



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR

14 JUNE 2012

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

14 JUNE 2012

Mayor and Councillors

NOTICES OF MOTION

NOM12/2 GAME AND FERAL ANIMAL CONTROL

Purpose:

Councillor Mark Graham has given notice of his intention to move:

That council note that:

1. The NSW government has a proposal on the table which would see children as young as 12, with their parents' permission, able to hunt unsupervised on public land in NSW.
2. This would see children able to hunt using bows and arrows, pig dogs, and bowie knives without any adult supervision.
3. Hunting wild pigs using dogs and knives is considered, even for adults, to be dangerous for the hunter and the dogs, and an unnecessarily stressful death for the animal.
4. It is irresponsible for any government to be proposing an activity which will be dangerous for the children involved and others who use public land for recreational purposes.
5. While feral animal control is an important activity, it is best done professionally and as humanely as possible for the animals involved.

That council:

1. Oppose this dangerous proposal by the NSW government; and
2. Make a submission to the Department of Primary Industries voicing that opposition.

Purpose:

Councillor Mark Graham has given notice of his intention to move:

That Council note:

1. The NSW Government is seeking to allow shooting in national parks and other conservation reserves.
2. The NSW Government proposes to allow shooting in conservation reserves in the Coffs Harbour Local Government Area.
3. It is irresponsible for any government to be proposing an activity which will be dangerous to members of the public and others who use conservation reserves for recreational purposes.
4. While feral animal control is an important activity, it is only safe and effective when undertaken professionally and as humanely as possible. This can only be achieved through the resourcing of professional control programs implemented by state conservation agencies.

That council:

1. Oppose this dangerous proposal by the NSW government; and
2. Write to the Premier and the Environment Minister in opposition to the proposal to allow private shooting in conservation reserves.

NOM12/4 NEW RECOMMENDATIONS OF THE EGG CORPORATION

Purpose:

Councillor John Arkan has given notice of his intention to move:

That CHCC in partnership with our free range egg policies and for the common good, make submission to the ACCC (Australian Competition and Consumer Commission) (as per SMH article 28 May 2012) strongly opposing the new recommendations of the Egg Corporation increasing the generally accepted standard of 1,500 hens per/hectare to up to 20,000 hens per/hectare as designated free range.

GENERAL MANAGER'S REPORTS

GM12/17 COUNCILLOR END OF TERM - NEW COUNCILLOR PROCESS AND INDUCTION

Purpose:

To outline to Councillors the process at the end of their term for the return and/or purchase of any council equipment they may have.

To advise Council of the induction program planned for any returned and newly elected Councillors.

To advise Council, that due to the elections, there will be no Council meetings through the month of September 2012.

Description of Item:

Councillors have been provided with a number of items of equipment through their current term. As part of the 'changeover' process, in line with Council's adopted Councillor Expenses and Facilities Policy, Councillors have the opportunity to return this equipment or purchase it.

Acquisition of Equipment - Upon ceasing the position of Councillor or Mayor all equipment must be returned to Council or Councillors may purchase equipment at either trade-in-value or the price Council would obtain for its disposal or particular items may be purchased at current written down value (*1.10 Councillor Expenses and Facilities Policy, adopted Nov 2011*)

An amount has been determined for the existing equipment that the Councillors are in possession of, it should be noted that some of these items, such as the laptop, are four years old. These amounts have been sourced from on-line auction sites.

Filing Cabinet (2, 3 & 4 drawer)	\$20/30/40
Blackberry Phone	\$150
Shredder	\$5
Cordless Telephone	\$5
In car Bluetooth	\$5
Laptop	\$50
Printer/scanner	\$30
Microsoft Office Home & Student 2007	Is included in laptop purchase

In addition, if Councillors wish to retain their mobile phone number, this can be arranged by contacting Council's Plant Coordinator.

Councillors are requested to return (or make arrangements for the purchase) of their equipment in line with the table below:

Councillor:	Timeframe:
Not running for another term	Week prior to the election
Not successful in being returned to office	Within the week following declaration of polls
Returned as a Councillor	At a date to be advised during induction program. New technology will not be distributed until the 'old' technology has been returned.

Cont'd

New Equipment:

All Councillors will be provided with the following equipment during induction in September 2012.

- iPad – 16gb (WiFi and 3G enabled)
- Mobile phone handset

Councillors will also be given the option of a filing cabinet. At this stage it is not anticipated to provide Councillors with a printer as the use of the iPad is to encourage a more sustainable option. If Councillors require anything to be printed, it is proposed that they email the Mayor's Executive Assistant with the request and she can organise the printing.

Induction Program:

As part of the Councillor elections in September an induction program is being developed for all newly elected Councillors and any returning Councillors. Attendance will be for all Councillors and it would be recommended that particular topics are mandatory, such as Code of Conduct and Bullying and Harassment training (these are mandatory for Council staff and council officials).

It is proposed that there be one full Saturday of training, facilitated by an external trainer, and weekly ongoing training on a Thursday evening (5.00pm to 7.00pm), concluding in December 2012. The draft plan is attached.

The draft program will be placed on the website prior to elections to give all Councillors (existing and prospective) an idea of the commitment of time required.

Council Meetings:

There are two scheduled meetings for the month of September, that being 13 September and 27 September. There will be a requirement to cancel these meetings, with the first Ordinary meeting of the newly elected Council being 11 October 2012.

Sustainability Assessment:

The cancellation of the Council meeting date should not have any environmental consequences.

- **Environment**

The use of iPads will eliminate the printing of the business paper, training material, reports etc, in addition to staff and other costs for preparation and delivery. The printing of the business paper alone has used approximately 120 reams of paper this financial year, and this does not include attachments. From July this year Council will cease sending hard copies to media outlets and external stakeholders, providing electronic copies only.

- **Social**

There are no social impacts as a result of this report.

Cont'd

- **Civic Leadership**

The Councillor Induction Program enables council to assist to equip the elected members with the necessary skills and knowledge to fulfill their roles within Council and the community. This is consistent with the *Coffs Harbour 2030 Community Strategic Plan* strategy *LC2.2.1: Enable and support all levels of government to serve the local community*.

- **Economic**

Broader Economic Implications

There are no broad economic impacts associated with the implementation of the recommendations.

Delivery Program/Operational Plan Implications

Funds have been allocated in the 2013/2014 budget for Councillor training and the purchase of equipment for newly elected Councillors.

Consultation:

Not applicable to this report

Related Policy and / or Precedents:

Councillor Expenses and Facilities Policy adopted November 2011

Issues:

While attendance at the Induction Training is not compulsory, it is highly desired that the elected Councillors attend as many sessions as possible. Code of Conduct and Bullying and Harassment training is mandatory for council staff and officials to attend, with refresher training at least every two years. As it has been four years since the last election, it would be pertinent for all Councillors to attend these training sessions.

Implementation Date / Priority:

Implementation would be immediate

Recommendation:

1. **The contents of the Councilor end of term – New Councillor Process and Induction report be noted.**
2. **The Ordinary meetings of Council for the month of September are cancelled due to the ordinary election and advertised accordingly.**

Attachments:

COUNCILLOR INDUCTION PROGRAM SEPTEMBER – DECEMBER 2012 www.coffsharbour.nsw.gov.au

DATE AND TIME	ITEM	TO ATTEND	DOCUMENTS TO BE MADE AVAILABLE PRIOR
Thurs 20 September 5.00 – 7.00pm	<p>Introduction and Presentation by General Manager</p> <ul style="list-style-type: none"> Welcome Emergency procedures Introductions incl. brief backgrounds Introduction to organisation, structure and senior staff Protocols for interaction between Councillors and staff Council's Vision, Mission, Customer Service Statement, Statement of Values, and Statutory Charter Payment of expenses and provision of facilities - Mayor and Councillors <p>(Light refreshments served during presentation)</p>	<p>All Councillors</p> <p>General Manager Directors</p>	<ul style="list-style-type: none"> Organisational charts ICAC publication 'Lobbying Local Government Councillors' Payment of Expenses and Provision of Facilities to Mayor and Councillors Direct phone numbers for Councillor contact of staff
*If polls have not been declared this will be on Saturday's agenda and the time extended			
Saturday 22 September 9.30am – 3.30pm (External Facilitator)	<p>Council Policies and Key Corporate Documents</p> <ul style="list-style-type: none"> Code of Conduct Code of Meeting Practice Brief Overview of Departments and Functions Electronic Business Papers and the use of 'devices' Team Building Exercise Overview of MIDGOC Local Government Act – legislative provisions on roles & responsibilities – elected and administrative Introduction to Planning and Development <p>(Light lunch served during presentations)</p>	<p>All Councillors</p> <p>General Manager Directors Manager Governance Services</p>	<ul style="list-style-type: none"> Code of Conduct Code of Meeting Practice Coffs Harbour LEP documents Extracts from Local Government Act Area responsibility charts <p><input type="checkbox"/> Ipads will be distributed during this session</p>
Thurs 27 September 5.00pm – 7.00pm	<p>Asset and Financial Management Training</p> <ul style="list-style-type: none"> Introduction to Asset Management Council's Finances and Budget 	<p>All Councillors</p> <p>General Manager Director Corporate Business Manager Finance Director City Services Manager Asset Systems</p>	<ul style="list-style-type: none"> Delivery Program and Operational plan (Incl. adopted budgets) Asset Management Policy & Strategy

DATE AND TIME	ITEM	TO ATTEND	DOCUMENTS TO BE MADE AVAILABLE PRIOR
Thurs 4 October 4.30pm- 7.00pm	Planning and Development Overview <ul style="list-style-type: none"> Planning Framework Development Applications Ipads and electronic business paper delivery 	All Councillors General Manager Director LUHD Chief Information Officer	<ul style="list-style-type: none"> Coffs Harbour Local Environmental Plan (LEP) and maps Development Control Plans (DCPs) <ul style="list-style-type: none"> Residential Business Centres Open Space & Infrastructure Contributions Plan – Section 94 Environmental Management Plans (and related documents)
Wed 10 October 4.00pm - 5.00pm	Business Papers Briefing <ul style="list-style-type: none"> Councillor workshop regarding business papers for Ordinary Council Meeting Thurs 11 October 	All Councillors Executive and relevant Managers	<ul style="list-style-type: none"> Business papers
Thurs 11 October 10.00am – 12 noon	Code of Meeting Practice – Meeting Procedure & Chairing Meetings <ul style="list-style-type: none"> 'Mock meeting' to be run 	Interested Councillors General Manager Directors Manager Governance Services	<ul style="list-style-type: none"> Coffs Harbour City Council's adopted Code of Meeting Practice
5.00pm – Onwards	Ordinary Meeting of Council (Light dinner served at the conclusion of the meeting)		
Thurs 18 October 5.00pm -7.00pm	Continuation of Planning and Development Overview Records and Government Information. <ul style="list-style-type: none"> Continuation of Planning and Development overview Government Information Public Access Act (GIPA) IT and record keeping, document management Use of Council resources 	All Councillors General Manager Director LUHD Manager Governance Services Chief Information Officer	<ul style="list-style-type: none"> Councillor access to Information policy Excerpts from Government Information Public Access Act Workplace surveillance policy
Wed 24 October 4.00pm - 5.00pm	Business Papers Briefing <ul style="list-style-type: none"> Councillor workshop regarding business papers for Ordinary Council Meeting Thurs 25 October 2012 	All Councillors Executive and relevant Managers	<ul style="list-style-type: none"> Business papers

DATE AND TIME	ITEM	TO ATTEND	DOCUMENTS TO BE MADE AVAILABLE PRIOR
Thurs 25 October 5.00pm onwards	Ordinary Meeting of Council (Light dinner served at the conclusion of the meeting)		
Sun 28 October – Tues 30 October inclusive	Local Government Association Conference, Dubbo	General Manager Mayor Interested Councillors	
Thurs 1 November 5.00pm – 7.00pm	Integrated Planning and Reporting Framework <ul style="list-style-type: none"> • Overview of the Integrated Planning and Reporting Framework • Coffs Harbour 2030 	All Councillors General Manager Corporate Planner	<ul style="list-style-type: none"> • Delivery Program and Operational Plan • Coffs Harbour 2030
Wed 7 November 4.00pm - 5.00pm	Business Papers Briefing <ul style="list-style-type: none"> • Councillor workshop regarding business papers for Ordinary Council Meeting Thurs 8 November 2012 	All Councillors Executive and relevant Managers	<ul style="list-style-type: none"> • Business papers
Thurs 8 November 5.00pm onwards	Ordinary Meeting of Council (Light dinner served at the conclusion of the meeting)		
Tues 13 November 10.00am – 1.00pm	Drive around of Council Properties and Facilities	Interested Councillors Directors	
Thurs 15 November 5.00-7.00pm	Budgeting and Finance Workshop	All Councillors General Manager Director Corporate Business Manager Finance	<ul style="list-style-type: none"> • Long Term Financial Plan
Wed 21 November 4.00pm - 5.00pm	Business Papers Briefing <ul style="list-style-type: none"> • Councillor workshop regarding business papers for Ordinary Council Meeting Thurs 22 November 2012 	All Councillors Executive and relevant Managers	<ul style="list-style-type: none"> • Business papers
Thurs 22 November 5.00pm onwards	Ordinary Meeting of Council (Light dinner served at the conclusion of the meeting)		
Thurs 29 November 5.00pm -7.00pm	Governance Functions <ul style="list-style-type: none"> • Overview of Enterprise Risk Management • Overview of Council's Insurance policies and premiums • Policy Register • Complaints Handling • Delegation Register 	All Councillors General Manager Directors Manager Governance Services	<ul style="list-style-type: none"> • Risk Management Framework – policy and strategy • Social Media policy • Policy register

DATE AND TIME	ITEM	TO ATTEND	DOCUMENTS TO BE MADE AVAILABLE PRIOR
Thurs 6 December 5.00 – 7.00pm	Regulatory Functions Media <ul style="list-style-type: none"> Regulatory roles of Council including Rangers, Lifeguards and Building inspectors Media Contact – Including an opportunity for viewing footage 	All Councillors General Manager Director LUHD Media Officer	<ul style="list-style-type: none"> Social Media policy
Wed 12 December 4.00pm - 5.00pm	Business Papers Briefing <ul style="list-style-type: none"> Councillor workshop regarding business papers for Ordinary Council Meeting Thurs 13 December 2012 	All Councillors Executive and relevant Managers	<ul style="list-style-type: none"> Business papers
Thurs 13 December 5.00pm - onwards	Ordinary Meeting of Council (Light dinner served at the conclusion of the meeting)		
Sat eve December (date to be confirmed)	Councillor and Executive Christmas Function		
TBC	Division of Local Government Councillor training program Venue: TBC	All Councillors General Manager	

Purpose:

For Council to adopt the Fraud and Corruption Prevention Policy and the Fraud and Corruption Prevention Strategy.

