

# Statement of Affairs



**COFFS HARBOUR  
CITY COUNCIL**

At 30 June 2010

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## **Statement of Affairs of the Coffs Harbour City Council**

**30 June 2010**

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## INTRODUCTION

Council must publish certain information pursuant to Section 14 of the Freedom of Information (FOI) Act 1989 as follows:-

1. the Annual "**Statement of Affairs**" which describes:-
  - Council's structure and functions;
  - How Council's functions affect the public;
  - How the public may participate in Council policy development;
  - The kinds of documents that Council hold and
  - How members of the public may access Council documents and amend their personal information.
2. a "**Summary of Affairs**" on 30 June and 31 December each year which identifies:-
  - Each of Council's policy documents;
  - Council's most recent Statement of Affairs and
  - contact details for obtaining access to Council's policies and the Statement of Affairs.

Council is required to make available for inspection and purchase copies of its:-

- Most recent Statement of Affairs;
- Most recent Summary of Affairs and
- Policy documents.

A copy of the most recent "*Summary of Affairs*", which was prepared at 30 June 2010, is included as an annexure to this document.

## SPECIAL NOTE

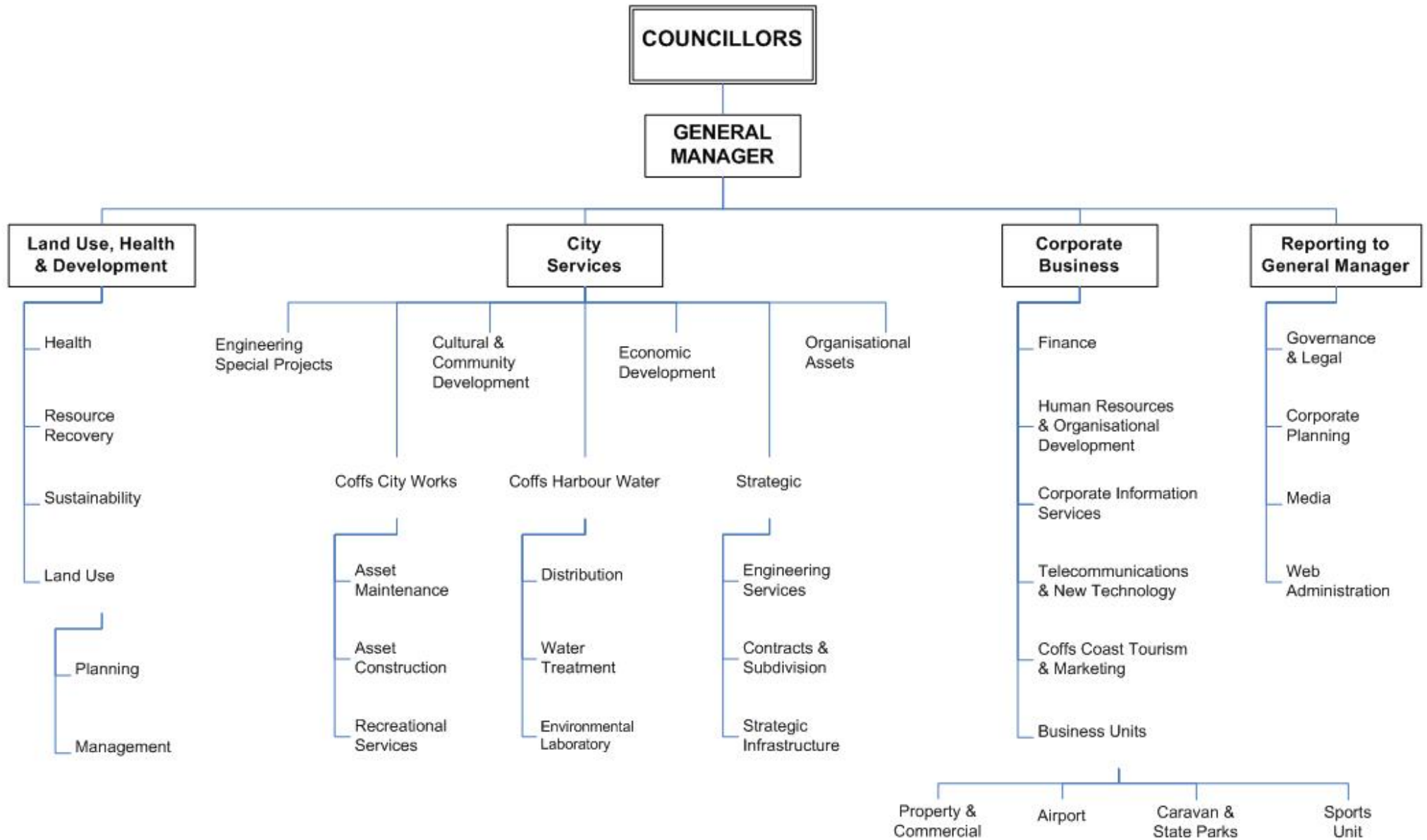
From 1 July 2010, the Government Information (Public Access) Act [GIPAA] 2009 will be introduced and replaces the provisions on access to information previously contained in the repealed FOI Act and s12 of the Local Government Act. Refer to Council's webpage on the [GIPA Act](#) for more information on the new right to information regime.



