



COFFS HARBOUR CITY COUNCIL

**ORDINARY MEETING
(CORPORATE BUSINESS)**

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

27 AUGUST 2009

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING (CORPORATE BUSINESS)

27 AUGUST 2009

Mayor and Councillors

CORPORATE BUSINESS DEPARTMENT REPORTS

C47 DONATIONS PROGRAM 2009/2010

Purpose:

Determination of the Donations Program for 2009/2010.

Description of Item:

Council's adopted 2009/2010 Management Plan provides for the following donations:

General Fund – Donations Program

Donations	\$ 32,960	
Rates subsidy – sporting & cultural groups	36,425	
Rates subsidy - Surf Clubs	<u>14,075</u>	83,460

Other Funds

Airport (Rates)	1,027	
Property NEI (Not elsewhere included)	1,742	
Water (Rates)	5,740	
Sewerage (Rates)	<u>12,681</u>	<u>21,190</u>
Total		<u>\$104,650</u>

The actual rates subsidy component, now that the rates and charges are determined, is \$60,581, which leaves \$38,392 for general donations. An amount of \$5,677 has also been allocated towards Council's membership of the Hunter Group of Councils as a regional procurement initiative.

Cont'd

C47 Donations Program 2009/2010 ...(Cont'd)

Attached is a two-page "Donations Program 2009/2010" list, which provides details of the 2007/2008 and 2008/2009 programs, correspondence received and recommendations for 2009/2010.

A separate document is provided which includes correspondence received from applicants for assistance. The "Page No" reference under "Correspondence Received" in the "Donations Program 2009/2010" attachment refers to the each application in the separate document.

Sustainability Assessment:

- **Environment**

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

- **Social**

Although the Donations Program is relatively small, the individual contributions assist in maintaining the viability of a number of community organisations and assist others with providing specific community events.

- **Economic**

Broader Economic Implications

The donations funds made available by Council (this year \$38,392) are, in many cases, added to by community organisations to carry out their activities. This would have a positive economic impact in the community.

Management Plan Implications

The total cost of \$86,229 (General Fund) and \$18,421 (other Funds) is provided in Council's Management Plan.

Consultation:

The Donations Committee has considered the various attachments and supports the recommended program for 2009/2010.

Correspondence received has been included as a separate document.

Related Policy and / or Precedents:

Attached is the Donations Policy.

Issues:

There are only limited funds available compared to actual and potential requests for support. The Donations Program has not been advertised to the community due to the limited funds available and the fact that the majority of the funds relate to regular annual allocations. The continuation of this approach was confirmed by the Executive Team in March 2006.

Cont'd

C47 Donations Program 2009/2010 ...(Cont'd)

Donations will be forwarded as soon as possible where appropriate. Some will be held until the appropriate time to forward. In the case of Senior Citizens Week (\$2,500), Life Education Van (\$3,000) and DA Fees (\$4,000) which are Council programs, costs will be allocated as they occur.

Recommendation:

- 1. The "Donations" and "Rates Subsidy" programs for 2009/2010 as set out in the report, totalling \$104,650 be adopted.**
- 2. The "Donations" and "Rates Subsidy" budget allocations for 2010/2011 be adjusted to reflect CPI increases and changes in rate contribution requirements.**

Attachments:

COFFS HARBOUR CITY COUNCIL

FINANCIAL SERVICES - ASSOCIATED POLICIES

DONATIONS BY COUNCIL

Policy Objective:

To outline the components of Council's annual donations program, including eligibility and approval processes.

Policy Statement:

In relation to requests for financial assistance:

1. The Donations Committee will consider the applications for support in July or August each year, in relation to the budget allocation, and determine a list of donations to be approved by Council. The Committee consists of the Mayor, Chairman of the Corporate Business Committee, General Manager and Director of Corporate Business.
2. Council does not provide special funds for "significant achievements which relate to ambassadorial roles in the community". These could be considered in relation to unallocated funds (see 5 below).
3. That Council refund three-quarters of DA fees and developer contributions, not including fees collected on behalf of the State Government, from the appropriate Council funds, for:
 - a. non-profit charitable organisations;
 - b. Council s.377 committees; and
 - c. non-profit community and sporting organisations.

where the applicant's business:

- a. is not providing a personalised service for fees eg, nursing homes, preschools, childcare centres, etc. would be excluded;
- b. is not a profitable operation; and
- c. does not operate licensed premises.

Funding be met from an allocation in the Donations Program with additional revenue funding if required.

