement, in principle terms of lease were subsequently negotiated to produce a mutually beneficial arrangement of 10 year lease term at current market rent of \$30,000 pa plus GST with an option for a further 10 year term.

### **Issues:**

The issue to consider in this instance is whether to proceed to lease to ASPECT or to go back to market to seek an alternative tenant.

The property location and proximity to the sludge lagoons and Council's Sewerage Treatment Plant narrows the market of prospective tenants interested in leasing the building.

Further to the existing Council facilities adjacent to the property, Council is proposing to Licence part of the adjoining lot to the Coffs Harbour Men's Shed. This will include additional vehicles and noise in the vicinity.

ASPECT has assured us that rather than present a hindrance to their operation, the industrial noise and vision of both the neighbouring facility and positioning under the flight path will be welcomed by the children and staff of the School.

ASPECT's intention to lease the property to set up a school for children diagnosed as autistic, is both a positive step for Council's support of a section of our community and a sound financial move as far as agreed rental return on the asset.

### **Options:**

Council has the opportunity to either:

1. Endorse the recommendation. That is, secure a 10 year Lease and a further 10 year option with the proposed Lessee at market rent, subject to the approval of a Development Application for change of use and other relevant consents. It is staff opinion that the purpose proposed by the applicant is appropriate having regard to the location.

2. Change the recommendation. Council may seek to reconsider the proposed use of the premises to potentially accommodate other civic uses. This option will protract the current vacancy of the building during which time there is no income being received to defray holding costs.
3. Council may also consider amending the proposed term. A 10 year lease with an option for a further 10 years was seen as providing ASPECT an opportunity to recoup the initial and future capital expenditure required to refit the existing building to suit the particular needs of their school and allow for growth. It also secures tenure and return on Council's asset. However, Council may wish to amend the proposed to a shorter term to allow an opportunity to reconsider the fit and suitability of the Lessee for the building and area.
4. Reject the recommendation. This would mean going back to market and advertising again for further expressions of interest for an alternative occupant at market rent. There is an inherent risk that we would not locate a more suitable occupant prepared to meet the rental required for some time. Whilst the property remains vacant, not only is there no financial return, there is also a risk of the property becoming unkempt. Vacant buildings attract unauthorised gathering and use of the premises and potentially add to the management and control costs.

#### **Sustainability Assessment:**

- **Environment**

The property is fenced off as a compound which houses a well-established brick building with a parking area. At this time there are plans to update the building internally to suit the needs as a school, with minor amendments to the exterior.

ASPECT engaged a Bushfire Consultant to work to secure the appropriate levels of clearance required for a school. There has since been a Part V Environment Assessment completed in readiness for DA submission. The enquiry confirmed ASPECT's willingness and ability to commit to proceeding with tenure subject to Council's resolution.

- **Social**

There is currently no Autistic School in Regional areas with the only schools in the Sydney metropolitan area and Newcastle. ASPECT advise there is a need to set up a regional school to cater to the children and families unable to get placement in the public school system.

The difficulty has been to find an appropriate location. This property is close to the CBD whilst at the same time is far enough from neighbours to avoid the possibility of complaints.

The creation of a new facility in Coffs Harbour may represent new employment opportunities.

- **Civic Leadership**

The tenure of this property to ASPECT covers the 2030 plan and Delivery Program as part of Council's "Looking After Our Community" by Learning and Prospering.

- **Economic**

**Broader Economic Implications**

Provision of services such as this specific school will possibly allow families and students requiring this type of education to stay in the area.

**Delivery Program/Operational Plan Implications**

Objective 1 under LC1 asks that Council promotes “*Coffs Harbour is a strong, safe and adaptable community*” and under LC1.6 that Council “*Promote opportunities for all to fulfill their potential*”.

Additionally, LP 6.3 requires Council to “*Increase access to educational opportunities for all*”.

**Risk Analysis:**

Risk in this matter is assessed in the context of the proposed occupant being able to meet the consent agreement and lease conditions, including the payment of the agreed rent for the proposed lease period.