**Steve McGrath**  
**General Manager**  
**25 November 2010**

# Coffs Harbour City Council

30 June 2010



## ***Council's Structure and Functions cont'd***

The elected members comprise of the Mayor, Deputy Mayor and seven Councillors. Council is structured under General Manager and three Departmental Directors. Their respective functions are explained as follows:-

### **ELECTED MEMBERS**

Coffs Harbour City Council is governed by a body of nine (9) councillors [the Council] who are elected by the residents of the Coffs Harbour Local Government Area.

As a member of the governing body of the Council, the role of the Councillor is:

- to direct and control the affairs of the Council in accordance with the provisions of the Local Government Act (LGA) and other applicable legislation;
- to play a key role in the creation and review of Council's policies and objectives; and
- to review the performance of the Council and its delivery of services, and the management plans and revenue policies of the Council.

As an elected person, the role of the councillor is:

- to represent the interests of the residents and ratepayers;
- to provide leadership and guidance to the community;
- to facilitate communication between the community and the Council.

The role of the Mayor is:

- to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council;
- to exercise such other functions of the Council as the Council determines;
- to preside at meetings of the Council;
- to carry out the civil and ceremonial functions of the mayoral office.

### **GENERAL MANAGER**

The General Manager is responsible for the operation of the Council's organisation and for implementing decisions of the Council.

Under the LGA, the General Manager has the following particular functions:

- to assist the Council in connection with the development and implementation of the community strategic plan, Council's resourcing strategy, delivery program and operational plan, the preparation of its Annual Report and State of the Environment Report;
- the day to day management of the Council;
- the exercise of any functions delegated by the Council;
- the appointment, direction and dismissal of staff;
- to implement the Council's Equal Employment Opportunity Management Plan;
- other roles that may be conferred or imposed by any other Act.

The General Manager is assisted in the exercise of these functions through the three (3) departments of Council:

- Land Use, Health and Development;
- City Services and
- Corporate Business.

Each department is led by a Director who is responsible for a number of branches. Each branch is headed by a Manager.

The specific functions of each department follows:

### **LAND USE, HEALTH AND DEVELOPMENT**

- Animal Control
- Billboard Audits
- Building applications and associated matters
- Development applications and associated matters
- Development Control Plans
- Environmental Law and Regulations
- Health Control (ie food premises, hairdressers / beauticians)
- Heritage
- Lifeguard Services
- Linen Plans
- Local Environmental Plan
- On-site Sewage Management
- Parking Duties
- Planning Control
- Places of Public Entertainment
- Pollution (eg residential noise; water quality)
- Sewer Diagrams
- State of Environment Report
- Stormwater Control (Buildings)
- Strategic Landuse Planning
- Subdivision Assessment – Urban & Rural
- Waste Management (collection & disposal)

### **CITY SERVICES**

- Aboriginal Services
- Aged and Disabled
- Alcohol Free Zones
- Boat Ramps
- Bus Shelters
- Bush Fire Control
- Bridges
- Carparks
- Cemetery Operations
- Community Committees
- Cultural Development / Visual and Performing Arts
- Cycleways
- Drainage
- Economic Development (Business & Community)
- Environmental Laboratory
- Flood Mitigation
- Footpaths
- Library Services
- Meeting Management for Emergency Services
- Museums
- Noxious Plants
- Parks and Gardens
- Private Works

### *City Services cont'd*

- Project Management (Civil Works)
- Public Amenities
- Recreational Areas and Playgrounds
- Regional Gallery
- Road Naming (Administration)
- Roads and Streets (maintenance, repairs, cleaning, etc)
- Section 94 Plans (Roads)
- Sewage Supply and Services
- Sporting Fields
- Stormwater Drainage (Urban & Rural)
- Street Structures (Lighting, Trees, Seats, Signs, etc)
- Subdivision Engineering Services
- Supply Services
- Tendering and Contract Administration
- Traffic Management
- Water Supply and Services
- Youth Services

