



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(FINANCE AND ADMINISTRATION COMMITTEE)
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
24 OCTOBER 2002

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COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(FINANCE AND ADMINISTRATION COMMITTEE)
24 OCTOBER 2002

Mayor and Councillors

FINANCE AND ADMINISTRATION DEPARTMENT REPORTS

F72 CONDUCT OF AUDITS - SECTION 355 FACILITY MANAGEMENT COMMITTEES

Purpose:

To provide Council with details of the audit of the financial records of Council's Section 355 facility management committees and of the 2002 NSW Masters Games Management Committee for the year ended 30 June 2002.

Description of Item:

Attached is a report from the Internal Auditor outlining details of the audits undertaken together with consolidated financial information as at 30 June 2002.

Recommendation:

That the report on the audit of the Section 355 facility management committees and the 2002 NSW Masters Games management committee be noted.

Attachments:

**COFFS HARBOUR CITY COUNCIL
REPORT ON THE CONDUCT OF AUDITS
SECTION 355 FACILITY MANAGEMENT COMMITTEES
AND
2002 NSW MASTERS GAMES MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 30TH JUNE 2002**

I have undertaken the audits of the financial records of Council's section 355 facility management committees and of the 2002 NSW Masters Games Management Committee for the year ended 30th June 2002. The financial report for each entity consists of a Statement of Financial Performance and a Statement of Financial Position. These were compiled in accordance with Australian Accounting Standards. A Bank/Investment Reconciliation statement and Depreciation Schedule (where applicable) were also prepared. Attached is a consolidation of the Statements of Financial Performance and Statements of Financial Position for these committees for the year ended 30th June 2002. The results for the 2002 NSW Masters Games are included in a separate column on the consolidation.

Some facility management committees are registered for Goods & Services Tax (GST). In accordance with accounting practice the effect of GST is excluded from figures in the Statement of Financial Performance for those committees that are registered.

The Coffs Harbour International Sports Stadium management committee ceased to operate independently at 31 December 2001 with all assets and liabilities at that date taken back into Council's records. The revenue and expenditure for the six months ended 31 December 2001 was audited at that time and appears in the consolidation.

The Ulong Rural Transaction Centre Management Committee and the former Coffs Harbour Community Village Management Committee were excluded from year-end audit coverage as their financial transactions were managed internally by Council and are subject to internal audit coverage.

Background

Each management committee is responsible for maintaining their books of account. In most instances these are produced for audit at the Trial Balance stage, the financial statements being put together by the auditor from the provided information. The procedures undertaken to audit the books of account included:

- examination of supporting documentation for payments and receipts,
- examination of bank statements, and
- evaluation of the accounting systems in place.

The primary aim of these audits was to ensure that the financial statements and financial records reflect fairly the position of the committees for the 2001/2002 financial year.

In assessing the management procedures of these Committees it is acknowledged that the majority rely heavily on community volunteers and therefore a great deal of expertise in the accounting area cannot be expected.

Results

It was found that most of the management committees were maintaining their accounting records such that an opinion could be given that their financial statements present fairly their activities for the 2001/2002 financial year. It was however necessary to qualify the audit report of two committees. One committee was qualified in relation to revenue receipting and unsupported expenditure claims; the other committee was qualified for unsupported expense transactions. The committees involved are taking action to rectify the matters identified. These results have highlighted the need for training of incoming Treasurers and the need for refresher training with existing Treasurers. A Financial Manual has been prepared which will form the basis for the training as well as giving Treasurers written material to refer to at a later date.

Analysis of Statements of Financial Performance and Statements of Financial Position shows that the majority of management committees are operating at close to breakeven. In relation to the 2002 NSW Masters Games Management Committee it should be noted that accounting practice requires registrations received in advance to be treated as a liability rather than revenue. These amounted to \$26,353,50. Most facility management committees require financial assistance from Council to undertake major works. Several such projects are to take place in the 2002/2003 financial year.

Other audits

In addition the following audits have been conducted with links to Council:

- The Friends of the North Coast Botanic Gardens Inc and the Botanic Gardens Foundation
- Coffs Harbour International Sports Stadium Incorporated
- Bucca Rural Fire Service (y/e 31/12/2001)

