

# COFFS HARBOUR CITY COUNCIL

2014/15 ANNUAL REPORT – SECTION 2 – REGULATORY INFORMATION



Helping to achieve the 2030 Community Vision

# Contents

Report Item	Page
Introduction	1
Compliance with Special Rate Variation Approval Conditions	2
Capital Works Projects (as per Capital Expenditure Guidelines)	13
Overseas Visits	14
Elected Members' Expenses	15
Major Contracts Awarded	16
Legal Proceedings	19
Works Subsidised On Private Land	21
Donations and Contributions	22
Rates and Charges Written Off	23
Functions Delegated by Council	24
Companies In Which Council Held A Controlling Interest	24
Partnerships, Cooperatives or Other Joint Ventures	24
Planning Agreements	25
Environmental Upgrade Agreements	25
Equal Opportunity Management Plan Activities	26
General Manager Remuneration Package	27
Senior Staff Remuneration Package	27
Stormwater Management Services (Progress: Page 6)	28
Companion Animal Act – Compliance	29
Assets Acquired and Held; Condition of Public Works	32
Public Interest Disclosures	35
Government Information (Public Access) Act 2009	36
GIPA Annual Report	

## Introduction

The Annual Report refers to the period 1 July 2014 to 30 June 2015.

Section 2 of the Annual Report includes information that is prescribed by the Local Government (General) Regulation 2005. It is considered important for the community to have access to this information so it can better understand how Council has been performing both as a service provider and a community leader.

Section 1 of the Annual Report focuses on Council's significant achievements in the implementation of its Delivery Program and Operational Plan, the plans that are wholly Council's responsibility under the NSW Integrated Planning and Reporting (IPR) Framework, providing an overview of the effectiveness of Council activities in addressing the *Coffs Harbour 2030* Community Strategic Plan.

Section 3 of the Annual Report contains Council's Annual Financial Statements, as required by the Local Government Act 1993 - Section 428 (4) (a).

The Annual Report is a component of the performance monitoring provisions of the IPR legislation which also requires councils to complete a six-monthly progress report on the Delivery Program and an 'End of Term' Report at the conclusion of the term of each elected council. All sections of the Annual Report, along with other IPR-related documents, can be accessed at Council's website: [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)



## Compliance with Special Rate Variation Approval Conditions

Local Government Act 1993 - Section 508(2) and 508A  
1 July 2014 to 30 June 2015.

### **Community Facilities Program (2006)**

In response to community demands, Council developed a \$21.5m schedule of capital infrastructure works, called the Community Facilities Program, as part of the 2006/09 Management Plan. Council applied for a special variation in rates to assist in funding the program.

On 26 June 2006, the Minister for Local Government approved Coffs Harbour City Council's application for a **9.56%** special variation to General Income for 2006/07 (see *DLG Reference A49996*). The approval was subject to the following conditions:

1. The Council will raise **\$1,390,970** of the increase by additional rates for the costs associated with the infrastructure projects in Council's Community Facilities Program, and
2. The Council clearly report in its Annual Report for the period 2006/07 to 2015/16 information on the total income received, expenditure per project/program and outcomes achieved, and
3. The Council develops a comprehensive Asset Management Plan linked to a long-term financial plan. Council is to report to the Department of Local Government on the progress of the Asset Management Plan's development by 31 December 2006.

The table on the following pages provides information on the total income received and expenditure per project/program.

#### Outcomes Achieved

The completion of the eleven infrastructure projects from the Community Facilities Program's original schedule of works has been reported in previous Annual Reports.

Through the Community Facilities Program, the rate variation revenue has subsequently assisted in funding the upgrade of drainage at Richardson Park, the installation of lighting at Fitzroy Oval, the new Coffs Harbour Regional Museum in Harbour Drive and the new Skate Plaza at Brelsford Park.

It is also contributing funds associated with the following projects:

- Upgrade of the Woolgoolga netball courts;
- Continuation of upgrades to public amenities;
- Jetty Foreshores Revitalisation and
- The Community Capital Infrastructure Grants Program

(continued next page)



## Compliance with Special Rate Variation Approval Conditions *(continued)*

<b>Rate Variation Program - 2006/2015 - Community Facilities Program</b>			
<b>Financial Report - Commencement to 30 June 2015</b>			
<b>Income</b>	<b>To 30/6/14</b>	<b>2014/15</b>	<b>To 30/6/15</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Rate revenue (additional from rate variation)	<b>12,964,267</b>	<b>1,853,044</b>	<b>14,817,311</b>
Loan funds raised - Community Facilities Program	8,558,153	-	8,558,153
Grants:			
Hogbin Drive Extension Stage 2	10,279,943	-	10,279,943
Nana Glen Swimming Pool	450,000	-	450,000
City Park (Brelsford)	1,068,000	-	1,068,000
Middle Creek Bridge	570,289	-	570,289
CBP Public Amenities Upgrade (Diggers Beach)	-	50,000	50,000
NSW Sport & Rec (Woolgoolga Netball Courts)	25,000	-	25,000
NSW Sport & Rec (Skate Plaza)	50,000	-	50,000
<b>Total Grants</b>	<b>12,443,232</b>	<b>50,000</b>	<b>12,493,232</b>
Contributions:			
Private Works Reserve (Public Amenities Upgrade)	300,000	-	300,000
Nana Glen Swimming Pool (from NG Community)	200,000	-	200,000
Hogbin Drive (Country Energy)	49,762	-	49,762
Sawtell Town Improvement Program	8,368	-	8,368
<b>Total Contributions</b>	<b>558,130</b>	<b>-</b>	<b>558,130</b>
Sale of Land - Hogbin Drive	88,972	-	88,972
Other Council contributions (loans, revenue, reserves)	<b>2,267,558</b>	<b>179,885</b>	<b>2,447,443</b>
Interest earned	<b>545,443</b>	<b>64,284</b>	<b>609,727</b>
<b>Total Income</b>	<b>37,425,755</b>	<b>2,147,213</b>	<b>39,572,968</b>

*(continued next page)*





## Compliance with Special Rate Variation Approval Conditions *(continued)*

<b>Rate Variation Program - 2006/2015 - Community Facilities Program</b>			
<b>Financial Report - Commencement to 30 June 2015 <i>(continued)</i></b>			
<b>Expenditure</b>	<b>To 30/6/14</b>	<b>2014/15</b>	<b>To 30/6/15</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Works:</b>			
Hogbin Drive Extension Stage 2	16,811,634	-	16,811,634
City Park (Brelsford)	1,488,643	59,206	1,547,849
City Park (Brelsford) Skate Plaza	987,560	330,298	1,317,858
Museum Development	450,000	-	450,000
Netball Courts Woolgoolga	-	827	827
Richardson Park Drainage & Fitzroy Oval Lighting	194,806	-	194,806
Public Amenities Upgrade	468,962	167,509	636,471
Nana Glen Swimming Pool	852,654	-	852,654
Jetty Structure Restoration	1,500,001	-	1,500,001
Coffs Coast Sport & Leisure Park Works	52,638	-	52,638
Middle Creek Bridge	847,893	-	847,893
Coral Street Bridge Replacement	762,698	-	762,698
Nana Glen Improvements	358,814	-	358,814
Woolgoolga Town Improvements	390,569	-	390,569
Sawtell Headland Improvements	379,726	-	379,726
Sawtell Town Improvements	344,675	-	344,675
Jetty Strip Improvements	68,459	-	68,459
Community Grants Funding	100,000	73,000	173,000
<b>Total Works</b>	<b>26,059,732</b>	<b>630,840</b>	<b>26,690,572</b>
<b>Operating:</b>			
Nana Glen Swimming Pool	719,035	115,762	834,797
City Park – Skate Plaza	41	67,482	67,523
City Park - Playground	275,722	56,735	332,457
<b>Total Operating</b>	<b>994,798</b>	<b>239,979</b>	<b>1,234,777</b>
Loan Repayments	8,757,096	1,310,028	10,067,124
<b>Total Expenditure</b>	<b>35,811,626</b>	<b>2,180,847</b>	<b>37,992,473</b>
<b>Funds on Hand at 30 June:</b>			
Loan funds on Hand - Community Facilities Program	199,442	-199,442	-
Other funds	1,414,688	165,808	1,580,496
<b>Total Funds on Hand</b>	<b>1,614,130</b>	<b>-33,634</b>	<b>1,580,496</b>



## Compliance with Special Rate Variation Approval Conditions *(continued)*

### ***Flood Mitigation and Drainage Works (2010)***

On 24 June 2010, the Minister for Local Government approved a special variation of **7%** for Coffs Harbour City Council commencing in 2010/11.