### **CORPORATE BUSINESS**

- Access to Information (s12 LGA)
- Accounts Payable/Receivable
- Administration Support and Executive Services
- Airport Operations
- Budget
- Caravan Park Operations
- Cemeteries Administration
- City Centre Marketing & Community Events
- Civic Activities/Business
- Corporate Planning
- Councillor Induction Development
- Customer Services
- Debt Recovery
- Development Contributions
- Election Management
- Event Management
- Financial Management / Accounting Systems
- Freedom of Information
- Government Grants/Loan Funding
- Human Resources/Personnel Management
- Information / Computer Systems
- Marketing and Tourism
- Plant and Vehicle Management
- Printing Services
- Property & Commercial Services (Acquisitions, Maintenance & Construction of Council Buildings, Leases, Sales, Valuations)
- Property Systems
- Purchasing and Supply
- Rating
- Records Management
- Security and Emergency Services for Council facilities

- Sports Administration (International Stadium / Events)
- State Park and Woolgoolga Beach Reserve Management
- Swimming Facilities
- Water Billing

## THE WAY COUNCIL'S FUNCTIONS AFFECT THE PUBLIC

Council's charter as detailed in [s8 of the Local Government Act 1993](#) entails a wide diversity of organisational activity carried out by over 550 staff, many of whom work in field conditions.

An extensive range of NSW Acts and Regulations, NSW Environmental Planning Instruments Commonwealth Acts and Regulations enforces Council's compliance in the administration of its operations.

The LGA states the following responsibilities of Council:-

FUNCTIONS					
SERVICE	REGULATORY	ANCILLARY	REVENUE	ADMINISTRATIVE	ENFORCEMENT
<b>For example:</b>					
<ul style="list-style-type: none"> <li>• Providing community health, recreation, education &amp; information services</li> <li>• Environmental protection</li> <li>• Waste removal &amp; disposal</li> <li>• Land and property, industry &amp; tourism development &amp; assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Approvals</li> <li>• Orders</li> <li>• Building Certificates</li> <li>• Health</li> </ul>	<ul style="list-style-type: none"> <li>• Resumption of land</li> <li>• Powers of entry</li> </ul>	<ul style="list-style-type: none"> <li>• Rates</li> <li>• Charges</li> <li>• Fees</li> <li>• Borrowings</li> <li>• Investment</li> </ul>	<ul style="list-style-type: none"> <li>• Employment of staff</li> <li>• Management plans</li> <li>• Financial reporting</li> <li>• Annual reports</li> </ul>	<ul style="list-style-type: none"> <li>• Proceedings for breaches of the Act</li> <li>• Prosecution of offences</li> <li>• Recovery of rates &amp; charges</li> </ul>

Virtually all of the functions of Council have an effect on members of the public.

**SERVICE FUNCTIONS** affect the public in that services and facilities provided by the Council are for use by the public, such as halls and centres, recreational facilities and the removal of excess garbage.

**REGULATORY FUNCTIONS** place restrictions on developments and buildings that are erected to ensure that they meet certain requirements that will not endanger the lives and safety of any person. Members of the public must be aware of and must comply with such regulations.

**ANCILLIARY FUNCTIONS** affect only some members of the public if, for example, the resumption of land is necessary or if Council's officer need to enter onto any person's land.

**REVENUE FUNCTIONS** affect the public directly in that rates and other charges are paid by the public in return for services and facilities that are provided to the community,



**ADMINISTRATIVE FUNCTIONS** do not necessarily affect the public directly but have an impact on the administration of services to the community. For example, Council has developed a management plan which outlines the strategies of the Council over a short term and long term period.

**ENFORCEMENT FUNCTIONS** only affect those members of the public that are in breach of certain legislation, such as the non payment of rates and charges, unregistered dogs and parking fines.

Functions undertaken by Council as outlined in the previous section and the effects created by these functions could be summarised in a number of categories. Apart from being the source of a wealth of information, Council operations affect our daily lives through the following diverse activities as:-

- an Employer
- a Supporter of Private Enterprise
- a Consent Authority
- a Regulatory Body
- a Licensing Authority
- a Service Provider
- a Catalyst for Change
- a Promoter of Tourism
- a Consultative Organisation
- an Operator of Utilities
- a Liaison Link
- a Landlord
- a Protector of Our Heritage

## **HOW THE PUBLIC MAY PARTICIPATE IN COUNCIL'S POLICY DEVELOPMENT**

Council is a statutory corporation constituted under the LGA 1993. Its role is to administer the affairs of the city and establish a policy framework that serves the city community.

There are two broad ways in which the public may be involved in the policy development and indeed, the general activities of Council. These are through representation and participation.

### **1. Representation**

Local Government in Australia is based upon the principle of representative democracy. This means that the people elect representatives to their local Council to make decisions on their behalf. If people are aggrieved by the decisions made by their representative they then have the option not to vote for them at the next election.