Description of Item:

Coffs Harbour City Council is committed to acting in the best interests of the community and to upholding the key principles of the Code of Conduct which include; integrity, leadership, selflessness, impartiality, accountability, openness and honesty.

Coffs Harbour City Council is committed to protecting its revenue, expenditure and property from any attempt, either by members of the public, contractors or its own employees, to gain by deceit, financial or other benefits. The Fraud and Corruption Policy is designed to protect public funds and other assets and the integrity, security and reputation of Coffs Harbour City Council and its employees. The Fraud and Corruption Prevention Strategy has been developed to clearly document, assign and implement strategies to achieve the aims of the Fraud and Corruption Prevention Policy.

Sustainability Assessment:

- **Environment**

This is not applicable to this report.

- **Social**

This is not applicable to this report.

- **Civic Leadership**

The purpose of Council policies is to ensure transparency and accountability in local government. The implementation enables Council to identify and respond the community. This is consistent with the *Coffs Harbour 2030* Community Strategic Plan strategy *LC2.2.1: Enable and support all levels of government to serve the local community*.

- **Economic**

There are no economic impacts as a result of this report.

Broader Economic Implications

There are no broad economic impacts associated with the implementation of the recommendations.

Delivery Program/Operational Plan Implications

The ongoing development and review of Council policies and plans are accommodated within Council's budget structure. This expenditure is monitored through Council's monthly and quarterly budget reviews.

Cont'd

Consultation:

The policy and strategy have been developed in consultation with the Risk Coordinator, Internal Auditor, Governance and Audit Committee and the Leadership Team.

Related Policy and / or Precedents:

This is not applicable to this report.

Statutory Requirements:

This is not applicable to this report.

Issues:

This is not applicable to this report.


Implementation Date / Priority:

Implementation is immediate.

Recommendation:

1. **That Council adopts the attached Fraud and Corruption Prevention Policy dated 6 June 2012.**
2. **That Council adopts the attached Fraud and Corruption Prevention Strategy dated 6 June 2012.**

Attachments:

<div>Locked Bag 155, Coffs Harbour, NSW 2450 ABN 79 126 214 487</div> <div>COFFS HARBOUR CITY COUNCIL</div> <div></div>	
<h3>Fraud and Corruption Prevention Policy</h3>	
Policy Statement: The purpose of this policy is to clearly outline Coffs Harbour City Council's commitment to the prevention of fraud and corruption.	
Director or Manager Responsible for Communication, Implementation and Review: General Manager	
Related Legislation, Department of Local Government Circulars or Guideline: <i>Crimes Act 1900 (NSW) S156, 157</i> <i>Crimes Act 1914 (Cth) S87</i> <i>Independent Commission Against Corruption Act 1988 No 35 (NSW) Part 3</i>	
Does this document replace an existing policy? No	
Other Related Council Policy or Procedure: Code of Conduct 2009 Gifts and Benefits Policy 2011 Statement of Business Ethics 2012 Complaints and Other feedback Policy 2008 Public Interest Disclosures Internal Reporting Policy 2012 Risk Management Policy 2011 Fraud and Corruption Prevention Strategy (draft)	
Application: It is mandatory for all staff, Councillors and Council officials to comply with this policy.	
Distribution: This document will be held electronically and available for all staff, councillors, delegates of council and ratepayers to access. <input checked="" type="checkbox"/> Internet <input checked="" type="checkbox"/> Intranet <input type="checkbox"/> Email <input type="checkbox"/> Noticeboard <input checked="" type="checkbox"/> Dataworks	
Approved by: Executive Team [Meeting date] Council [Meeting date & Resolution No.]	Signature: <hr/> General Manager
Council Branch Responsible:	Date of next Review:

Key Responsibilities

Position	Directorate	Responsibility
Mayor	Council	To lead councillors in their understanding of, and compliance with, this policy and related procedures.
General Manager	Executive	To lead by example, demonstrating integrity and fairness in decision making and an open honest relationship in their dealing with others. To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this policy and guidelines. To approve resources to develop, implement and review this policy and related procedures.
Directors	All Directorates	To lead by example, demonstrating integrity and fairness in decision making and an open honest relationship in their dealing with others. To communicate, implement and comply with this policy and related procedures.
Executive and Managers	All Directorates	To lead by example, demonstrating integrity and fairness in decision making and an open honest relationship in their dealing with others. To implement this policy and related procedures.
All Council officials	Council	To comply with this policy and related procedures.

1. Introduction

Coffs Harbour City Council is committed to acting in the best interests of the community and to upholding the key principles of the Code of Conduct which include; integrity, leadership, selflessness, impartiality, accountability, openness and honesty.

Coffs Harbour City Council is committed to protecting its revenue, expenditure and property from any attempt, either by members of the public, contractors, or its own employees, to gain by deceit, financial or other benefits. This policy is designed to protect public funds and other assets and the integrity, security and reputation of Coffs Harbour City Council and its employees.

Coffs Harbour City Council is committed to establishing effective processes, procedures and mechanisms for addressing actions which put at risk, Council's role in the protection of revenue, expenditure and property from fraud and corruption.

2. Definitions

Ethics	The principles of conduct governing an individual or group; concerns for what is right or wrong, good or bad.
Fraud	<p>A deliberate and premeditated turn of events which involves the use of deception to gain advantage from a position of trust and authority.</p> <p>A basic test for fraud could include the following questions:</p> <ul style="list-style-type: none">• Was deceit used?• Was the action unlawful?• Did it result in money or other benefits being received to which the person was not entitled?• Was an attempt made to do this?
Corruption	Dishonest or partial behaviour, misuse of information or breach of public trust by a NSW public sector employee which, if proved, could amount to a crime or disciplinary offence. Also, the conduct of any person (whether or not that person is a public official) that adversely affects or could adversely affect the exercise of official functions by public officials and could constitute or involve a criminal or disciplinary offence.

3. Policy content

Coffs Harbour City Council is committed to:

- 3.1. Continuing to build a sound ethical culture supported by appropriate policies, procedures and strategies that prevent fraud and corruption.
- 3.2. Placing a strong emphasis on the prevention of fraud and corruption rather than investigation with the aim of reducing opportunities for fraud and corruption to occur.
- 3.3. Ensuring processes and procedures are in place that encourage all of its business dealings with individuals and entities regardless of financial scope are conducted in an ethical manner.
- 3.4. Carrying out periodical assessments of fraud and corruption risks including management and staff awareness of fraud and corruption.
- 3.5. The development and evaluation of its internal controls, fraud detection programs and mechanisms for reporting alleged fraud or corruption.
- 3.6. Supporting and encouraging the reporting of possible fraudulent or corrupt incidents/events.
- 3.7. Continuing to appropriately resource the implementation of measures to prevent fraud and corruption and the investigation of reports of wrongdoing.

4. Consultation

This policy has been developed in consultation with:

- Risk Coordinator
- Internal Auditor
- Governance & Audit Committee
- Leadership Team.

5. References

NSW Auditor-General Better Practice Guide- Fraud Control Kit.

6. Table of Amendments

Amendment	Authorised by	Approval reference	Date



FRAUD AND CORRUPTION PREVENTION STRATEGY

May 2012

Approved by: Executive Team [Meeting date] Council [Meeting date & Resolution No.]	Signature: <hr/> <i>General Manager</i>
Council Branch Responsible: Governance	Date of next Review:

1. Introduction

Coffs Harbour City Council is committed to acting in the best interests of the community and to upholding the key principles of the Code of Conduct which include; integrity, leadership, selflessness, impartiality, accountability, openness and honesty.

Coffs Harbour City Council is committed to protecting its revenue, expenditure and property from any attempt, either by members of the public, contractors, or its own employees, to gain by deceit, financial or other benefits. The Fraud and Corruption Prevention Policy is designed to protect public funds and other assets and the integrity, security and reputation of Coffs Harbour City Council and its employees.

This strategy has been developed to clearly document, assign and implement strategies to achieve the aims of the Fraud and Corruption Prevention Policy.

2. Definitions

Ethics: The principles of conduct governing an individual or group. Concerns for what is right or wrong, good or bad.

Fraud: A deliberate and premeditated turn of events which involves the use of deception to gain advantage from a position of trust and authority.

A basic test for fraud could include the following questions:

- Was deceit used?
- Was the action unlawful?
- Did it result in money or other benefits being received to which the person was not entitled?
- Was an attempt made to do this?

Corruption: Dishonest or partial behaviour, misuse of information or breach of public trust by a NSW public sector employee which, if proved, could amount to a crime or disciplinary offence. Also, the conduct of any person (whether or not that person is a public official) that adversely affects or could adversely affect the exercise of official functions by public officials and could constitute or involve a criminal or disciplinary offence.

Examples of fraudulent and corrupt behaviour include but are not limited to:

- Misappropriation of Council funds.
- Exerting influence in order to receive a benefit for one self or others.
- Using Council information to bribe or threaten individuals or businesses.
- Conspiring unfairly with others to determine a tender or development application.
- Receiving benefits to process applications that do not meet statutory, regulatory or Council requirements.
- Enhancing one's financial position through the use of Council information.
- Unauthorised private use of Council motor vehicles or other assets of Council.
- Using Council money for private benefit.
- Falsifying timesheets.
- Running a private business using Council resources or during working hours.
- Taking equipment or supplies (including stationery and portable electrical equipment) from Council.
- Falsifying travel claims and reimbursements.
- Falsifying documents to obtain benefits that would otherwise not be provided.

3. Strategies

The NSW Audit Office has developed a strategic model that identifies ten critical fraud prevention and control attributes. Council's strategy is based on addressing each of these critical success factors.

3.1 Integrated Policy

Council has developed a Fraud and Corruption Prevention Policy which complements existing policies and procedures that relate to the prevention of fraud and corruption. The policy provides the context and authority for the following strategies.

3.2 Responsibility Structures

Employees' Responsibility

Individuals must comply with all Council policies including the Code of Conduct.

All employees are responsible for avoiding fraudulent or corrupt conduct and reporting suspected breaches.

Supervisor's and Manager's Responsibility

All supervisors and managers are responsible for knowing the corruption risks in their area of responsibility, making staff aware of corruption risks, prevention strategies and reporting systems, using accountability systems to minimise risk and taking action against corrupt conduct.

General Manager's Responsibility

The overarching responsibility for the prevention of fraud and corrupt behaviour sits with the General Manager of Council.

Auditor's Responsibility

Council's External Auditor has specific responsibilities to identify fraud and error in accordance with the Australian Auditing Standard AUS 210 "The Auditor's Responsibility to Consider Fraud and Error in an Audit of Financial Report".

Internal Audit is responsible for the testing and evaluation of internal control mechanisms in accordance with Standard 2120.A2 (International Standards for the Professional Practice of Internal Audit): "The internal audit activity must evaluate the potential for the occurrence of fraud and how the organisation manages fraud risk".

3.3 Fraud and Corruption Risk Assessment

Fraud risk assessment is a key element of the audit process. Directors are responsible for ensuring that risks in their directorates are identified, assessed and regularly reviewed along with the implementation of strategies to mitigate those risks.

The assessment of fraud risk shall also be included as an integral factor in holistic risk assessments conducted by Council.

3.4 Employee and Councillor Awareness

To develop and enhance a culture that supports the prevention of fraud and corruption it is essential that:

- All Council employees are aware of their responsibilities in contributing towards the elimination of fraud and understand the ethical behaviour expected of them.
- Council develops appropriate KPI's on the measurement of fraud control and incorporates these in business plans.
- Council provides training and awareness of mechanisms for reporting suspected fraud and corruption.

3.5 Customer and Community Awareness

Conducting business with external agencies can expose Council to potential areas of risk. To minimise this exposure to risk Council must actively promote to the community the acceptable standards, ethics and behaviour expected when dealing with Council. This can be achieved through:

- The Fraud and Corruption Policy
- The Statement of Business Ethics
- Promotion of the policy and statement to the community.
- Appropriate distribution of the statement

3.6 Fraud and Corruption Reporting System

Council has existing reporting systems to support the effective control of fraud and corruption. As these systems are reviewed it is important to consider factors that have been identified by ICAC to impede reporting, including:

- Cultural antipathy to 'dobbing in your workmates';
- Immediate supervisor's possible involvement or association with those involved;
- Disinclination to report if past experience has shown that 'nothing happens' and/or that those who report receive negative treatment;
- Insulation/separation of senior management from junior employees; and
- Lack of clear and appropriate rules for referral and/or action where corrupt conduct is suspected.

3.7 Public Interest Disclosures

Council is committed to supporting and protecting staff if they report wrongdoing.

The *Public Interest Disclosures Act 1994* requires Council to have a policy and procedures in place for receiving, assessing and dealing with public interest disclosures.

