



# **Annual Report**

## **Section 2 – Statutory Information**

**1 July 2012 to 30 June 2013**

Adopted at the Ordinary Meeting of 28 November 2013

(Assets data adopted at the Ordinary Meeting of 27 February 2014)

[www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)

**Coffs Harbour City Council 2012/2013 Annual Report - Section 2 – Statutory Information**

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# Annual Report 2012/2013 - Section 2 - Statutory Information

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# Annual Report 2012/2013 - Section 2 - Statutory Information

## Introduction

The Annual Report refers to the period 1 July 2012 to 30 June 2013.

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.

In a separate document, Section 1 of the report focuses mainly on Council's 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. This represents an overview of the effectiveness of Council activities in implementing the strategies and achieving the objectives of the *Coffs Harbour 2030* Community Strategic Plan. The IPR legislation requires councils to provide this information every six months and as an "End of Term" Report at the conclusion of the term of each elected council.

Also tabled separately, Section 3 of the Annual Report contains Council's annual financial statements, as required by the Local Government Act 1993 - Section 428 (4) (a).

All sections of the Annual Report are to be accessed at Council's website: [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)

**Note:** At the time of the adoption of the Annual Report Sections 1 and 2 (28 November 2013), Council's annual financial statements had yet to be finalised. The delay was caused by asset accounting issues – related to a comprehensive, ongoing review of all of Council's asset management processes. This meant that asset accounting information could not be included in the Section 2 Report.

The 2012/2013 Annual Financial Statements were adopted at the Council meeting of 27 February 2014.

The finalisation of the annual financial statements enabled the inclusion of details of *Assets Acquired and Held; Condition of Public Works* in this *2012/2013 Annual Report - Section 2 – Statutory Information*, as required by legislation (see Page 27). The revised Section 2 document was re-posted on Council's website.

## Compliance with Special Variation Approval Conditions.

### ▪ **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 2006/2009 Management Plan. Council applied for a 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 2006/2007 (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 2006/2007 to 2015/2016 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 and the installation of lighting at Fitzroy Oval. It is also contributing funds associated with the following projects:

- The new Museum facility in Harbour Drive;
- Upgrade of the Woolgoolga netball courts;
- Continuation of upgrades to public amenities;
- Jetty Foreshores Revitalisation and
- The Community Capital Infrastructure Grants Program

## Compliance with Special Variation Approval Conditions *(Continued)*

### Rate Variation Program – 2006/2013 - Community Facilities Program

#### Financial Report - Commencement to 30 June 2013

	To 30/6/12 \$	2012/13 \$	To 30/6/13 \$
<b>Income</b>			
Rate revenue (additional from rate variation)	9,401,065	1,751,820	11,152,885
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
<b>Total Grants</b>	<b>12,368,232</b>		<b>12,368,232</b>
Contributions:			
Private Works Reserve (Public Amenities Upgrade)	26,389	255,037	281,426
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>284,519</b>	<b>255,037</b>	<b>539,556</b>
Sale of Land - Hogbin Drive	88,972		88,972
Other Council contributions (loans, revenue, reserves)	2,129,158		2,129,158
Interest earned	417,068	62,778	479,846
<b>Total Income</b>	<b>33,247,167</b>	<b>2,069,635</b>	<b>35,316,802</b>

*(Continued Next page)*

## Compliance with Special Variation Approval Conditions (Continued)

### Rate Variation Program – 2006/2013 - Community Facilities Program (Continued from previous page)

#### Financial Report - Commencement to 30 June 2013

	To 30/6/12	2012/13	To 30/6/13
	\$	\$	\$
<b>Expenditure</b>			
<b>Works:</b>			
Hogbin Drive Extension Stage 2	16,811,634		16,811,634
City Park	1,460,209	6,304	1,466,513
Museum Development	372,674		372,674
Netball Courts Woolgoolga			0
Richardson Park Drainage & Fitzroy Oval Lighting	194,806		194,806
Public Amenities Upgrade	26,389	255,037	281,426
Nana Glen Swimming Pool	852,654		852,654
Jetty Structure Restoration	1,500,001		1,500,001
Coffs Coast Sport & Leisure Park Works	48,904	3,734	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
<b>Total Works</b>	<b>24,420,105</b>	<b>265,075</b>	<b>24,685,180</b>
<b>Operating:</b>			
Nana Glen Swimming Pool	501,246	107,588	608,834
City Park - New Facility			0
City Park - Playground	137,005	70,104	207,109
<b>Total Operating</b>	<b>638,251</b>	<b>177,692</b>	<b>815,943</b>
Loan Repayments	<b>6,410,062</b>	<b>1,219,251</b>	<b>7,629,313</b>
<b>Total Expenditure</b>	<b>31,468,418</b>	<b>1,662,018</b>	<b>33,130,436</b>
<b>Funds on Hand at 30 June</b>			
Loan funds on Hand - Community Facilities Program	<b>1,215,435</b>	<b>-6,304</b>	<b>1,209,131</b>
Other funds	<b>563,314</b>	<b>413,921</b>	<b>977,235</b>
<b>Total Funds on Hand</b>	<b>1,778,749</b>	<b>407,617</b>	<b>2,186,366</b>