From 1995 Council elections have been held every four years on the second Saturday in September. If you are a resident you must vote in Local Government elections. To do so you are required to have your name on the electoral roll.

Between elections, residents are able to raise issues and make representations to Councillors. Should a Councillor agree with the issue of representation, the matter may be pursued on the resident's behalf, thus allowing members of the public to indirectly influence the development of policy.

The [Councillors contact details](#) are available on Council's website.

### **2. Participation**

Public participation in Council activities is possible through attendance of Council meetings, by making written submissions or through membership of Council's sub-committees / working groups.

Public participation in policy development is invited by:-

a) Attendance at Council Meetings

Meetings of the Council are held in the Chamber at Council's Administrative Centre, 2 Castle Street, Coffs Harbour each month commencing at 5.00pm. Meeting dates are advertised in The Independent newspaper each month. The Council convenes 3 committee meetings on the:

- 2<sup>nd</sup> Thursday of the month for the Land Use, Health and Development Committee Meeting
- 4<sup>th</sup> Thursday of the month for the City Services Committee Meeting and Corporate Business Committee Meeting

All matters are dealt in "open council" meetings with exception for any matter that would not be in the public interest to raise in this forum. Those would be dealt in a confidential session of the meeting.

Residents are welcome and encouraged to attend Council meetings. Meeting agendas are available on Council's website or at Council's Administrative Centre and libraries at Coffs Harbour, Toormina & Woolgoolga from the Monday preceding the scheduled meeting date.

Residents who would like to address Council on any matter can do so at the public forum held on the second Thursday of each month at 5.00pm prior to the commencement of the Council meeting. Appointments to address Council should be made to the General Manager with seven (7) days notice. Members of the public cannot address Council on the same topic more than once in a six month period.

b) Written Submissions

Council advertises public notices in The Independent newspaper and invites public submissions. Members of the public may also influence decision making by lodging submissions to Council, writing letters, raising issues over the telephone or in person, or by responses to Council's surveys or questionnaires.

All correspondence should be forwarded to the General Manager via:

Post	PO Box 155 Coffs Harbour NSW 2450
Fax	02 6648 4199 (fax)
Email	coffs.council@chcc.nsw.gov.au

c) Sub-committees / Working Groups

Community representatives are appointed under ss355 and 377 LGA to sub-committees / working groups following each local government election. They are delegated the day to day care, control and management of Council facilities or in an advisory role to make recommendations to Council and therefore, can influence the direction of Council. A list of these committees follows:

Reports to Land Use, Health and Development Committee

- Koala Plan of Management Advisory Committee
- Orara River Restoration Project Management Committee
- 2030 City Plan Steering Committee
- Woolgoolga Business Lands Working Group
- Coramba Interagency Community Working Party
- West Coffs Flying Fox Working Party

#### Reports to Corporate Business Committee

- Australia Day and Special Events Committee
- Coffs Harbour Future Development Board
- Environmental Working Group
- Governance and Audit Committee
- NSW Rural Fire Service - Service Level Agreement Working Party

#### Reports to City Services Committee

- Access Advisory Committee
- Coastal & Estuary Management Advisory Committee
- Coffs Harbour Arts & Cultural Development Advisory Committee
- Coffs Harbour Bicycle Users Committee
- Coffs Harbour City Gallery Advisor Committee
- Floodplain Management Advisory Committee
- Jetty Memorial Theatre Advisory Committee
- Yandarra Aboriginal Consultative Committee

#### *Facility Management Committees*

- Ayrshire Park Management Committee
- Bayldon Community Centre Management Committee
- Coramba Community Hall Management Committee
- Eastern Dorrigo and District Showground and Hall Management Committee
- Lowanna Community Hall Management Committee
- Lower Bucca Community Hall Management Committee
- Nana Glen Sport Recreation and Equestrian Centre Management Committee
- Sportz Central Bray Street Coffs Harbour
- Woolgoolga Community Village Management Committee

The Council last reviewed and adopted its committee charters and composition at the Landuse, Health and Development Committee Meeting on 6 November 2008. This also included those established under other legislation and representation to external committees. Refer to Council's website for the [this resolution](#).

#### d) Referendums

Council may hold constitutional referendums on a number of issues as specified in s20 LGA that may:

- divide its area into wards or abolish all wards in its area;
- change the basis on which the Mayor attains office (that is, by election by the Councillors or by election by the electors);
- increase or decrease the number of Councillors in accordance with the limits under s 224 LGA;
- change the method of ordinary election of Councillors for any area divided in to wards;
- change, subject to Part 3 of Chapter 10, LGA the voting system used in Council elections.

