



COFFS HARBOUR CITY COUNCIL

**ORDINARY MEETING
(CORPORATE SERVICES COMMITTEE)**

**COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR**

4 NOVEMBER 2004

**At the conclusion of the City Business Units Committee meeting
commencing at 5.00pm**

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COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
(CORPORATE SERVICES COMMITTEE)
4 NOVEMBER 2004

Mayor and Councillors

GENERAL MANAGER'S REPORT

18 MID NORTH COAST GROUP OF COUNCILS - RESOURCE SHARING THROUGH STRATEGIC ALLIANCE PROJECT

Purpose:

To inform Council of the progress of the resource sharing project being undertaken by the Group. This report was previously considered by Council on 21 October and deferred to this meeting.

Description of Item:

Following the formalising of the Memorandum of Understanding between the Mid North Coast Group of Councils, action has been taken to undertake a review of how resource sharing has taken place across the councils and to define the opportunities that may be available for the future.

With the assistance of consultant, Ken Gainger, Gainger Management Services, the review has highlighted the following:

- some resource sharing partnerships are in place, ie, waste, water
- generally localised to adjoining councils
- opportunities for further resource sharing include focus areas of:
 - Works
 - IT/GIS
 - Human Resources
 - Town Planning
 - plus some additional resource sharing options

Consultation:

The consultant's brief was to consult with all councils on existing arrangements and future opportunities. Extensive discussions have taken place.

cont'd

18 Mid North Coast Group Of Councils - Resource Sharing Through Strategic Alliance Project (cont'd)

Investigations of examples of resource sharing across local government was also undertaken as a benchmark and for application. A copy of the executive summary was distributed with the agenda when the item was considered on 21 October

Sustainability Assessment:

As the councils move forward and address opportunities to resource share, each project will be addressed as to the impacts on sustainability.

Related Policy and / or Precedents:

Council resolved to become a party to the Memorandum of Understanding of the Mid North Coast Group of Councils at its meeting held on 20 May 2004.

Statutory Requirements:

Section 355(a) provides that a function of a council may be exercised jointly by a council and another council or councils for adoption and signing.

Issues:

The councils met on the 22 September 2004 to address the report and resolved:

- (a) That the Mid North Coast Group of Councils endorse the report and its recommendations presented.
- (b) That all member councils be requested to formally endorse the Strategic Alliance Project in principle.
- (c) That the workshops for the five identified areas be undertaken utilising the services of Ken Gainger and that the outcome of this be reported to the next meeting of the Mid North Coast Group of Councils.

The workshops referred to in (c) have continued during the fortnight commencing 11 October. It is expected that the next meeting of the Group be held on the 19 November will deal with the further report as phase two of the project.

Implementation Date / Priority:

The in principle endorsement by Council will be advised to the Group.

Recommendation:

- 1. That the report on the progress of the Resource Sharing through Strategic Alliance Project by the Mid North Coast Group of Councils be noted.**
- 2. That Coffs Harbour City Council formally endorse in principle the Strategic Alliance proposal and the Group be advised.**

Mark Ferguson
General Manager

CORPORATE SERVICES DEPARTMENT REPORTS

F56 MONTHLY BUDGET REVIEW FOR SEPTEMBER 2004

Purpose:

To report on the estimated budget position as at 30 September 2004.

Description of Item:

Estimated Budget Position as at 30 September 2004:

| | General Account \$ | Water Account \$ | Sewer Account \$ |
|---|--------------------------|------------------------|------------------------|
| Original Budget | 507,161 (D) | 39,600 (D) | 380,005 (D) |
| Approved variations to 31 August 2004 | 9,000 (D) | Nil | Nil |
| Recommended variations for September 2004 | 182,896 (S) | 23,802 (S) | 76,019 (S) |
| Estimated result 2004/05 as at 30 September 2004 | 333,265 (D) | 15,798 (D) | 303,986 (D) |

General Account

| | Deficit \$ | Surplus \$ |
|--|---------------|----------------|
| Rotary Club of Woolgoolga Loan Repayment waived (PED meeting 22/7/04) | 9,000 | |
| Additional Financial Assistance Grant (Corporate Services meeting 7/10/04) | | 209,896 |
| Additional required for Corindi/Red Rock Beach Patrols (Contract obligation former Pristine Waters Council) | 7,000 | |
| Adjust funding for Park Beach Masterplan Works (error in original budget) | 20,000 | |
| Environmental Levy Program - Moonee Creek Bank Revetment \$9,343 Additional Rate Revenue \$27,000 (Note – no impact on operational budget as funds returned to Environmental Levy for future allocation) | | |
| Total | 36,000 | 209,896 |

Water Account

| | | |
|---|---------------|---------------|
| Increased rate income from Standing Charges | | 47,239 |
| Decreased income from Water Sales | 23,437 | |
| Total | 23,437 | 47,239 |

Sewer Account

| | | |
|---|--------------|---------------|
| Increased rates | | 77,019 |
| Decreased income from non-ratable charges | 1,000 | |
| Total | 1,000 | 77,019 |

cont'd

F56 Monthly Budget Review For September 2004 (cont'd)

Sustainability Assessment:

This report is one of procedure only.