## Compliance with Special Variation Approval Conditions (*Continued*)

- ***Priority Infrastructure and Economic Development (2008)***

On 27 June 2008, the Minister for Local Government approved a special variation of 5.95% for Coffs Harbour City Council for 2008/2009. On top of the approved 3.2% 'rate pegging' allowance, this represented a further 2.5% increase in Residential, Farmland, CBD Business and citywide Business rates and an additional 3.5% increase in the citywide Business rate.

The approval was subject to the following conditions:

1. The Council will levy a rate increase for the costs associated with priority infrastructure and economic development projects, as defined by the Council; and
2. The Council clearly reports in its annual report for the period 2008/09 to 2012/2013 information on the total income received, expenditure per project/program and outcomes achieved.

In relation to approval condition 2 above, the tables on pages 6 and 7 provide information on the total income received and expenditure per project/program in 2012/2013 and the outcomes achieved.

## Compliance with Special Variation Approval Conditions (Continued)

### ▪ Priority Infrastructure and Economic Development (Continued)

Variation Yield Including Revotes (\$)	Priority Infrastructure Works 2012/2013	Rate Variation Funds (\$)	Actual (\$)	Revote ** (\$)	Comments
<b>1,217,155</b>	Bridges Major Repairs	10,000	0	10,000	
	James Small Drive Footbridge	40,000	0	40,000	Works to commence 2013/2014
	Harry Jensen Repairs & CP System	60,000	50,810	9,190	Works still in progress
	Ferrets Bridge	10,000	0	10,000	Works in design phase
	Seccombes Bridge	26,393	0	26,393	Works to commence February 2014
	Puhos Bridge	10,000	0	10,000	Works in design phase
	Kirtons Road Bridge	30,000	43,927	-13,927	Works completed
	Hartleys Bridge - Major Repairs	480,000	539,488	-59,488	Works completed
	Investigations	95,000	29,585	65,415	Ongoing
	Barbarescos Bridge	55,000	3,928	51,072	Works completed
	Old Bucca Road	120,000	116,365	3,635	Works completed
	Murrays Bridge	10,762	43,501	-32,739	Works completed
	Davies Bridge	20,000	630	19,370	Works to commence March 2014
	Herds Bridge	5,000	0	5,000	Works in design phase
	McClellands Bridge	35,000	21,925	13,075	Works still in progress
	Contribution to Reseals Flush Seals Works	200,000	200,000	0	Contribution to Reseals
	Cathodic Protection	10,000	4,080	5,920	Ongoing
	<b>Totals</b>	<b>1,217,155</b>	<b>1,054,239</b>	<b>162,916</b>	

\*\* Funding carried forward into subsequent financial year.

## Compliance with Special Variation Approval Conditions (Continued)

### ▪ Priority Infrastructure and Economic Development (Continued)

Variation Yield including Revotes (\$)	Economic Development Projects / Activities 2012/2013	Rate Variation Funds (\$)	Actual (\$)	Revote ** (\$)	Comments
<b>156,020</b>	Events Facilitation	63,000	63,000	0	(See table below)
	Buskers Festival	74,553	74,553	0	Funding difference between revenue & expense
	Business Development Workshops	4,336	4,336	0	
	Community Economic Development Program	14,131	14,131	0	
	<b>Totals</b>	<b>156,020</b>	<b>156,020</b>	<b>0</b>	
<i>** Funding carried forward into subsequent financial year.</i>					

<b>Events Facilitation 2012/2013 (From Above Table)</b>	
Description	Actual (\$)
NNSWF Events Package	8,000
Golf Bonville	4,000
Australian Junior Surfing Titles	5,000
Festival of Sail	1,000
BMX State of Origin Titles	1,000
Coffs Half Marathon / Fun Run	2,000
NSW Country Cycling Champs	500
Pittwater - Coffs Marketing	5,000
Outriggers	2,000
Tri Coffs	10,000
Nitro Circus	13,000
Short Sharp Industry Development Partnership	1,500
Fuelarama	10,000
<b>Total</b>	<b>63,000</b>

## Compliance with Special Variation Approval Conditions (*Continued*)

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

On 24 June 2010, the Minister for Local Government approved a special variation of 7.00% for Coffs Harbour City Council commencing in 2010/2011.

