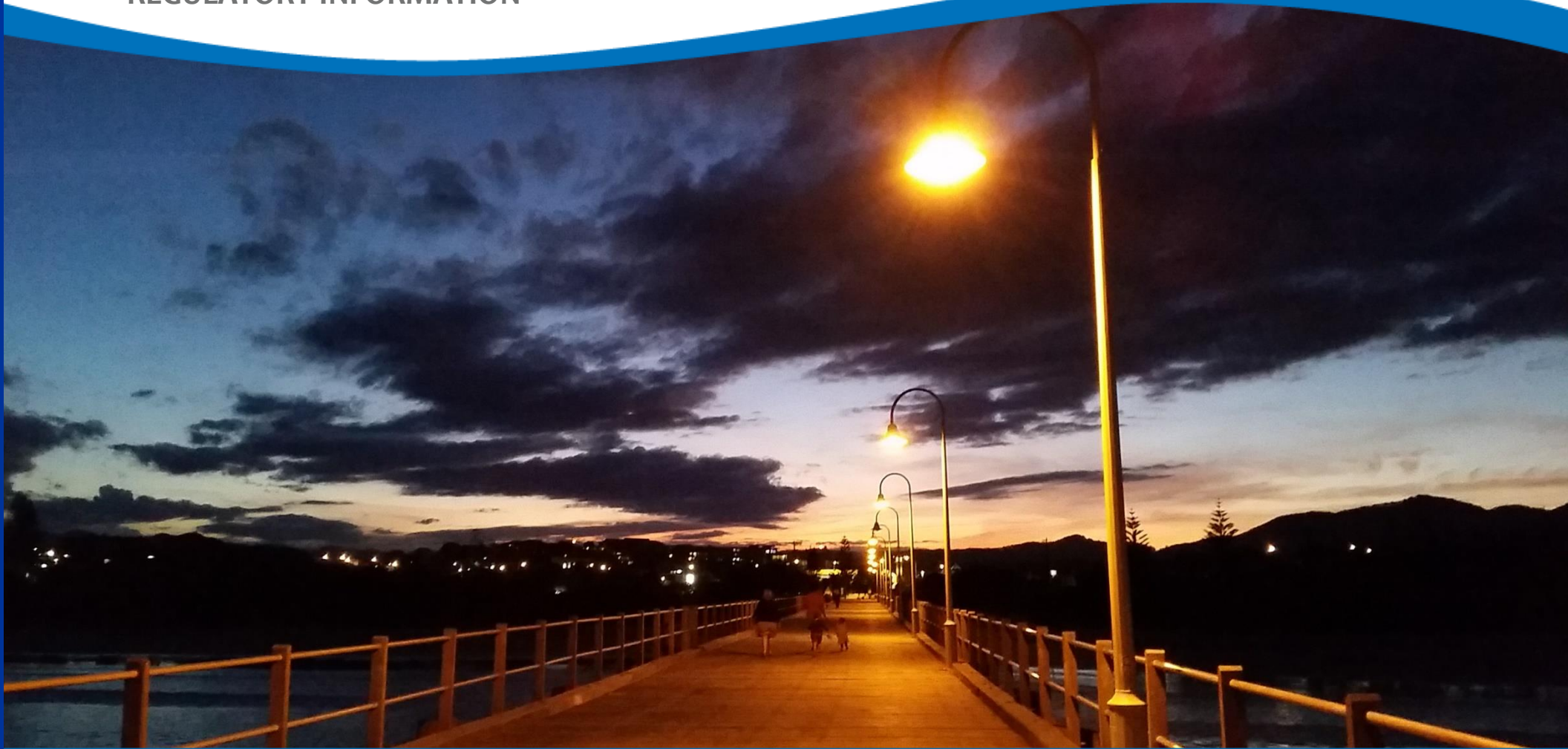


# COFFS HARBOUR CITY COUNCIL

2016/17 ANNUAL REPORT – SECTION 2  
REGULATORY INFORMATION



Helping to achieve the 2030 Community Vision

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*COVER IMAGE:  
The historic Coffs Harbour Jetty*



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## Introduction

The Annual Report refers to the period 1 July 2016 to 30 June 2017.

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

Section 1 of the Annual Report focuses on Council's significant achievements in the implementation of its Delivery Program and Operational Plan. These are the plans that are wholly Council's responsibility under the NSW Integrated Planning and Reporting (IPR) Framework.

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

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



## Compliance with Special Rate Variation Approval Conditions

*Local Government Act 1993 - Section 508(2) and 508A  
1 July 2015 to 30 June 2016*

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

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

The approval was subject to the following conditions:

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

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

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

#### *Outcomes Achieved*

The works are designed to help address a long-standing need to protect significant areas of the local government area (LGA) 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 LGA experienced a number of flash-flooding incidents.

Work is progressing well, land acquisition issues are on track for 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.

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 2016/17 and the outcomes achieved.

*Continued next page*



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

| Project   | Flood Mitigation and Drainage Works Program 2016/17 |                                     |  |                      |                             | Comments  |
|---|---|-------------------------------------|--|----------------------|-----------------------------|---|
|   | Funding Source                                      |                                     |  | Budget Estimate (\$) | Expenditure to 30/6/17 (\$) |   |
|   | Works Funded by Stormwater Levy (\$)                | Works Funded by Rate Variation (\$) | Works Funded by Grants & Section 94 (\$) |                      |                             |   |
| Construction of Flood Detention Basin (Upper Shepards Lane)                           | -   | 11,121                              | -  | 11,121               | 11,121                      | Construction to commence 2017/18                            |
| Minor Capital Flooding and Drainage Works   | 560   | 560                                 | -  | 1,120                | 1,120                       | Ongoing   |
| Flood Warning System - Coffs Creek  | 11,500  | 11,500                              | -  | 23,000               | 6,100                       | On-going maintenance and capital upgrades                   |
| Construction of Flood Detention Basin (Spagnolos Rd)                                  | -   | 416,941                             | 73,059                                   | 490,000              | 21,517                      | Construction completed – finalising outstanding commitments |
| Piping of Open Drain - 23 Graham Dr, Sandy Beach                                      | -   | 519                                 | -  | 519                  | 519                         | Awaiting design   |
| Maintenance Works - Hubbard St (Sare to Pullen), Woolgoolga                           | 38,466  | 89,754                              | -  | 128,220              | 128,220                     | Completed   |
| Maintenance Works - Orchid / Boulevarde, Mullaway                                     | 9,000   | 21,000                              | -  | 30,000               | 2,256                       | Ongoing   |
| Investigate and implement stormwater augmentation works - Fiddamans Rd, Emerald Beach | -   | 1,000,000                           | -  | 1,000,000            | 850,365                     | Will be completed Nov 2017                                  |
| Pipe open drain - 1 Banksia St, Sandy Beach   | 417,846   | -                                   | -  | 417,846              | 417,846                     | Completed   |
| Control runoff from road - Short St, Coffs Harbour                                    | 25,000  | -                                   | -  | 25,000               | 10,627                      | Completed   |
| Maintenance Works - Ocean St, Woolgoolga  | 9,000   | 21,000                              | -  | 30,000               | 1,258                       | Drainage study complete in 2017/18                          |

*Continued next page*



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

| Flood Mitigation and Drainage Works Program 2016/17 <i>(continued)</i> |                                      |                                     |  |                      |                             |   |
|--|--------------------------------------|-------------------------------------|--|----------------------|-----------------------------|---|
| Project  | Funding Source                       |                                     |  | Budget Estimate (\$) | Expenditure to 30/6/17 (\$) | Comments  |
|  | Works Funded by Stormwater Levy (\$) | Works Funded by Rate Variation (\$) | Works Funded by Grants & Section 94 (\$) |                      |                             |   |
| Pipe Open Drain - Short St / Bent St / Victoria St, Coffs Harbour      | 20,000                               | -                                   | -  | 20,000               | 4,242                       | Design complete                                     |
| Creek Clearing and Drainage Works                                      | 15,000                               | 35,000                              | -  | 50,000               | 43,406                      | Ongoing   |
| Drainage Improvements - Investigation and Design                       | 32,712                               | -                                   | -  | 32,712               | 32,712                      | Ongoing   |
| Maintenance Works - Polwarth Dr, Coffs Harbour                         | 3,000                                | 7,000                               | -  | 10,000               | 2,820                       | Design complete                                     |
| Maintenance Works - Antaries Ave / Polaris Cl, Coffs Harbour           | 12,000                               | 28,000                              | -  | 40,000               | -                           | Design complete                                     |
| Pipe Open Drain - Wharf St, Woolgoolga                                 | 50,000                               | -                                   | -  | 50,000               | 4,238                       | Completion in 2017/18                               |
| Flood Study - Park Beach   | 12,000                               | -                                   | -  | 12,000               | -                           | Completion in 2017/18                               |
| Flood Study review - Coffs Creek                                       | 20,000                               | -                                   | -  | 20,000               | 7,213                       | Completion in 2017/18                               |
| Flood Management Study - Park Ave, Coffs Harbour                       | 2,000                                | -                                   | -  | 2,000                | -                           | Deferred due to outcomes of Coffs Creek Flood Study |
| Flood Management Study - Newports Creek, Boambee                       | 5,000                                | -                                   | -  | 5,000                | 220                         | Completion in 2017/18                               |
| Maintenance Works - Middle Creek                                       | 600                                  | 1,400                               | -  | 2,000                | -                           | Ongoing   |