Karen Turley
Internal Auditor

SECTION 355 COMMITTEES
CONSOLIDATED STATEMENT OF
FINANCIAL PERFORMANCE
FOR YEAR ENDED 30-6-02

FACILITY MANAGEMENT COMMITTEES

OTHER
COMMITTEE

| | COFFS HARBOUR INDOOR STADIUM | JETTY THEATRE | WOOLGOOLA COMMUNITY VILLAGE | NANA GLEN SPORT, REC & EQUESTRIAN CENTRE | EASTERN DORRIGO SHOWGND | AYRSHIRE PARK | LOWANNA HALL | LOWER BUCCA C/CENTRE | CORAMBA HALL | INTERNATIONAL SPORTS STADIUM (6 MONTHS) | FACILITY MANAGEMENT TOTAL | 2002 NSW MASTERS GAMES | OVERALL TOTAL |
|--|---------------------------------------|---------------------|-----------------------------------|---|-------------------------------|--------------------|--------------------|----------------------------|--------------------|--|---------------------------------|------------------------------|----------------------|
| OPERATING REVENUE | | | | | | | | | | | | | |
| User Charges | \$ 169,814.47 | \$ 15,242.56 | \$ 13,322.60 | \$ 11,657.50 | \$ 50.00 | \$ 1,500.00 | \$ 1,070.00 | \$ 7,950.00 | \$ 3,188.00 | \$ 150,239.15 | \$ 374,034.28 | \$ - | \$ 374,034.28 |
| Interest | \$ 1,562.19 | \$ 29.38 | \$ 513.52 | \$ 0.14 | \$ - | \$ 1.06 | \$ 0.28 | \$ 2.71 | \$ 3.17 | \$ 752.06 | \$ 2,864.51 | \$ 269.67 | \$ 3,134.18 |
| Operating: Grants | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 63,000.00 | \$ 63,000.00 |
| Contributions & Donations-CHCC | \$ 20,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 78,272.73 | \$ 98,272.73 | \$ 30,000.00 | \$ 128,272.73 |
| Contributions & Donations-other | \$ 9,470.91 | \$ - | \$ - | \$ - | \$ - | \$ 422.70 | \$ - | \$ - | \$ - | \$ 17,305.91 | \$ 27,199.52 | \$ - | \$ 27,199.52 |
| Other | \$ 16,672.40 | \$ 195.00 | \$ 55.00 | \$ 2,803.76 | \$ 497.00 | \$ 35.00 | \$ - | \$ - | \$ 330.00 | \$ 8,508.29 | \$ 29,086.45 | \$ - | \$ 29,086.45 |
| TOTAL OPERATING REVENUE | \$ 217,519.97 | \$ 15,466.94 | \$ 13,891.12 | \$ 14,461.40 | \$ 547.00 | \$ 1,958.76 | \$ 1,070.28 | \$ 7,952.71 | \$ 3,521.17 | \$ 255,078.14 | \$ 531,467.49 | \$ 93,269.67 | \$ 624,737.16 |
| OPERATING EXPENDITURE | | | | | | | | | | | | | |
| Employee Costs | \$ 89,422.49 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 112,814.97 | \$ 202,237.46 | \$ 63,436.39 | \$ 265,673.85 |
| Materials & Contracts | \$ 34,156.45 | \$ 6,741.42 | \$ 5,800.24 | \$ 6,388.31 | \$ - | \$ 488.42 | \$ 87.25 | \$ 585.04 | \$ 235.66 | \$ 109,212.83 | \$ 163,655.52 | \$ 5,072.37 | \$ 169,327.99 |
| Bank Charges & Interest | \$ 155.27 | \$ 24.68 | \$ 115.52 | \$ 42.50 | \$ - | \$ 5.00 | \$ 1.30 | \$ 35.58 | \$ 11.50 | \$ 812.74 | \$ 1,204.09 | \$ 432.20 | \$ 1,636.29 |
| Interest on CHCC loans | \$ 19,110.02 | \$ - | \$ - | \$ 243.48 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 19,353.50 | \$ - | \$ 19,353.50 |