ASPECT have sourced funding by way of grant together with government contribution to enable the viability of the project.

**Consultation:**

Group Leader Infrastructure Services and Construction Maintenance responsible for the asset  
Manager Development Assessment  
Proponent’s Bushfire Planning Consultant

**Related Policy, Precedents and / or Statutory Requirements:**

Development Consent is required as to permitted use of the property and for any internal structural work required to make the property suitable for the use as a special needs school.

Part V Environment Assessment has been undertaken.

**Implementation Date / Priority:**

Staff can process the lease upon Council’s endorsement of the recommendations.

**Conclusion:**

In accordance with Council’s previous direction, staff have negotiated a market rent for the occupation of the site. The in principle agreement is subject to Council’s endorsement and pertains to the use of the site as a special needs school for a term of up to 20 years. The proposed use is considered a suitable use of the property and the Lessee an appropriate occupant.



## REPORT TO ORDINARY COUNCIL MEETING

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### CONTRACT NO. RFT-722-TO - SAWTELL BEACH HOLIDAY PARK - RENOVATION OF THE BOTTOM AMENITY BLOCK - TENDER ASSESSMENT

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**REPORTING OFFICER:** Holiday Parks & Reserves  
**DIRECTOR:** Director Business Services  
**COFFS HARBOUR 2030:** LP 1.1 & PL 2.2  
**ATTACHMENTS:** ATT CONFIDENTIAL Tender Assessment

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#### Recommendation:

**That Council, as Corporate Manager of the Coffs Coast State Park Trust, considers tenders received for Sawtell Beach Holiday Park – Renovation of the Bottom Amenity Block, Contract No. RFT-722-TO, and move the motion as detailed in the confidential attachment.**

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#### EXECUTIVE SUMMARY

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Council as Corporate Manager of the Coffs Coast State Park Trust called for tenders to undertake the Sawtell Beach Holiday Park – Renovation of the Bottom Amenity Block. The tender was advertised on 1 September 2015 and closed on 22 September 2015.

This report provides a preferred tender to Council, following assessment of all submissions under Council's tender evaluation process, and seeks Council's approval to accept a tender.

If the recommendations are adopted by Council, it is intended to enter into a contract with the recommended tenderer to undertake the required work.

The holiday parks are an important resource in meeting the recreational needs of the greater community as well as important tourist facilities drawing visitors to the region. Flow-on effect of visitation is deemed to have a generally positive impact upon the economic performance of the region.

Funds generated through the parks contribute to the development of social and recreational facilities within the reserve system.

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## **REPORT**

### **Description of Item:**

The Trust engaged Integrated Site Design early in 2015 to provide a comprehensive review of the existing design of the amenity block to establish what opportunities there were to increase the amenities facilities. Following numerous meetings and concepts for the amenity block the final design and specification was accepted In August 2015. The works will involve extensive demolition works and a reconfiguration of facilities. This tender represents the major component of the amenity block renovation works.

The detailed design and specification for the amenity block renovation was submitted to Coffs Harbour City Council in August 2015 for approval. The renovation was approved as per Building Code of Australia Assessment No. 0149/16 on 16 September 2015.

Open Tenders were called, in local and capital city newspapers and Councils Tenderlink portal, for suitably qualified building contractors. Tenders closed at 3.30pm on 22 September 2015.

Tender were evaluated on the following criteria:

- Tender Price
- Details and logic of tender construction program
- Work Health & Safety Management Systems including BNG Conserve registration.
- Experience with similar projects

Three (3) tenders were received from the following:

1. Van Mal Group Construction
2. Simpson Building Group Pty Ltd
3. 4D Build Pty Ltd

### **Issues:**

The Renovation of the Amenity block is critical to the ongoing and future growth of the Sawtell Beach Holiday Park. The area surrounding the amenity block is an extremely popular location for guests as the sites are level and in close proximity to the Sawtell shopping strip. The proposed renovation will provide guests with a much more suitable, modern and improved customer experience.