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

| Flood Mitigation and Drainage Works Program 2016/17 <i>Continued</i> |                                      |                                     |  |                      |                             |             |
|--|--------------------------------------|-------------------------------------|--|----------------------|-----------------------------|-------------|
| Project  | Funding Source                       |                                     |  | Budget Estimate (\$) | Expenditure to 30/6/17 (\$) | Comments    |
|  | Works Funded by Stormwater Levy (\$) | Works Funded by Rate Variation (\$) | Works Funded by Grants & Section 94 (\$) |                      |                             |             |
| Mullaway Drainage Investigation                                      | 650                                  | -                                   | -  | 650                  | 650                         | Completed   |
| Upper Orara Road Culvert replacement                                 | 301,569                              | -                                   | -  | 301,569              | 301,569                     | Completed   |
| Maintenance Works - Jordan Creek                                     | 600                                  | 1,400                               | -  | 2,000                | -                           | Ongoing     |
| Drainage Study - Jarratt Creek, Woolgoolga                           | 3,412                                | -                                   | -  | 3,412                | 3,412                       | Completed   |
| Dredging Spoon Bill Lake   | 30,498                               | 30,498                              | -  | 60,996               | 60,996                      | Completed   |
| Maintenance Works - 9a Mavis St, Coffs Harbour                       | 10,500                               | 24,500                              | -  | 35,000               | 13,386                      | Completed   |
| Maintenance Works - Wharf Lane                                       | 2,475                                | 5,776                               | -  | 8,251                | 8,251                       | Completed   |
| Pipe Open Drain - Wongala Estate                                     | 10,000                               | -                                   | -  | 10,000               | 6,728                       | In progress |
| Maintenance Works - 55-57 Coramba Rd, Coramba                        | 8,250                                | 19,250                              | -  | 27,500               | 5,802                       | In progress |
| Maintenance Works - 20-22 Turpentine Ave, Sandy Beach                | 24,000                               | 56,000                              | -  | 80,000               | 12,219                      | In progress |
| Maintenance Works - Coramba Rd, Coramba                              | 3,000                                | 7,000                               | -  | 10,000               | 5,208                       | In progress |

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

| Flood Mitigation and Drainage Works Program 2016/17 <i>(continued)</i> |                                      |                                     |  |                      |                             |   |
|--|--------------------------------------|-------------------------------------|--|----------------------|-----------------------------|---|
| Project  | Funding Source                       |                                     |  | Budget Estimate (\$) | Expenditure to 30/6/17 (\$) | Comments  |
|  | Works Funded by Stormwater Levy (\$) | Works Funded by Rate Variation (\$) | Works Funded by Grants & Section 94 (\$) |                      |                             |   |
| Maintenance Works - 16 Kintorie to Pirani Pl, Toormina                 | 9,832                                | 22,940                              | -  | 32,772               | 32,772                      | Design complete   |
| Maintenance Works - 440 Coramba Rd, Coramba                            | 6,000                                | 14,000                              | -  | 20,000               | 15,452                      | In progress   |
| Provision of Additional Culvert - Gordon St / Harbour Dr               | 170,000                              | -                                   | -  | 170,000              | 156,304                     | Completed   |
| Maintenance Works - 4 Beach St / Hastings St, Woolgoolga               | 624                                  | 1,456                               | -  | 2,080                | 2,080                       | Design complete, construct 17/18  |
| Provision of Additional Culvert - Harbour Dr, Coffs Harbour            | 180,000                              | 180,000                             | -  | 360,000              | 360,000                     | Completed   |
| Contribution to Works  | 5,595                                | 13,054                              | -  | 18,649               | 18,649                      | Graff Avenue works (\$11,600)<br>Boambee/Newports Flood Study (\$7,049) |
| <b>Total</b>   | <b>1,450,689</b>                     | <b>2,019,669</b>                    | <b>73,059</b>                            | <b>3,543,417</b>     | <b>2,549,278</b>            |   |





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

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

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

The approval was subject to the following conditions:

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

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

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

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

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

In relation to approval condition 2 above, the following table provides information on the total income received and expenditure per project in 2016/17 and the outcomes achieved.

| City Centre Capital Works Program 2016/17            |                                |                             |                                 |
|--|--------------------------------|-----------------------------|---------------------------------|
| Project Description                                  | Revised Budget<br>2016/17 (\$) | Expenditure<br>2016/17 (\$) | Original Budget<br>2017/18 (\$) |
| Marketing  | 40,230                         | 17,725                      | 22,511                          |
| Saturday Markets                                     | 99,514                         | 6,518                       | 56,275                          |
| Sunday Activation                                    | 113,964                        | 100                         | 28,137                          |
| Christmas Activation                                 | 88,069                         | 27,725                      | 22,511                          |
| Depreciation   | 195,700                        | 118                         | 201,571                         |
| Maintenance Costs (New Assets)                       | 80,000                         | 5,346                       | 82,400                          |
| <b>TOTAL OPERATING EXPENDITURE</b>                   | <b>617,477</b>                 | <b>57,532</b>               | <b>413,405</b>                  |
| Repaving City Square                                 | 207,794                        | 285,249                     | -                               |
| City Square Upgrade - awning, lighting & landscaping | 1,102,418                      | 6,592                       | -                               |
| City Square Amphitheatre                             | 153,286                        | -                           | -                               |
| Duke Street Road Extension                           | 206,298                        | 172,290                     | -                               |
| City Centre signage                                  | 123,719                        | -                           | -                               |
| Park Avenue upgrade and landscaping                  | 400,000                        | -                           | -                               |
| Light show, decorative lighting, CCTV                | 5,000                          | -                           | -                               |
| Landscaping  | 20,000                         | -                           | 40,000                          |
| Lighting   | 50,000                         | -                           | 50,000                          |
| Park Avenue Artist Lane                              | 100,000                        | 4,000                       | -                               |
| Riding Lane toilet upgrade                           | 8,801                          | -                           | -                               |

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

| <b>City Centre Capital Works Program 2016/17 <i>(Continued)</i></b> |  |                                     |   |
|---|--|-------------------------------------|---|
| <b>Project Description</b>  | <b>Revised Budget<br/>2016/17 (\$)</b> | <b>Expenditure<br/>2016/17 (\$)</b> | <b>Original Budget<br/>2017/18 (\$)</b> |
| Castle Street Car Park - upgrade, painting, signage                 | 5,000                                  | 3,144                               | -                                       |
| Park Avenue Car Park - upgrade, painting, signage                   | 114,025                                | 24,097                              | -                                       |
| Relocate City Square shade sail to Park Avenue                      | 1,100,107                              | 215,496                             | -                                       |
| Sunday Activation (capital component)                               | 47,902                                 | 1,441                               | -                                       |
| Christmas Activation (capital component)                            | 90,000                                 | 71,000                              | -                                       |
| Street Furniture  | -                                      | 1,010                               | -                                       |
| Masterplan Works (previous SRV)                                     | -                                      | 6,914                               | -                                       |
| Masterplan Works - Harbour Dr/ Gordon Street Traffic Study          | 400,000                                | 400,000                             | -                                       |
| Moonee St Entry Statement   |  |                                     | 30,000                                  |
| Contingency (capital)   | 238,225                                | -                                   | 10,000                                  |
| <b>TOTAL CAPITAL EXPENDITURE</b>                                    | <b>4,372,575</b>                       | <b>1,191,233</b>                    | <b>130,000</b>                          |
| <b>TOTAL EXPENDITURE</b>  | <b>4,990,052</b>                       | <b>1,248,765</b>                    | <b>543,405</b>                          |
| CBD Special Rate Variation  | (737,571)                              | (737,571)                           | (748,635)                               |
| Transfer from Reserves  | (4,216,481)                            | -                                   | 406,801                                 |
| Interest on Investments   | (36,000)                               | (63,715)                            | -                                       |
| <b>TOTAL INCOME</b>   | <b>(4,990,052)</b>                     | <b>(801,286)</b>                    | <b>(341,834)</b>                        |
| <b>FUNDING DEFICIT / (SURPLUS)</b>                                  | <b>-</b>                               | <b>(447,479)</b>                    | <b>201,571</b>                          |