| Depreciation | \$ 10,541.04 | \$ 2,800.00 | \$ 1,120.00 | \$ 1,494.00 | \$ 686.00 | \$ 550.00 | \$ 89.00 | \$ 2,454.00 | \$ 640.00 | \$ - | \$ 20,374.04 | \$ - | \$ 20,374.04 |
| Other: Electricity/gas | \$ 10,257.35 | \$ 1,308.44 | \$ 780.06 | \$ 4,362.36 | \$ - | \$ - | \$ 446.00 | \$ 575.14 | \$ 614.40 | \$ 9,427.52 | \$ 27,771.27 | \$ - | \$ 27,771.27 |
| Telephone | \$ 3,919.84 | \$ 422.29 | \$ 132.72 | \$ 900.75 | \$ - | \$ - | \$ - | \$ 111.36 | \$ - | \$ 5,962.91 | \$ 11,449.87 | \$ 6,002.14 | \$ 17,452.01 |
| Insurance (CHCC) | \$ - | \$ - | \$ 1,054.09 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,054.09 | \$ - | \$ 1,054.09 |
| Insurance (other) | \$ 1,205.36 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 458.32 | \$ 1,664.68 | \$ - | \$ 1,664.68 |
| Rates & water (CHCC) | \$ 2,518.85 | \$ 405.40 | \$ 940.33 | \$ 178.20 | \$ - | \$ - | \$ - | \$ 356.40 | \$ - | \$ 1,954.99 | \$ 6,354.17 | \$ - | \$ 6,354.17 |
| Fees - CHCC | \$ - | \$ 171.50 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 171.50 | \$ - | \$ 171.50 |
| Rental - CHCC | \$ - | \$ - | \$ 4,829.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,829.00 | \$ - | \$ 4,829.00 |
| Donations | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 25.00 | \$ - | \$ - | \$ 50.00 | \$ - | \$ 75.00 | \$ - | \$ 75.00 |
| Lease Fees | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ 7,755.88 | \$ 954.75 | \$ 1,459.43 | \$ 638.00 | \$ 50.00 | \$ 10.00 | \$ - | \$ 10.55 | \$ 390.37 | \$ 470.39 | \$ 11,739.37 | \$ 42,734.46 | \$ 54,473.83 |
| TOTAL OPERATING EXPENDITURE | \$ 179,043.55 | \$ 12,828.48 | \$ 16,231.39 | \$ 14,227.60 | \$ 736.00 | \$ 1,058.42 | \$ 623.55 | \$ 4,128.07 | \$ 1,941.93 | \$ 241,114.67 | \$ 471,933.66 | \$ 118,277.56 | \$ 590,211.22 |
| OPERATING RESULT | \$ 38,476.42 | \$ 2,638.46 | \$ (2,340.27) | \$ 233.80 | \$ (189.00) | \$ 890.34 | \$ 446.73 | \$ 3,824.64 | \$ 1,579.24 | \$ 13,963.47 | \$ 59,533.83 | \$ (25,007.89) | \$ 34,525.94 |
| ADD: NON OPERATING INCOME | | | | | | | | | | | | | |
| Capital Grant | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Contribution & Donations | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Gain on Sale of Asset | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| LESS: NON OPERATING EXPENDITURE | | | | | | | | | | | | | |
| Loss on Sale (scrap) of Asset | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Transfer to reserve | \$ 6,551.43 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,551.43 | \$ - | \$ 6,551.43 |
| Capital Contributions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| NET RESULT | \$ 31,924.99 | \$ 2,638.46 | \$ (2,340.27) | \$ 233.80 | \$ (189.00) | \$ 890.34 | \$ 446.73 | \$ 3,824.64 | \$ 1,579.24 | \$ 13,963.47 | \$ 52,982.40 | \$ (25,007.89) | \$ 27,974.51 |