Public Interest Disclosures can be made by public officials about corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention and local government pecuniary interest contravention.

The Public Interest Disclosures Internal Reporting Policy sets out the mechanism for reporting wrongdoing.

3.8 External Notification

In order to meet its statutory obligations Council will have in place systems to:

- Report all matters to external bodies where required, including the ICAC, the Ombudsman, the Police and the Division of Local Government.
- Ensure that reporting occurs in a timely and confidential manner.
- Ensure that all Council employees are aware that the General Manager has a duty to report to the ICAC any matter where there is a reasonable suspicion that corrupt conduct has occurred or may occur and if relevant to report fraud to the Police.

3.9 Investigation Standards

Council will ensure that reports of suspected fraudulent or corrupt behaviour are investigated:

- In all instances to establish whether a basis exists for further action,
- In a competent, thorough and professional manner,
- With impartiality and objectivity,
- Applying the principles of natural justice and procedural fairness,
- Using resources efficiently and engaging external assistance if deemed appropriate by the General Manager.
- As detailed in the Complaints and Other Feedback Policy and the Public Interest Disclosures Internal Reporting Policy.

3.10 Conduct and Disciplinary Standards

A clear message will be sent to all Council staff and councillors that fraud against Council either from within or outside is unacceptable and that offenders will face appropriate action.

The standards expected of staff and councillors are clearly outlined in Council's Code of Conduct, Standards and Core Values.

Council will apply the Disciplinary Procedures outlined in the Local Government (State) Award 2010, if an employee is found to have undertaken and/or participated in fraudulent or corrupt activities. Any disciplinary action will be applied in consideration of all circumstances, applying the principles of natural justice and procedural fairness.

4. Implementation

Details of the planned implementation of this strategy are documented in Appendix 1 - Draft - Coffs Harbour City Council - Fraud and Corruption Prevention Strategy Implementation Plan.

5. References

The following resources were accessed in preparation of this strategy:

- *Crimes Act 1900* (NSW) S156, 157
- *Crimes Act 1914* (Cth) S87
- *Independent Commission Against Corruption Act 1988 No 35* (NSW) Part 3
- Independent Commission Against Corruption- Corruption Prevention for Managers in Local Government Workshop notes
- Liverpool City Council's Fraud and Corruption Prevention Plan
- Australian Standards.
- Local Government (State) Award 2010

Coffs Harbour City Council documents:

- Fraud and Corruption Prevention Policy (Draft)
- Code of Conduct 2009
- Gifts and Benefits Policy 2011
- Statement of Business Ethics 2012
- Complaints and Other feedback Policy 2008
- Public Interest Disclosures Internal Reporting Policy 2012
- Risk Management Policy 2011

6. Appendices

Appendix 1 - Draft - Coffs Harbour City Council- Fraud and Corruption Prevention Strategy Implementation Plan.

DRAFT

Appendix 1- Coffs Harbour City Council- Fraud and Corruption Prevention Strategy- Implementation Plan

Action Item	Responsible Department	Responsible Officer	Proposed Implementation / Completion Date	Progress
Adoption of the Fraud and Corruption Policy	Governance	Governance Officer	May 2012	
Adoption of the Fraud and Corruption Strategy	Governance	Governance Officer	May 2012	
Educate existing staff re policy & strategy	Governance/HR	Governance Officer	July 2012	
Include policy & strategy in induction training	HR	Exec Manager HR & OD		
Code of Conduct training – delivered to inductees	Governance/HR	Manager Governance Services	Training commenced 8/2/12	Ongoing
Code of conduct training rolled out to all staff	Governance/HR	Manager Governance Services	December 2012	
Public Interest Disclosure Internal Reporting Policy	Governance/HR	Governance Officer	March 2012	To Council 12/04/12
Public Interest Disclosures Training- NSW Ombudsman	Governance	Governance Officer	March 2012	Completed
Fraud & Risk Assessment and audit to be conducted	Governance	Manager Governance Services & Risk Coordinator	2012/ 2013 financial year	
Fraud risk to be assessed in Procurement Roadmap Program	Governance	Risk Coordinator	March 2012	
Appropriate fraud control KPIs to be developed	Governance	Internal Auditor	December 2013	
Brochure outlining commitment to prevention of fraud and corruption and reporting under Public Interest Disclosures Act. Produced and distributed.	Governance	Governance Officer	June 2012	
Awareness exercise – 'How to act corruptly or commit fraud' to be conducted with staff by Supervisors/ Managers	Governance	Manager Governance Services	June 2013	

LAND USE HEALTH & DEVELOPMENT DEPARTMENT REPORT

L12/18 COFFS HARBOUR CITY CENTRE - DEVELOPMENT CONTROL PLAN REVIEW

Purpose:

The purpose of this report is to provide Council with feedback from the public exhibition of an administrative review of the Coffs Harbour City Centre Development Control Plan (DCP) 2011.

The report recommends that Council adopt the amendments to the Coffs Harbour City Centre DCP and to place an advertisement to notify the commencement of enforcement of the document.

Background:

The administrative review of the Coffs Harbour City Centre DCP 2011 was reported to Council on 8 March 2012.

The Council resolution on 8 March was that:

- 1. Council adopt the amended Coffs Harbour City Centre Development Control Plan 2011 (as circulated separately to Councillors) for exhibition purposes.*
- 2. The amended Development Control Plan be publicly exhibited for 28 days in accordance with the provisions of the Environmental Planning and Assessment Act Regulations 2000.*
- 3. A further report be presented to Council outlining the feedback from the public consultation process.*

The public exhibition took place from Friday, 16 March 2012 to Monday, 16 April 2012.

During the public exhibition period two public responses were received endorsing the amended DCP.

The provisions of this DCP will apply in an interim capacity to the defined City Centre area until such time as the Coffs Harbour DCP 2012 is adopted. Coffs Harbour DCP 2012 will apply to the whole local government area and was reported to Council as a draft on 24 May 2012. The two DCPs are separate documents and involve separate processes.

Description of Item:

The initial DCP was prepared jointly with the then Department of Planning as a Task Force process and some of the concepts introduced were ones that had been implemented in other City Centre Plans.

It was apparent that some of these provisions were metro-centric in nature and did not achieve the desired redevelopment outcomes for an emerging Regional City such as Coffs Harbour.

Also, recent legislative changes to the Standard Instrument Local Environmental Plan (SiLEP) mean that changes were required to the City Centre DCP to ensure it can be appropriately administered in an effective and efficient manner.

Cont'd

The following are the major matters that the amended DCP has addressed and which were raised since the implementation of the DCP on 21 November 2011.

- Side and rear boundary setback provisions
- Emergency vehicle access
- Parking study requirements
- Access provisions

The matters reviewed and publicly exhibited have been the subject of communication and consultation with the development industry, land owners and their agents/consultants.

Sustainability Assessment:

Any amendment to the Coffs Harbour City Centre DCP has to address environmental, social and economic sustainability criteria.

- **Environment**

The City Centre DCP aims to ensure development is carried out in an environmentally sustainable manner. To do this the DCP:

- applies appropriate provisions for Koala Habitat;
- recognises appropriate control provisions for protection of riparian areas;
- applies appropriate protection to ecologically significant vegetation, State Environmental Planning Policy (SEPP) No. 14 Wetlands and SEPP26 Littoral Rainforest;
- identifies heritage items and includes provisions for culturally significant places;
- applies provisions for preservation of trees and vegetation; and
- applies provisions protecting terrestrial biodiversity.

- **Social**

The City Centre DCP includes provisions and objectives which reflect Council's long term strategic vision for the City as endorsed in the Our Living City (OLC) Settlement Strategy, Industrial Lands Strategy, Business Lands Strategy and the Coffs Harbour 2030 Plan.

- **Civic Leadership**

The City Centre DCP implements appropriate and relevant actions of the Coffs Harbour 2030 Plan to achieve the following outcomes:

- Council has a strong and diverse local economy underpinned by sustainable business and industry;
- our City is a lively and diverse place where people live, work and play;
- our built environment achieves sustainable living by only best practice urban design and infrastructure development to create attractive buildings;
- Council has a diverse range of housing options that are affordable and adaptable for all the community;
- Coffs Harbour has urban spaces that are functional, accessible and useable by all the community to enjoy;
- Coffs Harbour has integrated, accessible, eco focused transport system achieved by implementing plans and policies with cycleways, walking tracks and footpaths; and
- Our transport system and road network is well maintained safe and functional.

Cont'd

- **Economic**

The continued economic growth and development of the City is a primary aim of Council. The exhibited amendments to the City Centre DCP are in response to submissions and representations from land owners and the development industry to enable development to be achieved.

Broader Economic Implications

The City Centre DCP aims to improve our City Centre area as a place to live, work and play. The aims, objectives and controls contained in the amended City Centre DCP seek to improve educational and employment opportunities; foster new business and industry opportunities while creating a highly livable urban place in both the built environment and public domain.

Delivery Program/Operational Plan Implications

There are no immediate financial implications or impacts on Council by progressing the amendment to the City Centre DCP. The implementation of a workable DCP is an outcome sought by the Council's Delivery Program. Council's resolution to progress the revised City Centre DCP will enable this outcome to be achieved.

Consultation:

During the public exhibition period two submission were received endorsing the amended DCP.

Community consultation, in accordance with the provisions of the Environmental Planning and Assessment (EP&A) Act and Council's Community Consultation Plan for the project, were carried out.

Related Policy and / or Precedents:

The amended Coffs Harbour City Centre DCP has been prepared in accordance with the EP&A Act and Regulations. All statutory requirements of these instruments have been complied with.

The City Centre DCP is consistent with the strategic content established in State, regional and local policy (including land use patterns and local character).

The City Centre DCP is consistent with:

- the NSW State Plan;
- Mid North Coast Regional Strategy;
- SEPPs;
- the Coffs Harbour 2030 Plan;
- the OLC Settlement Strategy;
- the Coffs Harbour Industrial Lands Strategy; and
- the Coffs Harbour Business Lands (Employments Lands) Strategy.

Cont'd

Statutory Requirements:

The City Centre DCP is consistent with:

- Mid North Coast Regional Strategy;
- Various Ministerial 117 Directions; and
- Planning Practice Notes issued by the NSW Planning and Infrastructure.

Issues:

No major matters or issues were raised during the public exhibition.

The exhibited draft DCP was refined with input from several branches of Council. The administrative changes are incorporated into the appended draft DCP for endorsement.

Implementation Date / Priority:

Since the City Centre Local Environmental Plan (LEP) and DCP became operational in November 2011 feedback from the development industry, and land owners was received. The matters that were raised as significantly impacting urban development in the City Centre Plan area were addressed in the publicly exhibited DCP. It is appropriate that Council endorse this DCP, in a timely manner, for implementation.

It is also important to note that the entire City Centre DCP will be subject to review in the City Wide DCP (Coffs Harbour DCP 2012) process; however as an interim measure the City Centre DCP has been amended. It is appropriate to endorse and implement the amended Coffs Harbour City Centre DCP as a priority matter to ensure that development potential of the area is not overly constrained.

Recommendation:

- 1. That Council adopt the amended Coffs Harbour City Centre Development Control Plan 2011 (as appended).**
- 2. That the amended Development Control Plan be advertised in the local newspaper as taking effect from the date of that advertisement**

Chris Chapman
Director
Land Use, Health & Development

CORPORATE BUSINESS DEPARTMENT REPORTS

CB12/42	KORORA	RURAL	RESIDENTIAL	RELEASE	AREA	DEVELOPER
	CONTRIBUTIONS PLAN					

Purpose:

To present to Council a draft revised Section 94 Developer Contributions Plan for the Korora Rural Residential Release Area. This report recommends that the Plan be adopted.

Description of Item:

Council, at its meeting on 22 March 2012, resolved to place a draft amended Contributions Plan for the Korora Rural Residential Release Area on exhibition. The Draft Plan was exhibited for a period of 30 days from Thursday, 29 March to Friday, 27 April 2012. No submissions were received on the Draft Plan.

Sustainability Assessment:

- **Environment**

The proposed improvements to traffic facilities within the Release Area will result in environmental impacts during the construction phase. Environmental issues will be addressed at the design stage for the projects that are to be funded via the Contributions Plan.

- **Social**

Improvements to the road network will improve safety for residents and improve access to services.

- **Civic Leadership**

The Coffs Harbour 2030 Plan provides for a strategy to “ensure effective policies and processes exist for prioritising road maintenance and renewal” (MA 3.1.1).

It also provides for a strategy to “facilitate safe traffic and pedestrian flow in and around the city's facilities and services” (MA3.1.2). The provision of enhanced traffic facilities within the Release Area is in line with Council achieving these objectives.

- **Economic**

Broader Economic Implications

Contributions currently applicable to the release area under the applicable plans for the release area total \$21,202.11 per lot. The draft amended Plan, when considered in conjunction with other contribution plans that apply to the release area, provides for contributions at the rate of \$21,097.25 per lot.

Delivery Program/Operational Plan Implications

There are no immediate impacts on Council's Delivery Program/Operational Plan.

Cont'd

Consultation:

Relevant Council staff have been consulted in the preparation of the works' schedule and the preparation of the Draft Contributions Plan.

Related Policy and / or Precedents:

Council has been collecting contributions in the release area since adoption of a Contributions Plan on 27 February 2004.

Statutory Requirements:

Section 94 of the *Environmental Planning and Assessment Act 1979* allows Council, as a consent authority, to place a condition of consent on relevant development consents requiring the payment of a monetary contribution towards the provision of public amenities and services. Clause 26 of the Environmental Planning and Assessment regulation 2000 requires Council to exhibit the draft plans for a minimum of 28 days.

The Environmental Planning and Assessment regulation, at clause 31, provides for a Contribution Plan to come into effect on the date that public notice of the approval is given in a local newspaper, or on a later date specified in that notice.

