

COFFS HARBOUR CITY COUNCIL 2013/2014 ANNUAL REPORT SECTION 2 - STATUTORY INFORMATION



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Helping to achieve the 2030 Community Vision

Annual Report 2013/2014 - Section 2 - Statutory Information

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Annual Report 2013/2014 - Section 2 - Statutory Information

Introduction

The Annual Report refers to the period 1 July 2013 to 30 June 2014.

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 Annual Report focuses 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.

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). The Annual Financial Statements were adopted by Council on 13 November 2014.

The Annual Report is a component of the performance monitoring provisions of the IPR legislation which also requires councils to 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 the other IPR-related documents - can be accessed at Council's website: www.coffsharbour.nsw.gov.au

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 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 2006/2007 (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, 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

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Compliance with Special Variation Approval Conditions (Continued)

Rate Variation Program – 2006/2014 - Community Facilities Program			
Financial Report - Commencement to 30 June 2014			
	To 30/6/13 \$	2013/14 \$	To 30/6/14 \$
Income			
Rate revenue (additional from rate variation)	11,152,885	1,811,382	12,964,267
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
NSW Sport & Rec (Woolgoolga Netball Courts)		25,000	25,000
NSW Sport & Rec (Skate Plaza)		50,000	50,000
Total Grants	12,368,232	75,000	12,443,232
Contributions:			
Private Works Reserve (Public Amenities Upgrade)	281,426	18,574	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
Total Contributions	539,556	18,574	558,130
Sale of Land - Hogbin Drive	88,972		88,972
Other Council contributions (loans, revenue, reserves)	2,129,158	138,400	2,267,558
Interest earned	479,846	65,597	545,443
Total Income	35,316,802	2,108,953	37,425,755

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Compliance with Special Variation Approval Conditions (Continued)

Rate Variation Program – 2006/2014 - Community Facilities Program			
Financial Report - Commencement to 30 June 2014 (Continued)			
	To 30/6/13	2013/14	To 30/6/14
	\$	\$	\$
Expenditure			
Works:			
Hogbin Drive Extension Stage 2	16,811,634		16,811,634
City Park (Brelsford)	1,466,513	22,130	1,488,643
City Park (Brelsford) Skate Plaza		987,560	987,560
Museum Development	372,674	77,326	450,000
Netball Courts Woolgoolga			0
Richardson Park Drainage & Fitzroy Oval Lighting	194,806		194,806
Public Amenities Upgrade	281,426	187,536	468,962
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	100,000
Total Works	24,685,180	1,374,552	26,059,732
Operating:			
Nana Glen Swimming Pool	608,834	110,201	719,035
City Park – Skate Plaza		41	41
City Park - Playground	207,109	68,613	275,722
Total Operating	815,943	178,855	994,798
Loan Repayments	7,629,313	1,127,783	8,757,096
Total Expenditure	33,130,436	2,681,190	35,811,626
Funds on Hand at 30 June			
Loan funds on Hand - Community Facilities Program	1,209,132	-1,009,690	199,442
Other funds	977,235	437,453	1,414,688
Total Funds on Hand	2,186,367	-572,237	1,614,130

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%** 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.

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 2013/2014 and the outcomes achieved.

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Compliance with Special Variation Approval Conditions (Continued)