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### ***City Centre Capital Works Program 2016/17 - Achievements***

- Harbour Drive/Gordon Street intersection was re-constructed and traffic lights were installed to provide safer pedestrian and traffic movement.
- Major drainage works were completed in Harbour Drive and Gordon Street during the intersection works.
- A temporary bypass was constructed via Duke Street to enable traffic flow during the Harbour Drive/Gordon Street intersection and drainage works.
- Duke Street bypass was then closed and the road was rebuilt to provide the Duke Street Extension, as part of the City Centre Masterplan's longer term vision for traffic movement in the CBD.
- The Harbour Drive Shared Zone was completed, providing a cobblestone pedestrian crossing with removable bollards to open up City Square for major events.
- Park Avenue car park was upgraded, including painting and signage.
- Project liaison was initiated with relevant businesses to minimise impacts of construction of four new shade sails on Moonee Street, Harbour Drive, West High Street and Vernon Street.
- Footings were installed for the four new shade sails.
- Design and planning continued to prepare for the major revitalisation of City Square and project liaison continued with key stakeholders in the City Centre including relevant property owners and businesses located in the vicinity of the works.
- Retailers and businesses were engaged to develop a marketing and activation program to revitalise the City Centre immediately following major construction works on the intersection and shared zone.
- The Harbour Drive Comes Alive marketing and activation program was implemented from September through to December, with music, live radio broadcasts, radio advertising, social media marketing and a series of events.
- Major events included the Harbour Drives Comes Alive celebration of completion of major works, the annual Christmas Spectacular and Lighting of the Christmas tree, World Rally Championships CBD events, Buskers in the City Centre and Coffs Coast Carols.
- Assistance was provided to encourage and facilitate other organisations to host events, concerts and activities to activate City Square.



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

Council requires additional funding to achieve a sustainable level of service in terms of its infrastructure. To maintain current infrastructure condition and avoid continued deterioration over time Council required an estimated \$6.2M (over and above 2013 funding levels) for asset repair and renewal per annum.

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

The approval was subject to the following conditions:

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

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

### ***Funding For the Future 2016/17 - Achievements***

- Roads Maintenance – funds used to address a backlog of sealing maintenance works across the Local Government Area.
- Asset Management – used to ascertain scope required on priority schedule of works through geotechnical and similar investigations.
- Building Maintenance – numerous projects undertaken including maintenance of Administration Building (paint), Community Village (paint and grease trap), Lowanna Hall, Woolgoolga Pool (paint), air conditioning at Boambee Community Hall, Englands Tennis Park, Sawtell Pool (paint and equipment replacement).
- Roads Rehabilitation – utilised for road pavement renewals at Stadium Drive Retaining Wall, South Boambee Road, Harbour Drive, Pullen St, Prince James Avenue, Links St, Hughes Cl, Hubbard St, Ocean Parade, River St, Cornish St, Reid Dr, North Side Lane.
- Transport Assets Renewal – used to upgrade Footpaths and Cycleways, Kerbing, Guardrails and carparks and help address the backlog of kerb and footpath renewals across the LGA.
- Open Space Asset Renewal – used to address playground, fences and access ways across the LGA.
- Building renewals – includes works undertaken at Fitzroy Oval (public amenities), Rigby House (external cladding repair), Coramba Hall, amenities upgrades at various parks and reserves.



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

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

In relation to approval condition 2 above, the table on the following page provides information on the total income received and expenditure per asset group in 2016/17.

| <b>Funding For the Future - Financial Sustainability 2016/17</b> |                                |                                |  |
|--|--------------------------------|--------------------------------|--|
| <b>Project Description</b>                                       | <b>Budget<br/>2016/17 (\$)</b> | <b>Actual<br/>2016/17 (\$)</b> | <b>Budget Revotes<br/>2016/17 (\$)</b> |
| Roads Maintenance  | 599,448                        | 582,099                        |  |
| Asset Management   | 238,098                        | 117,878                        |  |
| Building Maintenance   | 564,046                        | 253,509                        |  |
| <b>TOTAL OPERATING EXPENDITURE</b>                               | <b>1,401,592</b>               | <b>953,486</b>                 |  |
| Road Pavement Renewals   | 211,749                        | 57,885                         |  |
| Open Space Assets  | 971,728                        | 401,504                        |  |
| Other Transport Assets New/Upgrade                               | 2,749,853                      | 2,998,405                      |  |
| Buildings Renewal  | 2,615,302                      | 1,094,176                      |  |
| <b>TOTAL CAPITAL EXPENDITURE</b>                                 | <b>6,548,632</b>               | <b>4,551,970</b>               |  |
| <b>TOTAL EXPENDITURE</b>   | <b>7,950,224</b>               | <b>5,505,456</b>               | <b>2,444,768</b>                       |
| Financial Sustainability Rate Variation - 2014/15                | (2,130,454)                    | (2,130,454)                    |  |
| Financial Sustainability Rate Variation - 2015/16                | (4,320,040)                    | (4,320,040)                    |  |
| Roads Maintenance  | -                              | (3,272)                        |  |
| Building Renewals  | (310,000)                      | (252,247)                      |  |
| Other Transport Assets New/Upgrade                               | (88,569)                       | (65,462)                       |  |
| <b>TOTAL INCOME</b>  | <b>(6,849,063)</b>             | <b>(6,771,475)</b>             |  |
| <b>FUNDING DEFICIT / (SURPLUS)</b>                               | <b>1,101,161</b>               | <b>(1,266,019)</b>             |  |



## Capital Works Projects

*Capital Expenditure Guidelines*

*1 July 2016 to 30 June 2017*

### **Reporting under the Capital Expenditure Guidelines - Jetty4Shores Events and Active Recreation Hub (Stages 2-4)**

In 2016/17, Coffs Harbour City Council undertook one capital works project within the scope of the above guidelines:

The Australian Government's National Stronger Regions Fund (NSRF) is funding half the cost of the project.

#### *1. Project Description:*

The Jetty4Shores Events and Active Recreation Hub project is designed to provide a critically important facelift to the harbour foreshores of Coffs Harbour, to assist the precinct to become the showpiece of Coffs Harbour City and to revitalise a tourism product that can be marketed nationally and internationally. It will contribute directly to regional outputs through a turnaround in tourism numbers and return visitations to boost the Coffs Coast region.

Project outputs:

- Kiosk and Steps - comprising wide terraced steps to Jetty Beach (designed to resolve erosion issues currently being experienced), wide decorative concrete forecourt area, low key outdoor kiosk, entrance statement to North Wall breakwall/Muttonbird Island Walk, connections to Solitary Islands Coastal Walk, with shaded seating and indigenous interpretation, new road access, car parking and fencing/bollards.
- Events and Market Area comprising filling and drainage, landscaping, picnic shelters and facilities, new walkways, new lighting, outdoor gym and play art, new access, extension to amenities, new performance stage and new carparks.
- Boardwalk comprising a piered boardwalk above the dune which will connect the Kiosk and Steps in the north to the timber Jetty structure in the south. It will be constructed on piers to allow water and fauna movement underneath.

#### *2. Estimated cost of the project and proposed funding sources*

Total cost of the project (GST exclusive) - **\$9,210,577**

- *National Stronger Regions Fund funding - \$4,605,288*
- *Coffs Harbour City Council funding - \$4,605,289*

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### Reporting under the Capital Expenditure Guidelines *continued*

#### 3. *Anticipated start and completion dates.*

Construction start date - October 2016

Estimated construction finish date - July 2018

#### *2016/17 Progress:*

Construction was completed in November 2016 on the first section of Stage 2-4 of the Jetty4Shores Events and Active Recreation Hub - a new, 60-space car park adjacent to the approach to the historic Jetty structure.