#### e) Polls

Council may take a poll of the people who are on the electoral roll at any time. Polls, like referendums, are elections where people vote on an issue, not for a person.

A poll can be taken on any issue where Council needs information and guidance. For example, Council may be planning to spend funds on a new library, but people may be saying that a new swimming pool is needed more urgently. Council may decide to take a poll of the electors in its area to find out what the residents see as the most urgent need, a library or a swimming pool.

Unlike a referendum, a poll is not binding under the LGA, so if Council has good reason why the library should go ahead first, they may still decide to build it, even if the poll showed most people preferred the swimming pool.

## KINDS OF DOCUMENTS HELD BY COUNCIL

Council holds a wide range of documents stored in hardcopy or electronic format. Since 2002, Council documents have been stored in Council's electronic information management system with some exceptions explained in point d) below.

Various legislation regulate retention and disposal of Council documents and what are publicly available and whether fees apply.

The purpose of this section is to generally describe the types of documents held by Council and not to provide an exhaustive list. Council documents are categorised as follows:

### a) Policy Documents

Council's policies are publicly available for inspection and have been itemised in the [Summary of Affairs](#) (attached at the end of this document). [Policies](#) can be accessed from Council's website or made available at Council's Administrative Centre at no charge. Copies can be provided on payment of a copying fee (see Council's [Fees and Charges](#))

### b) Registers

Council maintains registers as required by law or for other administrative purposes. Only public registers are available for public inspection such as:

- Land Register
- Development Consent Register
- Register of Investments
- Political Donations and Gifts Disclosure Register
- Pecuniary Interest Declarations
- Register of Delegations

### c) Hardcopy Documents

Since 2002, hardcopy documents that continue to be held are:

- Accounting – creditors / debtors
- Contracts and quotes lodged in hardcopy only.
- Council meeting agendas, reports and minutes
- Development Applications and Construction Certificate applications in the transition to total electronic storage
- Hardcopy files and registers that existed prior to the introduction of electronic storage
- Legal documents
- Personnel files
- Plans – services, facilities and geographical

### d) Electronic Documents

Various software systems are used to manage electronic documents held by Council that include:

- Accounting – creditors / debtors
- Applications – development, building, subdivision, cemetery, driveway etc
- Cemetery
- Certificates – building / planning
- Companion Animals – dog registrations etc
- Correspondence – incoming and outgoing (hardcopy, email and fax)
- Council reports and minutes

## *Electronic documents cont'd*

- Legal Documents
- Mapping
- Payroll
- Plant
- Tender documents
- Property related
- Rating

Some hardcopy and electronic documents can also be sub-categorised as follows:

### Legal Documents

- Agreements
- Bank Guarantees
- Certificates of Title
- Contracts
- Deeds
- Leases
- Mortgages

### Accounting Records

- Bank Statements / Reconciliations
- Debtor Notices of Motion Items
- General Ledger Records / Reports
- Receipts for payments to Council's Cashier
- Rating Records
- Reports

### Rating Records

- property ownership
- rates payable
- property descriptions.

### Plans

- Deposited Plans
- Parish Portion Maps (prior to deposited plans)
- Easement (Drainage, Water and Sewerage)
- Engineering Construction Plans
- Road Widening/Realignment
- Sewer & Water Lines

### Reports

- Annual Financial Statements
- Annual Report
- Business Papers for Council Meetings
- Commissioned reports
- Management Plan
- State of the Environment Report
- Statement of Affairs
- Summary of Affairs

Miscellaneous

- Australian Bureau of Statistics
- Australian Standards
- Government Gazettes
- Independent Commission Against Corruption Reports
- Department of Local Government Practice Notes/Circulars
- Local Government and Shire's Associations Reports/Circulars
- Tourism NSW (various reports)

## **ACCESS ARRANGEMENTS, PROCEDURES & POINTS OF CONTACT**

Council staff will assist wherever possible to provide public access to Council documents as required under various laws including the Privacy and Personal Information Protection Act 1998 (PIPPA), the LGA, the Environmental Planning and Assessment (EPA) Act and the Freedom of Information (FOI) Act.

Access requests are initially dealt with under the LGA with considerations of the requirements specified under PPIPA and if applicable, the EPA Act. Where access is refused, Council will provide written notification of the reason for the decision and advise of any recourse to pursue the matter under the FOI Act.