Flood Mitigation and Drainage Works Program 2013/2014

Project	Project Estimate (\$)	Funding Source			Expenditure to 30/06/14 (\$)	Allocation of Revotes			Comments
		Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)		Stormwater Levy Funds (\$)	Rate Variation Funds (\$)	Grant & Section 94 Funds (\$)	
Unallocated Drainage Works	4,104,620	3,957,029	147,591	0	0	3,957,029	147,591	0	On-going
Construction of Flood Detention Basin (Upper Shepards Lane)	3,381,316	0	3,381,316	0	0	0	3,381,316	0	Construction yet to be started
Early flood warning system / 2D flood modelling	16,357	1,040	1,040	14,277	16,357	0	0	0	Completed
Minor Capital Flooding & Drainage Works	18,554	9,277	9,277	0	18,554	0	0	0	On-going
Construction of Flood Detention Basin (Spagnolos Road)	2,850,000	0	950,000	1,900,000	12,755	0	945,748	1,891,497	Construction commenced
CBD Drainage Works	18,475	14,780	3,695	0	18,475	0	0	0	At design stage
Trafalgar Lane, Woolgoolga - Drainage Works	33,425	33,425	0	0	33,425	0	0	0	Completed
Beach Street, Woolgoolga - Drainage Works	74,323	74,323	0	0	74,293	30	0	0	Completed
Loaders Lane Levee Works	150,000	90,000	60,000	0	0	90,000	60,000	0	Construction yet to be started
Creek Clearing & Drainage Works	6,335	1,901	4,435	0	6,335	0	0	0	On-going
Construction of Flood Detention Basin (Bennetts Road)	404,928	0	372,617	32,311	404,928	0	0	0	Completed
Prince Street, Coffs Harbour - Drainage Works	30,000	30,000	0	0	0	30,000	0	0	Construction yet to be started – awaiting design
York Street, Coffs Harbour - Drainage Amplification Works	40,000	40,000	0	0	0	40,000	0	0	Construction yet to be started – awaiting design
Drainage Improvements - Investigation & Design	96,772	96,772	0	0	96,772	0	0	0	On-going

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Compliance with Special Variation Approval Conditions (Continued)

Flood Mitigation and Drainage Works Program 2013/2014 (Continued)

Project	Project Estimate (\$)	Funding Source			Expenditure to 30/06/14 (\$)	Allocation of Revotes			Comments
		Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)		Stormwater Levy Funds (\$)	Rate Variation Funds (\$)	Grant & Section 94 Funds (\$)	
Marcia Street, Coffs Harbour Drainage Works	200,000	200,000	0	0	403	199,597	0	0	At design stage
Bakers Road Surveillance Report	10,000	0	10,000	0	10,000	0	0	0	Completed
Moore Street, Coffs Harbour - Drainage Works	7,895	7,895	0	0	0	7,895	0	0	Construction yet to be started – awaiting design
Floodplain Studies, Plans & Design	1,538	769	769	0	1,538	0	0	0	On-going
Marvis Street, Coffs Harbour - Pipe Repair Works	7,000	7,000	0	0	0	7,000	0	0	Construction yet to be started – awaiting design
Polaris Close / Antaries Avenue Drainage Works	50,000	50,000	0	0	0	50,000	0	0	At design stage
Gale Street, Coramba - Drainage Works	49,153	49,153	0	0	49,153	0	0	0	Completed
Campbell Street, Safety Beach - Drainage Works	9,015	9,015	0	0	9,015	0	0	0	Completed
Coffs Creek - Infilling & Hydraulic Capacity	8,663	2,166	2,166	4,332	6,804	465	464	929	On-going
	11,568,369	4,674,544	4,942,905	1,950,920	758,807	4,382,016	4,535,119	1,892,426	

Compliance with Special Variation Approval Conditions (*Continued*)

City Centre Capital Works Program (2013/2023)

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 approval - via the Independent Pricing and Regulatory Tribunal (IPART) – to continue the CBD Special Rate in 2012/2013 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 2013/2014.

In June 2013, Council received notification from IPART that its application to extend the CBD Special Rate for a further ten-year period from 2013/2014 was approved – this approval represented an increase of **5.43%** in Council's general income for 2013/2014

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 2013/2014 to 2022/2023 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 2023/2024 rating year by:
 - a) **\$691,640** (Initial Reduction Amount); and
 - b) The cumulative additional income derived for the 2014/2015 to 2022/2023 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 2014/2015 to 2022/2023; and
 - Any general variation percentage approved under section 506 of the Act for the council for each rating year during the period from 2014/2015 to 2022/2023,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 2013/2014 to 2022/2023.

In relation to approval condition 2 above, the table on the following pages provides information on the total income received and expenditure per project in 2013/2014 and the outcomes achieved.