Preparatory work began concurrently towards the construction of the remaining section of Stages 2-4, and included detailed design work, geotechnical investigations, heritage and environmental assessments, and the redesign of existing electrical infrastructure and storm water systems. Construction began in April 2017.

*2016/17 Expenditure - \$3.74m*



## Overseas Visits

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

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

*1 July 2015 to 30 June 2017*

Coffs Harbour City Council did not conduct any overseas visits in the year ended 30 June 2017.



## Elected Members' Expenses

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

*Local Government (General) Regulation 2005 - Section 217 (1) (a1)*

*1 July 2016 to 30 June 2017*

| <b>Expense</b>   | <b>Amount (\$)</b> |
|--|--------------------|
| Mayoral Allowance  | 40,405             |
| Councillor fees  | 164,323            |
| Mayor vehicle expenses   | 15,934             |
| Provision of dedicated office equipment allocated to councillors                                     | 10,752             |
| Telephone calls made by councillors  | 3,551              |
| Attendance by Councillors at conferences and seminars (excluding overseas and interstate)            | 28,131             |
| Training of councillors and provision of skill development   | 4,586              |
| Interstate visits by councillors, including transport, accommodation and out-of-pocket expenses      | 10,932             |
| Overseas visits by councillors, including transport, accommodation and out-of-pocket expenses        | -                  |
| Expenses of any spouse, partner or other person who accompanied a councillor                         | -                  |
| 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)                                      | 5,539              |
| <b>Total</b>   | <b>284,153</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 2016 to 30 June 2017*

| Contract No. | Contract   | Supplier                                   | Start Date | Revised Contract Sum \$(incl GST) |
|--------------|--|--|------------|-----------------------------------|
| RFT-764-TO   | Manufacture/Supply/Install Relocatable Camp Kitchen - Sawtell Beach Holiday Park | East Coast Homes and Park Cabins           | 30/08/2016 | 223,454.00                        |
| RFT-736-TO   | Fitzroy Oval Change Room Amenities and Public Toilets                            | Robert Shone Constructions Pty Ltd         | 10/01/2017 | 1,263,672.58                      |
| RFT-759-TO   | Construction of Transport Interchange, Stadium Dr, Coffs Harbour                 | Ernie Burnett Plumbing Pty Ltd             | 03/04/2017 | 854,866.43                        |
| RFT-782-TO   | Jetty4Shores Stages 2-4 Activity and Recreation Hub                              | AJ Pipelines & Construction Pty Ltd        | 03/04/2017 | 7,990,796.59                      |
| RFT-783-TO   | Macauleys Reservoir Roof Refurbishment   | Australian Prestressing Structures Pty Ltd | 03/04/2017 | 393,443.60                        |
| RFT-740-TO   | Design Supply and Construction of Shade Sails in Coffs Harbour CBD               | Shade n Net (Aust) Pty Ltd                 | 17/05/2017 | 945,151.00                        |
| RFT-813-TO   | Rigby House Lift Replacement   | Otis Elevator Company Pty Ltd              | 01/06/2017 | 213,180.00                        |
| RFQ-808-QI   | Joyce Street OSD Cells   | Ledonne Constructions Pty Ltd              | 26/04/2017 | 150,995.00                        |



## Legal Proceedings

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

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

*1 July 2016 to 30 June 2017*

| Case Name   | Court (NSW)                                | Total Costs 2016/17 (\$) | Status at 30 June 2017  | Date of Decision |
|---|--|--------------------------|---|------------------|
| Coffs Harbour City Council v Sarabjit Singh and Onkar Moore | Local Court – 2016/00113506                | (\$2,490.97)             | Finalised   | 21 June 2016     |
| Noubia Pty Ltd v Coffs Harbour City Council                 | Land and Environment Court – 2016/00152638 | \$19,829.68              | Finalised - appeal upheld; agreement reached under s34(3) of the <i>Land and Environment Court Act</i> .            | 30 August 2016   |
| Nick Faseas v Coffs Harbour City Council                    | Land and Environment Court – 2016/00151303 | \$4,301.82               | Finalised - withdrawn by applicant  | 20 May 2016      |
| Coffs Harbour City Council v Darren O'Connor                | Local Court – 2016/00146192-001463203      | \$13,876.00              | Finalised - the Defendant convicted and sentenced in relation to 3 charges under the <i>Companion Animals Act</i> . | 6 June 2017      |
| Iris May Hoy v Coffs Harbour City Council (No 3)            | Land and Environment Court – 2015/254677   | \$5,531.20               | Finalised   | 14 August 2015   |
| Coffs Harbour City Council v Warren West                    | Land and Environment Court – 2016/00359057 | \$11,346.93              | Ongoing – consent orders made by the court, costs reserved.   | 1 June 2017      |
| Opalcoffs Holdings v Coffs Harbour City Council             | Land and Environment Court – 2016/00333772 | \$4,369.99               | Withdrawn by applicant.   | 14 June 2017     |
| Pridel Investments v Coffs Harbour City Council             | Land and Environment Court – 2016/00172754 | \$21,912.51              | Finalised - appeal dismissed.   | 7 February 2017  |

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## Legal Proceedings *continued*

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| Case Name  | Court (NSW)  | Total Costs 2016/17 (\$) | Status at 30 June 2017  | Date of Decision |
|--|--|--------------------------|---|------------------|
| Chris Adamson v Coffs Harbour City Council   | Supreme Court – 2017/00030954                      | \$9,569.40               | Finalised - appeal upheld.  | 28 March 2017    |
| The Trustee for Cohiba Unit Trust t/a Adrian and Marita Joseph Pty Ltd as Trustee for the Cohiba Unit Trust v Coffs Harbour City Council | Land and Environment Court – 2017/00178892         | \$0.00                   | Ongoing.  | n/a              |
| North Boambee Estate Pty Limited v Coffs Harbour City Council  | Land and Environment Court – 2017/00073821         | \$1,746.73               | Finalised - Notice of discontinuance filed by the Applicant.  | 27 April 2017    |
| Tedmund Polglase by his tutor Jeffrey Polglase v Coffs Harbour City Council  | Supreme Court – Civil – 2014/00281434              | \$0.00                   | Ongoing   | n/a              |
| Doreen Joy Knight v Coffs Harbour City Council   | Supreme Court – Civil – 2015/000946690             | \$0.00                   | Ongoing   | n/a              |
| Geoffrey and Robyn McCann v Coffs Harbour City Council   | NSW Civil & Administrative Tribunal – COM15/40089. | (\$7,200.00)             | Finalised - application dismissed - the Applicant is to pay costs of \$35,000 in weekly instalments to Council. | 16 December 2015 |
| Coffs Harbour City Council v McGraw-Hill Financial, Inc & Anor   | Federal Court - NSD 1020/2014                      | \$0.00                   | Ongoing   | n/a              |
| Coffs Harbour City Council v ANZ Banking Group   | Federal Court - NSD 1021/2014                      | \$0.00                   | Ongoing   | n/a              |