The approval was subject to the following conditions:

1. The Council will raise \$1,373,358 of the increase by additional rates for the costs associated with flood mitigation and drainage works, as defined by Council; for a period of ten years; and
2. Council will reduce its general income for the 2021/22 rating year by \$1,373,358 plus the equivalent cumulative proportion of this increase from any general variation increases or any special variation increases approved for the 2010/11 to 2020/21 rating years inclusive; and
3. Council clearly reports in its Annual Report for the period 2010/11 to 2020/21 information on the total income received, expenditure per project/program and outcomes achieved.

This rate variation assists in funding a ten-year program of flood mitigation and drainage works in and around Coffs Harbour.

Funding for the program is augmented by the Stormwater Levy (Stormwater Management Charge) levied by Council.

### *Outcomes Achieved*

The works are designed to help address a long-standing need to protect significant areas of the city from inundation and damage in times of high rainfall and extreme storm events. The necessity to fast-track these works was made clear in 2009 when the city experienced a number of flash-flooding incidents.

Work is progressing well, although land acquisition issues have slowed the pace on a number of the larger projects. Fortunately there has been no repeat of the severe weather events of 2009 however, the completed works have performed according to design in accommodating rainfall experienced to date. There is confidence that the ongoing implementation of the works program will bring a new level of flood security to Coffs Harbour.

In relation to approval condition 3 above, the table on the following page provides information on the total income received and expenditure per project/program in 2013/14 and the outcomes achieved.

*(continued next page)*



## Compliance with Special Rate Variation Approval Conditions *(continued)*

Flood Mitigation and Drainage Works Program 2014/15							
Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/15 (\$)	Carried over to 2015/16 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)				
Unallocated Drainage Works	2,723,297	770,324	-	3,468,214	-	3,493,621	On-going
Construction of Flood Detention Basin (Upper Shepards Lane)	-	3,381,316	-	3,381,316	6,683	-	Construction yet to commence
Minor Capital Flooding and Drainage Works	12,645	12,645	-	25,290	25,290	-	On-going
Establish flood gauge at Grafton St	12,000	-	-	12,000	218	11,782	At design stage
Construction of Flood Detention Basin (Spagnolos Road)	-	945,748	1,891,497	2,837,245	2,248,361	588,884-	Construction completed – finalising outstanding commitments
Piping of Open Drain – Graham Drive	65,000	-	-	65,000	759	64,241	Awaiting design
Redirect overland flow with swale – Twentieth Ave, Sawtell	15,000	-	-	15,000	5,856	9,144	finalising outstanding commitments
Placement of headwalls and half pipe extension – Eastbank Rd, Coramba	-	15,000	-	15,000	12,245	2,755	Nearing completion
Demolition and removal of existing headwall – Saltwater park, Harbour Drive	33,374	-	-	33,374	33,374	-	Completed
Pipe Relining – various locations	195,000	-	-	195,000	442	194,558	Ongoing
Pits, headwall, connecting piping and redefine swale drain – Mclver Lane, Woolgoolga	15,000	-	-	15,000	4,497	10,503	At design stage
Piped drainage works for Graham Drive, Sandy Beach cycleway	189,000	-	-	189,000	174,317	14,683	Nearing completion
Pipe drainage works – Beach St, Woolgoolga	70,285	-	-	70,285	70,285	-	Completed

*(continued next page)*





## Compliance with Special Rate Variation Approval Conditions *(continued)*

Flood Mitigation and Drainage Works Program 2014/15 <i>(continued)</i>							
Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/15 (\$)	Carried over to 2015/16 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)				
Loaders Lane levee	27	18	-	45	45	-	Completed
Creek Clearing & Drainage Works	30,000	70,000	-	100,000	49,662	50,338	On-going
Drainage Improvements - Investigation & Design	30,000	-	-	30,000	16,606	13,394	On-going
Marcia Street, Coffs Harbour Drainage Works	199,597	-	-	199,597	165	199,432	At design stage
Shelton Close Drainage Works	15,000	-	-	15,000	11,771	3,229	Nearing completion
Moore Street, Coffs Harbour - Drainage Works	7,895	-	-	7,895	-	7,895	Construction yet to be started – awaiting design
Floodplain Studies, Plans & Design	23,079	23,079	-	46,157	46,157	-	On-going
Mavis Street, Coffs Harbour - Pipe Repair Works	532	-	-	532	532	-	Completed
Polaris Close / Antaries Avenue Drainage Works	50,000	-	-	50,000	-	50,000	Awaiting design
Contribution to Harbour Drive / Gordon St intersection works	845,100	-	-	845,100	-	845,100	On-going
Contribution to Sawtell Caravan Park drainage upgrade	10,000	-	-	10,000	10,000	-	Completed
<b>Total</b>	<b>4,541,831</b>	<b>5,218,130</b>	<b>1,891,497</b>	<b>11,626,050</b>	<b>2,717,265</b>	<b>8,934,193</b>	



### **City Centre Capital Works Program (2013-2023)**

Council initiated a City Centre revitalisation program in 2000/01, funded by a twelve-year City Centre Special Rate (referred to as the CBD Special Rate). In June 2012, Coffs Harbour City Council secured approval, via the Independent Pricing and Regulatory Tribunal (IPART), to continue the CBD Special Rate in 2012/13 to allow work, including the preparation of the City Centre Masterplan, to be carried out to support an application for a further ten-year extension of the Special Rate from 2013/14.

In June 2013, Council received notification from IPART that its application to extend the CBD Special Rate for a further ten-year period from 2013/14 was approved. This approval represented an increase of **5.43%** in Council's general income for 2013/14

The approval was subject to the following conditions:

1. The council uses the 'Additional Income' for the purposes of funding a program of City Centre capital works, including improving City streetscapes and upgrading car parking and pedestrian and traffic flows. The program of works was listed in IPART's determination, dated June 2013. *Additional Income* – means the additional general income generated above the rate pegging increase allowance.
2. The council reports in its Annual Report for each rating year over the period from 2013/14 to 2022/23 on:
  - a) The program of expenditure that was actually funded by the special variation and the reasons for any significant differences from the program listed in IPART's determination; and
  - b) The outcomes achieved as a result of the special variation.
3. The council reduces its general income for the 2023/24 rating year by:
  - a) **\$691,640** (Initial Reduction Amount); and
  - b) The cumulative additional income derived for the 2014/15 to 2022/23 rating years on the application of:
    - Any special variation percentage approved under section 508(2) or 508A of the Act for the council for each rating year during the period 2014/15 to 2022/23; and
    - Any general variation percentage approved under section 506 of the Act for the council for each rating year during the period from 2014/15 to 2022/23,to the 'Reduction Amount'.

*Reduction Amount* - means the Initial Reduction Amount as increased by the additional income derived for each previous rating year relating to the Initial Reduction Amount.