Compliance with Special Variation Approval Conditions (Continued)

City Centre Works Program 2013/2014

Project Description	Budget 2013/14 (\$)	Expenditure 2013/14 (\$)	Budget Revotes 2013/14 (\$)	Budget 2014/15 (includes revotes) (\$)
Marketing	40,000	618	-	40,000
Saturday Markets	50,000	-	-	50,000
Sunday Activation	25,000	1,154	-	25,000
Christmas Activation	20,000	6,008	-	20,000
Maintenance Costs (New Assets)	-	-	-	-
Depreciation (New Assets)	-	-	-	184,500
TOTAL OPERATING EXPENDITURE	135,000	7,780	-	319,500
Repaving City Square	200,000	34,206	165,794	165,794
City Square Upgrade - awning, lighting & landscaping	1,000,000	29,714	970,286	970,286
City Square Amphitheatre	250,000	-	250,000	250,000
Duke Street Road Extension	300,000	-	300,000	300,000
City Centre Signage	175,000	-	175,000	175,000
Light show, decorative lighting, CCTV	300,000	2,445	297,555	297,555
Street Furniture	100,000	-	100,000	100,000
Landscaping	100,000	-	100,000	100,000
Lighting	50,000	-	50,000	100,000
Park Avenue Artist Lane	-	-	-	100,000
Riding Lane Toilet upgrade	150,000	13,352	136,648	286,648
Castle Street Car Park - upgrade, painting, signage	-	-	-	150,000
Park Avenue Car Park - upgrade, painting, signage	-	-	-	75,000
Relocate City Square shade sail to Park Avenue	150,000	-	150,000	150,000
Install shade sails to Vernon Street	-	-	-	150,000
West High Street Sail	-	-	-	150,000
Harbour Drive Sail	-	-	-	150,000
Moonee Street Sail	-	-	-	150,000
Moonee Street Entry Statement	-	-	-	30,000
Sunday Activation (capital component)	50,000	-	50,000	50,000
Christmas Activation (capital component)	100,000	-	100,000	100,000
Park Avenue upgrade and landscaping	-	-	-	-
Masterplan Works (previous SRV) Harbour Dr/ Gordon Street	414,248	46	414,202	414,202
Contingency (capital)	200,000	34,844	165,156	100,000
TOTAL CAPITAL EXPENDITURE	3,539,248	114,607	3,424,641	4,514,485
TOTAL EXPENDITURE	3,674,248	122,387	3,424,641	4,833,985

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Compliance with Special Variation Approval Conditions *(Continued)*

City Centre Works Program 2013/2014 (Continued from previous page)

Project Description	Budget 2013/14 (\$)	Expenditure 2013/14 (\$)	Budget Revotes 2013/14 (\$)	Budget 2014/15 (includes revotes) (\$)
CBD Special Rate Variation	(691,640)	(691,640)	-	(707,548)
Interest on Investments	(32,000)	(40,242)	-	(200,000)
Contribution - Riding Lane Toilet Upgrade	(150,000)	(150,000)	-	-
TOTAL INCOME	(873,640)	(881,882)	-	(907,548)
FUNDING DEFICIT / (SURPLUS)	2,800,608	(759,495)	3,424,641	3,926,437

The primary project in the City Centre capital works program is the City Square Upgrade project. The project includes the City Square Amphitheatre and the City Square repaving allocations as well as funding allocated to lighting, signposting, street furniture and landscaping.

An early determination of the City Centre Master Plan Committee was that the City Square Upgrade project should set the design theme for the total package of City Centre works. Thus, planning and design for the majority of projects outside the City Square have been deferred pending adoption of the City Square Upgrade design concept. Given the primacy of the City Square in the City Centre Master Plan, the Committee endorsed a design process which included a design competition, judging and reporting on design concepts by a panel of eminent architects and urban designers and the Committee is now in the process of finalising the final concept design for adoption by Council. Forecast expenditure in the 2015 calendar year will be in the order of \$2.5 million.

Overseas Visits

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

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

1 July 2013 to 30 June 2014.

Coffs Harbour City Council was not represented in any overseas activities in 2013/14.

Elected Members' Expenses

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2005 - Section 217 (1) (a1)
1 July 2013 to 30 June 2014.