Due to the timeframe of the construction program and the high occupancy related to the Christmas Holidays 2015 the work will not commence until Monday 1 February 2016. This delay will eliminate the risk of the amenity block not being completed by 25 December 2015 and being unavailable to guests.

### **Options:**

1. Adopt the recommendation provided in the confidential attachment to this report, which is the most advantageous to Council and will allow the work to commence upon the completion of the relevant contracts.

### **Sustainability Assessment:**

- **Environment**

Park guests consume resources whilst in the Coffs Harbour local government area (LGA) however this is offset by the fact that they are not consuming resources at their place of residence. Revenues generated within the State Park are put back into the reserve system including the environmental management of the locations. All parks are committed to environmental initiatives aimed at reducing their impact upon the environment. This includes environmentally sustainable villa design and the use of environmentally sustainable construction materials.

The contractor will be required to prepare and implement an Environmental Control Plan for the duration of the project before undertaking any construction activities to minimise any adverse environmental affects in order to comply with the specifications and the completed Part 5 Environmental Assessment, Aboriginal Heritage Impact Permit and Aboriginal Cultural Heritage Assessment.

- **Social**

The holiday parks are an important resource in meeting the recreational needs of the greater community. Funds generated through the parks contribute to the development of social and recreational facilities within the reserve system.

One (1) tenderer has a local business address.

- **Civic Leadership**

The operation of the holiday parks is consistent with the following 2030 strategies:

- LP 1.1 Promote opportunities around renewable energy, sustainable tourism, sustainable agriculture and fisheries, local produce, creative and clean industries.
- PL 2.2 Provide public spaces and facilities that are accessible and safe for all.

- **Economic**

#### **Broader Economic Implications**

The holiday parks are important tourist facilities drawing visitors to the region. Flow-on effect of visitation is deemed to have a generally positive impact upon the economic performance of the region.

#### **Delivery Program/Operational Plan Implications**

The works are to be fully funded through Holiday Park trading revenues.

The Coffs Coast State Park generates funds that are used within the reserves and contributes to the care, control and management of the reserves, reducing the demand on alternate funding sources.

### **Risk Analysis:**

The Renovation of the Amenity block is critical to the ongoing and future growth of the Sawtell Beach Holiday Park. Due to the design, building requirements and expertise required a suitably qualified expert consultant was engaged to design the amenity block

layout for Sawtell Beach Holiday Park. The completed design drawings and associated specification for the amenity block renovation have been approved by Coffs Harbour City Council.

There is a risk to the project for delays should the renovation works not run smoothly and therefore not being completed prior to Christmas 2015. To ensure there are no negative impacts on park patrons through the holiday period it has been decided not to commence the works until 1 February 2016.

The amenity block renovation is in line with the Sustainable Improvement Strategy for Sawtell Beach Holiday Park. The inherent risks with this type of capital investment have been ameliorated through comprehensive business planning and the residual risk will be regularly monitored as part of the holiday parks standard business practices.

**Consultation:**

Qualified consultants have been used to develop the parks Sustainable Improvement Strategy and amenity block design. Guest and Coffs Coast Holiday Park staff feedback was also sought throughout the project development stage.

**Related Policy, Precedents and / or Statutory Requirements:**

Tendering procedures were carried out in accordance with Council policy. Council's Tender Value Selection System was applied during the tender review process to determine the most advantageous offer.

Council's policy is the tender with the highest weighted score becomes the recommended tender.

**Implementation Date / Priority:**

A contract can be awarded upon Council's resolution to accept a tender. As the construction program is approximately 10-12 weeks the work will not commence until 1 February 2016 as this will avoid a clash with the 2015/16 Christmas Holiday period and ensure there are no negative impacts on park patrons.

Failing any unforeseen events it is expected that the works will be completed by 11 April 2016.

**Conclusion:**

Adopt the recommendation provided in the 'Confidential' attachment to this report, which is the most advantageous to Council. This will allow the works to commence on the completion of contracts and assist in meeting the required deadline.