- **Environment**

There are no perceived short or long-term environmental impacts.

- **Social**

There are no perceived short or long term social impacts.

- **Economic**

Management Plan Implications

The adopted budget provided for a deficit of \$507,161. Reduction of the deficit during the financial year will need to be a priority.

For any substantial budget adjustments the associated council report will address the TBL factors independently.

Issues:

The following comments are provided in respect of the recommended budget variations,

Financial Assistance Grant

The 2004-05 Management Plan provided for a 3% increase on the 2003-04 actual grant, plus an estimated \$100,000 due to the Pristine Waters Council boundary alteration, resulting in an estimate of \$5,021,000. The announced grant of \$5,230,896 therefore results in a surplus of \$209,896.

Corindi/Red Rock Beach Patrols

When determining the 2004/05 budgets during the management plan process information was not available to determine Council's liability for operating the service. It has now been ascertained the former Pristine Waters Council has a contract with Surf Life Saving Australia Pty Ltd until February 2006 which requires approximately \$16,500 (inclusive of GST). The original budget provided \$8,000 resulting in a shortfall of \$7,000.

Park Beach Masterplan Works

When formulating the 2004/05 budgets during the management plan process the \$20,000 funding for the Park Beach Masterplan Works was included twice (from State Park contribution and developer contributions). Adjustment of this error results in a \$20,000 deficit impact on the operating budget.

Environmental Levy

a) Moonee Creek Bank Revetment

The 99/2000 Environmental Levy Program provided \$12,500 for the Moonee Creek Bank Revetment. \$3,157 was expended in 99/2000 resulting in \$9,343 remaining funding.

Council has been informed that the former Trustees of the reserve completed the proposed works from their resources and that the Environmental Levy funding is no longer required.

The \$9,343 surplus funds may now be returned to the Environmental Levy Unallocated pool to enable allocation to future projects.

cont'd

F56 Monthly Budget Review For September 2004 (cont'd)

b) Additional Rate Revenue

An additional \$27,000 Environmental Levy revenue was raised from the Corindi/Red Rock boundary alteration. The \$27,000 is transferred to the Environmental Levy Unallocated pool to enable allocation to future projects.

Water Standing Charges and Sales

An additional \$47,239 has been levied for standing charges and the estimated income from Water Sales has been reduced by \$23,467.

Sewer Rates and Charges

An additional \$77,019 has been levied for Sewer Rates and the estimated income from non-ratable properties has been reduced by \$1,000.

Other comments:

It should be noted that, in relation to the Woolgoolga Town Centre improvements, the 2004/05 budgets provide \$50,000 for the Woolgoolga Town Centre Improvements (Stage 7). A further \$159,000 is available from 2003/04 deferred works i.e. \$116,000 for Beach Street and \$43,000 for Nightingale Street which is allocated in the Roads Rehabilitation program. These funds were revoted to 2004/05 at the Corporate Services meeting of 7 October 2004. Grant funding of \$18,182 is available from the 2003/04 allocation from the Country Transport Infrastructure Grant Program Scheme. The estimated cost of the works proposed for sections 1 to 3 inclusive is \$363,813. The available funds are \$227,182 resulting in a deficiency of \$136,631.

There is the possibility of a further Government subsidy and a further contribution to works from the Ex-Services Club. It is considered that the balance of funding can be found from the \$150,000 allocated to the Jetty Area improvement works program. These works are likely to commence towards the end of the financial year. The funds allocated towards Woolgoolga works in 2005-06 will be reallocated to the Jetty Area so that works in that area can be completed.

The overall impact will be that the Woolgoolga works will be constructed as a complete project with planning, costs and construction benefits and that the Jetty works will be constructed in similar manner with funding from two financial years.

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.

Recommendation:

That the estimated budget position as at 30 September 2004, as follows, be noted:

| | General Account \$ | Water Account \$ | Sewer Account \$ |
|---|-----------------------------------|---------------------------------|---------------------------------|
| Original Budget | 507,161 (D) | 39,600 (D) | 380,005 (D) |
| Approved variations to 31 August 2004 | 9,000 (D) | Nil | Nil |
| Recommended variations for September 2004 | 182,896 (S) | 23,802 (S) | 76,019 (S) |
| Estimated result 2004/05 as at 30 September 2004 | 333,265 (D) | 15,798 (D) | 303,986 (D) |

Purpose:

To seek adoption of the "Section 94 Administration" Developer Contributions Plan.

Description of Item:

Council, at its Corporate Services Committee meeting on the 2 September 2004, resolved to place the draft Developer Contributions Plan for section 94 Administration on exhibition for a period of 28 days. In accordance with this resolution the draft plan, attached as annexure "A" and is to be included in the existing Regional, District and Neighbourhood Contributions Plan, was placed on exhibition in Council's Administration building, placed on Council's website, and notification placed in the Advocate and submissions invited. No submission have been received on the Draft Plan.

Sustainability Assessment:

- **Environment**

There are no environmental issues raised by the proposal. Whilst works undertaken in accordance with the items included in Council's Developer Contributions Plans will often have environmental effects, these issues are addressed during the formulation of the contributions plans.