Expense	Amount (\$)
Mayoral Allowance	37,230
Councillor fees	153,538
Mayor vehicle expenses	10,000
Provision of dedicated office equipment allocated to councillors	4,579
Telephone calls made by councillors	4,013
Attendance by Councillors at conferences and seminars (excluding overseas and interstate)	19,412
Training of councillors and provision of skill development	7,850
Interstate visits by councillors, including transport, accommodation and out-of-pocket expenses	5,679
Overseas visits by councillors, including transport, accommodation and out-of-pocket expenses	-
Expenses of any spouse, partner or other person who accompanied a councillor	286
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)	9,551
Total	252,138

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 2013 to 30 June 2014.

Contract No.	Contract	Supplier	Commencement Date	Revised Contract Sum (\$)
RFT-592	Request for Tenders Hire of Equipment (Plant & Trucks) 2013/2014	Panel of Suppliers	3-Jul-13	Schedule of Rates
RFT-582-TO	Supply & Delivery of Diesel Powered Generator for Sawtell Pump Station	All Diesel Equipment Sales and Service Pty Ltd	9-Jul-13	294,304.55
RFT-588-TO	Supply & Delivery of One CCF Class 20 Excavator	Hitachi Construction Machinery P/L	9-Jul-13	322,576.00
RFT-581	RMS DRIVES Access Agreement	RMS	10-Jul-13	Schedule of Rates
RFT-587-TO	Naming Rights Sponsorship for International Sports Stadium 2013-2018	Coffs Ex Services Memorial & Sporting Club Ltd	1-Aug-13	250,000.00
RFT-593-TO	Minor Maintenance Street & Facilities Cleaning Coffs Harbour Central Business District	Coffs Professional Cleaners	1-Aug-13	251,930.95
RFT-596-TO	Supply of Non-Contestable Electricity for Small Mass Metered Sites	ERM Power Retail Pty Ltd	1-Aug-13	1,176,264.00
RFT-600-TO	Castle St Car park Supply & Installation of Lifts (Duplex Configuration)	KONE Elevators Pty Ltd	12-Aug-13	295,583.64
RFT-568-TO	Stage 1 West Woolgoolga Sports Complex - Bulk Earthworks	J K Williams Contracting	27-Sep-13	546,083.60
RFT-608-TO	Timber Supply for Davies Bridge, Brooklana & Secombs Bridge, Dairyville	Leonard J Williams (Timber) P/L	18-Nov-13	223,471.00
RFT-577-TO	Coffs Harbour Regional Museum Redevelopment	Ware Building Pty Ltd	22-Nov-13	686,569.25

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

Contract No.	Contract	Supplier	Commencement Date	Revised Contract Sum (\$)
RFT-597-TO	Sawtell Pump Station & Assoc Structures	Ledonne Constructions P/L	19-Dec-13	3,806,084.88
RFT-618-TI	Supply & Deliver 6x4 Prime Mover	K & J Trucks	20-Dec-13	222,260.00
RPT-640	T231314MNC Supply & Delivery of Passenger, Truck & Earthmover Tyres	Panel of Suppliers	1-Jan-14	Schedule of Rates
RFT-612-TO	Construction of Brelsford Park Skate Park & Youth Space	Precision Skate Parks Pty Ltd	13-Jan-14	923,770.00
RFT-604-TO	Underbore of Diamond Head Drive, Sandy Beach	Coffs Coast Under Road Boring	14-Feb-14	187,308.00
LGP-650	LGP213- State-wide Asphaltic Concrete Materials & Related Services	Panel of Suppliers	1-Mar-14	0.00
RFT-621-TI	Cook Drive Intersection Upgrade - Telstra Infrastructure Relocations	Telstra Corporation Ltd	10-Mar-14	307,391.65
RFT-622-TO	Cook Drive Intersection Upgrade - Electrical Infrastructure Relocations	Gosling Electrical	31-Mar-14	700,370.00
RFT-619-TO	Management of Coffs Harbour Regional Airport	Coffs Aviation and Travel Services	1-Apr-14	626,600.00
RFT-629-TO	Supply and Delivery of Landfill Compactor	WesTrac Pty Ltd	2-Apr-14	480,531.82
RFT-623-TI	Cook Drive Intersection Upgrade - Traffic Signals Infrastructure Relocations	Corrigan Electrics	7-Apr-14	312,000.00
RFT-602-TO	Provision of Aviation Security Screening Services at Coffs Harbour Airport	MSS Security Pty Ltd	1-May-14	5,128,534.55
RFT-606-TO	Advertising Services at Coffs Harbour Regional Airport Terminal	Interspace Airport Advertising Australia Pty Ltd	1-May-14	193,030.91
RFT-633-TO	Cook Drive Intersection Roundabout - Concrete Component	FJE and J Farlow P/L	12-May-14	210,032.45