4. The Council reports to the Office of Local Government, Department of Premier and Cabinet, by 30 November each year on its compliance with these conditions for each rating year over the period from 2013/14 to 2022/23.

In relation to approval condition 2 above, the table on the following page provides information on the total income received and expenditure per project in 2014/15 and the outcomes achieved.

*(continued next page)*



## Compliance with Special Rate Variation Approval Conditions *(continued)*

City Centre Capital Works Program 2014/15			
Project Description	Budget 2014/15 (\$)	Expenditure 2014/15 (\$)	Budget 2015/16 (\$)
Marketing	40,000	34,795	26,423
Saturday Markets	50,000	10,187	92,858
Sunday Activation	25,000	-	65,099
Christmas Activation	20,000	6,424	21,218
Maintenance Costs (New Assets)	-	-	-
<b>TOTAL OPERATING EXPENDITURE</b>	<b>135,000</b>	<b>51,406</b>	<b>205,598</b>
Repaving City Square	165,794	45,000	207,794
City Square Upgrade - awning, lighting & landscaping	200,000	-	470,000
City Square Amphitheatre	-	-	153,286
Duke Street Road Extension	-	-	300,000
City Centre Signage	-	-	75,000
Light show, decorative lighting, CCTV	8,344	8,344	-
Landscaping	-	-	10,000
Lighting	-	-	-
Park Avenue Artist Lane	100,000	-	100,000
Riding Lane Toilet upgrade	279,054	260,000	19,054
Castle Street Car Park - upgrade, painting, signage	57,593	57,593	-
Park Avenue Car Park - upgrade, painting, signage	25,000	-	25,000
Relocate City Square shade sail to Park Avenue	-	-	150,000
Install shade sails to Vernon Street	150,000	-	150,000
West High Street Sail	150,000	-	150,000
Harbour Drive Sail	150,000	-	150,000
Moonee Street Sail	150,000	-	150,000
Sunday Activation (capital component)	-	-	10,000
Christmas Activation (capital component)	20,000	20,000	40,000
Masterplan Works (previous SRV) Harbour Dr/ Gordon Street	-	-	414,202
Contingency (capital)	92,886	14,661	98,225
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>1,548,671</b>	<b>405,598</b>	<b>2,672,561</b>
<b>TOTAL EXPENDITURE</b>	<b>1,683,671</b>	<b>457,004</b>	<b>2,878,159</b>
CBD Special Rate Variation	(707,548)	(707,548)	(724,529)
Interest on Investments	(65,275)	(65,275)	(20,000)
<b>TOTAL INCOME</b>	<b>(772,823)</b>	<b>(772,823)</b>	<b>(744,529)</b>
<b>FUNDING DEFICIT / (SURPLUS)</b>	<b>910,848</b>	<b>(315,819)</b>	<b>2,133,630</b>

*(continued next page)*



## Compliance with Special Rate Variation Approval Conditions *(continued)*

### **City Centre Capital Works Program 2014/15** *(continued)*

The Coffs Harbour City Centre Masterplan works program continued in 2014/15 with significant consultation and architectural design to prepare concept designs for the City Square project, one of the key infrastructure improvement projects in the 10-year program of works. The concept plans were placed on public exhibition and key stakeholder consultation meetings were held with retailers, property owners and user groups to refine the concepts. Council approved the concept plans to proceed to detailed design. The Castle Street carpark upgrade, with a solar-panel rooftop array to power the building's new lifts and amenities, and landscaping works were completed in early 2015 and works started on the new transport interchange and landscaping works in Park Avenue.

Consultation and preliminary planning commenced for the Duke Street bypass and the Harbour Drive/Gordon Street traffic lights project. Consultation began with stakeholders regarding timing for these two traffic projects and the City Square works program. The Masterplan Committee continued to liaise with retailers and property owners regarding a range of City Centre issues and engaged with retailers to market the Centre and to host several major events, including the official welcome to the NSW Blues State of Origin side in City Square, and the annual Christmas Spectacular, which involved the unveiling of a new giant Christmas tree and decorations for the City Centre.

Other activation planning during the financial year included hosting the World Rally Championships exhibition in City Square, and planning and promotion of the Anzac Day 100th anniversary commemorations in the City Centre. Regular activations were organised with a Cuban dance instructor to introduce community dancing in the City Square on Thursday nights during Spring and Summer. Social media marketing of the City Centre was expanded with a new e-Newsletter, and the Committee initiated a monthly feature of editorial promoting the Centre in the Coffs Coast Advocate newspaper. Planning continued for the relocation of existing shade sails and for the installation of new shade sails at various locations.

With much of the planning and design work either completed or close to completion, Council and the Committee are now placed to complete significant infrastructure works in 2015/16, including the Duke Street bypass, installation of traffic lights at the Harbour Drive and Gordon Street intersection, the revitalisation of City Square, and the shade sail relocation and construction work. Proposed major events in 2015/16 include the return of the NSW Blues to the City Centre, the reinstatement of the Carols by Candlelight to Brelsford Park, the Christmas Spectacular and regular summer activations in City Square.



### ***Funding For the Future - Financial Sustainability (2014-2024)***

Council requires additional funding to achieve a sustainable level of service in terms of its infrastructure. To maintain current infrastructure condition and avoid continued deterioration over time Council must spend an estimated \$6.2M over and above current funds for asset repair and renewal per annum.

On 3 June 2014, Council received approval from the Independent Pricing and Regulatory Tribunal (IPART) for a special variation of 7.9% for Coffs Harbour City Council for 2014/15.

The approval was subject to the following conditions:

1. That Council uses the additional income for the purposes of funding a program maintenance, rehabilitation and renewal of infrastructure.
2. Council reports in its Annual Report for the period 2014/15 to 2023/24 information on the total income received, expenditure per project/program and outcomes achieved.

This special variation is a key element of Council's funding strategy to ensure the sustainable management of Council's infrastructure assets. All additional revenue generated by this rate variation will be used to fund additional asset maintenance and renewal works to close the annum shortfall in this expenditure to support the delivery the services desired by the community.

### **2014/15 Outcomes Achieved**

- Roads Maintenance – funds used to address a backlog of sealing maintenance works across the Local Government Area.
- Asset Management – used to ascertain scope required on priority schedule of works through geotechnical and similar investigations.
- Building Maintenance – numerous projects undertaken including maintenance of surf towers at Red Rock, Sawtell and Coffs Harbour, air conditioning at Jetty Memorial Theatre, roof flashing at Sportz Central, repainting of libraries at Coffs Harbour, Toormina and Woolgoolga, repair of Council administration building box gutters and upgrade of the library security.
- Roads Rehabilitation – utilised for road pavement renewals at Bonville Headland, Bonville Street, Fitzgerald Street, Jordan Esplanade, Newman Street, Gross Michel and Elwick Place.
- Transport Assets Renewal – used to install guardrails at Graham Drive and Hogbin Drive, to reseal Castle Street and Korora car parks and to help address the backlog of kerb and footpath renewals across the LGA.
- Recreation Services Asset Renewal – used to address urgent works including Coffs Creek boardwalk retaining wall, seal Botanic Gardens track, playground renovations at Graff Park, Plateau Park, park near Pet Porpoise Pool, Coramba, Jane Circuit, Argyll Street, Myuna Place, Polwarth Drive and Jetty, timber beach slat access at Ocean Parade, Park Beach Surf Club, Vincent Street, Park Street and Wonga Parks, cycleway behind Nana Lane depot, replace bridge at Thompsons Road dog exercise area, BBQ replacements at Boronia Park and Mullaway.