- **Social**

The appointment of a full time developer contributions co-coordinator will result in a better level of facility and service provision for the residents of Coffs Harbour, particularly the new population by way of providing a better level of infrastructure and services.

- **Economic**

The position of Developer Contributions Co-coordinator is to be funded from contributions received from the Draft Developer Contributions Administration Contributions Plan. The position is therefore cost neutral. The 2004-05 Management Plan, which has been adopted by Council, includes funding for the position in the Program Support budget. There is therefore no economic impact on the budget. However the appointment of the co-coordinator will most likely result in additional funds becoming available through introduction of new contributions plans and the closer monitoring of existing plans.

The draft Contributions Plan seeks funding towards the position of Developer Contributions Co-coordinator and also seeks recovery of part funding of the Developer Contributions Team members. It also seeks funding towards the provision of the necessary office equipment required. The Contributions Plan (attachment 1) seeks to raise \$478,640 over the next 5 years. Contributions are to be levied at the rate of \$294.56 per lot.

cont'd

F57 Draft Section 94 Administration Contribution Plan (cont'd)

Statutory Requirements:

The contributions under the draft plan are being levied under the provisions of section 94 of the Environmental Planning and Assessment Act 1979. The Act provides for contributions to be levied on new development for infrastructure and services that are provided as a direct result of development. The role of the Developer Contributions Co-coordinator and the Developer Contributions Team is to investigate, formulate, and monitor and review Councils developer contributions plans. This process is required as a direct result of Council choosing to fund infrastructure required by new development by way of Contributions Plans and therefore the co-coordinators role is required as a direct result of development.

Recommendation:

That the Draft Developer Contributions Administration Contributions Plan be adopted.

Attachments:

FOR INCLUSION IN THE “REGIONAL, DISTRICT & NEIGHBOURHOOD CONTRIBUTIONS PLAN”

Section 94 Co-Ordination and Administration

The preparation, review, and administration of Council’s Developer contributions plans is currently undertaken by the Developer Contributions Team, which includes representatives from all areas of Council. Additionally other staff are required to ensure the smooth and effective operation of Developer Contributions. These additional staff include, but are not limited to, Executive Team members (policy decisions etc), Strategic Planning staff, and Information Services staff support.

This process is co-ordinate by Council’s Developer Contributions Co-coordinator.

Functions undertaken by this role include preparation of new contributions plans, review of, and amendments to existing plans, preparation and monitoring of short and long term budgets for expenditure of contributions, and synchronising of forward work plans.

Nexus

As developer contributions are required to provide the new infrastructure and services required as a result of development, the Developer Contributions co-coordinators role is required to assist in ensuring that all contributions plans are operating in accordance with their objectives, and that plans are regularly reviewed to ensure that facilities are provided in a timely manner.

Part 4 of the Environmental Planning and Assessment Regulation sets out the requirements surrounding the approval, amendment and repeal of contributions plans. It further requires Council’s to maintain a contributions register, account for contributions, and prepare annual statements. These requirements are the result of Council choosing to implement contributions plans so that the costs of providing public facilities and amenities to the incoming population are equitably borne by those who will receive their benefit.

Therefore the co-coordinators role, together with the input of other staff involved on the Developer Contributions Team, is required as a direct result of development. Contributions towards the costs of this role and other associated support roles and some “one off” costs associated with the provision of office space & equipment are to be funded by way of contributions.

This contribution is to be levied on all development applications where Section 94 developer contributions are applied.

Calculation of Contribution

The cost of co-ordination and administration of developer contribution plans for the next five years is \$628,640. Of this approximately \$150,000 is applicable to contributions other than those levied under S94. This proportion will be funded from sources other than contributions under S94.

The net amount to be collected is therefore \$478,640.

cont’d

Contribution

Total cost of service C = \$628,640
Funds from other sources O = \$150,000
Total Future population P = 4,550

Contribution per person

$$= \frac{(C - O)}{P}$$

$$= \frac{628,640 - 150,000}{4,550}$$

$$= \$105.20 \text{ per person}$$

F58 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 for the year ended 30 June 2004.

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 2004.

Sustainability Assessment:

- **Environment**

There is no perceived environmental impact from the operation of Council's facility management committees.

- **Social**

The facility management committees provide local input into the running of facilities that are of benefit to all members of the small rural communities where most of the facilities are located.

- **Economic**

Broader Economic Implications

The many hours of voluntary effort put into the running of these community facilities is of direct economic benefit to the local government area. The Indoor Stadium also provides benefits in bringing teams into the area to participate in competition with local teams.

Recommendation:

That the report on the audit of the Section 355 Facility Management Committees be noted.

Attachments:

COFFS HARBOUR CITY COUNCIL REPORT ON THE CONDUCT OF AUDITS - SECTION 355 FACILITY MANAGEMENT COMMITTEES FOR THE YEAR ENDED 30TH JUNE 2004

I have undertaken the audits of the financial records of Council's section 355 facility management committees for the year ended 30th June 2004. 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 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 2004. The Jetty Memorial Theatre Management Committee became an advisory committee during the financial year. Accordingly the remaining assets have either been written off (where destroyed by the refurbishment works) or transferred into Council's asset records and the remaining cash has been transferred to the Jetty Theatre Trust Fund.