SECTION 355 COMMITTEES

FACILITY MANAGEMENT COMMITTEES

OTHER

CONSOLIDATED STATEMENT OF FINANCIAL
POSITION AS AT 30-06-02

| | COFFS HARBOUR INDOOR STADIUM | JETTY THEATRE | WOOLGOOLGA COMMUNITY VILLAGE | NANA GLEN SPORT, REG & EQUESTRIAN CENTRE | EASTERN DORRIGO SHOWGND | AYRSHIRE PARK | LOWANNA HALL | LOWER BUCCA C/CENTRE | CORAMBA HALL | INTERNATIONAL SPORTS STADIUM (6 MONTHS) | FACILITY MANAGEMENT TOTAL | 2002 NSW MASTERS GAMES | OVERALL TOTAL |
|--|---------------------------------------|---------------------|------------------------------------|---|-------------------------------|---------------------|--------------------|----------------------------|--------------------|--|---------------------------------|------------------------------|---------------------|
| CURRENT ASSETS | | | | | | | | | | | | | |
| Cash on Hand | \$ 1,108.30 | \$ 72.95 | \$ 50.00 | \$ - | \$ 121.55 | \$ - | \$ 50.00 | \$ - | \$ 16.00 | \$ - | \$ 1,418.80 | \$ 130.05 | \$ 1,548.85 |
| Cash at Bank | \$ 26,941.58 | \$ 16,813.75 | \$ 6,235.53 | \$ 1,862.41 | \$ 703.84 | \$ 1,959.64 | \$ 700.67 | \$ 12,635.13 | \$ 4,736.29 | \$ 13,963.47 | \$ 86,552.31 | \$ 55,563.13 | \$ 142,115.44 |
| Investments - Term Deposit | \$ 24,379.05 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 24,379.06 | \$ - | \$ 24,379.06 |
| - Investment Account | \$ - | \$ - | \$ 10,922.07 | \$ 1,678.20 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 12,600.27 | \$ - | \$ 12,600.27 |
| - BCCU shares/share dividends | \$ 35.00 | \$ 45.00 | \$ 35.00 | \$ 35.00 | \$ 45.00 | \$ 35.00 | \$ - | \$ - | \$ 10.00 | \$ - | \$ 240.00 | \$ - | \$ 240.00 |
| Accounts Receivable - CHCC | \$ 5,500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,500.00 | \$ - | \$ 5,500.00 |
| Accounts Receivable - non CHCC | \$ 12,927.00 | \$ 23.00 | \$ 990.00 | \$ - | \$ 55.00 | \$ 1,850.00 | \$ - | \$ - | \$ 296.00 | \$ - | \$ 15,941.00 | \$ - | \$ 15,941.00 |
| Prepayments | \$ 825.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 825.00 | \$ - | \$ 825.00 |
| GST Clearing | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 518.34 | \$ 518.34 |
| Stock on Hand | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| NON-CURRENT ASSETS | | | | | | | | | | | | | |
| Plant & Equipment | \$ 11,406.41 | \$ 781.27 | \$ 646.26 | \$ 6,895.92 | \$ 634.00 | \$ - | \$ - | \$ 1,344.00 | \$ 519.50 | \$ - | \$ 22,009.36 | \$ - | \$ 22,009.36 |
| Office Equipment | \$ 1,101.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,101.00 | \$ 1,427.00 | \$ 2,528.00 |
| Furniture & Fittings | \$ 24,084.39 | \$ 12,213.73 | \$ 2,064.33 | \$ 26.76 | \$ - | \$ - | \$ - | \$ - | \$ 3,201.98 | \$ - | \$ 41,591.19 | \$ - | \$ 41,591.19 |
| Land & Buildings/Structural improvements | \$ - | \$ 42,206.05 | \$ 3,140.75 | \$ 18,547.56 | \$ 5,810.00 | \$ 29,218.44 | \$ 1,328.00 | \$ 14,569.30 | \$ 444.44 | \$ - | \$ 115,266.54 | \$ - | \$ 115,266.54 |
| LIABILITIES | | | | | | | | | | | | | |
| Revenue in Advance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (26,353.50) | \$ (26,353.50) |
| Overdrawn Bank Account | \$ (1,180.42) | \$ - | \$ - | \$ - | \$ - | \$ (383.47) | \$ - | \$ - | \$ - | \$ - | \$ (1,563.89) | \$ - | \$ (1,563.89) |
| Accounts Payable - CHCC | \$ (195.81) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (235.89) | \$ (13.76) | \$ - | \$ (445.46) | \$ (26,432.81) | \$ (26,878.27) |
| Accounts Payable - other | \$ (709.75) | \$ - | \$ (849.90) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (305.00) | \$ - | \$ (1,864.65) | \$ (279.37) | \$ (2,144.02) |
| Provisions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (6,664.98) | \$ (6,664.98) |
| GST Clearing | \$ (3,448.63) | \$ (167.02) | \$ (42.43) | \$ - | \$ (5.00) | \$ (47.94) | \$ - | \$ - | \$ - | \$ - | \$ (3,711.02) | \$ - | \$ (3,711.02) |
| Loan - CHCC | \$ (250,584.53) | \$ - | \$ - | \$ (6,772.34) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (257,356.87) | \$ - | \$ (257,356.87) |
| NET ASSETS | \$ (147,809.41) | \$ 71,970.73 | \$ 23,191.61 | \$ 22,073.51 | \$ 7,364.39 | \$ 32,431.67 | \$ 2,078.67 | \$ 28,312.54 | \$ 8,905.45 | \$ 13,963.47 | \$ 62,482.63 | \$ (2,092.14) | \$ 60,390.49 |
| EQUITY | | | | | | | | | | | | | |
| Accumulated Funds as at 1-7-01 | \$ (186,285.83) | \$ 69,332.27 | \$ 25,531.88 | \$ 21,839.71 | \$ 7,553.39 | \$ 31,531.33 | \$ 1,631.94 | \$ 24,467.90 | \$ 7,326.21 | \$ - | \$ 2,948.80 | \$ 22,915.75 | \$ 25,864.55 |
| ADD: Net Result | \$ 31,924.99 | \$ 2,638.46 | \$ (2,340.27) | \$ 233.80 | \$ (189.00) | \$ 900.34 | \$ 446.73 | \$ 3,824.64 | \$ 1,579.24 | \$ 13,963.47 | \$ 52,982.40 | \$ (25,007.89) | \$ 27,974.51 |
| ADD: Reserves | \$ 6,551.43 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,551.43 | \$ - | \$ 6,551.43 |
| ACCUMULATED FUNDS AS AT 30-6-02 | \$ (147,809.41) | \$ 71,970.73 | \$ 23,191.61 | \$ 22,073.51 | \$ 7,364.39 | \$ 32,431.67 | \$ 2,078.67 | \$ 28,312.54 | \$ 8,905.45 | \$ 13,963.47 | \$ 62,482.63 | \$ (2,092.14) | \$ 60,390.49 |

F73 MONTHLY BUDGET REVIEW AS AT 30 SEPTEMBER 2002

Purpose:

To report on the estimated budget position as at 30 September 2002.