## Works Subsidised On Private Land

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

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

*1 July 2016 to 30 June 2017*

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 2016 to 30 June 2017

| RECIPIENT   | AMOUNT(\$) | RECIPIENT                                       | AMOUNT(\$) |
|---|------------|---|------------|
| Coffs Harbour Christmas Carols                                    | 15,000     | Westpac Rescue Helicopter                       | 500        |
| Woolgoolga Carols by the Sea                                      | 500        | Coffs Harbour Spring Garden Festival            | 1,000      |
| New Year's Eve Fireworks  | 3,000      | International Women's Day Speaker Sponsorship   | 500        |
| North Coast Academy of Sport                                      | 5,500      | Coffs Harbour Running Festival                  | 5,000      |
| Variety Special Children's Christmas Party                        | 227        | Coffs Harbour Ocean Swims                       | 2,000      |
| 'Growing Autonomy' Diaries for Refugee Project                    | 255        | Coffs Harbour Triathlon                         | 13,000     |
| Camp Quality Sponsorship  | 850        | Rotary Club Coffs Coast Cycle Challenge         | 2,000      |
| Woolgoolga Art Gallery – Sponsorship of Lillipilli Art            | 500        | TS Vendetta – Licence for Navy Cadets           | 479        |
| Woolgoolga Boomerang Bags   | 500        | Schools Annual Presentations                    | 5,300      |
| Sponsorship of Health Innovation Awards                           | 350        | Southern Cross University Presentations         | 300        |
| Coffs Harbour Agricultural Show                                   | 5,045      | TAFE Presentations                              | 300        |
| Bear Cottage, The Children's Hospital Westmead                    | 500        | Visual and Performing Arts Grants Program       | 33,248     |
| Coffs Harbour Community Men's Shed Inc. – Refund of Building Fees | 657        | Community Capital Infrastructure Grants Program | 300,000    |
| Woolgoolga Surf Club – Refund of Building Fees                    | 2,899      | Sawtell and Woolgoolga Chambers of Commerce     | 20,300     |
| Sawtell Art Group – Refund of Building Fees                       | 1,753      | State Emergency Services – Contribution         | 136,323    |
| Coramba Community Hall – Donation towards Stage Lighting          | 1,000      | NSW Fire Brigades Subsidy                       | 565,285    |
| <i>(continued next column)</i>                                    |            | <i>(continued next page)</i>                    |            |

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## Donations and Contributions *Continued*

*Amounts granted under Section 356 of the Act - 1 July 2015 to 30 June 2016. (Continued)*

| RECIPIENT  | AMOUNT(\$) | RECIPIENT                                    | AMOUNT(\$)         |
|--|------------|--|--------------------|
| Boambee Community Gardens – Preparation of Licence | 500        | Surf Life Saving Clubs – Subsidy             | 36,000             |
| Make-a-Wish Foundation                             | 500        | Rates Subsidy – Sporting and Cultural Groups | 95,005             |
| Give Me 5 For Kids                                 | 455        |  |                    |
| <i>(continued next column)</i>                     |            | <b>TOTAL:</b>                                | <b>\$1,256,531</b> |



## Rates and Charges Written Off

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 - Clause 132  
1 July 2016 to 30 June 2017

The total value of rates and charges written off for the year 2016/17 was **\$3,465,678.08**

| Item                      | Amount (\$)          |
|---------------------------|----------------------|
| Pension Rebates           | -3,155,068.98        |
| Postponed Rates           | -210,383.67          |
| Interest > \$50           | -3,320.88            |
| Water Usage Charges       | -65,292.14           |
| Sewer Usage Charges       | -27,784.37           |
| Trade Waste Usage Charges | -3,828.04            |
| <b>Total</b>              | <b>-3,465,678.08</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 2015/16 was **\$3,471,980.94**. This includes an additional amount of **\$78,803.39** for Pension Water Rebates that was not included in the 2015/16 Annual Report disclosed amount of **\$3,393,177.55**)



## Delegated Functions / Companies / Partnerships

### Functions Delegated by Council

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

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

*1 July 2016 to 30 June 2017*

External bodies that exercised functions delegated by Council were:

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

### Companies in Which Council Held a Controlling Interest

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

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

*1 July 2016 to 30 June 2017*

- Prosper Coffs Harbour Limited
- Coffs Coast State Park Trust

### 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 2016 to 30 June 2017.*

- Statecover Mutual Limited
- Coffs Harbour Technology Park
- Coffs Harbour Regional Parks Trust



## Planning Agreements

*Environmental Planning and Assessment Act 1979 – Section 93G(5)*

*1 July 2016 to 30 June 2017*

| Developer             | Project  | Summary of Planning Agreement   | Status  |
|-----------------------|--|---|---|
| J. and M. Auld.       | Rezoning of a portion of land at Lot 13 DP 591220 from E2 (Environmental Conservation) to B5 (Business Development). | Provision of a material public benefit by enhancing the natural environment by implementing a Vegetation Management Plan (VMP) for Lot 13 DP 591220 and Lot 6 DP 714455.  | <ul style="list-style-type: none"> <li>▪ The Voluntary Planning Agreement (VPA) came into force when the Coffs Harbour Local Environment Plan 2013 (Amendment No 2) was gazetted on 10 July 2015 and rezoned part of Lot 13 DP 591220 to B5 (Business Development) from E2 (Environmental Conservation).</li> <li>▪ A security bond or bank guarantee of \$10,000 has been received by Council which will be released once all works under the VMP are completed.</li> <li>▪ The Developer to implement a VMP. The initial works commenced August 2016.</li> <li>▪ The Developer to provide yearly reports to Council throughout the 5 year follow-up works period by a suitable qualified person.</li> <li>▪ The VPA was registered on the Certificate of Title for Lot 13 DP 591220 and Lot 6 DP 714455 on 8/9/2016 as per Council's requirements.</li> </ul> |
| Gowings Bros. Limited | Extensions to the Coffs Central development over the land on the corner of Harbour Drive and Gordon Street.          | <p>The Developer owns land located on the corner of Harbour Drive and Gordon Street Coffs Harbour (lot 8 DP 758258, lot 1 DP 796866 and lot 1 DP 421199 known as the Coffs Central Development (the CCD).</p> <p>The Developer has agreed to make development contributions for works on public roads adjoining the CCD in connection with the carrying out of approved development to extend the CCD.</p> <p>The development contributions involve the Developer carrying out the agreed works on the public roads (the public works) in accordance with an agreed costs sharing arrangement with the Council.</p> | <ul style="list-style-type: none"> <li>▪ The Voluntary Planning Agreement (VPA) was executed on 17 March 2016.</li> <li>▪ Stage 1 physical works completed September 2016.</li> <li>▪ Stage 2 physical works (Footpath works in Gordon Street) to be completed to coincide with Gowings' development opening.</li> </ul>  |



## Environmental Agreements

*Local Government Act 1993 - Section 406 S54P  
1 July 2015 to 30 June 2016*

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



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

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

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

1 July 2016 to 30 June 2017

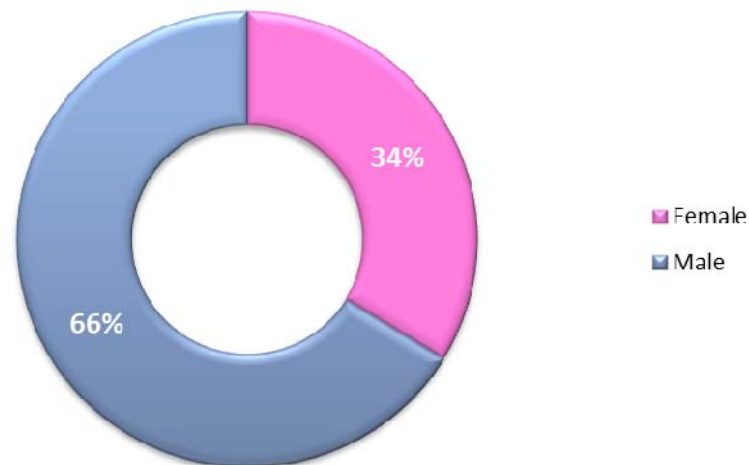
### **Activities Undertaken to Implement Council’s Equal Employment Opportunity Management Plan**

During 2016/17 as part of Council’s Integrated Planning and Reporting requirements, Council developed its Workforce Management Plan 2017-2021 identifying the key workforce planning strategies and actions that will be developed and implemented to ensure that Council achieves the goals and service standards expressed in the MyCoffs Community Strategic Plan and the 2017-2021 Delivery Program. An action in Council’s Workforce Management Plan is to develop and implement a revised Equal Employment Opportunity Plan to ensure that Council continues to incorporate workforce diversity as part of everyday Council business with every employee and people leader understanding their responsibilities for providing a work environment that accepts the principles of equal employment opportunity, and creating a workplace free from harassment and unlawful discrimination.

### **Workforce Demographics (as at 30 June 2017)**

- Females comprised 34% of council’s permanent workforce.