### **Access to documents under the Local Government Act**

Council provides public access to documents specified in s12 LGA that includes:

- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- community strategic plan
- delivery program and operational plan
- EEO management plan
- the Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- the Council's land register
- register of investments
- returns of the interests of councillors, designated persons and delegates
- agendas and business papers for Council and committee meetings (but not including business papers for matters considered when part of a meeting is closed to the public)
- minutes of Council and committee meetings, but restricted (in the case of any part of a meeting that is closed to the public), to the resolutions and recommendations of the meeting
- the register of current declarations of disclosures of political donations to councillors kept in accordance with section 328A
- the register of Councillor voting on planning matters kept in accordance with section 375A
- any codes referred to in this Act
- register of delegations
- annual reports of bodies exercising delegated council functions
- development applications (within the meaning of the [Environmental Planning and Assessment Act 1979](#)) and associated documents
- local policies adopted by the council concerning approvals and orders
- records of approvals granted, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals

### *Public documents specified in s12 LGA cont'd*

- records of building certificates under the [Environmental Planning and Assessment Act 1979](#))
- plans of land proposed to be compulsorily acquired by the Council
- leases and licences for use of public land classified as community land plans of management for community land
- environmental planning instruments, development control plans and contributions plans made under the [Environmental Planning and Assessment Act 1979](#)) applying to land within the Council's area
- the Statement of Affairs, the Summary of Affairs and the register of policy documents required under the *Freedom of Information Act 1989*
- Departmental representatives' reports presented at a meeting of the Council in accordance with section 433
- the register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008.

The current and preceding versions of these documents can be inspected free of charge. Any earlier versions may be provided for inspection if reasonably accessible.

Publication documents are available on Council's website, public libraries or from Customer Services at Council's Administrative Centre. Other documents sought require a written request or completion of a *Document Access Request* form. This form can be downloaded from Council's website or obtained from Customer Services at Council's Administrative Centre.

Members of the public are encouraged to make phone contact with Council's FOI officers prior to submitting a *Document Access Request* form to ascertain if the document sought can be obtained from Council's website, Customer Services or referral to Council's technical or professional staff. For example, copies of building application plans are provided by Customer Services within a 48 hour timeframe.

On receipt of a Document Access Request, Council staff will contact the applicant within 5 days to acknowledge or confirm requirements and generally, conclude the request within 14 days.

Hardcopies can be provided on payment of copying charges. Electronically stored documents may be emailed on request but if too large to do this, data can be burnt on disc. All charges are specified in Council's [Fees and Charges](#)).

### **Applications processed under the Freedom of Information Act, 1989**

Where Council's documents are not made publicly available under the LGA, it may be pursued under the FOI Act for example, where the documents sought concern a third party's personal or business affairs.

An FOI application must be in writing and accompanied by an application fee of \$30. Council's FOI application form can be downloaded from Council's website or obtained from Customer Services at Council's Administrative Centre.

The FOI application fee covers all costs associated with receiving and commencing to deal with an application, including clarification of requirements. In addition, an hourly processing fee of \$30 per hour may apply and Council can request that it be paid in advance.

The processing fee can be waived for the first 20 hours where an applicant seeks access to their personal documents.

The application fee and processing charge attracts a concession for a 50% reduction where the applicant is:-

- a holder of Pensioner Health Benefit Cards or those with equivalent incomes who are undergoing hardship
- under 18 years
- a non-profit organisation, where financial hardship can be demonstrated; or
- seeking documents that would be in the public interest to make available.

Council has appointed FOI Officers to deal with FOI applications and make decisions on documents sought.

The FOI Act allows 21 to 35 calendar days for the FOI Officer to decide on the application. The applicant is informed of this decision in a written notice. Where access is refused, they are also informed of their internal review and appeal rights.

An application for an internal review must be accompanied by an application fee of \$40 (or \$20 where a 50% concession applies). The internal review is conducted by the Executive Manager Legal and Governance being senior officer to the original decision maker.

#### Application to Amendment Personal Records

The FOI Act allows amendment of personal information contained in Council's documents to ensure that it does not cause a detrimental affect on the person referred to, does not misrepresent the facts about him or her, and does not give a misleading impression. No fees and charges apply to amend personal records.

The applicant would be required to show that the information is, in their opinion, incomplete, incorrect, out of date or misleading.

Direct requests to the General Manager via

Post:	PO Box 155 Coffs Harbour NSW 2450
Fax:	02 6648 4199
Email:	coffs.council@chcc.nsw.gov.au

The FOI Officer would decide to amend Council's records or not. If the applicant is dissatisfied with the decision they may exercise their internal review and appeal rights.