*(continued next page)*



## Compliance with Special Rate Variation Approval Conditions *(continued)*

### **Funding For the Future - Financial Sustainability (2014-2024) *(continued)***

- Building renewals – includes works undertaken at Lowanna Hall, amenities blocks at Ocean parade, Marina Drive, Lowanna Reserve, Sawtell Headland and Beryl Street, Woolgoolga neighbourhood and community centres re-roof, Bayldon Community centre retaining wall and Rigby House security cameras

In relation to approval condition 2 above, the table on the following page provides information on the total income received and expenditure per asset group in 2014/15.

<b>Funding For the Future - Financial Sustainability 2014/15</b>			
<b>Project Description</b>	<b>Budget 2014/15 (\$)</b>	<b>Expenditure 2014/15 (\$)</b>	<b>Budget Revotes 2014/15 (\$)</b>
Roads Maintenance	190,000	193,667	-
Asset Management	60,000	70,373	-
Building Maintenance	160,000	61,839	-
<b>TOTAL OPERATING EXPENDITURE</b>	<b>410,000</b>	<b>325,879</b>	<b>84,121</b>
Roads Rehabilitation	679,924	650,570	-
Transport Assets Renewal	190,000	186,899	-
Recreation Services Assets Renewal	260,000	261,508	-
Buildings Renewal	480,000	449,258	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>1,609,924</b>	<b>1,548,235</b>	<b>61,689</b>
<b>TOTAL EXPENDITURE</b>	<b>2,019,924</b>	<b>1,874,114</b>	<b>145,810</b>
Financial Sustainability Rate Variation	(2,019,924)	(2,019,924)	-
<b>TOTAL INCOME</b>	<b>(2,019,924)</b>	<b>(2,019,924)</b>	<b>-</b>
<b>FUNDING DEFICIT / (SURPLUS)</b>	<b>-</b>	<b>(145,810)</b>	<b>145,810</b>





## Capital Works Projects

*Capital Expenditure Guidelines*  
1 July 2014 to 30 June 2015.

In 2014/15, Coffs Harbour City Council did not undertake any capital works projects within the scope of the above guidelines.



## Overseas Visits

*Local Government Act 1993 - Section 428 (4) (b)*  
*Local Government (General) Regulation 2005 - Section 217 (1) (a)*  
*1 July 2014 to 30 June 2015.*

Coffs Harbour City Council was represented in one overseas activity in 2014/15.

The Mayor, Cr Denise Knight, Cr Rodney Degens and the General Manager, Steve McGrath visited Japan as part of an official delegation from 31 August 2014 to 3 September 2014 at the invitation of the Sasebo City Council. This was on the occasion of the 25<sup>th</sup> Anniversary of the Sister City relationship between Sasebo and Coffs Harbour.

Council formally endorsed the delegation proposal at its meeting on 27 February 2014. A report to that meeting noted that while in Japan the delegation would aim to strengthen the existing Sister City relationship from both a social and economic perspective by exploring a range of opportunities for business, environmental, educational and cultural exchange.

The delegation attended a variety of meetings during the visit including the Mayor and Officials of Sasebo City, cultural site visits, Sasebo Hospital, a school linked to the educational exchange program, recycling/energy facilities and a Japan-Australia Society function. An opportunity also existed for the delegation to meet informally with the Australian Ambassador to Japan.

For 2014/15, the total cost of the delegation's visit to Sasebo was \$10,437.03.



## Elected Members' Expenses

Local Government Act 1993 - Section 428 (4) (b)  
 Local Government (General) Regulation 2005 - Section 217 (1) (a1)  
 1 July 2014 to 30 June 2015.

Expense	Amount (\$)
Mayoral Allowance	39,110
Councillor fees	161,370
Mayor vehicle expenses	14,000
Provision of dedicated office equipment allocated to councillors	11,212
Telephone calls made by councillors	1,860
Attendance by Councillors at conferences and seminars (excluding overseas and interstate)	10,633
Training of councillors and provision of skill development	1,522
Interstate visits by councillors, including transport, accommodation and out-of-pocket expenses	20,410
Overseas visits by councillors, including transport, accommodation and out-of-pocket expenses	4,380
Expenses of any spouse, partner or other person who accompanied a councillor	382
Expenses involved in the provision of care for a child or an immediate family member of a councillor	-
Other councillor expenses (catering, election, stationery, etc)	9,770
<b>Total</b>	<b>274,648</b>



## Major Contracts (Greater than \$150,000) Awarded

Local Government Act 1993 - Section 428 (4) (b)  
 Local Government (General) Regulation 2005 - Section 217 (1) (a2)  
 1 July 2014 to 30 June 2015.

Contract No.	Contract	Supplier	Start Date	Revised Contract Sum (\$)
RAT-663	RA341213CHCC Electricity for contestable metered sites	ERM Power Retail Pty Ltd	01-Jul-14	1,201,482.00
RFT-614-TO	Slope Remediation; Four Sites within Coffs Harbour LGA	Earthtec Pty Ltd	02-Dec-14	977,520.38
RFT-624-TO	Supply and Delivery of Sealing Aggregates	Holcim (Australia) Pty Ltd	01-Jul-14	576,650.00
RFT-644-TO	Moveable Dwellings For Woolgoolga Lakeside Holiday Park	East Coast Homes and Park Cabins	10-Jul-14	233,300.00
RFT-649-TO	Supply, Servicing and Laundering of Linen for Coffs Coast Holiday Parks	Baines Laundries	21-Nov-14	172,957.27
RFT-651-TO	Purchase and Supply Truck Mounted Vacuum Excavation System	K & J Trucks	25-Jul-14	245,383.64
RFT-652-TO	Purchase and Supply 2 x 15,000kg GVM Trucks with Tipping Bodies	Southside Truck Centre Coffs Harbour	01-Jul-14	248,363.64
RFT-654-TO	Hire of Equipment 2014-2016 (Plant and Trucks)	Panel of Suppliers	01-Jul-14	Schedule of rates
RFT-655-TO	Provision of Cleaning Services Coffs Harbour Airport	Menzies International Aust Pty Ltd	01-Aug-14	433,502.73
RFT-656-TO	Design and Construct Flood Lighting at Coffs Coast Sport and Leisure Park Field 2	Musco Lighting P/L	01-Sep-14	419,000.00
RFT-665-TO	Provision of Airport Car Park Management Services	Becuda P/L	01-Sep-14	465,000.00

(continued next page)



## Major Contracts (Greater than \$150,000) Awarded *(continued)*

Contract No.	Contract	Supplier	Start Date	Revised Contract Sum (\$)
RFT-667-TO	Structural Steelwork; Castle Street Car Park	A E Gibson & Sons Pty Ltd	01-Sep-14	278,868.00
RFT-668-TO	Roof Sheeting and Drainage; Castle Street Car Park	Nambucca Plumbing Pty Ltd	01-Sep-14	217,821.00
RFT-673-TO	Supply and Delivery of Quarry Products 2014-2016	Panel of Suppliers	29-Sep-14	Schedule of rates
RFT-674-TO	1 x Truck with Elevating Work Platform	GMJ Equipment Pty Ltd	05-Jan-15	303,403.64
RFT-675-TO1	Orara River Rehabilitation Project Bush Regeneration	Panel of Suppliers	18-Nov-14	Schedule of rates
RFT-676-TI	Supply and Delivery of 1 x Compact Suction Sweeper	MacDonald Johnston P/L	07-Oct-14	164,705.27
RFT-677-TO	Lining of Sewer Pipes	Abergeldie Watertech	28-Nov-14	713,376.99
RFT-679-TO	Design and Construct - Resurface Woolgoolga Netball Courts	Court Craft Australia P/L	20-Jul-15	241,455.00
RFT-680-TO	Supply and Delivery of 1 x Trailer:Tri Axle Low Loader	Drake Trailers P/L	05-Jan-15	181,548.18
RFT-682-TO	Christmas Bells Road Storage Facility	Newstyle Garages and Sheds Pty Ltd	30-Apr-15	298,350.00
RFT-684-TO	Supply and Install 600mm DICL pipe by trenchless method	Codmah P/L	28-Nov-14	602,732.44
RFT-685-TO	Consultancy Services - Transformation to Sustainability Program Support	LKS Quaero Pty Ltd	28-Oct-14	490,098.18
RFT-691-TO	Construction of Decorative Concrete Pathway, Jordan Esplanade, Coffs Harbour Jetty	FJE and J Farlow P/L	04-May-15	269,521.82
RFT-692-TO1	Coffs Coast Resource Recovery Facilities	Panel of Suppliers	01-Apr-15	Schedule of rates