Description of Item:

Estimated Budget Position as at 30 September 2002:

| | General Account \$ | Water Account \$ | Sewer Account \$ |
|--|-----------------------------------|---------------------------------|---------------------------------|
| Original Budget | 18,150 (D) | 1,198,422 (S) | 834,788 (S) |
| Recommended variations for September 2002 | <u>70,949 (D)</u> | <u>Nil</u> | <u>16,000 (S)</u> |
| Estimated result 2002/03 as at September 2002 | <u>89,099 (D)</u> | <u>1,198,422 (S)</u> | <u>850,788 (S)</u> |

| | Surplus \$ | Deficit \$ |
|---|--------------------------|--------------------------|
| General Account | | |
| Pacific Highway Planning Strategy Peer Review | | 60,000 (D) |
| Additional contribution to NSW Fire Brigades | | 10,949 (D) |
| Total General Account | | <u>70,949 (D)</u> |
| Sewer Account | | |
| Lease of Morgans Farm Road | 16,000 (S) | |
| Total Sewer Account | <u>16,000 (S)</u> | |
| Water Account | | |
| Nil variation | | Nil |
| Total Water Account | | <u>Nil</u> |

Consultation:

Managers have been provided with budget analysis reports for each program. Requested variations and variations adopted by Council have been included in the report.

cont'd

F73 Monthly Budget Review As At 30 September 2002 (cont'd)

Recommendation:

1. That the budget variations of \$70,949 Deficit in the General Account be adopted.
2. That the budget variations of \$16,000 Surplus in the Sewer Account be adopted.
3. That the estimated budget position as at 30 September 2002, as follows, be noted:

| | General Account \$ | Water Account \$ | Sewer Account \$ |
|--|--------------------------|------------------------|------------------------|
| Original Budget | 18,150 (D) | 1,198,422 (S) | 834,788 (S) |
| Recommended variations for September 2002 | <u>70,949 (D)</u> | <u>Nil</u> | <u>16,000 (S)</u> |
| Estimated result 2002/03 as at September 2002 | <u>89,099 (D)</u> | <u>1,198,422 (S)</u> | <u>850,788 (S)</u> |

F74 SAWTELL TENNIS CLUB LOAN

Purpose:

Consideration of extending the Club's loan by \$5,000.

Description of Item:

The Sawtell Tennis Club has written to Council seeking an increase in its loan by \$5,000 whilst maintaining the amount of the existing monthly loan repayments.

Council loaned the Club \$35,000 at 7.5% on 22 November 1999, with repayment terms based on monthly repayments of \$605.15 over six years. On 22 October 2002, the principal outstanding will be \$19,935.12. Each month's repayments have been paid on time.

The additional \$5,000 is required as part of a funding strategy to convert another clay tennis court to artificial grass. The cost is estimated to be \$18,200, with funding as follows:

| | |
|--|-----------------|
| Grant from Department of Sport & Recreation (approved) | \$7,200 |
| Council loan (additional) | 5,000 |
| Club funds | <u>6,000</u> |
| | <u>\$18,200</u> |

Issues:

The Club provides an excellent tennis facility at Sawtell. The conversion of an additional court will improve the tennis facilities and the viability of the Club. The Club is meeting an increased level of maintenance costs in the last twelve months as many of its courts and structures are 40 years old.

Economic Consideration

The loan maturity date will increase from 22 November 2005 to 22 October 2006, ie, by 11 months. This is not considered to be a problem for the Club or Council.

Council's advance of an additional \$5,000 will adversely impact revenue by the amount this year.

Recommendation:

- 1. Council make an additional loan of \$5,000 to the Sawtell Tennis Club for the purpose of converting a clay tennis court to an artificial tennis court.**
- 2. That \$5,000 be added to the Club's existing loan balance and that existing loan conditions apply, apart from the extension of the loan by 11 months.**

F75 OUTSTANDING REPORTS AND RESOLUTIONS AWAITING IMPLEMENTATION

Purpose:

To provide Council with an update of requests for reports and previous resolutions of Council awaiting implementation.

Description of Item:

Attached is a list of outstanding reports awaiting action and resolutions that are in the process of implementation.

Recommendation:

That the report be noted.