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 Ulong Rural Transaction Centre Management Committee was excluded from year-end audit coverage as its financial transactions are managed internally by Council and are therefore 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 2003/2004 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 2003/2004 financial year. It was however necessary to qualify the audit report of one committee in relation to revenue invoicing and receipting procedures.

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Analysis of Statements of Financial Performance and Statements of Financial Position shows that the majority of management committees are operating at close to breakeven. The total Net Result across all committees is skewed by the Jetty Theatre write offs which are a once-only adjustment. Most facility management committees require financial assistance from Council to undertake major works.

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 31/12/2003)
- Bayldon Community Centre Incorporated

Bayldon Community Centre has been approved to come back under Council as a section 355 facility management committee and so will form part of the section 355 committee financials for the 2004/2005 financial year.

Karen Turley
Internal Auditor

**SECTION 355 COMMITTEES
CONSOLIDATED STATEMENT OF
FINANCIAL PERFORMANCE
FOR YEAR ENDED 30-6-04**

FACILITY MANAGEMENT COMMITTEES

| | COFFS HARBOUR INDOOR STADIUM | JETTY THEATRE | WOOLGOOLA COMMUNITY VILLAGE | NANA GLEN SPORT, REC & EQUESTRIAN CENTRE | EASTERN DORRIGO SHOW/GND | AYRSHIRE PARK | LOWANNA HALL | LOWER BUCCA C/CENTRE | CORAMBA HALL | FACILITY MANAGEMENT TOTAL |
|--|---------------------------------------|-----------------------|-----------------------------------|---|--------------------------------|----------------------|--------------------|----------------------------|--------------------|---------------------------------|
| OPERATING REVENUE | | | | | | | | | | |
| User Charges | \$ 170,602.80 | \$ 45.45 | \$ 12,371.28 | \$ 15,595.15 | \$ 4,511.00 | \$ 1,500.00 | \$ 1,181.00 | \$ 9,011.00 | \$ 2,816.00 | \$ 217,633.68 |
| Interest | \$ 1,615.41 | \$ 154.41 | \$ 528.95 | \$ 45.00 | \$ 0.32 | \$ 49.88 | \$ 9.78 | \$ - | \$ 57.73 | \$ 2,461.48 |
| Operating: Grants | \$ 400.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 400.00 |
| Contributions & Donations-CHCC | \$ 20,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20,000.00 |
| Contributions & Donations-other | \$ 6,272.73 | \$ - | \$ 200.00 | \$ - | \$ - | \$ 318.30 | \$ 1,291.00 | \$ - | \$ 222.00 | \$ 8,304.03 |
| Other | \$ 44,639.42 | \$ 0.38 | \$ - | \$ 4,724.30 | \$ 1,975.00 | \$ - | \$ - | \$ 1.92 | \$ - | \$ 51,341.02 |
| TOTAL OPERATING REVENUE | \$ 243,530.36 | \$ 200.24 | \$ 13,100.23 | \$ 20,364.45 | \$ 6,486.32 | \$ 1,868.18 | \$ 2,481.78 | \$ 9,012.92 | \$ 3,095.73 | \$ 300,140.21 |
| OPERATING EXPENDITURE | | | | | | | | | | |
| Employee Costs | \$ 101,827.17 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 101,827.17 |
| Materials & Contracts | \$ 35,549.65 | \$ 138.33 | \$ 2,502.89 | \$ 5,737.29 | \$ 4,550.50 | \$ 3,325.90 | \$ - | \$ 860.79 | \$ 129.25 | \$ 52,794.60 |
| Bank Charges & Interest | \$ 2.82 | \$ 5.50 | \$ 2.50 | \$ 2.50 | \$ 2.50 | \$ 2.50 | \$ 25.00 | \$ 74.00 | \$ 2.50 | \$ 119.82 |
| Interest on CHCC loans | \$ 16,519.25 | \$ - | \$ - | \$ 191.64 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 16,710.89 |
| Depreciation | \$ 14,408.00 | \$ - | \$ 571.00 | \$ 1,878.00 | \$ 742.00 | \$ 1,409.00 | \$ 89.00 | \$ 1,211.40 | \$ 847.00 | \$ 21,155.40 |
| Other: | \$ 9,121.96 | \$ 35.09 | \$ 858.42 | \$ 3,669.30 | \$ - | \$ - | \$ 572.22 | \$ - | \$ 665.05 | \$ 14,922.04 |
| Electricity/gas | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 637.77 | \$ - | \$ 637.77 |
| Electricity (CHCC) | \$ 4,866.65 | \$ 104.64 | \$ - | \$ 1,114.23 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,085.52 |
| Telephone | \$ - | \$ - | \$ 1,270.49 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,270.49 |
| Insurance (CHCC) | \$ 2,660.70 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,660.70 |
| Insurance (other) | \$ 2,723.96 | \$ 103.60 | \$ 771.10 | \$ 229.90 | \$ - | \$ - | \$ 448.00 | \$ - | \$ - | \$ 4,276.55 |
| Rates & water (CHCC) | \$ - | \$ (88.33) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (88.33) |
| Fees - CHCC | \$ - | \$ - | \$ 5,649.82 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,649.82 |
| Rental - CHCC | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Donations | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Lease Fees | \$ 1,787.66 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,787.66 |
| Transfer to reserve (operating) | \$ 29,832.27 | \$ 655.45 | \$ 421.68 | \$ 666.60 | \$ 1,229.47 | \$ 348.13 | \$ 886.44 | \$ - | \$ 363.50 | \$ 34,401.54 |
| Other | | | | | | | | | | |
| TOTAL OPERATING EXPENDITURE | \$ 219,300.08 | \$ 954.28 | \$ 12,047.90 | \$ 13,489.46 | \$ 6,524.47 | \$ 5,083.53 | \$ 1,572.66 | \$ 3,231.96 | \$ 2,007.30 | \$ 264,211.64 |
| OPERATING RESULT | \$ 24,230.28 | \$ (754.04) | \$ 1,052.33 | \$ 6,874.99 | \$ (38.15) | \$ (3,215.35) | \$ 909.12 | \$ 5,780.96 | \$ 1,088.43 | \$ 35,928.57 |
| ADD: NON OPERATING INCOME | | | | | | | | | | |
| Capital Grant (CHCC) | \$ 9,118.64 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 9,118.64 |
| Capital Contribution & Donations | \$ 7,100.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,100.00 |
| Gain on Sale of Asset | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| LESS: NON OPERATING EXPENDITURE | | | | | | | | | | |
| Loss on Sale (scrap) of Asset | \$ 1,366.00 | \$ 33,478.78 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 34,844.78 |
| Capital Contributions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Transfer to other entity (CHCC) | \$ - | \$ 39,149.74 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 39,149.74 |
| NET RESULT | \$ 39,082.92 | \$ (73,382.56) | \$ 1,052.33 | \$ 6,874.99 | \$ (38.15) | \$ (3,215.35) | \$ 909.12 | \$ 5,780.96 | \$ 1,088.43 | \$ (21,847.31) |