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 2021/2022 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 2010/2011 to 2020/2021 rating years inclusive; and
3. Council clearly reports in its annual report for the period 2010/2011 to 2020/2021 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 Management Charge levied by Council.

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 tables on the following pages provide information on the total income received and expenditure per project/program in 2012/2013 and the outcomes achieved.

## Compliance with Special Variation Approval Conditions (Continued)

Flood Mitigation and Drainage Works Program 2012/2013										
			Funding Source			Allocation of Revotes				
Program Year	Project	Project Estimate (\$)	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Section 94 & Grant Funds (\$)	Actuals to 30/06/12 (\$)	Stormwater Levy Funds (\$)	Rate Variation Funds (\$)	Section 94 & Grant Funds (\$)	Job Complete (Y / N)
2012/13	Unallocated Drainage Works	1,599,813	1,350,188	249,625			1,350,188	249,625		
2010/11	Flood Detention Basin (Upper Shepards Lane)	3,909,899		3,386,616	523,283	528,583		3,381,316		N
2010/11	Flood Warning System & 2D Modelling	83,336	23,767	23,767	35,802	83,336				N
2010/11	Flood Detention Basin (Spagnolos Road)	2,886,509		2,885,781	728	11,802		2,874,707		N
2011/12	Water main Relocation (Spagnolos Road)	1,163,983		1,163,983		1,163,983				Y
2010/11	Central Business District Drainage Works	500,000	406,192	101,548	-7,740	149,536	280,371	70,093		N
2012/13	Loaders Lane Levee Works	150,000	90,000	60,000			90,000	60,000		N
2012/13	Creek Clearing & Drainage Works	20,000	6,000	14,000		9,174	3,248	7,578		N
2011/12	Park Beach Trunk Drainage	12,407	2,895	1,241	8,271	12,407				Y
2010/11	Flood Detention Basin (Bennetts Road)	2,844,011		995,483	1,848,528	2,717,636		126,375		N
2011/12	Fawcett Street Drainage Works	266,034	266,034			266,034				Y
2012/13	Prince Street Drainage Works	30,000	30,000				30,000			N
2012/13	York Street Drainage Works	40,000	40,000				40,000			N

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## Compliance with Special Variation Approval Conditions (Continued)

Flood Mitigation and Drainage Works Program 2012/2013 (Continued)										
			Funding Source			Allocation of Revotes				
Program Year	Project	Project Estimate (\$)	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Section 94 & Grant Funds (\$)	Actuals to 30/06/12 (\$)	Stormwater Levy Funds (\$)	Rate Variation Funds (\$)	Section 94 & Grant Funds (\$)	Job Complete (Y / N)
2012/13	Investigation & Design	35,515	35,515			35,515				N
2012/13	Marcia Street / Pacific Highway Drainage Improvements	200,000	200,000				200,000			N
2012/13	Bakers Road Surveillance Report	13,000		13,000				13,000		N
2011/12	Moore Street Drainage Works	45,000	45,000			37,105	7,895			N
2011/12	Fishermans Drive Pipe Extension	39,293	19,646	19,647		39,293				Y
2011/12	The Promenade - Harbour Drive Pipe Repairs	16,996	16,996			16,996				Y
2012/13	Floodplain Studies, Plans & Design	100,000	50,000	50,000		100,000				Y
2012/13	Mavis Street Pipe Repairs	7,000	7,000				7,000			N
2012/13	Polaris Close / Antaries Avenue Drainage Works	50,000	50,000				50,000			N
2011/12	Coffs Creek Infilling & Hydraulic Capacity	48,372	12,093	12,093	24,186	39,709	2,166	2,165	4,332	N
<b>Totals for 2012/13</b>		<b>14,061,168</b>	<b>2,651,326</b>	<b>8,976,784</b>	<b>2,433,058</b>	<b>5,211,109</b>	<b>2,060,868</b>	<b>6,784,859</b>	<b>4,332</b>	

## Compliance with Special Variation Approval Conditions (Continued)

### ▪ **City Centre Works Program (2012)**

Council initiated a City Centre revitalisation program in 2000/2001, funded by a twelve-year City Centre Special Rate (referred to as the CBD Special Rate). In June 2012, Coffs Harbour City Council secured Ministerial approval - via the Independent Pricing and Regulatory Tribunal (IPART) – to continue the CBD special rate in 2012/2013 to allow work to be carried out to support an application for a further ten-year extension of the Special Rate Variation.