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

Contract No.	Contract	Supplier	Commencement Date	Revised Contract Sum (\$)
RFT-637	Orara River Rehabilitation Project, Bush Regeneration 2014-2015	-	14-May-14	Schedule of Rates
RFT-645-TO	Supply 5,300m of 600mmdia DICL pipe and fittings Karangi Dam to Red Hill	Tyco Water	26-May-14	2,119,581.82
RFT-669-TI	World Rally Championships Rally Australia Sponsorship Agreement	Rally Australia Pty Ltd	12-Jun-14	224,500.00
RFT-643-TO	Supply & Installation of Villas at Park Beach Holiday Park & Sawtell Beach Holiday Park	East Coast Homes and Park Cabins	16-Jun-14	1,451,250.00
RFT-642-TO	Spagnolos Road Stormwater Detention Basin Construction	Flintstone Group Pty Ltd	27-Jun-14	1,900,992.14
RAT-663	RA341213CHCC Electricity for contestable metered sites	ERM Power Retail Pty Ltd	1-Jul-14	1,201,482.00
RFT-652-TO	Purchase & Supply 2 x 15,000kg GVM Trucks with Tipping Bodies	Southside Truck Centre Coffs Harbour	1-Jul-14	248,363.64
RFT-654	Hire of Equipment 2014/2016 (Plant & Trucks)	Panel of Suppliers	1-Jul-14	Schedule of Rates
RFT-672-TI	Supply of Bulk Fuels & Associated Products	United Petroleum	1-Jul-14	Schedule of Rates
RPT-659	T051415MNC Supply & Delivery of Bulk Water Treatment Chemicals	Panel of Suppliers	1-Jul-14	505,790.00
RPT-661	T071415MNC Traffic and Safety Signage	Panel of Suppliers	1-Jul-14	0.00
RPT-662-TO	T041415MNC Hardware Products	Panel of Suppliers	1-Jul-14	Schedule of Rates
RFT-655-TO	Provision of Cleaning Services Coffs Harbour Airport	Menzies International Aust Pty Ltd	1-Aug-14	433,502.73
RFT-624-TO	Supply and Delivery of Sealing Aggregates	Holcim (Australia) Pty Ltd	1-Jul-14	576,650.00

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

Contract No.	Contract	Supplier	Commencement Date	Revised Contract Sum (\$)
RFT-628-TO	Supply & Delivery of Asphalt Road Maintenance Unit on a Crew Cab 15,000 KG GVM Truck	Paveline International P/L	12-May-14	290,317.27
RFT-630-TO	Supply and Delivery of a Blower Type Road Maintenance Unit on a 22,500 KG GVM Truck	Paveline International P/L	12-May-14	386,345.45