Issues:

The revised Plan has removed contributions towards the purchase of active recreational facilities within the release area. Council's recently adopted Sports Facilities Plan identified that the facility included in the current Contributions Plan is no longer required. Additionally the current owners of the facility have indicated they wish to retain the property as part of a major project application process and this land has been endorsed by Coffs Harbour City Council to be zoned Open Space 6C Private Recreation under LEP Amendment No 38.

The provision and costs of the transport and traffic facilities within the Plan have also been reviewed to ensure projected contribution income will be sufficient to undertake the works.

Implementation Date / Priority:

Notice of the adoption of the Plan will be placed in a local newspaper immediately following adoption of the Draft Plan.

Recommendation:

That the Draft Korora Rural Residential Release Area Developer Contributions Plan 2012 be adopted.

Attachments:

DRAFT

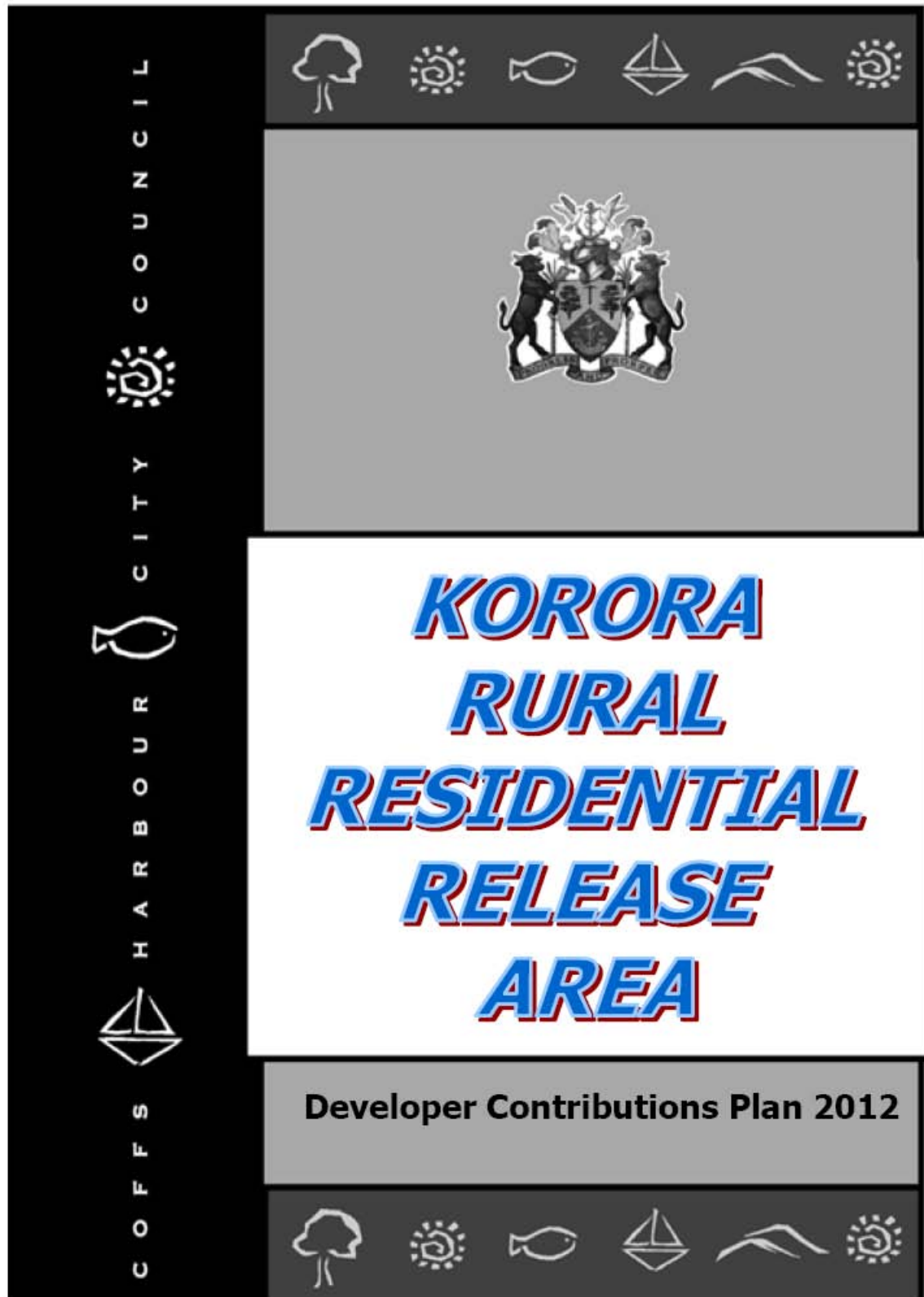


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PART 1 - SUMMARY SCHEDULES

EXECUTIVE SUMMARY

This contributions plan enables Coffs Harbour City Council to levy contributions under Section 94 of the Environmental Planning and Assessment Act 1979 where the anticipated development will or is likely to increase the demand for public facilities

The Korora Rural Residential Release Area Development Control Plan (DCP) makes provision for further rural residential expansion in the order of 250 additional dwellings accommodating 750 people. The Korora Rural Residential Release Area catchment will ultimately cater for a population of 1,500 people.

As a consequence of this anticipated development and having regard to the level of facilities currently available and the expected profile of the new population, it will be necessary to provide transport and traffic facilities and bush fire fighting equipment to cater for the additional population.

The costs of the urban planning component required to enable development of the release area are also included.

SUMMARY OF WORKS SCHEDULE

A schedule of works, estimated staging and expenditures is summarised on page 13.

SUMMARY OF CONTRIBUTION RATES

Table 1 summarises the costs of the identified public facilities.

Table 1 summarises the contribution rates applying to the different forms of development in the Korora Rural Residential Release Area.

DATE OF COMMENCEMENT OF THE PLAN

This contributions plan came into operation on 27 February 2004. This plan was amended on 24 August 2005, 22nd March 2006 and on the 24th April 2008 and further on xx/xx/xx.

Table1 - Summary of Contributions

Service/Facility	Net Cost to be Levied \$	Per Person \$	Per Lot / Large Dwelling \$	Per Small Dwelling \$	Per SEPP Seniors Living Dwelling (self care) \$
Transport and Traffic	3,394,661	6,591.57	17,138.08	11,864.82	9,887.35
Bush Fire Equipment	79,484	154.34	401.28	277.81	231.51
Urban Planning	217,702	422.72	1,099.07	760.90	634.08
Total Contribution	3,691,847	7,168.63	18,638.43	12,903.53	10,752.94

Notes:

- Contribution rates will be applied as follows:**
 - the first lot in a residential subdivision is exempt from contributions*
 - the first dwelling on a residential lot is exempt from contributions*
 - the contribution rate for a dual occupancy, villa, townhouse or residential flat development is the number of dwellings multiplied by the appropriate dwelling rate minus one lot rate.*
- A small dwelling is deemed to be any dwelling with a floor area less than 100 square metres (excluding garages and balcony areas).*
- The lot rate/large dwelling rate applies to all types of dwelling with a floor area equal to or exceeding 100 square metres of floor area (excluding garages and balcony areas).*
- In addition to the above the relevant contribution rates for Regional, District and Neighbourhood Open Space and Community Facilities, Surf Rescue Equipment, and Coffs Harbour Road Network will also apply.*
- SEPP Seniors Living occupancy rates refers to developments approved under the State Environmental Planning Policy (Seniors Living) 2004.*

PART 2 - ADMINISTRATION & ACCOUNTING

NAME OF THE PLAN

This contributions plan has been prepared in accordance with the provisions of Section 94 of the Environmental Planning and Assessment Act 1979 and Part 4 of the Environmental Planning and Assessment Regulation 1994 and may be referred to as the Korora Rural Residential Release Area Developer Contributions Plan.

PURPOSE OF THE PLAN

The primary purpose of this plan is to satisfy the requirements of the Environmental Planning and Assessment Act and Regulation. This enables Council to require a contribution towards the provision, extension or augmentation of public services that will, or are likely to be required as a consequence of development in the area or that have been provided in anticipation of or to facilitate such development.

Other purposes of the plan are to:

- (i) ensure that an adequate level of public infrastructure is provided within the Korora rural residential release area as development occurs.
- (ii) enable Council to recoup funds that it has spent in the provision of public facilities in anticipation of likely future development.
- (iii) ensure that the existing community is not burdened by the provision of public facilities required as a result of future development.
- (iv) provide a comprehensive strategy for the assessment, collection, expenditure, accounting and review of development contributions on an equitable basis throughout the Korora Rural Residential Release Area.

THE AREA TO WHICH THE PLAN APPLIES

This plan applies to all land within the Korora Rural Residential Release Area as described on Map 1.

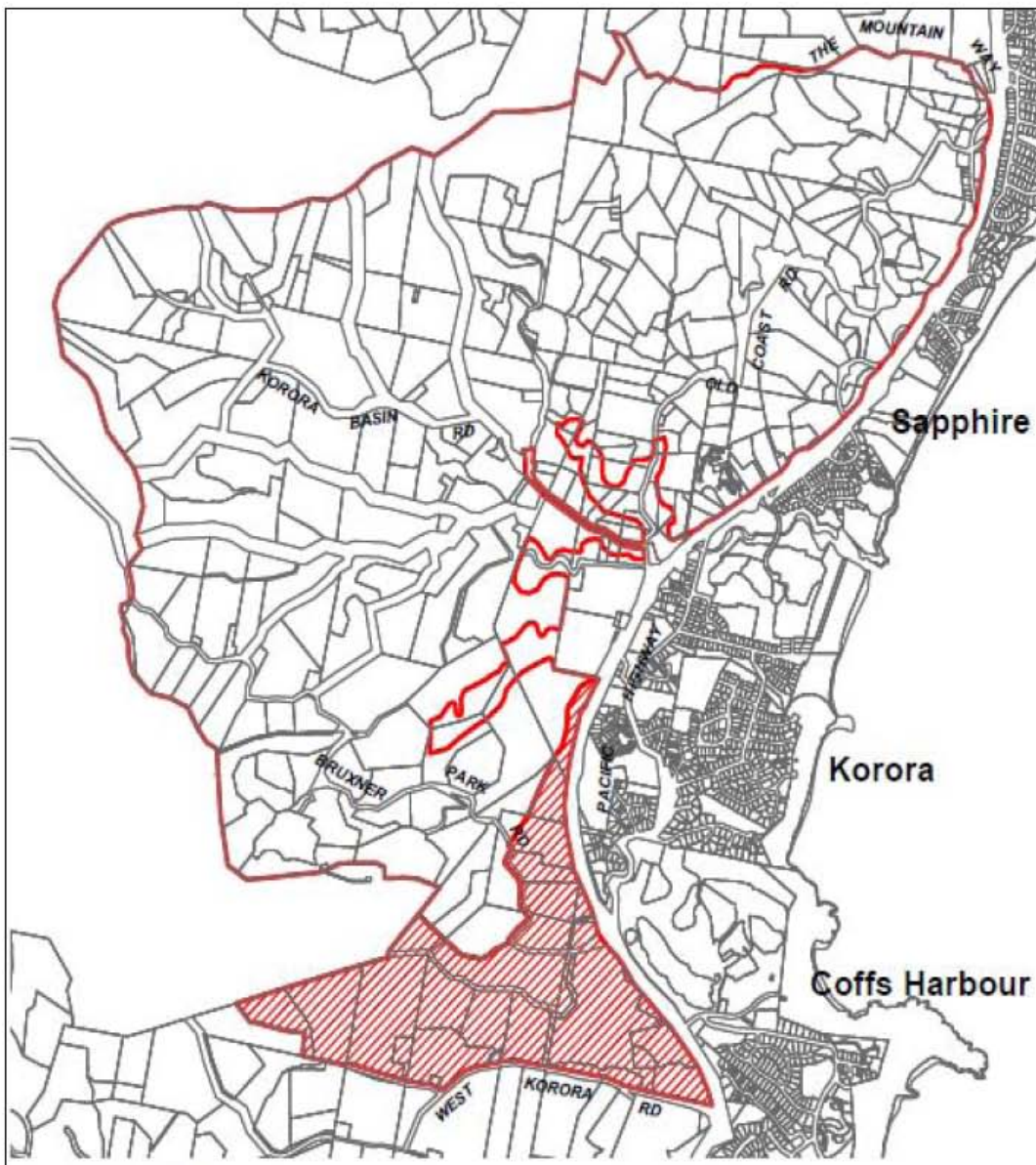
RELATIONSHIP TO OTHER PLANS AND POLICIES

This plan supplements the Coffs Harbour City Local Environmental Plan 2000 and Development Control Plan applying to the Korora Rural Residential Release Area. This contributions plan should be read in conjunction with the Regional, District and Neighbourhood Facilities Developer Contributions Plan 2008, the Surf Rescue Equipment Plan, the Coffs Harbour Road Network Plan and the Water Supply and Waste Water Treatment Carrier Development Servicing Plans and other contributions plans that may apply to the release area.

This contributions plan provides a means for implementing some of the planning and community development strategies adopted by Council.

HOW THE PLAN OPERATES

In determining a development application Council may impose a condition requiring the payment of a monetary contribution and/or the dedication of land in accordance with the provisions of this plan.



MAP 1
KORORA RURAL RESIDENTIAL RELEASE AREA

FORMULA FOR DETERMINING CONTRIBUTIONS

The formula to be used for the calculation of contributions under Section 94 of the Environmental Planning and Assessment Act is as set out below:

Contribution per person =

$$\frac{C - E}{P}$$

Where:

C = total cost of works to provide the desired facility or service including land acquisition, survey and design and construction costs, but less any grant or other funds received

E = amount of available existing contributions either as cash held or levied as at 31 December 2011.