**Figure 1: CHCC Permanent Workforce by Gender**



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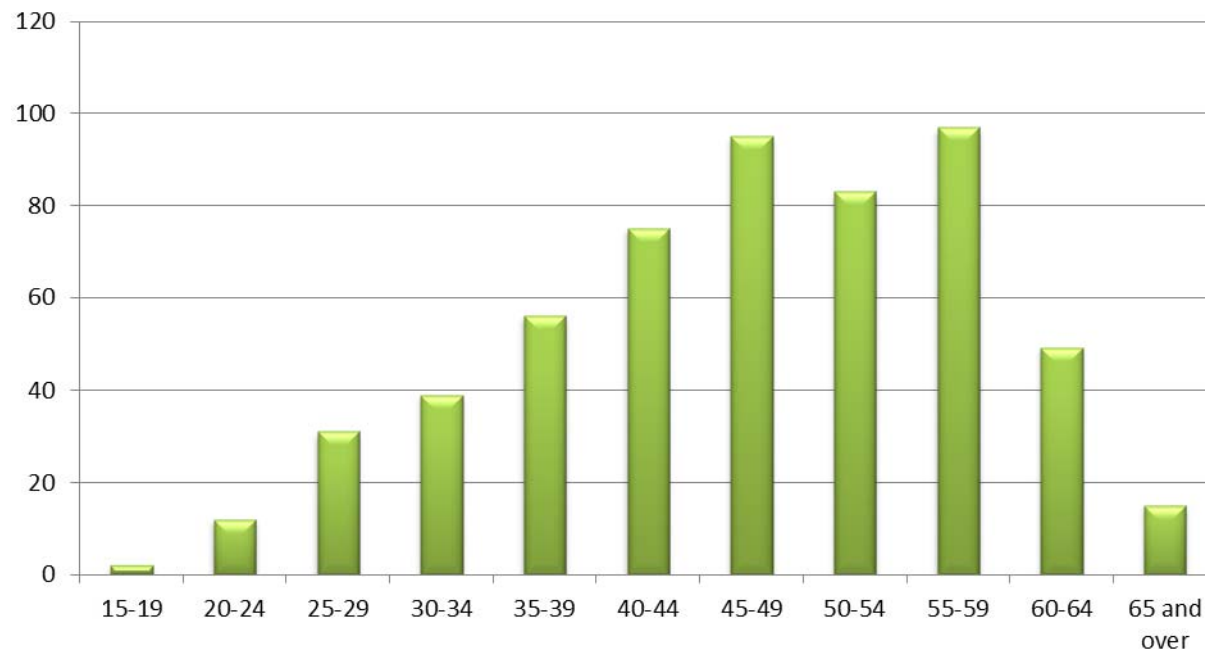




### Workforce Demographics *continued*

- Council's Senior Leadership Team, which includes the General Manager, Directors, Group Leaders and Section Leaders, is comprised of 29% females.
- Council continues to offer flexible work arrangements to accommodate the varied needs of our workforce with 74 employees working in part-time arrangements (13% of our total permanent workforce).
- Council continues to support staff with disabilities through adjusted working hours and supporting equipment needs.
- Council's procedures continue to support identified indigenous staff to access leave to attend and participate in NAIDOC week activities.
- Council continues to promote and support wellness initiatives through the Employee Assistant Program.
- Local government has a high number of mature age workers compared to the national average. Council's workforce is reflective of this, with 29% of our workforce aged 55 and over making them potentially eligible for retirement now or within the next ten years.
- Council, through our primary superannuation provider, supports staff to plan for their transition to retirement.

**Figure 2 CHCC Permanent Workforce by Age**



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### Recruitment

- Council continues to promote fair and equitable recruitment principles through practices such as ensuring gender balance of interview panels where applicable. During the reporting period, 12 new independent panelists were identified and trained in interviewing skills, techniques and principles of ethics and fairness – 50% of our new panelists are female.
- Of the total 75 new appointments across the indoor and outdoor workforce made in the 2016/2017 financial year, 37% were female. Within our indoor workforce, 59% of the new appointments were female. The outdoor workforce remains predominately male with 6% of new appointments female.
- During the reporting period, Council continued to provide one-on-one coaching to staff seeking assistance with interview skills.
- Of the 24 internal promotions that were made, 5 were female, equating to 21% (two females moved into Team Leader positions).
- Coffs Harbour City Council continued as a principal sponsor of the Directions Plus Careers Expo and representatives of Council were in attendance to promote careers in local government, with an emphasis on promoting non-traditional career pathways for women.
- Coffs Harbour City Council partnered with the Smith Family for a Learning for Life initiative to be run in the region in 2017-18 financial year. This program is targeted to local high school students from Culturally and Linguistically Diverse backgrounds (CALD) or Aboriginal descent. This program provides students an insight to potential career options and the necessary skills to transition from school to the work environment.
- Council continued to offer traineeships and apprenticeships across Council with appointments made in Financial Services, CoastalWorks, Enterprise Coffs and Stadium and Major Events.
- Council commenced the placement of an Indigenous School Based Trainee, partially funded through the Elsa Dixon Grant. This placement incorporates both work placement and the completion of a Certificate II Horticulture for a local indigenous student and contributes to the Higher School certificate completion.
- Council applied for and was successful in its application for an additional four funded Elsa Dixon Places, with two Customer Resolution and two Library, Museum and Gallery (LMG) placements. These positions will be recruited for in the late part of 2017 with anticipated commencement of January 2018.

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### Learning and Development Initiatives

- Council continued to support professional development and learning initiatives through sponsored and supported education procedures. These programs assist in enabling staff to successfully fulfill their current job requirements and develop for potential future opportunities for career progression.
- Council facilitated an organisation-wide refresher module for the Code of Conduct 2013. This module is intended to remind staff of the importance of adhering to Code of Conduct principles which include fairness, equity and ethical practices.
- Council implemented the Recognising Excellence Program, which recognises staff for consistently demonstrating Council's core values. Nominations are evaluated by Council's Consultative committee to ensure fairness and impartiality is applied in this peer-led process.
- Council investigated and purchased an online Learning Management System (LMS), which will be fully implemented in the 2017-18 financial year. The LMS will improve access for all workers to a diverse range of learning material for professional development, compliance purposes and organisational culture initiatives.
- Council continues to support membership for staff to one (each) Professional Industry association to complement their role, assist staff to build networks and facilitate access to contemporary knowledge and industry best practice to enhance their current role.
- All new Council employees complete an induction which covers policies such as the Code of Conduct and Bullying and Harassment Policies as well as information on Council's Employee Assistance program and grievance procedure. The aim of the induction program is to ensure staff have an understanding of behavioural obligations in the workplace, which include a strong focus on equal employment practices and a workplace free from discrimination and harassment.



## General Manager / Senior Staff Remuneration

### General Manager Remuneration

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

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

*1 July 2016 to 30 June 2017*

The remuneration package total effective for the position of General Manager at 30 June 2017 was \$309,369. 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 2016 to 30 June 2017*

The remuneration package total effective for all Senior Staff positions for the period ending 30 June 2017 was \$699,951. 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 2016 to 30 June 2017*

Since 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 2 of this report - “Flood Mitigation and Drainage Works Program 2016/17.”



## Companion Animals Act – Compliance

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

Local Government (General) Regulation 2005 Clause 217 (1)(f)

1 July 2016 to 30 June 2017

### Overview

Coffs Harbour City Council Ranger Services has been active in Companion Animal Management during 2016/2017. The main focus has always been to apply a steady and constant approach toward companion animal management and owner responsibilities, particularly when owners take their pets into public places and/or not properly restraining them within their properties to prevent their animals escaping. There has been a 22% increase in dog fines issued during the reporting period in comparison to the previous period, as well as an increase in formal legal actions against owners involved in serious breaches of the Companion Animals Act. These actions have included court prosecutions, declarations and orders being imposed.

Regular programs (“Dog Blitzes”, “Microchipping and Registration Follow Up”) have been run throughout the year, focusing 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 occasion via media coverage. During the period, Council’s Ranger Services handled more than 1,694 companion animal complaints, a 15% decrease from the previous period. 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 2016/17 seizure survey submitted to DLG)

|   |            |
|---|------------|
| Seized by Council Rangers   | 443        |
| Seized by members of the public                                       | 315        |
| <b>Total animals seized</b>   | <b>758</b> |
| Companion Animals returned by Rangers (not impounded)                 | 205        |
| Companion Animals returned from Council’s Pound Facility              | 149        |
| <b>Total Companion Animals returned to owners</b>                     | <b>354</b> |
| <b>Total Companion Animals re-homed</b>                               | <b>197</b> |
| <b>Total Number of Animals Euthanized (including carry over 2015)</b> | <b>207</b> |
| <i>(This figure is down from 225 from last year.)</i>                 |            |

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## Companion Animals Act – Compliance *continued*

### Dog Attacks

There were 68 recorded dog attacks in 2016/2017, a nil increase on last year's figures. It had been noted the incidence of dog attack had been on the increase over the last three years, so it is a pleasing result to see that the number has not increased during this period.