Legal Proceedings

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

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

1 July 2013 to 30 June 2014.

Case Name	Court (NSW)	Total Costs 2013/2014 (\$)	Status	Date of Decision
Lehman Bros Australia Limited (in liq) - class action		6,725.57	Ongoing	n/a
Coffs Harbour City Council v The Minister for Planning and Infrastructure and Others	Court of Appeal - Supreme Court - 11/40219	191,447.26	Appeal dismissed	6.3.2013
McAuley v Northern Joint Regional Planning Panel and Others	Land & Environment Court - 12/41068	984.54	Appeal dismissed	2.8.2013
Iris May Hoy v Coffs Harbour City Council	Land & Environment Court - 13/30426	213,676.05	Ongoing	n/a
G&M Cuthbert v Coffs Harbour City Council	Land & Environment Court - 13/10616	15,429.57	Appeal upheld	14.4.2014
Darren O'Connor v Coffs Harbour City Council	Local Court	750.00	Withdrawn	17.9.2013
Paul Robert Hay & Arabella Louise Hay v Coffs Harbour City Council	Land & Environment Court - 13/30576	14,367.00	Finalised	17.12.13
Community Housing Limited v Coffs Harbour City Council	Land & Environment Court - 13/40927	7,109.53	Ongoing	n/a
Moonee Beach Properties Pty Limited v Coffs Harbour City Council	Supreme Court - 14/6455	14,109.30	Ongoing	n/a
Peter Ryan v Coffs Harbour City Council	Land & Environment Court - 14/10094	35,789.40	Ongoing	n/a

(Continued next page)

Legal Proceedings (Continued)

Case Name	Court (NSW)	Total Costs 2013/2014 (\$)	Status	Date of Decision
Woopee Beach Pty Limited v Coffs Harbour City Council	Land & Environment Court - 14/10109	15,868.64	Appeal upheld	17.6.2014
Coffs Harbour City Council v Matthias Schultz	Local Court	2,232.00	Withdrawn	21.7.2014
Amberstar Pty Limited v Coffs Harbour City Council	Land & Environment Court - 14/10211	5,302.00	Ongoing	n/a
Telstra Corporation Limited v Coffs Harbour City Council	Land & Environment Court - 14/10300	1,682.20	Ongoing	n/a
Coffs Harbour City Council v Sukhdev Singh Malhi	Local Court	5,135.00	Ongoing	n/a
Chris Bramley v Coffs Harbour City Council	Land & Environment Court - 14/10350	24.14	Appeal upheld	23.9.2014

Works Subsidised On Private Land

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

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

1 July 2013 to 30 June 2014.

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 2013 to 30 June 2014.

RECIPIENT	AMOUNT(\$)	RECIPIENT	AMOUNT(\$)
Donations Unallocated (Mayor and GM)	4,800	Reimbursement of Legal Fees for Leases	1,423
Schools Annual Presentations	5,300	State Emergency Services – Contribution	109,296
North Coast Academy of Sport	5,500	Visual & Performing Arts Groups	25,299
Westpac Rescue Helicopter	500	Woolgoolga Sports Council Inc	61,850
Relay for Life (rehabilitation of fields)	5,145	Sawtell & Toormina Sports & Recreation Club	15,516
Coffs Harbour Spring Garden Festival	1,000	Coramba Sportsground	25,000
Southern Cross University Presentations	400	Counselling Services Inc.	800
TAFE Presentations	350	Variety Special Children's Christmas Party	227
Event Subsidies (road closures)	463	Woolgoolga Seniors Centre Inc.	6,544
Woolgoolga Volunteer Sea Rescue	587	TS Vendetta (Access Charge)	475
D A Fees	534	NSW Fire Brigades Subsidy	435,710
Other Health Services – Life Education Van	6,128	RFS Subsidy	561,809
Coffs Harbour Agricultural Show	5,000	Rotary Club Coffs Coast Cycle Challenge	4,000
Christmas Carols	1,500	BCU Coffs Triathlon	13,000
Hope Bears Charity	250	Coffs Coast Ocean Swim	2,000
Sawtell & Woolgoolga Chambers of Commerce	18,700	Coffs Coast Running Festival	5,000
Rates Subsidy – Sporting & Cultural Groups	56,722	Blanket the City in Love – Heartbeat Mission	500
Surf Life Saving Clubs – Subsidy & Rates	52,693		
<i>(Continued next column >)</i>		TOTAL	1,434,021

Rates and Charges Written Off

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2005 - Clause 132
1 July 2013 to 30 June 2014.