SECTION 355 COMMITTEES
CONSOLIDATED STATEMENT OF FINANCIAL
POSITION AS AT 30-06-04

FACILITY MANAGEMENT COMMITTEES

| | COFFS HARBOUR INDOOR STADIUM | JETTY THEATRE | WOOLGOOLGA COMMUNITY VILLAGE | NANA GLEN SPORT, REC & EQUESTRIAN CENTRE | EASTERN DORRIGO SHOWGND | AYRSHIRE PARK | LOWANNA HALL | LOWER BUCCA C/CENTRE | CORAMBA HALL | FACILITY MANAGEMENT TOTAL |
|--|---------------------------------------|------------------|------------------------------------|---|-------------------------------|------------------|-----------------|----------------------------|-----------------|---------------------------------|
| CURRENT ASSETS | | | | | | | | | | |
| Cash on Hand | \$ 200.00 | \$ - | \$ 50.00 | \$ - | \$ 92.35 | \$ - | \$ 147.45 | \$ - | \$ 68.35 | \$ 558.15 |
| Cash at Bank | \$ 21,335.65 | \$ - | \$ 6,776.29 | \$ 4,986.82 | \$ 4,361.76 | \$ 3,121.58 | \$ 3,206.77 | \$ 22,726.37 | \$ 4,197.37 | \$ 70,712.61 |
| Investments - Term Deposit | \$ 25,531.92 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 25,531.92 |
| - Investment Account | \$ 1,000.00 | \$ - | \$ 11,860.27 | \$ 4,298.70 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 17,158.97 |
| - BCCU shares/share dividends | \$ 110.00 | \$ - | \$ 110.00 | \$ 110.00 | \$ 120.00 | \$ 110.00 | \$ 10.00 | \$ - | \$ 55.00 | \$ 625.00 |
| Accounts Receivable - CHCC | \$ 7,000.00 | \$ - | \$ 247.50 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 60.00 | \$ 7,307.50 |
| Accounts Receivable - non CHCC | \$ 25,501.90 | \$ - | \$ 1,162.30 | \$ 510.00 | \$ 2,271.00 | \$ - | \$ 300.00 | \$ - | \$ 118.00 | \$ 29,863.20 |
| Prepayments | \$ 3,253.22 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,253.22 |
| GST Clearing | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Stock on Hand | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| NON-CURRENT ASSETS | | | | | | | | | | |
| Plant & Equipment | \$ 16,043.31 | \$ - | \$ 317.00 | \$ 5,041.92 | \$ 2,068.00 | \$ - | \$ - | \$ 599.01 | \$ 1,987.54 | \$ 26,056.78 |
| Office Equipment | \$ 4,557.09 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,557.09 |
| Furniture & Fittings | \$ 47,239.86 | \$ - | \$ 1,617.09 | \$ 7.76 | \$ - | \$ - | \$ - | \$ - | \$ 2,961.38 | \$ 51,826.09 |
| Land & Buildings/Structural improvements | \$ 979.26 | \$ - | \$ 2,772.75 | \$ 19,052.16 | \$ 5,570.00 | \$ 49,291.92 | \$ 1,150.00 | \$ 16,040.75 | \$ 394.44 | \$ 95,251.28 |
| LIABILITIES | | | | | | | | | | |
| Revenue in Advance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Bank account overdrawn | \$ (8,116.46) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (8,116.46) |
| Accounts Payable - CHCC | \$ - | \$ - | \$ (457.60) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (6.88) | \$ (464.48) |
| Accounts Payable - other | \$ (1,372.43) | \$ - | \$ - | \$ (35.00) | \$ - | \$ - | \$ (78.90) | \$ - | \$ (141.20) | \$ (1,627.53) |
| Provisions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| GST Clearing | \$ (3,304.90) | \$ - | \$ (158.49) | \$ - | \$ - | \$ (83.00) | \$ - | \$ - | \$ - | \$ (3,546.39) |
| Loan - CHCC | \$ (218,847.31) | \$ - | \$ - | \$ (1,443.72) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (220,291.03) |
| NET ASSETS | \$ (78,888.89) | \$ - | \$ 24,297.11 | \$ 32,528.64 | \$ 14,483.11 | \$ 52,440.50 | \$ 4,735.32 | \$ 39,366.13 | \$ 9,694.00 | \$ 98,655.92 |
| EQUITY | | | | | | | | | | |
| Accumulated Funds as at 1-7-03 | \$ (124,184.86) | \$ 73,382.56 | \$ 23,244.78 | \$ 25,653.65 | \$ 14,521.26 | \$ 55,655.85 | \$ 3,826.20 | \$ 33,585.17 | \$ 8,605.57 | \$ 114,290.16 |
| ADD: Net Result | \$ 39,082.92 | \$ (73,382.56) | \$ 1,052.33 | \$ 6,874.99 | \$ (38.15) | \$ (3,215.35) | \$ 909.12 | \$ 5,780.96 | \$ 1,088.43 | \$ (21,847.31) |
| ADD: Reserves | \$ 6,213.07 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,213.07 |
| ACCUMULATED FUNDS AS AT 30-6-04 | \$ (78,888.89) | \$ - | \$ 24,297.11 | \$ 32,528.64 | \$ 14,483.11 | \$ 52,440.50 | \$ 4,735.32 | \$ 39,366.13 | \$ 9,694.00 | \$ 98,655.92 |