The approval was subject to the following conditions:

The Council reports in its Annual Report for the rating year of 2012/2013 on:

1. Expenditure on the development of the City Centre Masterplan; and the traffic flow works listed in IPART's Determination; and
2. The outcomes achieved as a result of the special variation.

In relation to approval condition 1 above the following information applies:

- Total rate revenue from the CBD Special Rate for 2012/2013 was **\$668,900**.
- Total expenditure on the development of the City Centre Masterplan for 2012/2013 was **\$241,802**.
- Total expenditure on CBD traffic flow works (Harbour Drive / Gordon Street intersection) for 2012/2013 was **\$12,850**.
- The remaining CBD Special Rate funds for 2012/2013 (**\$414,248**) have been revoted and are to be used for future major capital works associated with the intersection upgrade of Harbour Drive and Gordon Streets. These works have not yet commenced due to a pending development application from a large shopping centre, which is likely to have an impact on the scope of the upgrade works.

In relation to approval condition 2 above, the following outcomes have been achieved:

- **Development of the City Centre Masterplan** - The City Centre Masterplan maps the future for our City Centre. The Plan contains a number of strategies and projects that support key priorities previously identified through the Masterplan community consultation process. These key priorities include a focus on revitalising the City Centre to stimulate economic activity. The adopted City Centre Masterplan can be viewed at:  
[www.coffsharbour.nsw.gov.au/Coffs-And-Council/rates/Documents/Coffs-Harbour-City-Centre-Masterplan.pdf](http://www.coffsharbour.nsw.gov.au/Coffs-And-Council/rates/Documents/Coffs-Harbour-City-Centre-Masterplan.pdf)
- The City Centre Masterplan contains a ten-year City Centre works program which formed the basis of Council's approved 2013/2014 Special Rate Variation. This extension of the CBD Special Rate for a further ten-year period provides the necessary funding for this works program.
- **CBD Traffic Flow Works** – Traffic studies have been undertaken to provide information for the design phase of the intersection upgrade of Harbour Drive and Gordon Streets.

## Overseas Visits

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

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

**1 July 2012 to 30 June 2013.**

Coffs Harbour City Council was represented in three overseas activities in 2012/13

In November 2012, Anne Shearer (Road Safety and Transport Officer) was invited to attend the Lake Taupo cycle challenge, New Zealand with a party from the City Rotary Club of Coffs Harbour to observe the organisation of the event and meet with organisers. The accommodation was funded by the Rotary Club. The costs associated with this trip for Council were \$902.60 from the training budget. All participants were members of the organising committee of the Coffs Coast Cycle Challenge which is modelled on the Taupo event so the group was able to benefit from the New Zealand experience resulting in increased participation (+48%) in Coffs Harbour in 2013. A report went to Council on 24 April 2013 as a result of this trip with a number of recommendations approved in relation to the staging of the event in Coffs Harbour.

In November 2012, Kristina Cooke (Economic Development Unit - Strategic Development Officer) participated in a Smart City World Conference Congress and study tour. The three key elements for this trip were to attend the Smart City Expo World Conference in Barcelona (13-15 November), to research economic development programs and to research co-working models. The program included interviews and guided tours of key economic developments in Barcelona, including Barcelona Activa, Mobile Barcelona and CISCO. Interviews were also staged with those involved in 6 co-working spaces in Barcelona to help investigate the applicable use of co-working spaces that would be viable in Coffs Harbour. This trip was primarily subsidised by a local partner organization, Southern Cross University and RDA Mid North Coast, for a total of \$5,800. The remaining accommodation and ancillary costs of \$2,583.29 were met by Council.

In December 2012, Steve McGrath (General Manager), Craig Milburn (Director of Corporate Business) and Steve Bayliss (Chief Information Officer) embarked on a business improvement and development study tour of the UK and Singapore in partnership with Civica, which is a global software and services company. This tour was primarily undertaken to review how UK and Singapore public sector businesses are managing organisational change as a response to long term financial constraints. Numerous public entities including schools, libraries, ministries, councils and public corporations were visited during this period. A report to Council on 28 February 2013 detailed the benefits of this tour and made a number of recommendations to pursue as a result. The overall cost of the study tour was \$24,525.60. This included costs of \$11,850.44 for travel (plane/train), \$11,349.68 for accommodation and \$1,325.48 for meals and incidentals. Some meals and train travel were funded by the hosts.