*(continued next page)*



## Major Contracts (Greater than \$150,000) Awarded *(continued)*

Contract No.	Contract	Supplier	Start Date	Revised Contract Sum (\$)
RFT-694-TO	Supply and Delivery of Ductile Pipe and Water Service Fittings	PWS Water Systems Pty Ltd	20-Apr-15	Schedule of rates
RFT-706-TO	Construction and Restoration of Concrete Works	FJE and J Farlow P/L	18-May-15	404,555.00
RPT-659-TO	T051415MNC Supply and Delivery of Bulk Water Treatment Chemicals	Panel of Suppliers	01-Jul-14	505,790.00
RPT-660-TO	T031415MNC Supply and Delivery of Stationary and Ancillary Products	Corporate Express Australia Ltd	01-Jul-14	205,775.00
RPT-661-Parent	T071415MNC Traffic and Safety Signage	Panel of Suppliers	01-Apr-15	162,315.00
RPT-661-TO1	T071415MNC Traffic and Safety Signage	Panel of Suppliers	01-Apr-15	Schedule of rates
RPT-662-TO	T041415MNC Hardware Products	Blackwoods	01-Jul-14	230,000.00
RPT-713- TO2	Supply and Delivery of Ready Mixed Concrete	Panel of Suppliers	01-Apr-15	Schedule of rates
RFT-735-DN	Provision of licensed software, software support services and professional services for Enterprise Resource Planning (purchased under SCM0020) - HR and Payroll, Enterprise Asset Management, Property, Contracts and Supply Chain Management.	Technology One	31-Mar-15	919,951.29





## Legal Proceedings

Local Government Act 1993 - Section 428 (4) (b)  
 Local Government (General) Regulation 2005 - Section 217 (1) (a3)  
 1 July 2014 to 30 June 2015.

Case Name	Court (NSW)	Total Costs 2014/15 (\$)	Status	Date of Decision
Lehman Bros Australia Limited (in liq) - class action	Federal Court	Nil	Ongoing	n/a
Class action against McGraw Hill Companies Inc. and Standard and Poor's International	Federal Court – NSD 656 of 2013	Nil	Ongoing	n/a
Coffs Harbour City Council v Australian and New Zealand Banking Group Ltd (Trading as ANZ Investment Bank) – Credit Sail II	Federal Court	Nil	Ongoing	n/a
Peter Ryan v Coffs Harbour City Council	Land and Environment Court - 14/10094	58,458.45	Appeal upheld	08-May-15
Woopee Beach Pty Limited v Coffs Harbour City Council	Land and Environment Court - 14/10109	922.40	Appeal upheld	17-June-14
Iris May Hoy v Coffs Harbour City Council (No 1)	Land and Environment Court - 13/30426	134,043.18	Determination	24-Oct-14
Iris May Hoy v Coffs Harbour City Council (No 2)	Land and Environment Court – 14/10574	128,879.40	Appeal dismissed	14-Aug-15
Telstra Corporation Limited v Coffs Harbour City Council	Land and Environment Court - 14/10300	113,034.12	Appeal dismissed	21-Jan-15
Amberstar Pty Limited v Coffs Harbour City Council	Land and Environment Court - 14/10211	43,427.64	Appeal upheld	4-Nov-14

(continued next page)



## Legal Proceedings *(continued)*

Case Name	Court (NSW)	Total Costs 2014/15 (\$)	Status	Date of Decision
Community Housing Limited v Coffs Harbour City Council & Ors (No 1)	Land and Environment Court - 13/40927	11,247.93	Dismissed	22-Dec-14
Community Housing Limited v Coffs Harbour City Council & Ors (No 2)	Supreme Court – Court of Appeal – 15/14853	2,454.22	Ongoing	n/a
Moonee Beach Properties Pty Limited v Coffs Harbour City Council	Supreme Court – Equity - 14/6455	11,297.93	Dismissed	11-Nov-14
Coffs Harbour City Council v Sukhdev Singh Malhi	Local Court	8,910.77	Determination	12-Dec-15
Chris Bramley v Coffs Harbour City Council	Land and Environment Court - 14/10350	92,785.91	Appeal upheld	23-Sept-14
Ross Carlisle-Sainty & Anor v Coffs Harbour City Council	Land and Environment Court - 14/10736	58,625.10	Appeal upheld	19-Jun-15
Daniel Jackson v Coffs Harbour City Council	Local Court	720.00	Dismissed	7-Apr-15
Coffs Harbour City Council v Amanda Prosser	Local Court	1,312.27	Determination	2-Dec-14
Coffs Harbour City Council v Rabbits Eat Lettuce Pty Limited	Land and Environment Court – 15/40027	74,719.59	Determination	1-Jul-15
Pridel Investments Pty Limited v Coffs Harbour City Council	Land and Environment Court – 15/10342	22,167.60	Ongoing	n/a



## Works Subsidised On Private Land

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (a4)*

*1 July 2014 to 30 June 2015.*

No resolutions were made during this period concerning work subsidised by Council and carried out on private land.



## Donations and Contributions

Local Government Act 1993 - Section 428 (4) (b)  
 Local Government (General) Regulation 2005 - Section 217 (1) (a5)  
 Amounts granted under Section 356 of the Act  
 1 July 2014 to 30 June 2015.

RECIPIENT	AMOUNT(\$)	RECIPIENT	AMOUNT(\$)
Donations Unallocated (Mayor and GM)	6,755	Surf Life Saving Clubs – Subsidy & Rates	53,642
Schools Annual Presentations	5,300	Coffs Harbour Ladies Silk Day	600
North Coast Academy of Sport	5,500	State Emergency Services – Contribution	109,033
Westpac Rescue Helicopter	500	Visual & Performing Arts Groups	39,604
Relay for Life (rehabilitation of fields)	2,344	Woolgoolga Sports Council Inc	63,700
Coffs Harbour Spring Garden Festival	1,000	Sawtell & Toormina Sports & Recreation Club	15,902
Southern Cross University Presentations	400	Coramba Sportsground	18,750
TAFE Presentations	300	Coffs Harbour Toy Library Inc.	500
Event Subsidies (road closures)	579	Variety Special Children’s Christmas Party	227
Corindi Community Group Inc.	700	Woolgoolga Seniors Centre Inc.	7,109
D A Fees	1,040	TS Vendetta (Access Charge)	454
Other Health Services – Life Education Van	5,784	NSW Fire Brigades Subsidy	434,641
Coffs Harbour Agricultural Show	5,000	RFS Subsidy	545,528
New Years’ Eve Fireworks	3,000	Rotary Club Coffs Coast Cycle Challenge	4,000
Hope Bears Charity	250	BCU Coffs Triathlon	15,000
Sawtell & Woolgoolga Chambers of Commerce	19,100	Coffs Coast Ocean Swim	2,200
Rates Subsidy – Sporting & Cultural Groups	59,276	Coffs Coast Running Festival	5,000
		<b>TOTAL</b>	<b>1,432,718</b>

(continued next column)



## Rates and Charges Written Off

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 - Clause 132  
1 July 2014 to 30 June 2015.