The total value of rates and charges written off for the year 2013/2014 was **\$3,384,761.62**

Item	Amount (\$)
Pension Rebates	-2,987,023.26
Postponed Rates	-206,806.09
Interest > \$50	-1,875.84
Water Usage Charges	-130,483.51
Sewer Usage Charges	-49,618.29
Trade Waste Usage Charges	-8,954.63
TOTAL	-3,384,761.62

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 2012/2013 was **\$3,316,973.91**.)

Functions Delegated by Council

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2005 - Section 217 (1) (a6)
1 July 2013 to 30 June 2014.

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 2013 to 30 June 2014.

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 2013 to 30 June 2014.

- **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 2013 to 30 June 2014.

Activities Undertaken to Implement Council’s Equal Employment Opportunity Management Plan

- Council continued with training and development for all staff.
- 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.
- Support and encouragement 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.
- Pursuit of suitable provider to facilitate ATSI cultural awareness training.
- 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. This year’s team consisted of six women, including five members who had been involved in the previous and current Emerging Leaders Program.
- Individual coaching was provided for staff seeking assistance with interview skills; emphasis was placed on staff with special needs or those from Aboriginal and Cultural and Linguistically Diverse (CALD) backgrounds.
- Preliminary development of pilot general cultural awareness program to be delivered to Council front line staff.
- 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 four females and four males.
- Emerging Leaders Program 2014 - has an emphasis on Culture and Diversity in Leadership.
- 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 review of the Equal Employment Opportunity (EEO) Plan 2012 – 2014 was commenced.
- 2014 Employee Satisfaction Survey was launched in May 2014 - results to be reported in late August 2014.

General Manager Remuneration

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2005 - Section 217 (1) (b)
1 July 2013 to 30 June 2014.

The remuneration package total effective for the position of General Manager at 30 June 2014 was \$269,936.35. 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 2013 to 30 June 2014.

The remuneration package total effective for all four Senior Staff positions at 30 June 2014 was \$816,914.93. 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 2013 to 30 June 2014.

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 2013/2014."

Companion Animals Act - Compliance

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2005 Clause 217 (1)(f)
1 July 2013 to 30 June 2014.

Overview

Coffs Harbour City Council Ranger Services has been active in Companion Animal Management during 2013/2014. The main focus has again 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 an increase in dog fines issued throughout the reporting period (totalling 198 infringements issued, well up on 125 issued in 2012/2013).

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. During the period Council's Ranger Services handled more than 1,835 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 2013/14 seizure survey submitted to DLG)	
Seized by Council Rangers	599
Seized by members of the public	348
Total animals seized	947
Companion Animals returned by Rangers (not impounded)	251
Companion Animals returned from Council's Pound Facility	212
Total Companion Animals returned to owners	463
Total Companion Animals re-homed	218
Total Number of Animals Euthanized (including carry over 2013) This figure is down from 360 from last year.	294

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Companion Animals Act – Compliance (Continued)

Dog Attacks

There were 100 reported dog attacks in 2013/2014, a 16% increase on last year's figures. (In 2012/2013 there were 84 reported dog attacks; in 2011/2012 there were 74 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 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. (10 dogs in total destroyed)

Companion Animal Management Funding

Companion animal complaints and tasks made up approximately 57% of the Ranger Services workload.

Expenditure	\$
Staffing	252,965
Plant vehicles	23,335
General Dog Seizure Expenses	737
RSPCA Pound Facilities Contract	195,485
Office Accommodation / Sundry Expenses	6,126
Equipment Purchases	1,168
Total Expenditure	479,816
Slight increase from last year's figure (\$443,088)	
Income	
Companion Animals Registrations Commissions*	91,657
Impounding Fees and Charges	29,456
Fines (Net income amount after service fees)	28,339
Total Income (Up by \$7,624 on last year's figure.)	149,452

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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) 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 2013 to 30 June 2014.

Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2014										
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 \$	Assets in a Condition as a % of Written Down Value (See Notes page 32)				
						1	2	3	4	5
Buildings	Council offices/ admin centres	237	245	190	9,199	1	95	3	1	-
	Council Works Depot	238	27	22	2,678	82	6	5	7	-
	Council Public Halls	101	38	93	1,818	73	4	21	3	-
	Libraries	-	10	34	1,848	100	-	-	-	-
	Cultural facilities	273	31	17	2,200	30	13	29	28	-
	Other Buildings	5,455	1,174	358	61,628	38	37	18	7	-
	Specialised Buildings (airport)	548	370	454	16,726	73	4	21	2	-
	Sub total	6,852	1,895	1,168	96,097					
Other Structures	Other Structures	1,259	72	-	730	40	19	28	1	12
	Sub total	1,259	72	-	730					

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

Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2014 (Continued)										
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 \$	Assets in a Condition as a % of Written Down Value (See Notes page 32)				
						1	2	3	4	5
Public Roads	Sealed Roads Surface	6,997	1,500	1,452	8,8437	59	29	10	2	-
	Sealed Roads Structure	35,120	2,000	1,151	250,175	21	54	19	5	1
	Unsealed Roads	9,432	850	850	5,639	3	21	38	35	3
	Bridges	267	100	141	61,817	95	3	2	-	-
	Footpaths & Cycleways	2,061	200	176	41,893	71	11	16	2	-
	Kerb and Gutter	3,539	100	35	17,396	35	23	37	5	-
	Other road assets	534	150	165	25,981	52	29	14	4	1
	Sub total	57,950	4,900	3,970	491,338					
Water Supply Network	Dams/Weirs	-	450	443	49,911	-	100	-	-	-
	Mains	-	1,500	1,527	129,579	45	33	17	5	-
	Reservoirs	-	350	339	22,252	71	23	6	-	-
	Pumping Station/s	-	350	364	4,145	29	70	1	-	-
	Treatment	-	2,000	1,887	71,460	87	13	-	-	-
	Buildings	N/A				-	-	-	-	-
	Other	-	2	2	152	-	100	-	-	-
	Sub total	0	4,652	4,562	277,499					

(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 (Continued)										
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 \$	Assets in a Condition as a % of Written Down Value (See Notes page 32)				
						1	2	3	4	5
Sewerage	Mains	2,439	1,000	776	243,879	55	15	21	8	1
	Pumping Station/s	-	2,500	2,403	47,783	-	76	22	2	-
	Treatment	-	4,500	4,686	144,631	73	-	27	-	-
	Buildings	N/A	-	-	-	-	-	-	-	-
	Other	-	25	23	2,693	87	8	5	-	-
	Sub total	2,439	8,025	7,888	438,986					
Stormwater Drainage	Retarding Basins	-	10	-	11,067	56	40	4	-	-
	Outfalls	N/A	-	-	-	-	-	-	-	-
	Stormwater Conduits	1,375	300	318	150,530	34	54	12	-	-
	Inlet and Junction Pits	290	30	-	18,995	61	27	12	-	-
	Head Walls	175	6	-	3,419	23	44	32	1	-
	Outfall Structures	N/A	-	-	-	-	-	-	-	-
	Stormwater Converters	N/A	-	-	-	-	-	-	-	-
	Other (Gross Pollutant Traps/Warning System)	44	55	-	972	90	4	6	-	-
	Sub total	1,884	401	318	184,983					

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

Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2014 (Continued)										
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 \$	Assets in a Condition as a % of Written Down Value (See Notes below)				
						1	2	3	4	5
Open Space / Recreational Assets	Swimming Pools	1,363	100	96	2,564	-	77	23	-	-
	Other Open Space/ Recreational Assets	2,149	5,500	5,102	5,337	18	37	27	10	8
Other Infrastructure Assets										
	Sub total	3,512	5,600	5,198	7,901					
Total classes	Total - all assets	73,896	25,545	23,104	1,497,534					

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 2013 to 30 June 2014.

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:

1. Statistical Information on Public Interest Disclosures (PIDs)

Reporting Period July 2013 to June 2014	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
Of PIDs received, number primarily about:			
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

2. 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, links to information on Council's intranet site and the display of posters identifying officers who can receive reports.

Coffs Harbour City Council 2013/2014 Annual Report - Section 2 – Statutory Information

ECM Internal Reference: 5301414

Last modified 14 November 2014

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