P = future population of catchment less lots approved

TIMING OF PAYMENT OF CONTRIBUTIONS

Payment of financial contributions should be finalised at the following stages:

- **development consents involving subdivisions** – prior to the release of the subdivision certificate.
- **development consents involving building work** – prior to the release of the construction certificate.
- **development consents where no construction certificate is required** – at the time of issue of the notification of consent, or prior to the commencement of approved development as may be determined by Council.

DEFERRED OR PERIODIC PAYMENT

Where the applicant can demonstrate that the settlement of the contribution, in terms of the above is unreasonable in the circumstances of the case, the Council may accept deferred or periodic settlement. In such a case, the applicant needs to make a written request and satisfy Council in accordance with the following:

- there are valid reasons for deferred or periodic payment;
- no prejudice will be caused to the community deriving benefits from the public facilities required by the proposed development;
- no prejudice will be caused to the operations of this plan; and
- the provision of the public facility or service in accordance with the adopted work schedule will not be adversely affected.

Applications for deferment of payments will be subject to the following conditions:

- (i) the deferment will be for a fixed period not exceeding six months from the date the contribution becomes due;
- (ii) the applicant must agree to pay the Council interest on contributions or on so much thereof as shall remain outstanding at the **appropriate rate of interest**.
- (iii) payment of the contributions and the interest must be secured by delivery to the Council of a guarantee in writing issued by an **appropriate institution**.
- (iv) deferments will not be granted based on progression sales of land, unless a staged approval is granted.

For the purposes of this provision, **“appropriate rate of interest”** means the seven year local government interest borrowing rate applicable from time to time, and **“appropriate institution”** means a licensed bank or other institution where their securities comprise authorised investments under the Trustee Act 1925

WORKS IN KIND

Council may accept an applicant's offer to make a contribution by way of a works in kind contribution (for an item included on the works schedule) or a material public benefit (for an item not included on the works schedule) as referred to in Section 94 (5)(B) of the Environmental Planning and Assessment Act.

Any offer for carrying out of works in kind or provision of a material public benefit must be made in writing and accepted by Council prior to commencement.

Council may accept the offer of a works in kind contribution if the applicant, or any other person entitled to act upon the relevant consent, satisfies the consent authority that:

- (a) payment of the contribution in accordance with the provisions of the plan is unreasonable or unnecessary in the circumstances of the case;
- (b) the in kind contribution will not prejudice the timing or the manner of the provision of the public facility for which the contribution was required;
- (c) the value of the works to be undertaken are at least equal to the value of the contribution assessed in accordance with this plan.

EXEMPTIONS

Council may consider exempting developments, or components of developments from the requirement for a contribution for developments that include aged care accommodation where the residents require in house care, and developments that are specifically exempted under directions that may be made from time to time by the NSW Minister for Planning.

POOLING OF FUNDS

This plan expressly authorises monetary S94 contributions paid for different purposes to be pooled and applied (progressively or otherwise) for those purposes.

INDEXING OF CONTRIBUTION RATES

The Council will review the contribution rates to ensure that the monetary contributions reflect the costs associated with the provision of the public facility.

The contribution rates will be reviewed on the basis of movements in the Consumer Price Index, All Groups Sydney, as published by the Australian Bureau of Statistics in accordance with the following formula:

$$RC = \frac{C \times \text{Current index}}{\text{Previous index}}$$

where

RC = Revised contribution rate per ET applicable at the time of payment

C = Previous contribution rate

Current index is the Consumer Price Index at the date of review of the contribution

Previous index is the Consumer Price index as listed in Appendix "A" or applicable at the time of issue of the consent.

The Council may also review the works schedule, the estimate of costs of the various public facilities and services, population projections, land acquisition costs or other aspects relating to the contributions plan.

PART 3 – STRATEGY PLANS

RELATIONSHIP BETWEEN EXPECTED DEVELOPMENT AND DEMAND FOR ADDITIONAL PUBLIC FACILITIES

The following documents provide the basis for establishing the relationship (nexus) between the expected types of development in the area and the demand for additional public facilities to meet that development.

Transport and Population Data Centre, NSW Statistical Local Area Population Projections 2001-2031, 2007 Release assesses the 2011 population for the Coffs Harbour Local Government Area as 75,340. Further it predicts a population of 81,720 in 2016.

The Coffs Harbour Land Capacity Assessment 2004 identifies the release area as having potential for an additional 300 dwellings.

The Coffs Harbour Our Living City Settlement Strategy 2008 identifies the preferred location and expected type of future urban expansion within the City, and the associated requirements for public facilities and supports the Land Capacity Assessment

Coffs Harbour City Council Open Space Strategy 2010 identifies the passive and active open space facilities required by future population throughout the local government Area.

The Korora Rural Residential Release Area DCP sets out detailed guidelines for development in the Korora rural residential release area. It provides for a range of residential densities, although it is expected that the dominant form of development will be detached dwellings. .

PROVISION

The anticipated increase in population in the Korora Rural Residential release area will place greater demands on existing public facilities and require the provision of new public facilities to cater for the demands of the additional population.

The Korora area is typically rural/agricultural oriented. The proposal is to change this rural/agricultural focus to rural residential in nature. The result is a major change to the level of facilities, services and infrastructure required for the development.

Table 1 in this plan lists the public facilities to be provided in the Korora Rural Residential release area.

The Coffs Harbour Regional, District and Neighbourhood Facilities Developer Contributions Plan 2008 lists public facilities provided for the benefit of future population in Korora together with future population in other catchments.

LOCATION

The location of facilities has been determined having regard to the area of increased demand, accessibility to the identified public facilities and the manner in which such need may be satisfied.

TIMING

The public facilities will be provided in a timely manner to benefit those who contributed towards them.

Table 1 lists the benchmark or estimated staging for the provision of public facilities in the Korora Rural Residential release area.

Any forward funding required for proposed development is to be undertaken by developers, who will be reimbursed as contributions become available.

EXISTING AND FUTURE DEVELOPMENT IN KORORA

The Korora rural residential release area comprises rural residential accommodation with single dwellings on allotments ranging from 1ha to 3 ha. Since adoption of this contributions plan contributions have been levied or collected for 94 additional allotments. Given the Coffs Harbour Land Capacity Assessment 2004's projection of an additional 300 dwellings, the remaining future development potential is 206 dwellings.

PROJECTED DWELLING YIELD

Housing policy, prevailing market conditions and environmental constraints will together influence dwelling yield. The forecast population is based on the potential dwelling yields. These yields will be derived from balancing existing urban patterns with changing demands for a wider choice of housing and endeavours to promote efficient and sustainable urban environments.

The housing policy promoted for the development of the Korora rural residential release area is to provide for a variety of housing types encouraging a heterogeneous population. However, environmental constraints and prevailing market conditions will create a demand for low density housing forms and conventional allotments of at least 1 hectare.

A maximum net density of 1 dwelling per hectare is achievable given the environmental constraints of the release area.

The projected dwelling yields for the area can be explained in terms of two main types of housing

- **Conventional Housing** - generally Torrens title allotments with single detached dwellings with an average allotment size of around 1 hectare.
- **Dual Occupancy Housing** - Torrens strata or community title allotments comprising a duplex or two attached dwellings with an average allotment size of around 1 hectare.

OCCUPANCY RATES

The projected overall population will be a consequence of the dwelling yield and varying occupancy rates. The forecast occupancy rates, which are based on ABS Census data average occupancy rates, are shown in Table 2.

Table 2 - Occupancy Rates

Housing Type	Occupancy Rates
Large Dwelling	2.6 persons/dwelling
Small Dwelling	1.8 persons/dwelling
Seniors Living SEPP dwelling (self care)	1.5 persons /dwelling

Notes:

A small dwelling is deemed to be any dwelling with a floor area less than 100 square metres (excluding garages and balcony areas).

The lot rate/large dwelling rate applies to all types of dwelling with a floor area equal to or exceeding 100 square metres (excluding garages and balcony areas).

The total projected population of the whole release area based on these occupancy rates and projected dwelling yields, is estimated to be 750. Having regard to the developments approved to date, the additional future population as at 31 December 2011 is expected to be 515 people.

PROPOSED PUBLIC FACILITIES

COMMUNITY FACILITIES AND SERVICES

The provision of community facilities under this plan are to be based on need and takes into account the provision of services and facilities by other levels of government, the private sector and other non-government providers. This plan only deals with those community facilities over which local government has direct influence. Other community facilities such as schools, hospitals, churches, private recreation facilities, clubs and the like are beyond this influence.

EXISTING FACILITIES

The two Bush Fire Brigade buildings are the only existing community facilities within the study area. The greater Korora area is serviced by other recreational and community facilities. The school hall at Kororo Public School is utilised as the community meeting place. The total population of the study area does not warrant any additional facilities.

OPEN SPACE AND RECREATION

EXISTING FACILITIES

Existing formal open space and recreation facilities do not exist within the Korora study area. Within the greater Korora area (east of the Highway) there are public reserves, a playground, a sports field and picnic facilities.

Informal recreation opportunities are provided with the nearby beaches, creeks and Nature Reserve.

As the release area is characterized by rural residential allotments it is considered that informal open space is available to residents. No formal local open space is to be provided for under this plan.

TRANSPORT AND TRAFFIC MANAGEMENT

INTRODUCTION

The strategy for the movement of people within and through the Release Area recognises the dependence on the motor car and therefore provides for works to accommodate the anticipated increase in traffic.

EXISTING FACILITIES

The Korora Release Area is adjacent to the Pacific Highway. The main access, within Korora, is currently provided by The Old Coast Road, Korora Basin Road, West Korora Road and Bruxner Park Road. The Roads and Traffic Authority (RTA) have indicated that in the longer term access to the Highway should be restricted to controlled intersections.

IDENTIFIED NEEDS

The transport demands within the release area can be categorised simply in terms of the road network.

Road Network

Under the DCP it is proposed that controlled intersections for access to and from the Highway be provided at Old Coast Road and Bruxner Park Road. The following works are proposed:

Bruxner Park Road

Upgrade sections of Bruxner Park Road

Installation of traffic safety measures

Estimated cost of these works is in the order of **\$850,000**.

Korora Basin Road/Rowsells Road:

Upgrade of intersection and first 100 metres of Rowsells Road. Estimated cost is in the order of **\$200,000**.

Korora Basin Road:

Minor upgrading works proposed together with the construction of a turning area at the western end. Estimated cost of the works is **\$200,000**

Old Coast Road (South):

Widening of two single lane bridges is proposed to enable traffic to pass in both directions. The estimated cost of these works is **\$750,000**.

Old Coast Road (North):

Widening and sealing of the road for the full length and installation of traffic safety measures to ensure a more trafficable road exists to cater for the increased population. A proportion of these works have been completed. The estimated cost to carry out the remaining work is **\$950,000**.

Finlays Road

Bridge upgrade works plus widening of the road. Installation of signage at "T" intersection with Korora Basin Road. The cost of the works is estimated to be **\$187,500**.

Transfer of Crown Lands

Many properties obtain access via a network of crown land parcels which are defined as windbreaks and crown roads.

These parcels have been transferred to council as public roads. These roads have been added to Council's unmaintained road register. Any upgrading of these roads will be purely the responsibility of the developer/landowner.

The cost of survey and registration of the transfers is **\$35,000**. This has been paid from contributions collected to date.

PROPOSED FACILITIES

The following table summarises the future traffic facilities, which will be funded using Section 94 contributions.

Bruxner Park Road	\$850,000
Korora Basin Road/Rowsells Road intersection	\$200,000
Finlay's Road	\$187,500
Korora Basin Road	\$200,000
Old Coast Road (south)	\$750,000
Old Coast Road (north)	\$950,000
Design/Supervision @15%	\$470,625
Contingencies @15%	\$470,625

TOTAL \$4,078,750

CALCULATION OF CONTRIBUTION RATE

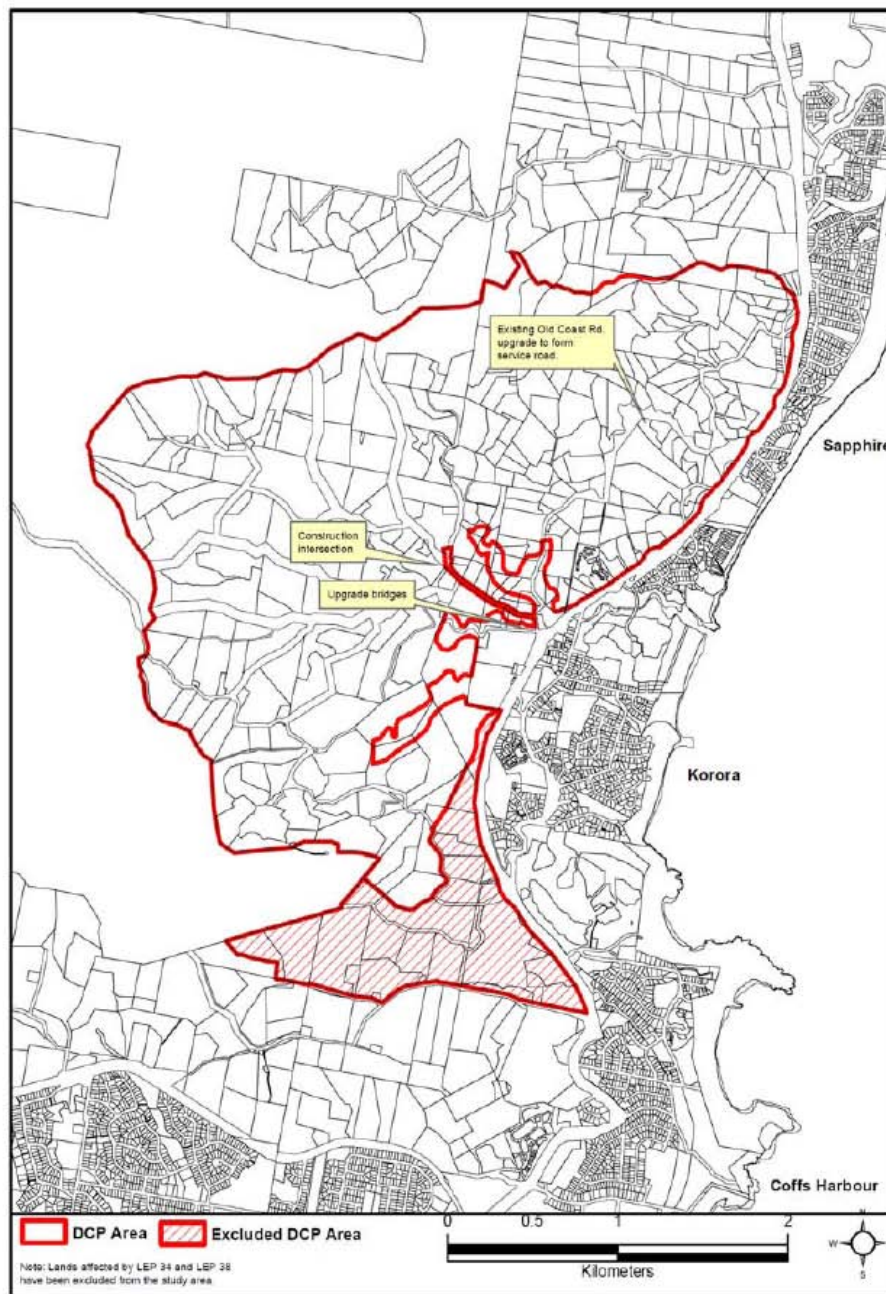
The contribution rate is calculated as follows:

$$\text{Contribution rate} = \frac{C - E}{P}$$

C = Cost of community facility
P = Expected additional population
E = amount of existing contributions either held or levied as at 31 December 2012.