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

A number of dangerous dogs were destroyed as a result of these reported incidents. (2 dogs in total Destroyed, 9 declared Menacing, 3 Declared Dangerous)

### Companion Animal Management Funding

Companion animal complaints and tasks made up approximately 50% of the Ranger Services workload.

| <b>Expenditure</b>  | <b>\$</b>      |
|---|----------------|
| Staffing  | 235,769        |
| Plant vehicles  | 26,354         |
| RSPCA Pound Facilities Contract   | 142,284        |
| Sundry Expenses (Office, IT, Consumables etc.)                          | 10,409         |
| Equipment Purchases   | 2,351          |
| <b>Total Expenditure</b>  | <b>417,167</b> |
| <i>Slight decrease from 2015/16 (\$441,825) and 2014/15 (\$451,279)</i> |                |
| <b>Income</b>   | <b>\$</b>      |
| Companion Animals Registrations Commissions*                            | 107,684        |
| Impounding Fees and Charges   | 20,049         |
| Fines (Net income amount after service fees)                            | 30,992         |
| <b>Total Income</b> ( <i>Up by \$1,747 on 2015/16 figure</i> )          | <b>158,655</b> |

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

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

### Strategies for alternatives to Euthanasia for Unclaimed Animals

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

### Dog Off-Leash Areas

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

- North Wall Beach
- 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 2016 to 30 June 2017

| Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2017 |                         |  |                                       |                                      |                      |                              |   |            |            |           |           |
|--|-------------------------|--|---------------------------------------|--------------------------------------|----------------------|------------------------------|---|------------|------------|-----------|-----------|
| Asset Class  | Asset Category          | Estimated cost to bring to a satisfactory standard<br>\$'000 | Required annual maintenance<br>\$'000 | 2016/17 actual maintenance<br>\$'000 | Carrying Value<br>\$ | Gross Replacement Cost<br>\$ | Assets in a condition as a % of gross replacement cost<br>(See Notes page 38) |            |            |           |           |
|  |                         |  |                                       |                                      |                      |                              | 1   | 2          | 3          | 4         | 5         |
| <b>Buildings</b>   | Buildings               | -  | 1,658                                 | 1,412                                | 97,228               | 110,771                      | 45  | 48         | 7          | -         | -         |
|  | <b>Sub total</b>        | -  | <b>1,658</b>                          | <b>1,412</b>                         | <b>97,228</b>        | <b>110,771</b>               | <b>45</b>   | <b>48</b>  | <b>7</b>   | -         | -         |
| <b>Public Roads</b>  | Sealed Roads            | -  | 5,185                                 | 5,280                                | 379,675              | 511,828                      | 28  | 44         | 16         | 9         | 3         |
|  | Unsealed Roads          | -  | 200                                   | 203                                  | 4,827                | 11,724                       | 14  | 9          | 34         | 29        | 14        |
|  | Bridges                 | -  | 206                                   | 211                                  | 62,693               | 70,410                       | 95  | 2          | 2          | 1         | -         |
|  | Footpaths and Cycleways | -  | 218                                   | 196                                  | 40,148               | 49,193                       | 63  | 13         | 18         | 6         | -         |
|  | Other road assets       | -  | 280                                   | 285                                  | 16,051               | 18,173                       | 74  | 11         | 11         | 3         | 1         |
|  | Bulk Earthworks         | -  | 26                                    | 26                                   | 135,621              | 135,621                      | 100   | -          | -          | -         | -         |
|  | Kerb and Gutter         | -  | 53                                    | 53                                   | 35,327               | 47,467                       | 26  | 18         | 44         | 12        | -         |
|  | <b>Sub total</b>        | -  | <b>6,168</b>                          | <b>6,254</b>                         | <b>674,342</b>       | <b>844,416</b>               | <b>48*</b>  | <b>29*</b> | <b>14*</b> | <b>7*</b> | <b>2*</b> |

\*Percentage subtotal is a weighted average calculation.

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 2017 <i>(continued)</i> |  |  |                                       |                                      |                      |                              |   |            |            |           |           |
|---|--|--|---------------------------------------|--------------------------------------|----------------------|------------------------------|---|------------|------------|-----------|-----------|
| Asset Class   | Asset Category                           | Estimated cost to bring to a satisfactory standard<br>\$'000 | Required annual maintenance<br>\$'000 | 2016/17 actual maintenance<br>\$'000 | Carrying Value<br>\$ | Gross Replacement Cost<br>\$ | Assets in a condition as a % of gross replacement cost<br>(See Notes page 38) |            |            |           |           |
|   |  |  |                                       |                                      |                      |                              | 1   | 2          | 3          | 4         | 5         |
| <b>Water Supply Network</b>   | Water Supply Assets                      | -  | 2,818                                 | 2,814                                | 325,019              | 432,915                      | 35  | 55         | 10         | -         | -         |
|   | <b>Sub total</b>                         | -  | <b>2,818</b>                          | <b>2,814</b>                         | <b>325,019</b>       | <b>432,915</b>               | <b>35</b>   | <b>55</b>  | <b>10</b>  | -         | -         |
| <b>Sewerage</b>   | Sewerage Assets                          | -  | 2,059                                 | 2,065                                | 464,858              | 638,983                      | 43  | 53         | 4          | -         | -         |
|   | <b>Sub total</b>                         | -  | <b>2,059</b>                          | <b>2,065</b>                         | <b>464,858</b>       | <b>638,983</b>               | <b>43</b>   | <b>53</b>  | <b>4</b>   | -         | -         |
| <b>Stormwater Drainage</b>  | Stormwater Drainage                      | -  | 168                                   | 209                                  | 154,683              | 199,562                      | 41  | 42         | 16         | 1         | -         |
|   | <b>Sub total</b>                         | -  | <b>168</b>                            | <b>209</b>                           | <b>154,683</b>       | <b>199,562</b>               | <b>41</b>   | <b>42</b>  | <b>16</b>  | <b>1</b>  | -         |
| <b>Open Space / Recreational Assets</b>   | Swimming Pools                           | -  | 73                                    | 39                                   | 2,455                | 4,356                        | -   | 69         | 31         | -         | -         |
|   | Other Open Space/<br>Recreational Assets | -  | 592                                   | 811                                  | 9,917                | 22,503                       | 30  | 23         | 28         | 10        | 9         |
|   | <b>Sub total</b>                         | -  | <b>665</b>                            | <b>850</b>                           | <b>12,372</b>        | <b>26,859</b>                | <b>25*</b>  | <b>30*</b> | <b>29*</b> | <b>8*</b> | <b>8*</b> |
| <b>Total classes</b>  | <b>Total - all assets</b>                | -  | <b>13,536</b>                         | <b>13,604</b>                        | <b>1,728,502</b>     | <b>2,253,506</b>             | <b>43*</b>  | <b>43*</b> | <b>10*</b> | <b>3*</b> | <b>1*</b> |

\*Percentage subtotal is a weighted average calculation.

*continued next page*



### Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2017 *(continued)*

#### 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 (OLG 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 2016 to 30 June 2017*

Annual reporting requirements under section 31 of the Public Interest Disclosures Act 1994 (PID Act) require agencies 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 set out below.

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

| Reporting Period<br>July 2016 to June 2017           | Made by public officials<br>performing their day to<br>day functions | Under a statutory or other<br>legal obligation | All other PIDs |
|--|--|--|----------------|
| Number of public officials who made PIDs             | 0  | 0  | 0              |
| Number of PIDs received                              | 0  | 0  | 0              |
| <i>Of PIDs received, number primarily about:</i>     |  |  |                |
| Corrupt conduct                                      | 0  | 0  | 0              |
| Maladministration                                    | 0  | 0  | 0              |
| Serious and substantial waste                        | 0  | 0  | 0              |
| Government information contravention                 | 0  | 0  | 0              |
| Local government pecuniary interest<br>contravention | 0  | 0  | 0              |
| <b>Number of PIDs finalised</b>                      | <b>0</b>   | <b>0</b>                                       | <b>0</b>       |

### 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. The policy was reviewed to ensure it reflected changes in the legislation and the current version was adopted by Council on 23 March 2017.