The total value of rates and charges written off for the year 2014/15 was **\$3,328,559.27**

Item	Amount (\$)
Pension Rebates	-3,035,621.95
Postponed Rates	-213,095.85
Interest > \$50	-1,434.58
Water Usage Charges	-56,214.94
Sewer Usage Charges	-21,921.71
Trade Waste Usage Charges	-270.24
<b>Total</b>	<b>-3,328,559.27</b>

**Notes:**

- A Government subsidy is provided for part of the Pension Rebates.
- Postponed Rates are amounts abandoned as required under Section 595 (Local Government Act)

(The total value of rates and charges written off for the year 2013/14 was **\$3,384,761.62**)



## Delegated Functions / Companies / Partnerships

### Functions Delegated by Council

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (a6)*

*1 July 2014 to 30 June 2015.*

External bodies that exercised functions delegated by Council were:

- *Coffs Harbour Sports Advisory Committee Incorporated*  
Delegation includes managing the opening and closing of sports fields.
- *Woolgoolga Sports Council Incorporated*  
Delegation includes managing the opening and closing of sports fields.

### Companies in Which Council Held a Controlling Interest

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (a7)*

*1 July 2014 to 30 June 2015.*

- Prosper Coffs Harbour Limited

### Partnerships, Cooperatives or Other Joint Ventures

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (a8)*

*1 July 2014 to 30 June 2015.*

- Statecover Mutual Limited
- Coffs Harbour Technology Park





## Planning / Environmental Agreements

### Planning Agreements

*Environmental Planning and Assessment Act 1979 - Section 93G(5)  
1 July 2014 to 30 June 2015.*

Developer	Project	Summary of Planning Agreement	Status
J. and M. Auld.	Rezoning of a portion of land at Lot 13 DP 591220 from E2 (Environmental Conservation) to B5 (Business Development).	Provision of a material public benefit by enhancing the natural environment by implementing a Vegetation Management Plan (VMP) for Lot 13 DP 591220 and Lot 6 DP 714455.	<ul style="list-style-type: none"> <li>▪ The Voluntary Planning Agreement (VPA) came into force when the Coffs Harbour Local Environment Plan 2013 (Amendment No 2) was gazetted on 10 July 2015 and rezoned part of Lot 13 DP 591220 to B5 (Business Development) from E2 (Environmental Conservation).</li> <li>▪ The VPA is required to be registered to the title of the land.</li> <li>▪ A security bond or bank guarantee of \$10,000 to be made to Council immediately upon rezoning.</li> <li>▪ The Developer to implement a VMP with initial works to be carried out within 100 days of the rezoning coming into effect.</li> <li>▪ The Developer to provide yearly reports to Council throughout the 5 year follow-up works period by a suitable qualified person.</li> <li>▪ Council is following up with the Developer regarding compliance with their obligations under the VPA and VMP.</li> </ul>

### Environmental Upgrade Agreements

*Local Government Act 1993 - Section 406  
S54P  
1 July 2014 to 30 June 2015.*

Coffs Harbour City Council was not party to any Environmental Upgrade Agreements during the reporting period.



## Equal Employment Opportunity Management Plan (Organisational Development Activities)

*Local Government Act 1993 – Section 428 (4) (b)*

*Local Government Act (General) Regulation 2005 – Section 217 (1) (a 9)*

*1 July 2014 to 30 June 2015.*

### Activities Undertaken to Implement Council's Equal Employment Opportunity Management Plan

- Council continued with training and development for all staff. The Education Assistance Program continued throughout the year to assist staff to complete higher education related to their positions within Council.
- Council supported staff with disabilities throughout the year, providing equipment needs and flexible employment where required.
- Support and encouragement was provided for Aboriginal and Torres Strait Islander (ATSI) staff to participate in National Aboriginal and Islander Day Observance Committee (NAIDOC) celebrations and take a NAIDOC-related day off work.
- A 'pilot' cultural competency training module was facilitated for a number of Council customer service and community development staff. This program received positive feedback and is under consideration for roll-out Council wide.
- Information on the Australian Government's interpreting subscription service (TIS) was actively provided to customer service staff. This free service aids effective communication for customers of Council who have difficulty communicating in English.
- Council continued to actively support staff with mental health issues including support of "RU OK?" Day.
- Council entered a team in the Local Government Managers Australia (LGMA) management challenge which is an international challenge day set up by the LGMA National and the NZ equivalent. In putting the Council team together, the participation of Council female staff was encouraged as this program presents an opportunity for skill development and networking among Local Government professionals.
- Individual coaching was provided for staff seeking assistance with interview skills, with emphasis placed on staff with special needs and those from Aboriginal and Cultural and Linguistically Diverse (CALD) backgrounds.
- Council continued Code of Conduct Training for staff and volunteers, ensuring all these groups were familiar with the code and the appropriate behaviour required in the workplace in relation to ethics, bullying and harassment and respect for staff and diversity. The course has now been uploaded to an e-learning platform to ensure accessibility for volunteers of Council. This e-learning program has had strong uptake for volunteers and committee members who are unable to attend face to face training during regular business hours.
- The 2014 Employee Satisfaction Survey results were reported in late August 2014.
- Council continued with T2S activities and recruitment. Director, Group Leader and Section Leader recruitment has been finalised. The newly appointed staff are undertaking leadership development training to ensure they continue to effectively lead their teams in a fair and equitable manner.



## General Manager / Senior Staff Remuneration

### General Manager Remuneration

*Local Government Act 1993 - Section 428 (4) (b)*  
*Local Government (General) Regulation 2005 - Section 217 (1) (b)*  
*1 July 2014 to 30 June 2015.*

The remuneration package total effective for the position of General Manager at 30 June 2015 was \$282,582. The statement includes the total of the following:

- (i) the total value of the salary component of the package,
- (ii) the total amount of any bonus payments, performance payments or other payments made to the general manager that do not form part of the salary component of the general manager,
- (iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor,
- (iv) the total value of any non-cash benefits for which the general manager may elect under the package,
- (v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.

### Senior Staff Remuneration

*Local Government Act 1993 - Section 428 (4) (b)*  
*Local Government (General) Regulation 2005 - Section 217 (1) (c)*  
*1 July 2014 to 30 June 2015.*

The remuneration package total effective for all Senior Staff positions for the period ending 30 June 2015 was \$802,462.19. The statement reflects the total remuneration comprised in the remuneration packages of all senior staff members (other than the general manager) employed during the year, expressed as the total remuneration of all the senior staff members concerned (not of the individual senior staff members) and including totals of each of the following:

- (i) the total of the values of the salary components of their packages,
- (ii) the total amount of any bonus payments, performance payments or other payments made to them that do not form part of the salary components of their packages,
- (iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which any of them may be a contributor,
- (iv) the total value of any non-cash benefits for which any of them may elect under the package,
- (v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.



## Stormwater Management Services

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (e)*

*1 July 2014 to 30 June 2015.*

From 1 July 2007, Coffs Harbour City Council has levied an annual charge for stormwater management services.

Information on the revenue and expenditure associated with that charge is included in the table on Page 6 - "Flood Mitigation and Drainage Works Program 2014/15."



## Companion Animals Act – Compliance

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 Clause 217 (1)(f)  
1 July 2014 to 30 June 2015.

### Overview

Coffs Harbour City Council Ranger Services has been active in Companion Animal Management during 2014/15. The main focus has again been to apply a steady and constant approach toward companion animal management and owner responsibilities when taking their pets into public places and/or not properly restraining them within their properties to prevent their animals escaping. There has been a decrease in dog fines issued during the reporting period in comparison to the previous reporting period with the reduction primarily attributable to reduced resource availability during the latter part of the year.