## Elected Members' Expenses

Local Government Act 1993 - Section 428 (4) (b)  
 Local Government (General) Regulation 2005 - Section 217 (1) (a1)  
 1 July 2012 to 30 June 2013.

Expense	Amount (\$)
Mayoral Allowance	37,333
Councillor fees	147,996
Mayor vehicle expenses	12,000
Provision of dedicated office equipment allocated to councillors	6,705
Telephone calls made by councillors	3,900
Attendance by Councillors at conferences and seminars (excluding overseas and interstate)	17,161
Training of councillors and provision of skill development	9,026
Interstate visits by councillors, including transport, accommodation and out-of-pocket expenses	1,101
Overseas visits by councillors, including transport, accommodation and out-of-pocket expenses	-
Expenses of any spouse, partner or other person who accompanied a councillor	395
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)	11,822
<b>Total</b>	<b>247,439</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 2012 to 30 June 2013.

Contract No.	Contract	Supplier	Commencement Date	Revised Contract Sum (\$)
RFT-531-TO	Supply & Delivery of Bitumen Emulsion	Fulton Hogan Industries	15/10/2012	Schedule of Rates
RFT-560-Parent	Provision of Legal Services	Panel of Suppliers	14/12/2012	Schedule of Rates
RFT-574-TO	Plumbing Maintenance and Repair of Council Properties	Panel of Suppliers	17/02/2013	Schedule of Rates
RFT-578-TO	Coffs Harbour Surf Club Access Upgrade	Fred Keizer Constructions P/L	10/05/2013	150,067.80
RFT-559-TO	Environmental Studies and a Planning Proposal for Bonville Residential Release Area/Large Lot Residential Release Area	de Groot & Benson	19/02/2013	159,250.00
RFT-561-TO	Timber Supply, Hartleys Bridge	Leonard J Williams (Timber) P/L	14/12/2012	204,969.92
RFT-548-TO	CBD Master Plan	Roberts Day Pty Ltd	24/08/2012	208,030.00
RFT-570-TO	Supply 5 Sewage Pumps to Sawtell Pump Station	J.A.C. Pump Services	25/02/2013	226,889.00
RFT-576-TO	Supply & Delivery of one (1) Cab Chassis 23,000 GVM with the ability to interchange between Tipper and Prime Mover.	K & J Trucks	19/02/2013	306,270.00
RFT-573-TO	Electrical Maintenance and Repair of Council Properties	Panel of Suppliers	17/02/2013	322,800.00
RFT-547-TO	Waste, Green Waste & Recyclables Collection-Coffs Coast State Park & Woolgoolga Beach Reserve Trust	Handybin Waste Services Pty Ltd	1/12/2012	332,640.91

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

Contract No.	Contract	Supplier	Commencement Date	Revised Contract Sum (\$)
RFT-551-TO	Construction of underground storage at Pump Station 7 (Coffs Harbour)	Bob Chambers P/L	12/10/2012	380,802.00
RFT-541-TO	Woolgoolga Lakeside Caravan Park Relocatable Amenity Supply & Installation	East Coast Homes and Park Cabins	18/07/2012	435,092.73
RFT-546-TO	Provision of External Audit Services	Thomas Noble & Russell	27/07/2012	453,781.08
RFT-567-TO	Sewer Cleaning and Lining	Insituform Pacific Pty Ltd	14/01/2013	541,359.09
RFT-557-TO	Pipe Bridge and Pipes across Boambee Creek	H F Hand Constructors Pty Ltd	2/01/2013	784,780.85
RFT-566-TO	Supply of Pipes and Fittings - Boambee Creek to Sawtell Treatment Plant	Iplex Pipelines	2/01/2013	792,086.00
RFT-575-TO	Gravity Sewer Pipeline Construction - Sawtell STP	Ledonne Constructions P/L	4/03/2013	1,101,558.27
RFT-564-TO	Slope Remediation Works at Various Sites	Specialised Geo Pty Ltd	14/01/2013	1,382,865.81
RFT-538-TO	Supply & Delivery Bitumen Sealing Works 2012-2014	NSW Boral Asphalt	1/09/2012	1,713,461.22
RFT-572-TO	Coffs Harbour Regional Airport - Runway Asphalt Resheeting (SP1, SP2 and SP3)	Fulton Hogan Industries	22/04/2013	6,711,713.00