**SUMMARY OF AFFAIRS**  
**of the**  
**COFFS HARBOUR CITY COUNCIL**  
**(FOI Agency No 2106)**

**SECTION 1 – Policy Documents**

The following policy documents are held by Council:

**Administration and Executive**

- Access to Information
- Acknowledgement of Country
- Armorial
- Code of Conduct
- Code of Meeting Practice
- Councillors' Fees, Expenses and Facilities
- Committees – Section 355/377 – Disclosure of Interest
- Community Engagement
- Complaints and Other Feedback
- Council – Committees (Standing) Structure, Functions and Delegations
- Customer Service Policy
- Philanthropic Activity
- Privacy Management Plan – PIPP Act
- Roads, Bridges and Public Places
- Records Management Policy
- Sister Cities

**Building & Development**

- A-Frame Signs
- Asbestos Building Products – Use of
- Awnings – Height
- Caravans – Occupied and Connected to an Existing Dwelling
- Development Applications – Consideration by Council
- Development Approval – More than One (1) Allotment – Consolidation Required
- Development Consent/Building Approval – Separate Water Meters – New Flats, Units, Cabins, Villas, Etc/Dual Occupancy Dwellings, Charging Methodology
- Dwellings – Relocations
- Motor Vehicles – Sale of – From Private Residences
- Open Air Burning
- Septic Tank Installations – Development Approvals
- Subdivision – Electricity Supply – Urban Areas
- Water Sensitive Urban Design

**Caravan & State Parks**

Caravan Parks – Disabled Persons Accommodation  
Additional Policy Documents (the following documents for the Caravan Parks and State Park should also be consulted):-

- Park Beach Reserve Plan of Management
  - Sawtell Beach Reserve Plan of Management
- UNDER DEVELOPMENT:
- Woolgoolga Beach Reserve Draft Plan of Management – currently with the Department of lands waiting approval.

## **City Parks & Reserves**

Cemeteries – Council  
Commercial Activities on Crown Reserves  
Community Land – Private Encroachments Onto  
Film and Television – Use of Council Managed Lands  
Noxious Plants Policy  
Noxious Weeds Control – Giant Parramatta Grass  
Noxious Weeds Spraying Exemption  
Noxious Weeds – Declaration- Bitou Bush and Privet  
Tree Vandalism

Additional Policy Documents (the following documents for the City Parks and Reserves Branch should also be consulted):-

Plans of Management -

- Beacon Hill Reserve Plan of Management
- Brelsford Park
- Cemeteries Management Strategy
- Coffs Coast Sport and Leisure Park
- Coffs Harbour Coastal Reserves
- Duttons Estate
- Landscape Guidelines
- Natural Areas
- North Coast Regional Botanic Garden
- Open Space Strategy
- Park Beach Reserve
- Parkland
- Picnic Areas
- Playgrounds
- Recreation Preference Study
- Sawtell Reserve
- Sportsground
- Street Tree Masterplan
- Woolgoolga Community Centre
- Woolgoolga Lake and Lake Reserves
- Woolgoolga Swimming Pool and Recreation Reserve

## **Coffs Harbour Water**

Backflow Prevention & Cross Connection Control Policy – Containment Only  
Regional Water Supply – Raw Water Policy  
Sewer Mains – Building in the Vicinity of  
Sewerage – Connection – Cost thereof  
Sewerage Services – Reclaimed Water Policy  
Trade Waste Policy  
Urban Rainwater Tank Policy  
Water Carriers – Policy  
Water Connections to Rising and Trunk Mains  
Water Connections – Middle Boambee  
Water Meter / Service – Installation  
Water Restrictions

## **Community Services**

Art & Cultural Collection  
Coffs Harbour City Gallery Exhibitions Policy  
Committees – Local – Powers and Duties  
Committee Member (Retiring) Awards  
Consultation - Section 355, 377 Committees  
Library – Collection Development Policy  
Life Education Centre – Banana Coast – Assistance  
Volunteers – Libraries

## **Community Services cont....**

Additional Policy Documents (the following documents for the Community Services Branch should also be consulted):-

- Arts and Cultural Development Advisory Committee - Code of Meeting Practice
- Ayrshire Park Management Plan
- Sportz Central (Coffs Harbour Community Indoor Stadium) Management Plan
- Coramba Community Hall Management Plan
- Eastern Dorrigo Showground and Community Hall Management Plan
- Lowanna Community Hall Management Plan
- Lower Bucca Community Hall Management Plan
- Nana Glen Sport, Recreation and Equestrian Centre Management Plan
- Woolgoolga Community Village Management Plan
- Bayldon Community Centre Management Plan

## **Economic Development**

Coffs Harbour Economic Development Plan 2005

## **Environmental Services**

Agricultural Chemical Containers – Disposal

Agricultural Chemicals Residues

Englands Road Waste Management – Receipt of Waste at Facility from Charitable Organisations