Regular programs (“Dog Blitzes”, “Microchipping and Registration Follow Up”) have been run throughout the year, focussing on breaches of control requirements for all dogs in public places and non-identified and unregistered Companion Animals. These programs have taken the form of very high profile patrols during business hours and out-of-hours periods. These blitzes have been promoted on occasions via media coverage. During the period Council’s Ranger Services handled more than 1,691 companion animal complaints.

The tables below identify certain aspects of Council’s activities and have been prepared in accordance with statutory reporting requirements.

#### **Companion Animal Seizure (As per 2014/15 seizure survey submitted to DLG)**

Seized by Council Rangers	483
Seized by members of the public	336
<b>Total animals seized</b>	<b>819</b>
Companion Animals returned by Rangers (not impounded)	209
Companion Animals returned from Council’s Pound Facility	191
<b>Total Companion Animals returned to owners</b>	<b>400</b>
<b>Total Companion Animals re-homed</b>	<b>165</b>
<b>Total Number of Animals Euthanized</b> (including carry over 2014)	<b>261</b>

*(This figure is down from 294 from last year and 360 in 2013.)*

*(continued next page)*



## Companion Animals Act – Compliance *(continued)*

### Dog Attacks

There were 107 reported dog attacks in 2014/15, a seven percent increase on last year's figures and a 23% increase on 2013/14 (In 2013/14 there were 100 reported dog attacks; in 2012/13 there were 84 reported dog attacks.) It is noted the incidence of dog attack has been on the increase over the last three years.

Dog attacks reported during this period varied in severity, from dogs acting aggressively without biting, through to several incidents which required hospitalisation of the casualty. The majority of incidents were minor.

A number of dangerous dogs were destroyed as a result of these reported incidents (13 dogs in total destroyed).

### Companion Animal Management Funding

Companion animal complaints and tasks made up approximately 51% of the Ranger Services workload.

<b>Expenditure</b>	<b>\$</b>
Staffing	213,898
Plant vehicles	25,434
General Dog Seizure Expenses	3,482
RSPCA Pound Facilities Contract	203,018
Office Accommodation / Sundry Expenses	847
Equipment Purchases	4,600
<b>Total Expenditure</b>	<b>451,279</b>
<i>slight decrease from last year's figure (\$479,816)</i>	
<b>Income</b>	<b>\$</b>
Companion Animals Registrations Commissions*	57,325
Impounding Fees and Charges	28,092
Fines (Net income amount after service fees)	41,509
<b>Total Income</b> <i>(down by \$22,526 on last year's figure)</i>	<b>126,926</b>

*(continued next page)*





## Companion Animals Act – Compliance *(continued)*

### Companion Animal Community Education (Including De-sexing of Cats and Dogs)

- High profile patrols with a concentration on education and enforcement
- Regular media reports and stories highlighting companion animal issues
- Coffs Harbour City Council's website ([www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)) is a major source of information
- Tourist publications
- Information brochures and flyers sent with registration papers
- Information on responsible ownership sent with Rate Notices

### Strategies for alternatives to Euthanasia for Unclaimed Animals

Coffs Harbour City Council area is fortunate to have a large-scale RSPCA facility located at Dowsett Drive, Coffs Harbour. Council has an arrangement whereby the RSPCA undertakes Council's impounding responsibilities. This agreement also covers unclaimed animals - it sees ownership passed to the RSPCA, which makes every effort to find new owners for unwanted pets.

### Dog Off-Leash Areas

Coffs Harbour City currently provides eight (8) leash-free areas for dogs at:

- Park Beach South
- Thompsons Road Dog Exercise Area
- Boambee Beach
- Hearnese Lake Beach
- Darkum Beach
- Corindi/Pipe Clay Beach
- Emerald Beach North
- Woolgoolga Back Beach



## Assets Acquired, Assets Held and Condition of Public Works

Local Government Act 1993 - Section 428 (4)(a)  
1 July 2014 to 30 June 2015.

Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2014							Assets in a condition as a % of written down value (See Notes page 34)				
Asset Class	Asset Category	Estimated cost to bring to a satisfactory standard \$'000	Required annual maintenance \$'000	2013/14 actual maintenance \$'000	Written down value \$	1	2	3	4	5	
<b>Buildings</b>	Buildings	-	1,803	1,470	94,996	44	40	6	10	-	
	<b>Sub total</b>	-	<b>1,803</b>	<b>1,470</b>	<b>94,996</b>						
<b>Other Structures</b>	Other Structures	-	-	-	703	88	-	12	-	-	
	<b>Sub total</b>	-	-	-	<b>703</b>						
<b>Public Roads</b>	Sealed Roads Surface	-	2,020	1,820	70,045	71	21	7	1	-	
	Sealed Roads Structure	-	1,307	1,207	258,772	29	52	14	4	1	
	Unsealed Roads	-	745	745	4,947	29	15	39	17	-	
	Concrete Bridges	-	10	10	49,368	98	2	-	-	-	
	Timber Bridges	-	160	160	6,954	80	7	11	2	-	
	Footpaths and Cycleways	-	381	331	35,424	78	11	10	1	-	
	Kerb and Gutter	-	60	10	19,103	41	20	34	5	-	
	Other road assets	-	134	134	29,338	29	20	51	-	-	
	<b>Sub total</b>	-	<b>4,817</b>	<b>4,417</b>	<b>473,951</b>						

(continued next page)



## Assets Acquired, Assets Held and Condition of Public Works *(continued)*

Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2014 <i>(continued)</i>							Assets in a condition as a % of written down value (See Notes page 34)				
Asset Class	Asset Category	Estimated cost to bring to a satisfactory standard \$'000	Required annual maintenance \$'000	2013/14 actual maintenance \$'000	Written down value \$	1	2	3	4	5	
<b>Water Supply Network</b>	Water Supply Assets	-	2,423	2,423	276,378	56	34	8	2	-	
	<b>Sub total</b>	-	<b>2,423</b>	<b>2,423</b>	<b>276,378</b>						
<b>Sewerage</b>	Sewerage Assets	-	3,739	3,739	442,717	47	27	15	7	4	
	<b>Sub total</b>	-	<b>3,739</b>	<b>3,739</b>	<b>442,717</b>						
<b>Stormwater Drainage</b>	Retarding Basins	-	-	-	10,430	56	39	5	-	-	
	Stormwater Conduits	-	295	295	105,053	40	48	12	-	-	
	Inlet and Junction Pits	-	-	-	18,019	70	19	11	-	-	
	Head Walls	-	-	-	1,625	36	48	16	-	-	
	Other (Gross Pollutant Traps/Warning System)	-	-	-	923	97	2	1	-	-	
	<b>Sub total</b>	-	<b>295</b>	<b>295</b>	<b>136,050</b>						

*(continued next page)*



## Assets Acquired, Assets Held and Condition of Public Works *(continued)*

Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2014 <i>(continued)</i>							Assets in a Condition as a % of Written Down Value (See Notes below)				
Asset Class	Asset Category	Estimated cost to bring to a satisfactory standard \$'000	Required annual maintenance \$'000	2013/14 Actual maintenance \$'000	Written Down Value \$						
						1	2	3	4	5	
Open Space / Recreational Assets	Swimming Pools	-	18	18	2,480	-	77	23	-	-	
	Other Open Space/ Recreational Assets	-	1,691	1,491	5,143	38	30	23	-	9	
	<b>Sub total</b>	-	<b>1,709</b>	<b>1,509</b>	<b>7,623</b>						
<b>Total classes</b>	<b>Total - all assets</b>	-	<b>14,786</b>	<b>13,853</b>	<b>1,432,418</b>						

**Notes:**

1. *Satisfactory refers to estimated cost to bring the asset to a satisfactory condition as deemed by Council. It does not include any planned 'enhancement(s)' to the existing asset.*
2. *Required Annual Maintenance is what should be spent to maintain assets in a satisfactory standard.*
3. *Current Annual Maintenance is what has been spent in the current year to maintain assets.*
4. *Asset Condition Assessment (DLG Integrated Planning and Reporting Manual) – Councils are strongly encouraged to use these asset condition rankings.*

**Level Condition Description - as per NSW Local Government Code of Accounting Practice**

1. **Excellent** - No work required (normal maintenance).
2. **Good** - Only minor maintenance work required.
3. **Average** - Maintenance work required.
4. **Poor** - Renewal required.
5. **Very Poor** - Urgent renewal/upgrading required.