## Legal Proceedings

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

Local Government (General) Regulation 2005 - Section 217 (1) (a3)

1 July 2012 to 30 June 2013.

Case Name	Court (NSW)	Costs Paid (\$)	Costs Received (\$)	Status
Coffs Harbour City Council v The Minister for Planning & Ors	Supreme Court - Court of Appeal	103,526.16	NIL	Dismissed.
Lehman Bros. Holding Inc et al [Jointly Administered] Coffs Harbour City Council v Lehman Bros. Australia Ltd	US Bankruptcy Court, Southern District of New York, USA. Federal Court of Australia, NSW District Registry.	0.00	NIL	Not concluded.
McAuley v Northern Joint Regional Planning Panel & Ors	Land & Environment Court - Judicial Review	37,942.87	NIL	Dismissed.
Hoy v Coffs Harbour City Council	Land & Environment Court	5,323.76	NIL	Not concluded.
GHD Pty Limited v Coffs Harbour City Council	Land & Environment Court - Class 1 proceedings	1,045.40	NIL	Discontinued.
Hannaford v Coffs Harbour City Council	Land & Environment Court - Class 1 proceedings	13,399.10	NIL	Discontinued.
Coffs Harbour City Council v Cuthbert	Land & Environment Court - Class 1 proceedings	5,184.61	NIL	Consent orders.
Rothwell Boys v Coffs Harbour City Council & Ors	Land & Environment Court - Class 1 proceedings	0.00	5,406.61	Upheld.
Dunlop v Coffs Harbour City Council	Land & Environment Court - Class 1 proceedings	0.00	2,727.27	Discontinued.

## **Works Subsidised On Private Land**

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

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

**1 July 2012 to 30 June 2013.**

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 2012 to 30 June 2013.

RECIPIENT	AMOUNT(\$)	RECIPIENT	AMOUNT(\$)
Donations Unallocated (Mayor and GM)	800	Surf Life Saving Clubs – Subsidy & Rates	46,629
Schools Annual Presentations	4,450	State Emergency Services – Contribution	107,046
North Coast Academy of Sport	4,500	Visual & Performing Arts Groups	18,668
Westpac Rescue Helicopter	500	Woolgoolga Sports Council Inc	60,000
Senior Citizens Week	3,833	Sawtell & Toormina Sports & Recreation Club	17,000
Coffs Harbour Spring Garden Festival	800	Coramba Sportsground	25,000
Southern Cross University Presentations	300	Counselling Services Inc.	800
TAFE Presentations	250	Glenreagh Mountain Railway	10,000
Event Subsidies (road closures)	425	Woolgoolga Seniors Centre Inc.	6,664
Woolgoolga Volunteer Sea Rescue	460	TS Vendetta (Access Charge)	475
D A Fees	4,933	NSW Fire Brigades Subsidy	426,408
Other Health Services – Life Education Van	5,935	RFS Subsidy	446,391
Nana Glen Heartstart	1,000	Rotary Club Coffs Coast Cycle Challenge	4,200
Mountain Heartstart	1,000	BCU Coffs Triathlon	12,000
Hope Bears Charity	200	Woolgoolga Art Group Inc. (1/4 Rates Payment)	732
Sawtell & Woolgoolga Chambers of Commerce	18,300	Coffs Harbour Coral Groups	1,660
Rates Subsidy – Sporting & Cultural Groups	34,257	Coffs Harbour Pipe Band	6,000
<i>(Continued next column &gt;)</i>		<b>TOTAL</b>	<b>1,271,616</b>

## Rates and Charges Written Off

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 - Clause 132  
1 July 2012 to 30 June 2013.

The total value of rates and charges written off for the year 2012/2013 was **\$3,316,973.91**

Item	Amount (\$)
Pension Rebates	-2,940,259.02
Postponed Rates	-195,952.36
Interest > \$50	-1,763.51
Water Usage Charges	-101,297.46
Sewer Usage Charges	-71,853.08
Trade Waste Usage Charges	-5,848.48
<b>TOTAL</b>	<b>-3,316,973.91</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 2011/2012 was **\$3,263,840.23**)

## Functions Delegated by Council

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 - Section 217 (1) (a6)  
1 July 2012 to 30 June 2013.

External bodies that exercised functions delegated by Council were:

- **Coffs Harbour International Stadium Limited**  
Company exists, but does not have any Council delegation.
- **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 2012 to 30 June 2013.