Attachments:**OUTSTANDING REPORTS**

| Meeting Date | Report required on: | Current Position |
|---|---|---|
| Planning Environment and Development | | |
| 27/1/00 | 19 - PED.1 - DA NO. 247/95, Expansion of Waste Management Facility, Englands Road. Further report on the possibility of a quarry on the waste disposal facility site be brought back to Council. | Pending resolution of South Coffs LEP |
| 14/6/01 | T45 – State Environment Planning Policy No. 64 – Advertising and Signage. Report back when Department of Urban Affairs and Planning has advised of outcome of Council's application for exemption. | No response from DUAP (planningNSW) Follow-up sent |
| 23/5/02 | 64 - Review of Coffs Harbour City Local Environmental Plan 2000 5. That a report be brought back to Council on the ambiguities in the 3D Tourist Service Centre Zone. | Report can be submitted to Council after discussions with Woolgoolga Business Lands Working Group |
| Engineering | | |
| 10/8/00 | EN75 Trade Waste Policy. A report be presented on a review of Category 3 discharge management and fees for industries within the city connected to the sewerage system. | Report pending |
| 24/1/02 | 1 – Reclaimed Water – Report on the following: a) community facilities which could potentially be connected to reclaimed water b) cost estimates of providing infrastructure to the site boundaries c) funding options d) suggested priorities and timing of projects e) community benefits derived from the connection of reclaimed water to the proposed sites | To be included in the review of the Reclaimed Water Strategy |
| 11/4/02 | CW21 - Transport & Drainage Asset Management Report 2002/2003. That a report be brought back regarding formation of a working group to examine in detail ways that income streams might be sourced to overcome the problem of maintenance and repairs. | To be discussed at Transport Workshop |
| 24/1/02 | 6 – Matters of an Urgent Nature - Changed Traffic Conditions in Park Beach Area. That a report be prepared for Council outlining the impact on the Park Beach area as a result of the opening of Hogbin Drive North. | Place Manager appointed. Council awaiting submission from Park Beach Sub-committee. |
| Finance and Administration Committee | | |
| 26/9/02 | 172 - Appointment of Grants Officer. Report be brought back to Council as a matter of urgency on the appointment of a grants officer. | |

RESOLUTIONS OF COUNCIL AWAITING IMPLEMENTATION

ENGINEERING COMMITTEE – 13 SEPTEMBER 2001

- **EN85 – 79 - Sewer Rehabilitation Strategy**

1. That Council adopt the “Sewer Rehabilitation Strategy”.
 2. That the Strategy be placed on public exhibition.
 3. That a Workshop be conducted for property conveyancers and Real Estate Agents to explain “PipeChecks” and its proposed implementation.
 4. A quarterly report regarding the implementation of the sewer rehabilitation strategy and its impacts on stormwater management be reported to Council.
- Awaiting further information from PipeChecks**

ECONOMIC AND COMMUNITY ENTERPRISES COMMITTEE - 28 FEBRUARY 2002

- **16 – 2 - Delegation to Sasebo City, for 100th Anniversary of Municipalisation**

That Council revisit the current policy with regards to travel and reimbursement for both Councillors and their partners with a view to include the provisions for this local government area, Australia and international travel.

- Investigations are being undertaken with other councils.

PLANNING ENVIRONMENT AND DEVELOPMENT COMMITTEE - 11 JULY 2002

- **T40 - PED43 - Zoning of Beach Areas of Coffs Harbour**

2. That the two storey height limit set by the Medium Density Housing Development Control Plan be examined with a view to consistency with other Development Control Plans.

PLANNING ENVIRONMENT AND DEVELOPMENT COMMITTEE - 8 AUGUST 2002

- **T44 – PED44 - Rural Lands Strategic Plan and Associated Documents**

1. That Council in accordance with Section 54 of the Environmental Planning and Assessment Act prepare a Draft Local Environmental Plan for the rural lands.
2. That the Director-General be requested to issue a certificate under Section 65 of the Environmental Planning and Assessment Act 1979 to allow Draft Local Environmental Plan (Amendment No. 15) to be exhibited.
3. That upon the Director-General certifying the Draft Local Environmental Plan, Council exhibit the following:
 - Draft Rural Lands Strategic Plan,
 - Draft Local Environmental Plan (Amendment No. 15) attached to this report,
 - Draft Coramba/Karangie/Upper Orara Development Control Plan (DCP),
 - Draft Nana Glen/Bucca DCP,
 - Draft Coastal and Hinterland Rural Lands DCP,
 - Draft Rural Lands – Coramba and Nana Glen Developer Contributions Plan.
4. That Council notify persons affected by the Draft Plan through Council’s Rural Lands Bulletin.
5. That Council prepare a clear and succinct summary document outlining the impacts of the Draft Rural Lands Strategic Plan.