F59 OUTSTANDING REPORTS AND RESOLUTIONS AWAITING IMPLEMENTATION

Purpose:

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

Description of Item:

As a process of ensuring that reports requested by Council are submitted and that resolutions are put into effect, Council has resolved that a report be submitted on the progress of each.

Sustainability Assessment:

The sustainability issues will have been addressed in reports prior to resolutions being adopted or will come forward in the reports yet to be submitted.

Consultation:

To prepare this report the updated information is supplied by the Departments to the Executive Team prior to the submission of this report.

Related Policy and / or Precedents:

Council has adopted this procedure to ensure public accountability.

Statutory Requirements:

Reports to Council are provided for in the Local Government (Meetings) Regulations 1999 and Code of Meeting Practice.

Issues:

Individual comment is made on the attached list of outstanding matters.

Implementation Date / Priority:

Implementation and priority is dependent on a range of factors and circumstances.

Recommendation:

That the reported 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. | To be included in the EIS for the Waste Processing Facility for which Council has just awarded the contract. |
| 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. | Council's Strategic Plan program provides for a review of the Woolgoolga Business Lands in early 2005. |
| 23/1/03 | 7 - PED3 - Park Beach Development Control Plan. That a report on Precinct 2 be presented to Council following further negotiations with DIPNR on the Development Control Plan for this Precinct. | Meeting held with the Department of Infrastructure Planning and Natural Resources; DIPNR require further information which has been sent. |
| 19/6/03 | T34 - Regional Waste Management. A further report be presented to Council at such time as the level of funding has been determined by MIDWASTE. | Still pending a determination by MIDWASTE |
| 22/7/04 | T19 - Draft Local Environmental Plan - Land bounded by Stadium Drive, Newports Creek, Hogbin Drive and Pacific Highway 1. That Council prepare a new Masterplan for the land generally bounded by Phil Hawthorne Drive, Newports Creek, Hogbin Drive and Pacific Highway. 2. That Council, in accordance with Section 54 of the Environmental Planning and Assessment Act, prepare a Draft Local Environmental Plan for the land bounded by Phil Hawthorne Drive, Newports Creek, Hogbin Drive and Pacific Highway. 3. That a formal specification from the Department of Infrastructure Planning and Natural Resources for a Local Environmental Study be sought. 4. That, upon completion of the Local Environmental Study and Draft Masterplan, a report be put back to Council to enable exhibition of these documents. 5. That funding for the project be from the Development Reserve. | Section 54 letter issued to DIPNR. Still awaiting response. |

Outstanding Reports (cont'd)

| Meeting date: | Report required on | Current Position |
|---------------------------|--|---|
| Corporate Services | | |
| 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. | May 2005 City Services Committee meeting |
| 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. | March 2005 City Services Committee meeting |
| City Services | | |
| 17/4/03 | EN13 - 19 Traffic Committee T.20 Harbour Drive, Coffs Harbour - Traffic Calming/Speed Limits. Report back to Council regarding the extension of the 40km/h zone into Orlando Street to an area at or adjacent to the Pet Porpoise Pool. | Traffic Committee dealt with on 7/9/04. See minutes of City Services Committee 16/9/04. |
| 5/6/03 | F62 - 38 - Sea Release : Alliance Contract That a report be brought back to Council regarding restoration and upgrade works at Corambirra Point, in particular, the Gallows outfall. | Report to Council May 2005 |

RESOLUTIONS OF COUNCIL AWAITING IMPLEMENTATION

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.