Nil

## 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 2012 to 30 June 2013.

- **Statecover Mutual Limited**
- **Coffs Harbour Technology Park**



## **Equal Employment Opportunity Management Plan (Human Resources Activities)**

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

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

**1 July 2012 to 30 June 2013.**

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

- Council continued with training and development for all staff.
- Council continued its support of trainees from an ATSI background, employing four new trainees, one in the Human Resources area of Council, as well as indigenous school-based trainees.
- The Aboriginal staff at Council were involved in a year long project for NAIDOC week celebrations.
- Council conducted a staff well-being workshop for Aboriginal employees.
- Council continued work through the Women's Development Team to improve the work environment for women.
- Council supported staff with disabilities throughout the year, providing flexible employment where required and equipment needs.
- Council continued to actively support staff with mental health issues including support of "RU OK" Day.
- Council entered a team in the 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. The team consisted of three women and three men.
- Individual coaching was provided for staff seeking assistance with interview skills; emphasis was placed on staff with special needs or those from Aboriginal and CALD backgrounds.
- Council continued its Emerging Leaders program which seeks to enhance the skills and give opportunities to staff seeking to progress their careers. Female staff were particularly encouraged to apply for the program and the final gender balance was 15 females and 5 males.
- Council conducted Code of Conduct Training for all 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 final version of the reviewed EEO Plan 2012 – 2014 was published on the Intranet.

## General Manager Remuneration

**Local Government Act 1993 - Section 428 (4) (b)**  
**Local Government (General) Regulation 2005 - Section 217 (1) (b)**  
**1 July 2012 to 30 June 2013.**

The remuneration package total effective for the position of General Manager at 30 June 2013 was \$256,865.34. 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 2012 to 30 June 2013.**

The remuneration package total effective for all three Senior Staff positions at 30 June 2013 was \$586,075.01. 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 2012 to 30 June 2013.**

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 9 - "Flood Mitigation and Drainage Works Program to 30/06/2013."

# Companion Animals Act - Compliance

**Local Government Act 1993 - Section 428 (4) (b)**  
**Local Government (General) Regulation 2005 Clause 217 (1)(f)**  
**1 July 2012 to 30 June 2013.**

## Overview

Coffs Harbour City Ranger Services has been very active in Companion Animal Management during 2012/2013. The main focus has been a steady and constant approach to companion animal owners and their responsibilities when taking their pets into public places and/or not properly restraining them within their properties to prevent their animals escaping. This has seen a reduction in dog fines issued throughout the reporting period (totalling 125 infringements issued, well down from a high of 176 in 2010/2011).

Regular programs (“Dog Blitzes” and “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 with appropriate media coverage.

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 2012/2013 seizure survey submitted to DLG)

Seized by Council Rangers	572
Seized by members of the public	398
<b>Total animals seized</b>	<b><u>970</u></b>
Companion Animals returned by Rangers (not impounded)	254
Companion Animals returned from Council’s Pound Facility	228
<b>Total Companion Animals returned to owners</b>	<b><u>482</u></b>
<b>Total Companion Animals re-homed</b>	<b><u>211</u></b>
<b>Total Number of Animals Euthanized (including carry over 2012)</b>	<b><u>360</u></b>

## Companion Animals Act – Compliance (Continued)

### Dog Attacks

There were 84 reported dog attacks in 2012/2013, a 10% increase on last year's figures. (In 2011/2012 there were 74 reported dog attacks; in 2010/2011 there were 80 reported dog attacks.)

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

A number of dangerous dogs were destroyed as a result of these reported incidents. (11 dogs in total destroyed)

### Companion Animal Management Funding - Expenditure

Companion animal complaints and tasks made up approximately 56% of the Ranger Services workload. The following financial outline reflects that percentage in respect to staff costs etc.