Resolutions of Council Awaiting Implementation (cont'd)

ECONOMIC & COMMUNITY ENTERPRISES COMMITTEE - 26 SEPTEMBER 2002

- **149 – 80 – Pacific Highway Planning Strategy Peer Review**
 1. Council acknowledges receipt of the ARUP Pacific Highway Planning Strategy Peer Review and the proposed consultation program outlined in the report.
 2. The following recommendations be the subject of a workshop with the Pacific Highway Planning Strategy Steering Committee and Community Focus Groups, for improvements to the Pacific Highway Planning Strategy process:
 - Production of a strategic environmental constraints map for the Southern Investigation Area including information on:
 - flora/fauna
 - heritage
 - waterways
 - visual/landscape
 - soil
 - bushfire hazard
 - built environment
 - Key messages about the development and delivery of the Strategy to be communicated at all CFG Meetings, open information sessions and in all correspondence to assist stakeholders in understanding the purpose of the Strategy.
 - Clarify the roles and responsibilities of the Project Team and CFG members and review the CFG Charter to foster a closer link between the Steering Committee and CFGs.
 - Enhance the present communication program to ensure the wider community are provided with accurate updates on the progress of the Strategy.
 - Investigation of social, economic, air and noise impacts be undertaken.
 - Highway Planning Strategy Steering Committee review the submission presented to Council on 26 September 2002 and consult with the Combined Lobby Group.
- ***Workshop date to be set at Steering Committee meeting on 21 October 2002.***

- **153 - Application of B-Double Routes**
 1. That Council consider possible alternative routes and solutions including the possibility of establishing transfer stations to overcome the concerns raised with respect to access to Hogbin Drive.
 2. That Council examine the opportunity for a pedestrian crossing/access on Stadium Drive between Advocate Park and Coffs Coast Sport and Leisure Park.
- ***Transport Workshop proposed***

FINANCE AND ADMINISTRATION COMMITTEE – 26 SEPTEMBER 2002

- **173 – Questions without Notice 2 - Traffic By-pass of Coffs Harbour**
 1. That while the RTA look at upgrading the Pacific Highway they direct immediate attention to the need to complete the distributor network including Hogbin Drive, Mastracolas Road and the Boambee Road link to alleviate some of the pressure on the Pacific Highway.
 2. That the General Manager arrange a workshop session to discuss transport infrastructure options for Coffs Harbour.
- ***Transport Workshop proposed for 11 November 2002***

F76 BANK BALANCES AND INVESTMENTS

Purpose:

To list Council's Bank Balances and Investments as at 31 August 2002.

Description of Item:

A copy of the state of Bank Balances and Investments as at 31 August 2002 is attached.

Recommendation:

That the Bank Balances and Investments totalling one hundred and thirty-seven million, seven hundred and seventy-two thousand, three hundred and seventy-two dollars (\$137,772,372) as at 31 August 2002 be noted.

D C Allen
Acting Director of Finance and Administration

Attachments:

WARRANT NO 02/2003 - COFFS HARBOUR CITY COUNCIL

STATEMENT OF BANK BALANCES AS AT 31/08/02

| Fund/Account | G/L Folio | Balance At 1/08/02 | Receipts To 31/08/02 | Payments To 31/08/02 | Balance At 31/08/02 |
|----------------------------|------------------|-----------------------|-------------------------|-------------------------|------------------------|
| GENERAL FUND | 1-00001-000-0000 | 1,747,665.14 | 8,243,446.33 | 5,200,959.14 | 4,790,152.33 |
| TRUST FUND | T-19001-000-0000 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OF ALL BANK ACCOUNTS | | 1,747,665.14 | 8,243,446.33 | 5,200,959.14 | 4,790,152.33 |