4. That Council refund rates and charges to sporting bodies leasing Council owned lands, from the appropriate Council funds where it is determined by Council that the lessee undertakes community service obligations on behalf of Council.
5. That Council consider applications for contributions to rates, from sporting organisations which do not lease Council land, on their merit, where it is determined that the organisations undertake community service obligations on behalf of Council.
6. The adopted list of donations be distributed by 30 September unless specific timeframes need to be met and in relation to unallocated funds.

7. Subsequent applications for assistance are to be treated as follows:
 - a. Applications are referred to the General Manager and Mayor for consideration;
 - b. The General Manager and Mayor be authorised to make donations during the year; and
 - c. An appropriate response is given where Council support is not provided.

Note: In addition to the Donations Program and other similar programs specifically allowed in the Management Plan, there are, occasionally, proposed payments which are of the nature of a donation or contribution (and not a fee for service). Such payments also require the written approval of the Mayor and General Manager.

Operating Guidelines:

Further information may be obtained from the Executive Manager - Finance.

**COFFS HARBOUR CITY COUNCIL
DONATIONS PROGRAM 2009/2010**

Job Number	Programme	2007/08		Variance	2008/09		Variance	Proposed 2009/2010		Program	Comment
		Full Year Budget	YTD Actual		Full Year Budget	YTD Actual		Correspondence Recd Amount	Prop No.		
Donations (prog No. 010)											
10350 000 3713	Donat Unallocated (Mayor & C M)	3,992	1,648	2,344	3,506	525	2,981	1,000	1	3,866	
10351 000 3713	Westpac Rescue Helicopter	500	500	0	500	500	0	0	0	500	Contribution to Operations
10352 000 3713	Schools Annual Presentations	3,650	3,650	0	3,980	3,980	0	0	0	4,280	See Note 1
10354 000 3713	Swimming Mid North Coast Inc.	200	200	0	0	0	0	0	0	0	
10355 000 3713	Coffs Coast Toy Library	150	150	0	150	150	0	150	2	150	
10356 000 3713	The Cancer Cnd (Relief for Life)	800	1,803	-1,003	800	800	0	800	0	400	
10357 000 3713	North Coast Academy of Sport	2,500	2,500	0	2,500	2,500	0	8,093	3	3,500	
10358 000 3713	Huller's Foundation (Young Leaders)	1,000	1,000	0	0	0	0	0	0	0	
10359 000 3713	MNC Rural Fire Unit Consulting Serv	400	354	46	1,000	1,000	0	0	4	1,000	
10360 000 3713	Temporary Roadsigns - Event Study	2,500	1,134	1,366	2,500	1,524	976	2,500	0	2,500	
10361 000 3713	Coffs Harbour Children Club	750	750	0	750	750	0	750	5	750	Advertising contribution (Anzac Day Parades)
10362 000 3713	The Woodpecker Shed Inc.	100	100	0	700	700	0	0	0	700	Request for Annual Sponsorship
10363 000 3713	Southern Cross Ltd. Presentations	250	250	0	250	250	0	250	0	250	Request for Annual Sponsorship
10364 000 3713	Community Transport	2,136	2,184	-48	2,270	2,497	-227	0	0	2,770	Request for Annual Sponsorship
10365 000 3713	TAFE Presentations	200	200	0	200	200	0	2,550	0	2,550	Request for Annual Sponsorship
10366 000 3713	Wong Volunteer Sea Rescue	300	300	0	300	300	0	300	6	1,970	Request for Annual Sponsorship
10367 000 3713	GH Community Partnership Committee	4,000	2,151	1,849	3,000	229	2,771	0	0	4,000	Professional Fees for Lease - \$1,607 Annual contribution \$300
10368 000 3713	D.A. Fees	2,500	2,841	-341	3,000	1,601	1,399	3,000	0	3,000	Council cost account - estimate, at 3/4 contribution rate
10369 000 3713	Other Health Serv - Life Ed. Vm	150	150	0	0	0	0	0	0	0	Council cost account - estimate
10370 000 3713	GH District All Breeds Kennel Club	3,000	3,000	0	2,500	3,300	-800	3,300	7	3,300	Annual allocation - 1/2 sponsorship
10371 000 3713	Young Achievement Australia Programme	350	350	0	0	0	0	0	0	0	
10372 000 3713	Police Legacy - Streetsmart Handbook	1,100	1,100	0	1,000	1,000	0	1,000	0	1,000	Annual allocation
10373 000 3713	KidSmart - Blue Light Child Safety Guide	100	100	0	100	100	0	0	0	100	Donation - volunteers make gifts for Oncology patients
10374 000 3713	Nann Oler Heartstart	600	600	0	1,000	1,000	0	1,000	8	1,000	
10375 000 3713	Australia-Japan Society	100	100	0	100	100	0	0	0	100	
10376 000 3713	Hope Bears Charity	600	600	0	1,000	1,000	0	1,000	0	1,000	
10377 000 3713	Mountain Heartstart	0	0	0	1,000	1,000	0	1,000	0	1,000	
10378 000 3713	Chandra Heartstart	0	0	0	1,000	1,000	0	1,000	0	1,000	
10379 000 3713	NSWACT Regional Assessment & Community Awards	0	0	0	500	500	0	0	0	0	
10380 000 3713	Westpac Funds Club (Soy Debtor - lease fee)	0	0	0	0	0	0	0	0	0	
10381 000 3713	Ostrames Support Group	0	0	0	0	0	0	1,000	10	1,300	Professional Fees for Lease - \$1,300
10382 000 3713	Iner Wines Club of Coffs Harbour Inc.	0	0	0	0	0	0	0	0	0	Request by Sponsorship News at NGAHS to establish support group
10383 000 3713	Royal Flying Doctor Service Outback Air Race	0	0	0	0	0	0	100	11	100	Raising funds for Card Blood Research
10384 000 3713	TIS Vendetta Australian Navy Cadets	0	0	0	0	0	0	100	12	100	Repairs & painting - celebrating hall Centenary October 2008
10385 000 3713		0	0	0	0	0	0	300	13	300	Payment of Beach Access Charge for Quad Bike
Total		26,908	27,265	-357	32,006	23,878	8,128	23,943		38,392	See Note 3