Staffing	\$ 233,861
Plant vehicles	\$ 18,670
General Dog Seizure Expenses	\$ 1,472
RSPCA Pound Facilities Contract	\$ 188,739
Office Accommodation	\$ 1,224
Equipment Purchases	\$ 1,495
<b>Total Expenditure Companion Animal Management</b> Slight increase from last year's figure (\$443,088)	<b>\$ 445,461</b>

### Companion Animal Management Funding – Income

Companion Animals Registrations Commissions*	\$ 81,752
Impounding Fees and Charges	\$ 30,405
Fines (Net income amount after service fees)	\$ 29,671
<b>Total Income</b> (Up by \$53,999 on last year's figure.)	<b>\$ 141,828</b>

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

### **Companion Animal Community Education (Including De-Sexing of Cats & 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

### **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 2012 to 30 June 2013.

Asset Class	Asset Category	Asset Condition (See Key Page 30)	Estimated cost to bring up to a satisfactory condition (\$'000)	Required Annual Maintenance (\$'000)	Current Annual Maintenance (\$'000)
<b>Buildings</b>	Council Offices	3	842	206	113
	Works Depot	2	0	36	21
	Public Halls	3	421	52	28
	Residences	3	53	8	6
	Museum	4	473	5	5
	Library	2	0	21	11
	Childcare Centres	3	421	68	18
	Art Gallery	2	0	8	8
	Amenities / Toilets	4	4,208	170	113
	Bush Fire Sheds	3	237	62	21
	Club Houses	3	631	52	21
	Storage Sheds	4	316	15	10
	Waste Facility	3	210	45	19
	Theatres	2	0	66	20
	Commercial	3	1,052	299	151
	Neighbourhood / Community	3	1,052	350	247
	Airport	3	1,052	206	160
	<b>Sub Total</b>		<b>10,968</b>	<b>1,669</b>	<b>972</b>
<b>Other Structures</b>	Structures not included in buildings	3	989	106	57
			<b>989</b>	<b>106</b>	<b>57</b>

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

(Continued from previous page)

Asset Class	Asset Category	Asset Condition (See Key Page 30)	Estimated cost to bring up to a satisfactory condition (\$'000)	Required Annual Maintenance (\$'000)	Current Annual Maintenance (\$'000)
<b>Public Roads</b>	Sealed Roads	3	49,732	4,171	3,579
	Unsealed Roads	4	9,606	850	835
	Bridges - Concrete	2	0	21	10
	Bridges - Timber	3	146	116	89
	Footpaths and Cycleways	2	1,750	359	184
	Kerb and Gutter	3	3,426	58	28
	Road Furniture	3	989	101	54
	Medians & Roundabouts	2	931	132	0
	Footbridges and Boardwalks	3	220	34	0
	<b>sub total</b>		<b>66,800</b>	<b>5,842</b>	<b>4,779</b>

(Continued next page)



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

(Continued from previous page)

Asset Class	Asset Category	Asset Condition (See Key Page 30)	Estimated cost to bring up to a satisfactory condition (\$'000)	Required Annual Maintenance (\$'000)	Current Annual Maintenance (\$'000)
<b>Water</b>	Water Treatment Works	2	0	1,454	1,631
	Water Reservoirs	2	0	292	258
	Dams	2	0	15	14
	Water Pumping Stations	3	70	440	351
	Water Mains	2	0	1,471	1,332
	Ancillary	3	11	21	55
	<b>sub total</b>		<b>81</b>	<b>3,693</b>	<b>3,641</b>
<b>Sewerage</b>	Sewerage Pumping Stations	3	450	2,353	2,596
	Sewerage Treatment Works	2	0	3,900	4,105
	Sewer Mains	3	1,174	876	834
	Effluent Pumping Stations	4	20	53	54
	Effluent Reservoirs	2	31	22	34
	Effluent Mains	1	0	26	17
	Ancillary	5	25	70	63
	<b>sub total</b>		<b>1,700</b>	<b>7,300</b>	<b>7,703</b>

(Continued next page)

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

(Continued from previous page)

Asset Class	Asset Category	Asset Condition (See Key this page)	Estimated cost to bring up to a satisfactory condition (\$'000)	Required Annual Maintenance (\$'000)	Current Annual Maintenance (\$'000)
<b>Drainage Works</b>	Retarding Basins	2	0	26	15
	Stormwater Pits	2	252	37	32
	Head Walls	2	4	14	5
	Channels	4	915	30	26
	Stormwater Pipes	2	91	248	205
	Gross Pollutant Traps	4	46	58	10
	Box Culverts	2	41	19	12
	<b>sub total</b>		<b>1,349</b>	<b>432</b>	<b>305</b>
	<b>TOTAL - ALL ASSETS</b>		<b>81,887</b>	<b>19,042</b>	<b>17,457</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.	<b>Excellent</b>	No work required (normal maintenance).
2.	<b>Good</b>	Only minor maintenance work required.
3.	<b>Average</b>	Maintenance work required.
4.	<b>Poor</b>	Renewal required.
5.	<b>Very Poor</b>	Urgent renewal/upgrading required.