$$\begin{aligned} C &= \$4,078,750 \\ P &= 515 \\ E &= \$684,089 \\ &= \frac{\$4,078,750 - \$684,089}{515} \end{aligned}$$

= \$6,591.57 per person



MAP 3
TRAFFIC AND TRANSPORT STRATEGY

URBAN PLANNING

PLANS AND STUDIES

Section 94 of the Environmental Planning and Assessment Act allows the recoupment of costs for the preparation of the DCP, this Contribution Plan and associated studies. The cost of studies and the plan, which have been indexed in accordance with the provisions of the EP&AA Regulations, are as follows:

Flora and Fauna Study	\$41,392
Water Quality Study	\$61,935
Road & Traffic Study	\$57,950
Mapping	\$41,392
Development Control Plan	\$103,941
TOTAL	\$306,610

CALCULATION OF CONTRIBUTION RATE

The following formula is used to calculate the contribution rate for urban planning:

$$\text{Contribution rate} = \frac{C - E}{P}$$

C = Cost of studies/plans
P = Expected additional population
E = Amount of existing contributions either paid or levied as at 31st December 2011 plus contributions expended to date

$$= \frac{\$306,610 - \$88,908}{515}$$

$$= \$422.72 \text{ per person}$$

BUSHFIRE

The two existing Bush Fire Brigade units in the release area will require additional equipment and an upgrade to the vehicles provided. This is to enable an appropriate service to be developed in conjunction with the additional rural residences.

The following formula is used to calculate the contribution rate for bushfire equipment:

$$\text{Contribution rate} = \frac{C - E}{P}$$

C = Cost of equipment
P = Expected additional population
E = Amount of existing contributions either paid or levied as at 31st January 2006

$$= \frac{\$120,000 - \$40,516}{515}$$

$$= \$154.34 \text{ per person}$$

WORKS SCHEDULE

The works schedule detailed below outlines the projected staging of works in anticipated order of commencement. The works schedule may be subject to change, subject to development growth patterns, and funding.

Completed Works

Part Upgrade Old Coast Road North \$821,590

Future Works

Complete upgrade of Old Coast Road North	\$950,000
Upgrade Korora Basin Road	\$200,000
Upgrade Intersection Korora Basin and Rowsells Road	\$200,000
Upgrade Old Coast Road South	\$750,000
Upgrade Finlays Road	\$187,500
Upgrade Bruxner Park Road	\$850,000
Bushfire Equipment	\$120,000
TOTAL ESTIMATED COST	\$4,079,090

NOTE: Overall timing of works is dependant upon receipt of contribution funds

APPENDIX A - INDICES

CONTRIBUTION TYPE	INDEXATION BASIS	INDEX	DATE APPLIED
Roads/Traffic Management	Consumer Price Index – All Groups (A) for Sydney	178.7	31-12-2011
Planning Studies	Consumer Price Index – All Groups (A) for Sydney	178.7	31-12-2011
Fire equipment	Consumer Price Index – All Groups (A) for Sydney	178.7	31-12-2011

**Coffs Harbour City Council
Cnr Coff and Castle Streets
(Locked Bag 155)
COFFS HARBOUR NSW 2450**

**Telephone: (02) 6648 4000
Website: www.coffsharbour.nsw.gov.au**

Purpose:

To seek Council's endorsement to adopt the Terms of Reference for the CBD Masterplan Committee.

Description of Item:

At the 23 February 2012 Council meeting, Council resolved to make a special rate variation application to the Independent Pricing & Regulatory Tribunal (IPART) for a ten year extension to the existing CBD Special Rate. Council also resolved that a report be presented to Council detailing the Terms of Reference for the CBD Masterplan Committee.

On 4 June 2012, IPART approved a one year extension to the current CBD Special Rate.

Staff have continued to work with the CBD Special Rate Working Group, and other members of the business community who own property and businesses in the CBD, to draft up Terms of Reference. A meeting was held with the relevant stakeholders on 15 March at which time the terms of reference were discussed and drafted. These were further circulated and modified by the group over the following weeks. The attached Terms of Reference set out the framework that the Working Group believes the CBD Masterplan Committee should operate under. They are similar to terms of reference utilised in other areas such as the Port Macquarie CBD Masterplan Committee that has been operating since the early 1990's. The Terms of Reference cover the role of the Committee, provides for delegated authorities to be provided to the Committee which gives them permission to allocate funds to the works as approved by Council's budget and in line with the CBD Masterplan once adopted.

The Terms of Reference also sets out the membership, that being:

- The General Manager or delegate,
- Council's Manager of Investigation and Design from City Services,
- Council's Manager of Special Projects from Land Use, Health & Development,
- One community member, non-retailer or landowner,
- Four CBD landowners with three representatives with property values greater than \$1 million and one of property values less than \$1 million, and
- One CBD retailer who is not a property owner.

The Terms of Reference also sets out requirements in relation to meetings, quorums, voting and recommendations, general communications and the line of authority, being that they report to Council. It also highlights that all Committee members must abide by Council's Code of Conduct.

Sustainability Assessment:

- **Environment**

There are no environmental impacts as a result of the recommendations in this report.

- **Social**

A vibrant CBD is critical for the social benefits of a large number of people as it is a place to meet, to congregate, to engage in business etc. These activities are an important part of the social fabric of any vibrant and growing community.

Cont'd

- **Civic Leadership**

This proposal works towards achieving the outcomes identified within the Coffs Harbour 2030 Community Strategic Plan and is directly connected to the themes 'Places for Living' and 'Looking after our Community'.

Relevant strategies include:

- Build pride and identity in Coffs Harbour as a community and a place;
- Create facilities and services that allow the community to reach its full development potential;
- Develop inclusive community, sporting and recreational activities;
- Promote healthy living;
- Encourage the provision of facilities, services and resources which attract and support young people;
- Provide opportunities for all, including the Aboriginal community, to contribute to the local economy.
- Create community structures which capitalise on intergenerational knowledge, experience and capacity.
- Create opportunities for enhancement of the community's sense of well being.

- **Economic**

Broader Economic Implications

The past CBD special rate has had significant broader economic impact as can be seen by the fact that vacancies in the CBD have dropped from 20% to 3-5%, crime rates have dropped and valuations have increased. It is believed that the ongoing development of projects across a greater CBD area would bring broader benefits.

Delivery Program/Operational Plan Implications

Should Council adopt the Terms of Reference and appoint the CBD Masterplan Committee, the Committee will commence functioning immediately.

Consultation:

Consultation has continued to take place with the CBD Special Rate Working Group and other CBD property owners, including the meeting held on 15 March 2012 and emails, discussions and correspondence to finalise the draft Terms of Reference.

Strategic Alignment

The proposal aligns with Council's 2030 in relation to the provision of a vibrant CBD and also in relation to Council undertaking consultation with the community.

Related Policy and / or Precedents:

Council has a number of Section 355 committees that have terms of reference that they are to abide by.

Cont'd

Statutory Requirements:

Council has the ability, under Section 355 of the *Local Government Act 1993*, to delegate its function through the appointment of a committee of Council. In Section 377, 'The general power of the council to delegate', the Council may by resolution delegate to the General Manager or any other person or body, any of the functions of Council. This would include the establishment of this 355 committee and the delegations as laid out in the Terms of Reference.

Issues:

It has been proposed that Council establish its CBD Masterplan under Section 355 of the *Local Government Act 1993* and in line with the attached Draft Terms of Reference. The Terms of Reference provides for the CBD Masterplan Committee to oversee the implementation of the Masterplan and related expenditure. Council will be required to initially adopt the Masterplan to then set the schedule of works to be carried out over the coming years. The CBD Masterplan Committee would be required to report annually to Council on all of its income and expenditure and the progress being made in relation to the implementation of the Masterplan. Reporting will also be required on what is planned for the coming twelve months. As the Masterplan will set out a program of works and the Committee will be overseeing this, this will be integrated into Council's Long Term Financial Plan, Delivery Program and Operational Plan. Therefore, it is not envisaged that there are any issues associated with delegating the authority to the Committee to expend funds in line with the adopted Masterplan of Council.

The delegation of the ability to manage the implementation of a Masterplan to the CBD Masterplan Committee empowers the local property owners in the delivery of projects that are directly funded by special rates collected directly from them. This will ensure a far greater level of ownership and engagement with the property owners, and will assist in the development of a partnership between the property owners and Council in the delivery of much needed infrastructure works in the CBD.

Implementation Date / Priority:

Advertisements will take place immediately for the community members of the Committee. These will then come back to Council for ratifications at which time the Committee will start to operate. Up until that time staff will continue to work with the appointed CBD Special Rate Working Group to continue to develop the draft brief for the development of the CBD Masterplan.

Recommendation:

- 1. That Council establishes the CBD Masterplan Committee as a 355 committee of Council.**
- 2. That Council adopts the attached Terms of Reference as the Terms of Reference for the CBD Masterplan Committee.**
- 3. That Council commences advertising for the positions of the Committee membership under those Terms of Reference.**
- 4. A further report be presented to Council making recommendations in relation to the appointment of community members for the CBD Masterplan Committee.**
- 5. That the Committee report at least annually to Council on the implementation of the Masterplan and all related income and expenditure and future planned works.**

Attachments:

**Terms of Reference
for the CBD Masterplan Sub-committee**

1. Role

- 1.1 To direct the development of a Masterplan for the CBD.
- 1.2 To recommend work priorities to Council for the implementation of the CBD Masterplan.
- 1.3 To recommend an annual works program and budget.
- 1.4 To account for and approve all expenditure of funds raised through the Special Rate Variation and externally to Council.
- 1.5 To act as a communication conduit between Council and the CBD stakeholders in respect to the CBD Masterplan.
- 1.6 To advocate the CBD Masterplan to the community.
- 1.7 Report annually to Coffs Harbour City Council, the CBD ratepayers and IPART on the progress of works.
- 1.8 Consult with the Chamber of Commerce, Tourism Association and other relevant bodies as needed.
- 1.9 Liaise with Council in relation to Council's Asset Management Plans and annual operational works program for the CBD.

2. Delegated Authorities

- 2.1 To expend funds allocated to the CBD Masterplan's Sub-Committee by Council within the approved budget.
- 2.2 To establish sub-committees as deemed appropriate.
- 2.3 To promote the advantages of the CBD inside and outside the area, including making press releases and promoting the CBD Masterplan Project.
- 2.4 To raise funds other than rates and loans to fund the objectives of the Sub-committee.
- 2.5 To expend funds raised outside of Council as the Sub-committee deems appropriate, eg promotions, entertainment etc.

3. Sub-committee membership

- 3.1 Sub-committee members will comprise of:-
 - The General Manager or delegate,
 - Council's Manager of Investigation and Design (City Services),
 - Council's Manager of Special Projects (LUHD),
 - One community member (non retailer or landowner),
 - Four CBD landowners (three landowners of property valued at greater than \$1,000,000, one property owner of land values less than \$X1,000,000,
 - One CBD retailer (not property owner).
- 3.2 The committee will appoint the position of chairperson annually.
- 3.3 The role of the chairperson shall be:-
 - Chairperson of meetings of the CBD Masterplan Sub-committee,
 - Representative on sub-committees as appropriate,
 - oversight of activities of a co-ordinator (if applicable),
 - Attend Council/Sub-committee meetings as appropriate.

4. Meetings

- 4.1 Meetings will be held at least quarterly depending on demand.
- 4.2 Topics for the agenda should be forwarded to the chairperson no later than 14 days prior to the meeting.
- 4.3 Agenda and minutes from the previous meeting will be circulated to members at least seven days prior to the meeting.
- 4.4 Members must declare in writing any interest in any report tabled at the meeting.
- 4.5 Council to supply a minute secretary.

5. Quorum

- 5.1 A quorum will consist of at least five members of the Sub-committee.