INVESTMENTS REPORT – 31/08/02

1.PRINCIPAL BALANCES/INTEREST EARNED

| | Princ/Int Balance 01/08/02 | Transfers To/From | Interest Added to | Princ/Int Balance 31/08/02 | Interest Earned – Aug | Interest Earned Yr to date |
|------------------------|----------------------------------|------------------------|----------------------|----------------------------------|-----------------------------|----------------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| a Cash Plus Funds | | | | | | |
| Alliance | 17,485,698 | | 91,456 | 17,577,154 | 91,456 | 173,509 |
| ANZ Cash Plus | 9,175,577 | | 35,552 | 9,211,129 | 35,552 | 74,920 |
| AMP | 9,235,442 | | 37,206 | 9,272,648 | 37,206 | 74,951 |
| UBS Credit Enhan. | 21,454,655 | | 75,324 | 21,529,979 | 75,324 | 139,065 |
| Macquarie | 20,509,245 | | 82,111 | 20,591,356 | 82,111 | 170,882 |
| Deutsche | 20,493,927 | | 77,690 | 20,571,617 | 77,690 | 148,535 |
| Commonwealth | 15,385,288 | | 61,713 | 15,447,001 | 61,713 | 125,957 |
| | 113,739,852 | | 461,052 | 114,200,884 | 461,052 | 907,819 |
| b Credit Unions | | | | | | |
| BCCU | 2,000,000 | | 9,222 | 2,000,000 | 9,222 | 18,394 |
| CPS Credit Union | 4,000,000 | | 18,039 | 4,000,000 | 18,039 | 36,452 |
| BCCU | 6,000,000 | | 27,518 | 6,000,000 | 27,518 | 54,628 |
| | 12,000,000 | | 54,779 | 12,000,000 | 54,779 | 109,474 |
| c Capital Stable Funds | | | | | | |
| | 0 | | 0 | 0 | 0 | 0 |
| d Term Deposits | | | | | | |
| Commonwealth | 6,007,534 | | 35,308 | 6,007,534 | 35,308 | 70,616 |
| | 6,007,534 | | 35,308 | 6,007,534 | 35,308 | 70,616 |
| e Cash | | | | | | |
| Westpac-O'night | 1,747,665 | Working Funds | | 4,790,152 | 15,732 | 38,293 |
| Westpac-Cash Fnd | 770,772 | balances -- can | | 773,802 | 3,030 | 5,861 |
| | 2,518,437 | Vary daily | | 5,563,954 | 18,762 | 44,154 |
| TOTALS | 134,265,823 | | | 137,772,372 | 569,901 | 1,132,063 |

2 PERFORMANCE REVIEW TO August 2002

| Period Ending | UBSWA BANK BILL INDEX | RETURN - ANNUALISED % | | | | | | | | | | | |
|---------------|-----------------------|-----------------------|-----------------|------|----------|------|------|------|------|---------------|------|------|------------|
| | | WPAC CASH FUND | Cash Plus Funds | | | | | | | Credit Unions | | | Wpc O'Nite |
| | | | DEUT | MACQ | ALLIANCE | ANZ | AMP | UBS | CBA | BCCU | | CPS | |
| | | | | | | | | | | \$2m | \$6m | \$4m | |
| 1 mths | 4.94 | 5.06 | 4.57 | 5.06 | 6.67 | 5.06 | 4.94 | 4.44 | 5.18 | 5.40 | 5.23 | 5.42 | 4.52 |
| 3 mths | 5.05 | 4.93 | 4.85 | 5.34 | 5.55 | 5.30 | 5.01 | 4.76 | 5.05 | 5.40 | 5.23 | 5.42 | 4.50 |
| 6 mths | 4.74 | 4.74 | 4.96 | 5.30 | 5.14 | 5.02 | 4.84 | 5.16 | 4.84 | 5.10 | 4.97 | 5.04 | 4.28 |
| 12 mth | 4.65 | 4.71 | 5.00 | 5.20 | 5.00 | 4.84 | 4.71 | 4.92 | 4.76 | 5.06 | 4.93 | 4.98 | 4.21 |

N.B. Performance of Capital Stable funds should not be compared with cash over the short term given the long term nature of a significant portion of the underlying securities.

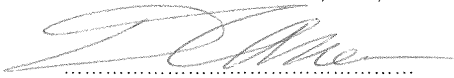
3 RESTRICTED CASH AND INVESTMENTS SUMMARY – 31/08/02

Not available until Financial Reports to 30/06/02 are finalised.

| | <u>General</u> \$,000 | <u>Water</u> \$,000 | <u>Sewerage</u> \$,000 | <u>Total</u> \$,000 |
|--|---------------------------|-------------------------|----------------------------|-------------------------|
| <u>Cash & Investments on Hand</u> | | | | |
| Cash | | | | |
| Bank | | | | |
| Investments | | | | |
| TOTAL | | | | |
| <u>External Restrictions</u> | | | | |
| Unexpended loans (Est) | | | | |
| Developer contributions (Est) | | | | |
| Other restrictions (Est) | | | | |
| TOTAL (Est) | | | | |
| Available for Internal Restriction (Est) | | | | |
| <u>Internal Restrictions</u> | | | | |
| Reserves (Est) | | | | |
| Unrestricted Funds (Est) | | | | |

Note: Restricted Funds details are estimates only. Accurate figures can only be compiled at 30 June in conjunction with the preparation of the annual Financial Reports, which will not be finalised until late October.

I hereby certify that Council's investments have been made in accordance with the Local Government Act, 1993, Regulation and Council's Investment Policy.



 Responsible Accounting Officer