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.



## Carers Recognition Act

*Carers Recognition Act  
1 July 2016 to 30 June 2017*

Coffs Harbour City Council is not engaged in activities that require reporting under the terms of the Carers Recognition Act.



## Fisheries Management Act

*Fisheries Management Act 1994 - Section 220ZT  
1 July 2016 to 30 June 2017*

Coffs Harbour City Council has not been required to take any actions pursuant to Recovery and Threat Abatement Plans under the Fisheries Management Act 1994.



Appendix 1



**Government Information (Public Access) Act 2009  
Annual Report - 1 July 2016 to 30 June 2017**

|                             |   |
|-----------------------------|---|
| <b>Agency Name</b>          | Coffs Harbour City Council                                  |
| <b>Principal Department</b> | Minister for Local Government<br>Office of Local Government |
| <b>Reporting Period</b>     | 1 July 2015 to 30 June 2016                                 |





## Obligations under the GIPA Act

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

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

Council's proactive release program included the review of:

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

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

1. Annual rates for each property in the Coffs Harbor City Council local government area;
2. Online Mapping Tool;
3. Promotion of the Information and Privacy Commission Right to Know Week from 26 September to 2 October 2016;
4. Sandy Beach and Emerald Beach Masterplans:
  - a. [Emerald Beach Workshop Outcomes](#)
  - b. [Sandy Beach Workshop Outcomes](#)

*continued next page*



***Review of proactive release program - Clause 7(a) continued***

5. Coffs Harbour Urban Lands Strategy : [Coffs Harbour Residential Strategy Final Issues and Options Paper](#)
6. Draft Rural Lands Strategy:
  - a. [Coffs Harbour Rural Lands Strategy Phase 1 - Draft Issues and Options Discussion Paper](#)
  - b. [Coffs Harbour Rural Lands Strategy Phase 1 – Draft Background Report](#)
  - c. [Coffs Harbour Rural Lands Strategy Phase 1 – Community Workshop Outcomes](#)
7. Business Units:
  - a. CitySmart Solutions website
  - b. Coffs Coast Holiday Parks website
  - c. Coastal Works website
8. Cultural and Civic Space FAQs (Frequently Asked Questions);
9. Fiddaman Road Streetscape Emerald Beach progress update and concept designs;
10. Draft Woolgoolga Town Centre Masterplan;
11. Woolgoolga Town Centre Masterplan Traffic and Parking Study;
12. Coffs Harbour Coastal Processes and Hazards Definition Study and FAQs;
13. Diggers Beach Amenities and Day Use Area Plan;
14. Jetty4Shores Project - Stages 2-4 update and detailed design;
15. City Centre Masterplan and Projects updates on:
  - a. City Square Project
  - b. Harbour Drive –Gordon Street Restructure Project

*continued next page*



***Review of proactive release program - Clause 7(a) continued***

16. "6 Degrees" Co-working website;
17. Environmental Levy update;
18. Growth Strategies:
  - a. [Business Centres Hierarchy Review](#)
  - b. [Gateway Strategy](#)
  - c. [Industrial Lands Strategy](#)
  - d. [Land Capacity Assessment Audit](#)
19. Local Growth Management Strategy Stage One:
  - a. [Land Capacity Assessment Audit](#)
  - b. [Issues Report](#)
20. Our Living City (OLC) Settlement Strategy:
  - a. [Rural Residential Strategy](#)
  - b. [Coffs Harbour Urban Lands Strategy](#)
  - c. [Draft Rural Lands Strategy](#)

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

During the reporting period, Council received a total of 8 access applications (including withdrawn applications but not invalid applications).

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

During the reporting period, Council did not refuse any access application either wholly or in part because the information requested was information referred to in Schedule 1 of the GIPA Act.

*continued next page*



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

| Table A: Number of applications by type of applicant and outcome* |                        |                        |                        |                      |                               |                                 |  |                       |
|---|------------------------|------------------------|------------------------|----------------------|-------------------------------|---------------------------------|--|-----------------------|
|   | Access granted in full | Access granted in part | Access refused in full | Information not held | Information already available | Refuse to deal with application | Refuse to confirm/deny whether information is held | Application withdrawn |
| Media   | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Members of Parliament   | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Private sector business   | 2                      | 1                      | 0                      | 3                    | 0                             | 0                               | 0  | 0                     |
| Not for profit organisations or community groups                  | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Members of the public (application by legal representative)       | 3                      | 1                      | 0                      | 1                    | 2                             | 0                               | 0  | 0                     |
| Members of the public (other)                                     | 1                      | 2                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |

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

*continued next page*



*Statistical information about access applications - Clause 7(d) and Schedule 2 continued*

| Table B: Number of applications by type of application and outcome                     |                        |                        |                        |                      |                               |                                 |  |                       |
|--|------------------------|------------------------|------------------------|----------------------|-------------------------------|---------------------------------|--|-----------------------|
|  | Access granted in full | Access granted in part | Access refused in full | Information not held | Information already available | Refuse to deal with application | Refuse to confirm/deny whether information is held | Application withdrawn |
| Personal information applications*   | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Access applications (other than personal information applications)                     | 4                      | 2                      | 0                      | 4                    | 2                             | 0                               | 0  | 0                     |
| Access applications that are partly personal information applications and partly other | 2                      | 2                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |

\*A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

The total number of decisions in Table B should be the same as Table A.

| Table C: Invalid applications   |                        |
|---|------------------------|
| Reason for invalidity   | Number of applications |
| Application does not comply with formal requirements (section 41 of the Act)  | 0                      |
| Application is for excluded information of the agency (section 43 of the Act) | 0                      |
| Application contravenes restraint order (section 110 of the Act)              | 0                      |
| Total number of invalid applications received                                 | 0                      |
| Invalid applications that subsequently became valid applications              | 0                      |

*continued next page*



***Statistical information about access applications - Clause 7(d) and Schedule 2 continued***

| Table D: Conclusive presumption of overriding public interest against disclosure:<br>matters listed in Schedule 1 of the Act |                                     |
|--|-------------------------------------|
|  | Number of times consideration used* |
| Overriding secrecy laws  | 0                                   |
| Cabinet information  | 0                                   |
| Executive Council information  | 0                                   |
| Contempt   | 0                                   |
| Legal professional privilege   | 0                                   |
| Excluded information   | 0                                   |
| Documents affecting law enforcement and public safety  | 0                                   |
| Transport safety   | 0                                   |
| Adoption   | 0                                   |
| Care and protection of children  | 0                                   |
| Ministerial code of conduct  | 0                                   |
| Aboriginal and environmental heritage  | 0                                   |
| <b>Total</b>   | <b>0</b>                            |

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

*continued next page*



*Statistical information about access applications - Clause 7(d) and Schedule 2 continued*

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

|  | <b>Number of occasions when application not successful</b> |
|--|--|
| Responsible and effective government                                 | 0  |
| Law enforcement and security   | 3  |
| Individual rights, judicial processes and natural justice            | 2  |
| Business interests of agencies and other persons                     | 1  |
| Environment, culture, economy and general matters                    | 0  |
| Secrecy provisions   | 0  |
| Exempt documents under interstate Freedom of Information legislation | 0  |

**Table F: Timeliness**

|  | <b>Number of applications</b> |
|--|-------------------------------|
| Decided within the statutory timeframe (20 days plus any extensions) | 9                             |
| Decided after 35 days (by agreement with applicant)                  | 1                             |
| Not decided within time (deemed refusal)                             | 0                             |
| <b>Total</b>   | <b>10</b>                     |

*continued next page*



*Statistical information about access applications - Clause 7(d) and Schedule 2 continued*

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

|  | Decision varied | Decision upheld | Total    |
|--|-----------------|-----------------|----------|
| Internal review  | 0               | 0               | 0        |
| Review by Information Commissioner*                              | 1               | 0               | 0        |
| Internal review following recommendation under section 93 of Act | 1               | 0               | 0        |
| Review by ADT  | 0               | 0               | 0        |
| <b>Total</b>   | <b>2</b>        | <b>0</b>        | <b>0</b> |

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

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

|   | Number of applications for review |
|---|-----------------------------------|
| Applications by access applicants   | 1                                 |
| Applications by persons to whom information the subject of access application relates (see section 54 of the Act) | 0                                 |







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