The policy has been reviewed and a draft document submitted to Councillors for comment. The policy will be reported to Council with the full review of policies and delegations prior to 27 March 2005.

CITY SERVICES COMMITTEE - 22 JULY 2004

- **EN40 - S46 - ALGA National Roads Congress**

That a further detailed report be returned to Council addressing the issues raised and include issues raised at the recent Country Roads Safety Summit conducted in May at Port Macquarie. Future directions and initiatives will also be addressed.

ORDINARY MEETING - 18 AUGUST 2004

- **CW2 - PED28 - Rural Lands Strategic Plan - Non-Statutory Public Assessment**

1. That Council establish a new Working Group with representatives from the rural community, Department of Agriculture and Department of Infrastructure Planning and Natural Resources to prepare a settlement policy for the Rural 1A Zoned Lands **EAST** of the Pacific Highway.
2. That the Findings and Recommendations of the Commissioners of Inquiry for Environment and Planning on the Proposed Subdivision Provisions of Coffs Harbour City Local Environmental Plan (Amendment No 15) be the basis for the development of a new policy by the Working Group.
3. That a moratorium on subdivision of lands zoned Rural 1A apply from 1 September 2004 until Council has developed a new settlement policy.
Notification on GIS done. Notice on 149's achieved. Statement to be simplified on web site. Notice in Building and Development newsletter to be done. Letters to be issued to solicitors and real estate agents.
4. That a report be brought back to Council prior to May 2005 on the establishment of the Working Group referred to above and the resource needs for preparing a new settlement policy for the Rural 1A Zoned Lands.

cont'd

Resolutions of Council Awaiting Implementation (cont'd)

- **CW3 - PED28 - Rural Lands Strategic Plan - Non-Statutory Public Assessment**

1. That Council establish a new Working Group with representatives from the rural community, Department of Agriculture and Department of Infrastructure Planning and Natural Resources to prepare a settlement policy for the Rural 1A Zoned Lands **WEST** of the Pacific Highway.
2. That the Findings and Recommendations of the Commissioners of Inquiry for Environment and Planning on the Proposed Subdivision Provisions of Coffs Harbour City Local Environmental Plan (Amendment No 15) be the basis for the development of a new policy by the Working Group.
3. That a moratorium on subdivision of lands zoned Rural 1A apply from 1 September 2004 until Council has developed a new settlement policy.
Notification on GIS done. Notice on 149's achieved. Statement to be simplified on web site. Notice in Building and Development newsletter to be done. Letters to be issued to solicitors and real estate agents.
4. That a report be brought back to Council prior to May 2005 on the establishment of the Working Group referred to above and the resource needs for preparing a new settlement policy for the Rural 1A Zoned Lands.

CITY BUSINESS UNITS COMMITTEE - 2 SEPTEMBER 2004

- **147 - Speed Limit on Pacific Highway**

1. That Council request the RTA to reduce the speed limit on the Pacific Highway from Double Crossing Creek, Woolgoolga to dual carriageway south of Moonee.
2. That Council request the RTA to review the adequacy of all major intersections with the Highway in the proposed speed reduction zone with a view to safety upgrades as soon as possible.
3. That in the event of items 1 and 2 not being successful Council request the RTA to introduce speed limiting for trucks and buses on the Pacific Highway from Safety Beach to Englands Road.

PLANNING ENVIRONMENT & DEVELOPMENT COMMITTEE - 16 SEPTEMBER 2004

- **T41 - B30 - Office Accommodation**

That Council, as a matter of urgency, be properly briefed on whether the extension of the administration building is the best option of accommodating the present and future staff of Coffs Harbour City Council prior to the next meeting.

Manager Property and Commercial Services to brief Councilors at Councillor Briefing 17 November 2004.

F60 BANK BALANCES AND INVESTMENTS AS AT 30 SEPTEMBER 2004

Purpose:

To list Council's Bank Balances and Investments as at 30 September 2004.

Description of Item:

A copy of the state of Bank Balances and Investments as at 30 September 2004 is attached.

Sustainability Assessment:

- **Environment**

There are no perceived current or future environmental impacts.

- **Social**

There are no perceived current or future social impacts.

- **Economic**

Council's investments are held according to the requirements stated within Council's investment policy and the returns are acceptable in relation thereto.

Recommendation:

That the Bank Balances and Investments totalling one hundred and five million, nine hundred and three thousand, seven hundred and seventy dollars (\$105,903,770) as at 30 September 2004, be noted.