Contrib Rates Sporting & Cultural Groups (Prog No. 010)

10350 000 3523	Rates Sport/Cultural Groups (0/010)	26,153	26,153	0	23,437	28,376	-4,939	36,423		29,054	See Note 2
23160 000 3523	Rates Surf Clubs (2/46200 less subsidy)	7,528	7,528	0	7,824	7,869	-45	-45		10,338	See Note 2
Total		33,683	33,683	0	31,261	36,245	-4,984	36,378		39,392	
Total - Donations & Contributions		60,591	33,526	63,267	60,123	3,144		77,784			See Note 3

**COFFS HARBOUR CITY COUNCIL
DONATIONS PROGRAM 2009/2010**

Job Number	Programme	2009/2010		2008/2009		2007/2008		2006/2007		2005/2006		2004/2005		2003/2004		2002/2003		2001/2002		Comment
		Full Year Requested	YTD Actual	YTD Actual	Full Year Requested	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	
2E106	CHCC (Advocate Park)	9,684.62	5,020.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
329500	CHCC (St Thomas Sport & Rec)	8,792.64	8,197.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
329800	CHCC (St Ch Raphael Club Ltd)	3,451.97	2,657.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3E106	CHCC (Kilcoy Field)	3,654.38	1,157.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
767015	CHCC (Kear Park)	1,151.02	1,856.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
127274	CHCC (Coffs H. Motor Cycle Club)	2,133.01	1,889.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
666600	55 Victoria Street (Nursing Home)	1,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
823115	96 Albany Street (Legacy Units)	1,815.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
161500	5-7 Biron Street (Legacy Units)	1,485.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3E106	CHC Harbour Flgdt Club Inc.	1,485.00	465.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
129022	CHCC (Coffs H&D District Astro Club)	1,947.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2E106	Nann Glen Hill	38,255.69	17,843.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
15600	Bonville Hill	1,506.87	928.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1655	Upper Orara Hall	1,378.58	998.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2E106	Upper Orara Recreational Ground	1,301.46	921.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2E106	Lower Bucca community Ctr	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2E106	CHCC (Wigan Neighbourhood Tour Ctr)	2,173.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
52315	GHI Guides Assoc (Crick-waste only)	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2E106	Coffs Harbour Surf Club	45,016.02	20,691.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2E106	Woolgoolga Surf Club	5,401.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2E106	Red Rock Corral: Surf Club	3,086.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
306800	Swallow Surf Club	5,098.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL		60,381.09	20,691.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Note: Sdy Dr amounts: Coffs Harbour Motor Cycle Club and Motor Sports Complex - Cncl to pay General purpose rates (including Onsite Sewerage Charge). S/Dr water, sewer and waste.
Woolgoolga Tourist Information Centre (operated by Chamber of Commerce) - Council donates 1/2 of water, sewerage and waste (Prop NEl pays Cncl Rate).
\$98 is for additional garbage bin.
GHI Guides Association of NSW - Cncl to pay Waste. S/Dr any other charges (eg N/R Sewerage Charges)
Legacy Units / Nursing Homes pay 50% of Garbage Charges