6. Voting and Recommendations

- 6.1 Voting on recommendations are made by consensus and all decisions regarding the allocation of funding for works must be stated precisely for the inclusion of the minutes.
- 6.2 Where a consensus cannot be reached at two consecutive meetings, then a majority of 60% of those present excluding the 3 Council Representatives can adopt a recommendation. The alternate views are to be minuted.

7. Communication

- 7.1 Members of the Sub-committee are not permitted to speak to the media as representatives of the Sub-committee unless approved the chairperson.
- 7.2 Where approval has been given by the chairperson, views and opinions expressed are those of the CBD Masterplan Sub-committee and not of Coffs Harbour City Council.
- 7.3 When endorsement is required from Coffs Harbour City Council, approval must be sought through the formal processes.

8. Parent Committee

- 8.1 Ordinary Council Meeting.

9. Code of Conduct

- 9.1 All members of the Sub-committee are to abide by Council's Code of Conduct.

Purpose:

Report on the outcome of Trial Licence period for use of part of Bakker Drive Reserve and recommendation to engage in community consultation for a proposed licence period of three years incorporating a further 12 month trial period.

Description of Item:

Council resolved in February 2011 to grant a licence to the Bonville Valley Equestrian Club (BVEC) to conduct equestrian events on part of the Bakker Drive Reserve. The licence was restricted to a 12 month period to enable an assessment of the impact of the activity on both the reserve and the immediate community.

The initial 12 month period has now expired. The BVEC has requested the grant of further tenure.

This report is submitted to advise Council of the observations made throughout the trial period and of the outcome of the trial.

The report also makes recommendation for a further trial period incorporated into the grant of a three year Licence period.

Council has previously considered the grant of a Licence to the BVEC following lengthy community consultation. There was a distinct divide between some community members as to the appropriateness of the use of the Bakker Reserve for organised equestrian events.

Council considered the disparate views and numerous options for the use of the Reserve having regard to the reason for the original acquisition and the relevant land categorization and Plans of Management. Against this background Council resolved to grant a Licence to the BVEC for a period of twelve months as a trial Licence to enable an assessment of the impact of the activity on both the reserve and the immediate community.

Given the lengthy consultation and consideration of the matter it is not proposed to revisit these deliberations.

Outcome of Trial period

The intention of the trial period was to assess the Club's capacity to comply with the Licence agreement including the Environmental Management Plan submitted (which forms part of the Licence). A further objective was to determine if the use of part of the Reserve for controlled equestrian activities had a detrimental impact on the Reserve and its availability and utility to the rest of the community.

The basis of determining the success or otherwise of the trial period is the BVEC adherence to the licence conditions and to the corporate record of community feedback throughout the period.

The relevant Council Officers have reported that the Club has satisfactorily adhered to all licence conditions.

Cont'd

It should be noted however that whilst the Recreational Services are generally satisfied that there has been no adverse impact to the land the number of events held and the number of participants at each event was substantially less than anticipated due to the inclement weather during the licence period. Accordingly Recreational Services advise that they cannot provide a definitive determination of the trial and recommend that a further trial period be conducted.

From a community acceptance perspective Council's records indicate that minimal complaints were received by Council. Those complaints that were received were from a single property owner. Each incident has been recorded and investigated to the relevant officers' satisfaction.

Proposal for Grant of Further Tenure for Three Years

The LGA 1993 at section 46 and 47 provides for an administratively onerous and consultative process prior to council granting a licence over community land.

Having regard to the above and to ensure that the community is not burdened by the high cost of annual consultation it is recommended that a licence period of three years be offered to the BVEC. Such licence is to be broken down into an initial period of twelve months constituting a further trial period as recommended by Council Recreational Services staff. If the conditions of the trial period are met the BVEC will be entitled to a further two year licence period subject of course to the usual conditions imposed on the use of community land.

General terms and conditions of the proposed Licence agreement are as follows:

Licencee:	Bonville Valley Equestrian Club
Term:	1 use / event per month for a period of three years subject to licence conditions.
Rent:	\$450 per annum.
Permitted Use:	Equestrian/horse riding activities of the Bonville Valley Equestrian Club.
Licensee Covenants to:	<ul style="list-style-type: none">- Hold public liability insurance cover in a minimum amount of \$10 million (or such other amount as may be advised by Council from time to time), with Council being noted as an interested party.- Hold Workers Compensation insurance cover in respect of any employees working at the premises.- Hold Voluntary Workers Accident Insurance Cover in respect of any volunteers working at the premises.- Comply with the provisions of the approved Environmental Management Plan developed in respect of the site.- Ensure compliance with all relevant Council and statutory requirements relating to the operation and management of the Equestrian Club's activities on and use of the subject licence area.- Ensure compliance with noise control requirements and to not create a nuisance to neighbouring property owners.

Cont'd

- Be responsible for all costs associated with the Equestrian Club's use of the land, including removal of horse manure after each use and any divot repair or remediation work necessary to the surface of the ground.
- Be responsible for the costs associated with granting and administration of the subject licence, including the costs associated with additional site visit and inspections.
- Comply with Council's directions relating to the subject land arising from the regular inspection regime to be implemented to ensure appropriate use of the land and avoidance/remediation of potential ground surface damage.
- Keep the licence area clean and tidy at all times, and ensure removal and disposal of all waste and rubbish after each use of the land.
- Ensure membership of the Bonville Valley Equestrian Club is open to community member of good repute, and with a shared interest in the promotion of equestrian activities, within the Coffs Harbour local government area.
- Any additional general terms or conditions as may be advised or required by Council's solicitor.

Sustainability Assessment:

The sustainability assessment in respect to the proposed equestrian use is unchanged from the previous report which stated:

- **Environment**

The licence proposal provides for a maximum usage of 12 days per year, with no use permitted during periods of damp weather where the grounds are likely to be damaged by club use. Assessment of the proposal indicates that there will be no significant impact on the environment as a result of the activity.

The EMP (previously considered by council) outlines environmental controls around manure management, wet weather use, divot formation, amenities, setbacks to riparian areas, noise, etc. The Plan will continue to form part of the licence conditions.

During the ongoing trial period regular reviews will continue to determine what, if any, impacts are occurring and to determine strategies to redress. Council proposes to inspect the Reserve at least every three months or more frequently as may be deemed necessary.

- **Social**

Horse riding is a popular activity in the Bonville community, consistent with the rural and rural residential character of the area. Horse riding produces a range of benefits, particularly for children and young people including improved physical fitness, enhanced mental health, skill development, increased self esteem and opportunities for social networking. These are all key contributors to community health and well being.

Cont'd

It is considered important to provide opportunities for people to access this activity without the need to move horses by motorised transport. The Bakker Drive Reserve is within riding distance for a large number of Bonville residents and provides a base to access surrounding State Forest horse trails.

The Reserve will still be available for broad community use and this principle is and will continue to be enshrined in the licence. The BVEC would require use of part of the Reserve for organised events on average eight to 12 times per year with each event being at least 4 weeks apart.

Due to the size of the Reserve (approximately seven hectares) it is not anticipated that equestrian use will reduce the multi-use nature of the Reserve. During the further trial periods regular reviews will continue to determine impacts on community amenity. Equestrian events are by nature quiet, no amplification (loudspeakers, etc) is used, so there will be minimal noise impact on neighbours.

- **Civic Leadership**

This proposal works towards achieving the outcomes identified within the Coffs Harbour 2030 Community Strategic Plan and is directly connected to the themes "Places for Living" and "Looking after our Community".

Relevant strategies include:

- Develop inclusive community, sporting and recreational activities.
- Promote healthy living.
- Encourage the provision of facilities, services and resources which attract and support young people.
- Create opportunities for enhancement of the community's sense of well-being.

- **Economic**

Broader Economic Implications

Providing a local equestrian base will significantly reduce the fuel costs to local residents currently having to transport horses to Nana Glen for organised activities.

Delivery Program/Operational Plan Implications

The proposed change in use of Bakker Drive Reserve will have minimal impact on Council's Management Plan. Any support infrastructure needed at the grounds would be at the Club's expense. This will be negotiated through the licensing process and included as conditions of use.

Consultation:

- Bonville Valley Equestrian Club.
- Executive Manager Engineering Services.
- Manager Recreational Services.
- Senior Technical Officer – Parks.
- Council Risk Coordinator.

Cont'd

Related Policy and / or Precedents:

The site is currently managed under the Parkland Plan of Management, prepared under the provisions of the Local Government Act 1993. The equestrian proposal is considered to be consistent with this Plan of Management.

The outcomes of the proposed lease are consistent with the community objectives of the community Vision 2030.

Statutory Requirements:

The leasing and licensing of community Land is controlled by the provision of section 46 and 47 of the Local Government Act

Issues:

Council's previous consideration of this matter was subject to considerable community attention given the robust debate amongst groups with differing interests and objectives of and for the Bakker Drive Reserve. This report is premised on the resolution arising from Council's lengthy and thorough determination at the time, that being that the proposed use was consistent with the relevant Management Plan and land classification and that it was appropriate to grant a licence to the BVEC for the use of the Reserve subject to prescribed conditions.

Notwithstanding this it is envisaged that there will continue to be opposition to the ongoing use of the reserve by the BVEC under licence, and that such opposition will be expressed in submissions invited to the proposed grant of further tenure. Council will have the benefit of this submission prior to any further licence being granted.

It should be noted that there appears to be some confusion in the community between the issue of a licence, which in this instance grants the right of use to **part of the Reserve on specified occasions only** (at all other times the Reserve is open and available to all members of the community) and a lease which grants rights to the exclusion of all other entities at all times (this is not being considered for the Bakker Drive Reserve).

Implementation Date / Priority:

Section 47 of the LGA requires Council to invite and consider community submission on a proposal to licence community land. The submission period may be not less than 28 days. It is proposed that a further report be presented to Council with the outcome of these submissions.

It is envisaged that the BVEC will re-commence Club activities within a month of the grant of a new licence.

It is intended to seek a prompt resolution for the Club so that they can serve their members by either reconvening monthly meets at the Bakker Drive facility or make alternative arrangements for future club activities.

Cont'd

Recommendation:

- 1. That Council note that inclement weather over the trial licence period has meant that insufficient data has been gathered to determine the overall impact of the proposed use of the Bakker Drive Reserve and that a further trial licence period is required to enable Council staff to make full and proper determination.**
- 2. That pursuant to section 47 of the Local Government Act Council invite submissions to the proposed grant of a three year licence on the terms and conditions detailed in this report to the Bonville Valley Equestrian Club for the use of the Bakker Drive Reserve on the proviso:**
 - a) The second and third year of the licence period will be subject to and conditional upon the determination by Council staff of an assessment of the impact of the proposed use during the first year of the licence period.**
 - b) The determination criteria is clearly established as a condition of the licence agreement.**
- 3. That a report come back to Council on the submissions received to the proposed licence of the Bakker Drive Reserve to the Bonville Valley Equestrian Club for a term of three years.**

Purpose:

For Council to adopt the Health, Safety, Environment and Quality Policy.

Description of Item:

The purpose of this policy is to communicate Coffs Harbour City Council's position on continually improving its health, safety, environment and quality performance and establishing a health, safety environment and quality management system.

Sustainability Assessment:

- **Environment**

The policy addresses relevant legislation in relation to ecologically sustainable development and the promotion of efficient use of energy and resources.

- **Social**

This is not applicable to this report.

- **Civic Leadership**

The purpose of Council policies is to ensure transparency and accountability in local government. The implementation enables Council to identify and respond the community. This is consistent with the *Coffs Harbour 2030 Community Strategic Plan strategy LC2.2.1: Enable and support all levels of government to serve the local community.*

- **Economic**

There are no economic impacts as a result of this report.

Broader Economic Implications

There are no broad economic impacts associated with the implementation of the recommendations.

Delivery Program/Operational Plan Implications

The ongoing development and review of Council policies and plans are accommodated within Council's budget structure. This expenditure is monitored through Council's monthly and quarterly budget reviews.

Consultation:

This policy was submitted to and approved by the Executive Team on 16 May 2012

Related Policy and / or Precedents:

This is Council's overarching policy in relation to the Health, Safety, Environment and Quality of its operations.

Cont'd

Statutory Requirements:

This is not applicable to this report.

Issues:

The Health, Safety, Environment and Quality Policy replaces the existing policy with the only amendment being the change in the name of the General Manager in Appendix 1.


Implementation Date / Priority:

Implementation is immediate.

Recommendation:

That Council adopts the attached Health, Safety, Environment and Quality Policy dated 16 May 2012.