Kyme Lavelle
Director of Corporate Services

Attachments:

WARRANT NO 03/2005 - COFFS HARBOUR CITY COUNCIL

STATEMENT OF BANK BALANCES AS AT 30/09/04

| Fund/Account | Balance at 1/09/04 | Receipts to 30/09/04 | Payments to 30/09/04 | Balance At 30/09/04 |
|-----------------------------------|--------------------|----------------------|----------------------|---------------------|
| GENERAL FUND | 8,214,551 | 5,350,521 | 6,770,379 | 6,794,693 |
| TRUST FUND | 379,190 | 1,709 | 0 | 380,899 |
| TOTAL OF ALL BANK ACCOUNTS | 8,593,741 | 5,352,230 | 6,770,379 | 7,175,592 |

INVESTMENTS REPORT - 30/09/04

1. PRINCIPAL BALANCES/INTEREST EARNED

| | Princ/Int Balance 1/09/04 | Interest Added to | Transfer To (From) | Princ/Int Balance 30/09/04 | Interest Earned - September | Interest Earned Yr to Date |
|----------------------------------|---------------------------|----------------------------------|--------------------|----------------------------|-----------------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| a Cash Plus Funds | | | | | | |
| ANZ Cash Plus | 10,290,376 | 51,224 | | 10,341,600 | 51,224 | 144,589 |
| UBS Credit Enhan. | 19,091,202 | 96,095 | | 19,187,297 | 96,095 | 276,205 |
| Macquarie | 11,421,338 | 57,419 | | 11,478,757 | 57,419 | 192,448 |
| Macquarie Inc. Plus | 4,378,412 | 23,028 | | 4,401,440 | 23,028 | 66,300 |
| Deutsche | 20,540,492 | 109,868 | | 20,650,360 | 109,868 | 312,774 |
| Perennial Cash Enh. | 10,612,198 | 48,927 | | 10,661,125 | 48,927 | 147,769 |
| | 76,334,018 | 386,561 | 0 | 76,720,579 | 386,561 | 1,140,085 |
| b Credit Unions | | | | | | |
| BCCU | 2,000,065 | 10,521 | | 2,000,065 | 10,521 | 31,585 |
| BCCU | 6,000,000 | 31,562 | | 6,000,000 | 31,562 | 96,789 |
| | 8,000,065 | 42,083 | | 8,000,065 | 42,083 | 128,374 |
| c Floating Rate Notes/CDO | | | | | | |
| Shield Series | 7,000,000 | 39,066 | | 7,000,000 | 39,066 | 120,277 |
| Heritage | 500,000 | 2,663 | | 500,000 | 2,663 | 8,167 |
| Elders | 500,000 | 2,585 | | 500,000 | 2,585 | 7,999 |
| | 8,000,000 | 44,314 | | 8,000,000 | 44,314 | 136,443 |
| d Term Deposits | | | | | | |
| Commonwealth | 6,007,534 | 26,219 | | 6,007,534 | 26,219 | 80,405 |
| | 6,007,534 | 26,219 | | 6,007,534 | 26,219 | 80,405 |
| e Cash | | | | | | |
| Westpac-O'night | 8,593,741 | Working funds | | 7,175,592 | 36,282 | 74,898 |
| | 8,593,741 | balances - can vary daily | 0 | 7,175,592 | 36,282 | 74,898 |
| TOTALS | 106,935,358 | | 0 | 105,903,770 | 535,458 | 1,560,205 |

NB.

Council has received a discount of \$77,535 for Shield Series.

Council has paid a premium of \$15,365 for Elders.

Council has paid a premium of \$17,735 for Heritage.

These discounts/premiums will be amortised over the life of the securities.

2. PERFORMANCE REVIEW TO September 2004

| PERIOD ENDING | 11am Indicative Cash Rate (avg) | Wpac O'Nite | UBSWA BANK BILL INDEX | RETURN - ANNUALISED (before fees) % | | | | | | | | | | |
|---------------|---------------------------------|-------------|-----------------------|-------------------------------------|------|----------|-----------|------|------|-------------------|------|-----------------------------|-------------------|-----------------|
| | | | | Cash Plus Funds | | | | | | Cr Unions | | CDO | FRN's | |
| | | | | DEUT | MACQ | ALLIANCE | PERENNIAL | ANZ | UBS | BCCU \$2M \$6M | | Shield Series (CTB) \$7m | Heritage (\$0.5m) | Elders (\$0.5m) |
| 1 mths | 5.25 | 5.04 | 5.56 | 7.29 | 6.47 | 6.90 | 6.00 | 6.45 | 6.51 | 6.40 | 6.40 | 6.79 | 6.48 | 6.29 |
| 3 mths | 5.25 | 5.05 | 5.58 | 6.49 | 6.10 | 6.28 | 5.96 | 6.12 | 6.20 | 6.27 | 6.40 | 6.81 | 6.48 | 6.32 |
| 6 mths | 5.25 | 5.08 | 5.61 | 6.36 | 6.19 | 6.21 | 6.44 | 6.13 | 6.17 | 6.27 | 6.34 | 6.84 | - | - |
| 12 mths | 5.2 | 5.00 | 5.49 | 6.29 | 6.04 | 5.71 | 6.27 | 6.06 | 6.10 | 5.94 | 6.01 | - | - | - |

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