3. Reconciliation of Budgeted Amounts Against Actual Requirements for the General Fund:

Purpose/Funding Source	Budget Adjustment Required	
	Original	Adjusted
General - Donations Prog 010	32,960	38,392
General - Sports/Cult Rates (Prog 010)	36,425	29,054
General - Surf Club Rates (Prog 240)	14,075	10,338
TOTAL	83,460	77,784

4. Other separate "Donations" type allocations include:

Surf Clubs (1-23160) (Prog. 240)	34,000	\$8,500 each for Coffs, Swell Woolgoolga and Corral/Redrock.
SSS (Prog. 510)	44,600	Direct subsidy including Corral/Redrock (1-30405)
Chambers of Commerce (1-40262) (130)	5,500	50,100 Vehicle expense (Council cost) and rates Park Avenue Depot (1-30400)
CH Coral Groups (Line Item 010183)		17,500 \$8,750 each to Swell and Woolgoolga.
CH Pipe Band (Line Item 010187)		2,500 Special contribution
Hunter Councils Regional Procurement Initiative (Line Item 010179)		6,000 Special contribution - instruments
Gleasburgh Mountain Railway (Line Item 010178)		0 Subscriptions Renewal (No allow 09/10 - cost \$5,676 met by trf from Donat Prog)
Woolgoolga Seniors Centre (Line Item 516189)	1,200	10,000 Materials for upgrade to the AND RATES.
	4,800	Estimate - Insurance (insured by Council)
		6,000 Balance - towards operating

Check Totals for Rates:	10,337.87
General Don - Surf Clubs	39,391.54
Airport	1,026.62
Property NEI	1,741.78
Water	5,740.24
Sewerage	12,680.91
TOTAL	60,588.09

Check Total for Other Donations (GF):
Donations - General Fund
Membership - Hunter Councils

Total Donations

Summary of Total Donations by Source:

General Fund	108,649.09
General (Donations Program Funded)	83,459.54
Airport	1,026.62
Property NEI	1,741.78
Total General Fund	86,227.84
Water Fund	5,740.24
Sewerage Fund	12,680.91
Total Donations	104,649.09

C48 INTERIM QUARTERLY BUDGET REVIEW FOR JUNE 2009

Purpose:

To report on the interim estimated budget position as at 30 June 2009.

Description of Item:

Estimated Interim Budget Position as at 30 June 2009:

	General Account \$	Water Account \$	Sewer Account \$
Original Budget adopted 30 June 2008	93,365 (D)	6,695,376 (D)	6,820,832 (D)
Approved Variations to 31 May 2009	931,753 (D)	272,197 (D)	38,350 (D)
Recommended variations for June	Nil	Nil	Nil
Estimated interim result 2008/09 as at 30 June 2009	<u>1,025,118 (D)</u>	<u>6,967,573 (D)</u>	<u>6,859,182 (D)</u>

General Account

Nil

Water Account

Nil

Sewer Account

Nil

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.

Cont'd

- **Economic**

Management Plan Implications

The Original budget for the General Account adopted on the 30 June 2008 provided for a deficit of \$93,365.

For substantial budget adjustments the associated council reports have addressed the triple bottom line factors independently in 2008/09.

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.

Statutory Requirements:

Under local government regulations Council is required to submit a quarterly budget review to Council. Therefore Council is under no obligation to provide monthly reviews but has recommended they be completed as part of prudent financial management.

The Responsible Accounting Officer believes this report indicates the financial position of the Council is satisfactory, having regard to the original estimate of Income and Expenditure.

Recommendation:

The revised Budget position as at 30 June 2009 be noted:

	General Account	Water Account	Sewer Account
	\$	\$	\$
Original Budget adopted 30 June 2008	93,365 (D)	6,695,376 (D)	6,820,832 (D)
Approved Variations to 31 May 2009	931,753 (D)	272,197 (D)	38,350 (D)
Recommended variations for June	Nil	Nil	Nil
Estimated interim result 2008/09 as at 30 June 2009	<u>1,025,118 (D)</u>	<u>6,967,573 (D)</u>	<u>6,859,182 (D)</u>

Criag Milburn
Director
Corporate Business