Environmental Levy

Garbage Collection

Garbage Charges / Refunds

Garbage Depot – Disposal of Banana Stools

Motor Vehicles for Sale on Road Reserve

Pound Fees – Method of Payment

Septic / Holding Tank Systems

Septic Tanks – Destruction, Removal or Re-use of

Turf – Laying of for Prevention of Soil Erosion

Vegetation Strategy

Additional Policy Documents (the following documents for the Environmental Services Branch should also be consulted):-

- Waste Management Action Strategy
- Greenhouse Action Strategy
- Biodiversity Action Strategy
- Environmental Awareness Strategy
- On-site Sewage Management Strategy
- Urban Stormwater Management Plan
- Companion Animals Management
- Vegetation Strategy
- Koala Plan of Management

## **Financial Services**

Annual Financial Reports – Completion and Public Access

Bad Debts – Write Off

Contributions – Kerb and Guttering /Paving – Legal Action

Contributions – Kerb and Guttering/Paving – Corner Allotments

Domestic Waste Management Charges

Donations by Council

Investments – Internally Restricted Funds – Interest on

Investment Policy and Strategy

Loans to Community Organisations

Water Charging Policy

## **Hardship Policy**

## **Human Resources**

Video Surveillance

## **Program Support**

Contributions under Section 94 of the Environmental Planning and Assessment

Act – Applications For Deferment

Contributions for Construction of Works for Developers under Section 64 of the Local

Government Act – Applications for Deferment

Land Dedication in Developing Areas

Management Plan – City Infrastructure

Additional Policy Documents (the following documents for the Program Support Branch should also be consulted):-

- Management Plan 2004/05 – 2006/07

## **Property and Commercial Services**

Council Owned/Controlled Properties – Lease to Sporting Bodies

Council Owned Properties – Management

Disposal of Land – Distribution of surplus Funds

Footway Licensing Policy Guidelines – Outdoor Dining

Footway Activities Licensing Policy Guidelines - Merchandise

Laneways – Closure and Sale

Leasing Revenue – Distribution

Stalls and Markets – Trading from Public Property

Vandalism – Damage to Council Owned Property - Reward

## **Regional Airport**

Airport – Coffs Harbour – Business Plan

## **Sports Unit**

Sports Unit Strategic Plan

Additional Policy Documents (the following documents for the Sports Unit should also be consulted):-

- Coffs Harbour Sports Unit Strategic Plan 2004-2009

## **Strategic Planning**

Tree Preservation Orders

Vegetation – Illegal Clearing and Landform Modification

Additional Policy Documents (the following documents for the Strategic Planning Branch should also be consulted):-

- Vegetation Strategy

## **Subdivision and Contracts**

Coastal Hazard Zone

Construction Specification – 1997 Version

Design Specifications for Subdivision & Development

Development Off Laneways in Park Beach Area

- Provision for Public Utilities

Fencing on Corner Lots

Floodplain Development and Management

Street Lighting – New Subdivisions

Tenders – Canvassing of Councillors

Tenders – Value Selection System

Water Sensitive Urban Design Policy

## **Works**

- Advertising – Council Car Parks
- Car Parking Areas – Council
- Collections – Motorists – Traffic Lights
- Construction – Works by Private Individuals on Public Roads
- Creek Bank Erosion in Urban Streams
- Drainage Easements – Private Property
- Driveway Access Crossing – Rebates
- Driveway Access Crossing – Special Culvert Size
- Plant – Council Owned – Use by Voluntary Community Organisation
- Plant Replacement
- Roads
- Street Furniture – Bus Shelters with Advertising

## **SECTION 2 – Statement of Affairs**

A Statement of Affairs as at June 2009 has been prepared in accordance with Section 14(1) and (2) of the Freedom of Information Act and forms part of the Coffs Harbour City Council's Annual Report. It is available for inspection during office hours at Council's Administrative Centre situated at 2 Castle Street, Coffs Harbour. Copies of the current Annual Report are available for inspection at Council's Administrative Centre and Libraries at Coffs Harbour, Toormina and Woolgoolga. The report can also be viewed on line at Council's website at [www.coffsharbour.nsw.gov.au/annualreport](http://www.coffsharbour.nsw.gov.au/annualreport).

## **SECTION 3 – Contact Information for Access to Documents**

Enquiries concerning the procedures for inspecting and purchasing Council's policy documents and Statement of Affairs should be directed to:-

The FOI Officer  
Coffs Harbour City Council  
Administrative Centre  
2 Castle Street  
Coffs Harbour NSW 2450

Operation Times: 8.00am – 5.00pm (Monday – Wednesday)

Postal Address: Locked Bag 155  
Coffs Harbour NSW 2450

Phone: (02)6648 4000

Fax: (02)6648 4199

Email: [coffs.council@chcc.nsw.gov.au](mailto:coffs.council@chcc.nsw.gov.au)