## Public Interest Disclosures

*Public Interest Disclosures Act 1994 - Section 31  
1 July 2014 to 30 June 2015.*

Agencies are required to prepare and submit an annual report on their obligations under the PID Act. The Public Interest Disclosures Regulation 2011 sets out the information that agencies must include in their PID Act Annual Reports. Those requirements are as follows:

### Statistical Information on Public Interest Disclosures (PIDs)

Reporting Period July 2014 to June 2015	Made by public officials performing their day to day functions	Under a statutory or other legal obligation	All other PIDs
Number of public officials who made PIDs	0	0	0
Number of PIDs received	0	0	0
<i>Of PIDs received, number primarily about:</i>			
Corrupt conduct	0	0	0
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
Number of PIDs finalised	0	0	0

### Commentary on PID Obligations

2.1 Coffs Harbour City Council has an established internal reporting policy. This policy was adopted by Council on 12 April 2012.

2.2 The General Manager of Coffs Harbour City Council (as head of the public authority) has taken action to ensure that staff have been made aware of their obligations under the PID Act. These actions include training conducted by the NSW Ombudsman, training provided by our organisation (including during induction sessions for new staff), links to information on Council's intranet site and the display of posters identifying officers who can receive reports.





**Government Information (Public Access) Act 2009  
Annual Report - 1 July 2014 to 30 June 2015**

<b>Agency Name</b>	Coffs Harbour City Council
<b>Principal Department (if applicable)</b>	Minister for Local Government Division of Local Government
<b>Reporting Period</b>	1 July 2014 to 30 June 2015



## Appendix 1 – Obligations under the GIPA Act

### 1. Review of proactive release program - Clause 7(a)

During the reporting period, Council undertook various reviews to identify information for proactive release as required under section 7 (a) of the GIPA Regulation.

Council's proactive release program included the review of:

1. Information sought by informal access requests
2. Information sought by formal access applications
3. Council's disclosure log
4. Council's initiatives, surveys, exhibitions and projects
5. Council's media releases
6. Council's community newsletters
7. Council's staff surveys to identify information for inclusion or already placed on Council's website
8. Regular reviews of information held on Council's website
9. Websites of other councils to identify new strategies for the proactive release program.

As a result of this review, Council proactively released the following information:

1. Annual rates for each property in the Coffs Harbor local government area
2. Online Mapping Tool:
  - Coffs Harbour Local Environmental Plans
  - Development Control Plan (DCP) 2013 Boundaries
  - Constraints
  - Bushfire Prone Mapping
  - Flooding Information
  - Council Assets
  - Coffs Harbour Fine Scale Vegetation Mapping
  - High Valued Habitats
  - Coffs Harbour Bike Plan 2014-19
  - Properties
  - Land Parcels
  - Street Directory
  - Property Information Search
  - Railway
  - Creeks
  - Localities
  - Road Names
  - Local Government Boundary (LGA) Boundary
  - LGA 10m Contours
  - Coastal 2m Contours
  - Beaches
  - Headlands.

*(continued next page)*



3. Outcomes on 'Finding Our Future' Survey
4. Background information and outcomes of the 'Cultural Facilities: What Do You Think?' Survey
5. Information and Privacy Commission Privacy Survey
6. Lifeguard Services statistics for 2013/14
7. Coramba Orara River Water Monitoring (update):
  - Water Monitoring Results 2009 - June 2015.
8. Coramba Groundwater Contamination Remediation (update):
  - WSP Groundwater Monitoring Report December 2014
  - WSP Groundwater Monitoring Report March 2015.
9. Council Report on Planning Proposal on Mullaway Drive;
10. Detailed List - Appendix 2 to the Coffs Harbour Draft Bike Plan 2014 - 2019
11. Landscape Corridors of the Coffs Harbour Local Government Area:
  - Consultation Draft - September 2014 – Summary
  - Landscape Corridor Area Maps.
12. Draft Estuary Coastal Zone Management Plan for Coffs Creek :
  - Coffs Creek Estuary Coastal Zone Management Plan Scoping Exercise
  - Coffs Creek Estuary Coastal Zone Management Plan Literature and Information Review
  - Coffs Creek Estuary Coastal Zone Management Plan Community Uses Assessment
  - Coffs Creek Estuary Coastal Zone Management Plan Estuary Condition Study
  - Coffs Creek Estuary Coastal Zone Management Plan Estuary Condition Study Appendices.
13. Harbour Drive - Gordon Street Reconstruction Project :
  - Frequently Asked Questions - Harbour Dr and Gordon St Reconstruction Project
  - Map of traffic arrangements during Harbour Drive - Gordon Street Reconstruction Project
  - Consultation letter - Harbour Dr and Gordon St, Coffs Harbour City Centre dated 18 August 2014.
14. Coffs Harbour Community Based Heritage Study 2014: Heritage Inventory Sheets
  - Maps associated with Planning Proposal - Coastal Hazard Planning Policy.

*(continued next page)*





**2. Number of access applications received - Clause 7(b)**

During the reporting period, Council received a total of 15 access applications (including withdrawn applications but not invalid applications).

**3. Number of refused applications for Schedule 1 information - Clause 7(c)**

During the reporting period, Council refused a total of 2 access application either wholly or in part because the information requested was information referred to in Schedule 1 of the GIPA Act. Of those applications, none were refused in full and 2 were refused in part.



#### 4. Statistical information about access applications - Clause 7(d) and Schedule 2

Table A: Number of applications by type of applicant and outcome\*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	1	0	0	1	0	0	0
Not for profit organisations or community groups	0	0	0	0	1	0	0	0
Members of the public (application by legal representative)	2	0	0	1	1	1	0	0
Members of the public (other)	7	1	0	1	0	0	0	1

\*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	8	1	0	2	3	1	0	0
Access applications that are partly personal information applications and partly other	1	1	0	0	0	0	0	1

\*A **personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual). The total number of decisions in Table B should be the same as Table A.



**Table C: Invalid applications**

<b>Reason for invalidity</b>	<b>Number of applications</b>
Application does not comply with formal requirements (section 41 of the Act)	1
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	1
Invalid applications that subsequently became valid applications	1

**Table D: Conclusive presumption of overriding public interest against disclosure:  
matters listed in Schedule 1 of the Act**

	<b>Number of times consideration used*</b>
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

\*More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E (following page).



**Table E: Other public interest considerations against disclosure:  
matters listed in table to section 14 of the Act**

	<b>Number of occasions when application not successful</b>
Responsible and effective government	0
Law enforcement and security	1
Individual rights, judicial processes and natural justice	2
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

**Table F: Timeliness**

	<b>Number of applications</b>
Decided within the statutory timeframe (20 days plus any extensions)	13
Decided after 35 days (by agreement with applicant)	2
Not decided within time (deemed refusal)	0
<b>Total</b>	<b>15</b>

**Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)**

	<b>Decision varied</b>	<b>Decision upheld</b>	<b>Total</b>
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.



Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0





COFFS HARBOUR CITY COUNCIL  
Locked Bag 155 COFFS HARBOUR NSW 2450  
[www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)