Attachments:

<div><div>COFFS HARBOUR CITY COUNCIL <small>Locked Bag 155 Coffs Harbour NSW 2450 ABN 79 128 214 487</small></div><div></div></div> <h2 style="text-align: center;">Health, Safety, Environment and Quality Policy</h2>	
Policy Statement: The purpose of this policy is to communicate Coffs Harbour City Council's position on continually improving its health, safety, environment and quality performance and establishing a health, safety environment and quality management system.	
Director or Manager Responsible for Communication, Implementation and Review: General Manager of Coffs Harbour City Council.	
Related Legislation, Department of Local Government Circulars or Guideline: <ul style="list-style-type: none">• AS 4801 Occupational Health and Safety Systems – Specifications with guidance for use;• Environmental Planning and Assessment Act 1979 and associated Regulation;• Local Government Act 1993 and associated Regulation;• ISO 9001 Quality Management Systems - Requirements;• ISO 14001 Environmental Management System – Requirements with guidance for use;• Protection of the Environment Operations Act 1997 and associated Regulations;• WHS Act and Regulation 2011;• Workers Compensation Act 1987 and associated Regulation;• Workplace Injury Management and Workers Compensation Act 1998 and associated Regulation.	
Does this document replace an existing policy? Yes Health, Safety, Environment and Quality Policy (POL-001) Version 1. Occupational Health & Safety, Environment and Quality Policy Statement (CHCC-M-POLS-001). Corporate IMS Policy Statement (CHCC-M-POLS-003).	
Other Related Council Policy or Procedure: <ul style="list-style-type: none">• Coffs CityWorks - Health and Safety Policy (POL-003).• Coffs CityWorks - Environment Policy (POL-004).• Coffs CityWorks - Quality Policy (POL-005).	
Application: It is mandatory for all those working for or on behalf of the Council to comply with this policy.	
Distribution: This policy will be provided to all staff, councillors and delegates of Council by: <input checked="" type="checkbox"/> Internet <input checked="" type="checkbox"/> Intranet <input type="checkbox"/> Email <input type="checkbox"/> Noticeboard <input checked="" type="checkbox"/> DataWorks <input checked="" type="checkbox"/> QSE	
Approved by: Executive Team: 16 May 2012 Council [Meeting date & Resolution No.]	Signature: _____ General Manager
Council Branch Responsible:	Date of next Review:

Key Responsibilities

<i>Position</i>	<i>Directorate</i>	<i>Responsibility</i>
Mayor	Council	To lead councillors in their understanding of, and compliance with, this policy and guidelines.
General Manager	Executive	To ensure the commitment made within this Policy is met and that the policy is communicated, implemented and reviewed.
Directors	All Directorates	To foster and secure commitment to this policy and the continuous improvement of the health, safety, environment and quality management system throughout the organisation and their directorate.
Executive and Managers	All Directorates	To implement this policy and related procedures.
All Council officials	Council	All people working for or on behalf of Council are responsible for the implementation of this policy

1. Introduction

This purpose of this policy is to communicate Coffs Harbour City Council's position on continually improving its health, safety, environment and quality performance and establishing a health, safety environment and quality Management System according to the requirements of:

- AS 4801 Occupational Health and Safety Systems – Specifications with guidance for use
- ISO 9001 Quality Management Systems - Requirements
- ISO 14001 Environmental Management System – Requirements with guidance for use.

2. Definitions

Not applicable.

3. Policy Content

At Coffs Harbour City Council, we value the wellbeing of all those working for and on behalf of Council, our customers, the community and the environment in which we operate.

We are committed to responsible quality management and practices that minimise any adverse impacts arising from our operations, products and services.

To achieve this we will:

- Establish and continually improve a management system, conforming to AS/NZ 4801, ISO 14001 and ISO 9001
- Set and review measurable objectives and targets for the management system and provide reports on their progress and the systems overall performance
- Identify and eliminate or control risks to a level which is as low as reasonably practicable
- Provide a safe environment, safe systems of work and safe people, working toward the achievement of zero harm
- Ensure as far as practicable, those working for and on behalf of Council, receive appropriate information instruction and supervision to enable competent performance of their duties
- Support the principles of Ecologically Sustainable Development and promote efficient use of energy and resources and prevent pollution
- Provide effective consultation, ensuring employees are included in the decision making processes that impact on their workplace
- Comply with relevant legislation and other requirements to which the organisation subscribes, including relevant internal and external customer requirements
- Implement this policy consistently in all areas of our operations.

For further detail on the Council's IMS and its implementation, see the *IMS Manual (MAN-001)*.

4. References

- AS 4801 Occupational Health and Safety Systems – Specifications with guidance for use
- ISO 14001 Environmental Management System – Requirements with guidance for use
- ISO 9001 Quality Management Systems - Requirements

5. Appendices

Appendix 1 – Display version of the Health, Safety, Environment and Quality Policy

6. Table of Amendments

Amendment	Authorised by	Approval reference	Date
New template and signed by Steve McGrath			

DRAFT



Health, Safety, Environment and Quality Policy

At Coffs Harbour City Council, we value the wellbeing of all those working for and on behalf of Council, our customers, the community and the environment in which we operate.

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To achieve this we will:

- Establish and continually improve a management system, conforming to AS/NZ 4801, ISO 14001 and ISO 9001.
- Set and review measurable objectives and targets for the management system and provide reports on their progress and the systems overall performance.
- Identify and eliminate or control risks to a level which is as low as reasonably practicable.
- Provide a safe environment, safe systems of work and safe people, working toward the achievement of zero harm.
- Ensure as far as practicable, those working for and on behalf of Council, receive appropriate information instruction and supervision to enable competent performance of their duties.
- Support the principles of Ecologically Sustainable Development and promote efficient use of energy and resources and prevent pollution.
- Provide effective consultation, ensuring employees are included in the decision making processes that impact on their workplace.
- Comply with relevant legislation and other requirements to which the organisation subscribes, including relevant internal and external customer requirements.
- Implement this policy consistently in all areas of our operations.

For further detail on the Council's IMS and its implementation, see the *IMS Manual (MAN-001)*.

RESPONSIBILITIES

All people working for or on behalf of Council are responsible for the implementation of this Policy.

Our Directors are responsible for fostering and securing commitment to this policy throughout the organisation and the continuous improvement of our management systems.

As General Manager I am responsible for ensuring the commitment made by this policy is met.

For further details regarding responsibilities see the *Roles, Responsibilities, Accountability and Authority Procedure (PRO-026)*.

Steve McGrath
General Manager

Purpose:

To provide Council with a quarterly status report to 31 March 2012 on the projects funded under the Environmental Levy (EL) Program.

Description of Item:

A description of the status of the EL Program as at 31 March 2012, including total funding against actual expenditure is included as an attachment to this report.

Sustainability Assessment:

- **Environment**

The entire EL Program is designed to ensure that environmental priorities (as outlined within the State of the Environment Report) are addressed. All will result in beneficial outcomes for the environment of the Coffs Harbour Local Government Area (LGA).

- **Social**

The criteria used in assessing EL submissions include:

- generating a community benefit,
- being community-based.

Many projects included in the program are undertaken by community groups.

- **Civic Leadership**

Councils Environmental Levy Program seeks to promote sound environmental practices and promotes leadership and involvement in key environmental issues which accords with Councils strategic theme of "Looking after our Environment".

- **Economic**

Broader Economic Implications

The EL Program funds projects that would not normally be undertaken with revenue funding.

Delivery Program/Operational Plan Implications

The EL Program is funded through a special rate and is accounted for separately. Therefore there is no impact on Council's Delivery Program.

Consultation:

Council staff and relevant community groups have been consulted in preparing this report.

Cont'd

Projects worthy of particular comment are:

- **Orara River Restoration Project - Cats Claw Eradication**

Cats Claw Control has been carried out on priority sites. There is still further Cats Claw Control to be undertaken but unfortunately funds are running very low. This weed has now been declared a Weed of National Significance, along with Madiera Vine, so it is very important that this work continues, particularly as it is meeting CHCC legislative requirements regarding weeds. The allocation of EL funding has allowed the control of this weed in the Orara Valley, resulting in the problem becoming manageable, whereas in other locations the problem is almost beyond control

- **Botanic Gardens Education Officer**

The Education Officer has continued with the schools program delivering talks on Mangroves (to both Primary and High school students), Wet and Dry Environments to primary students and supporting our Guides development.

They have also progressed with the new bush tucker walk. They have met with the local elders and gained their approval for the walk. They have commissioned a series of botanic art that will be included in the graphics for the walk.

The Education Officer has made all arrangements for this year's AUSBIOTA (year 11 evolution of the Australian Biota). Taronga Zoo and the Australian Museum have confirmed their attendance. The budget projection is on line and all funds will be expended by the end of the fiscal year.

Project Status Report as at 31 March 2012:

Funding available from the EL Program to 31 March 2012 is summarised as follows:

Details	Year of Allocation of Funds						
	2004-05	2006-07	2007-08	2009-10	2010-11	2011-12	Total
Environmental Levy funds available	4,271	700	4,262	154,076	300,668	1,105,374	1,569,351
Expenditure / Transfer to EL Reserve 31 March 2012	3,662	648	4,262	34,351	203,666	771,074	1,017,663
Remaining funds	609	52	0	119,725	97,002	334,300	551,688

Issues:

- **2004-05 Funding**

The Coffs Creek Flying-fox Camp

Residual funding has been set aside for additional planting of low growing native plants / bush regenerators with project due for completion June 2012.

Cont'd

- **2006-07 Funding**

The Indian Myna Control Project

Main aims have been achieved. This project fund is considered complete and residual funds of \$52.13 can be committed back to the EL Reserve Pool.

- **2009-10 Funding**

The Coffs Creek Flying-fox Camp Vegetation Management Plan

(VMP) under the current works plan will involve extensive planting of native canopy species in the interior of the flying-fox camp and infill planting of existing buffer areas. Plants have been ordered and the sites will be prepared within the next month to accommodate the extensive planting. The program of works under the current funding is due for completion by June 2012 with final reports due November 2012.

West Coffs to CBD Cycleway (Stage 1)

Design and community consultation on construction of a shared use path along the southern side of Coffs Harbour Creek from Shephards Lane to Tulipwood Close are being finalised. Works scheduled to commence April 2012.

Beacon Hill Regeneration/Assessment Project

The 30 June 2011 EL Report Council approved allocation of \$9,490 to Marine Rescue CCTV subject to Marine Rescue sourcing remaining funds required to implement CCTV to service the Beacon Hill Marine Rescue facility. These funds remain in the EL Reserve.

- **2010-11 Funding**

The Koala Plan of Management Review

The Koala Plan of Management Review of the Northern Precinct Koala population and habitat was placed on hold pending completion of the Class 5 Vegetation Layer in 2011. The Class 5 is now due for completion in June 2012, therefore the project has been reactivated and the Quotation identified as 499/11-12 has been sent to selected contractors. Responses to quotation are due by 31st May 2012. Project funding commitment is \$45,000.00 by June 2012. The residual funding has been allocated to the koala health program as the ongoing funding priority under the existing KPOM 1999 Management Actions.

Vegetation Mapping Project - Ground Truth Component (Project is complete)

Survey teams undertook ground truthing of vegetation for the new Class 5 vegetation maps including the completion of 180 permanent full floristic plots and 900 rapid data points across the entire LGA. Threatened flora species' records were also incorporated into OEH Atlas records and species' lists were compiled for each of the identified vegetation types identified by the Class 5 mapping. The plot data has now been provided to OEH to assist in the development of models to derive the Class 5 vegetation maps. Remaining funds of \$152.96 can be transferred into EL Reserve Pool.

Cont'd

The Woolgoolga Flying-fox Camp Strategy and Vegetation Management Plan

(VMP) has been divided into two projects. The VMP contractor has been engaged to draft up a document along with the CHCC Bush Regeneration Unit. The operational works are linked with a Certificate 95 under the Threatened Species Conservation Act 1995. The VMP will be completed by June 2012 and the initial program of works completed by October 2012. The Woolgoolga Camp Strategy quotation document is at draft stage with pending review from the Environmental Protection Authority Regulatory Authority Contact Officer. The quotation documentation will be finalised mid May 2012 and contractor engaged by June 2012.

Matching Grant Funding Pool

This is a substantial amount of money, the responsible officer believes only \$30,000 of this would be required to meet any matching or over expended projects. At the next meeting with the committee he thinks they need to be made aware that \$81,974 is available for reallocation to new projects.

The current balance of funds \$111,974 includes revotes of \$60,455 shown in the EL Matching Grant Funding Pool in error after the 30 June 2011 report to Council. These funds should have been transferred to the EL Reserve Pool; the spreadsheet now reflects this and the Working Group were made aware of this at the last meeting. In addition \$21,518.75 is also available to be transferred to the EL Reserve Pool.

- **2011-12 Funding**

Biodiversity Monitoring Program (Stage 2)

Implementation / Operational stage is pending on the outcome of the Biodiversity Monitoring Plan Stage One; it is doubtful Stage Two will be completed by 30 June 2012.

Green School Sustainability Fund

Applications for funding have been received from Schools; 15 projects approved and letters advising schools of outcomes have been issued. Funded projects include vegetable and native gardens, solar panels, rain water tanks, internal three-bin waste collection systems.

Coffs Ambassadors Interpretive Tours

Summer program of tours was publicised and undertaken by Coffs Ambassadors tour guides. Autumn program of tours was also publicised and commenced. Advanced training by NPWS continued through the autumn tours. Fifteen applications to become new Coffs Ambassadors were received; twelve applicants were interviewed with ten applicants selected.

Pipe Clay Lake Stormwater Community Education Project

This project was due to commence February 2012. It is doubtful this project will be completed by 30 June 2012.

Improving Agricultural Practices within Catchments

Working group meeting held, rolling out project between February and June 2012.

Cont'd

Achievements for the Quarter:

- The Orara River Project Officer has gained an additional \$100,000 funding over 2 years from the NSW Environmental Trust. They have completed two NRCMA funding applications for planning and on ground works; and assisted Nana Glen LandCare Group write a Grant application. Other work has included the Project Officer supporting the Darrunda Wajaarr Indigenous Bush Regeneration Team and constructing Bush Tucker Gardens at three primary schools. Another major task is the GIS Mapping of vegetation condition assessment for each project site.
- In association with the NPWS, Council has provided financial assistance to engage a contractor to undertake vertebrate pest control in close proximity to the Little Tern Breeding colony at Hearn's Lake.
- The Sustainable Management of Biodiversity in LGA project contributes to wages for two permanent full-time biodiversity officers. Milestones for this period include: Completion of the draft Biodiversity Action Strategy; Contributions toward the Class 5 Vegetation Mapping; A number of significant compliance issues resulting in substantial fines for illegal vegetation removal; Project management for various EL and WASIP funded projects and completion of several grant applications including a \$3M application to Sequester Carbon.

Recommendation:

1. That council notes the status of the Environmental Levy Projects as at 31 March 2012 as outlined in the report.
2. That the balance from the following projects be returned to the Environmental Levy Reserves Pool for future funding:

	\$
Vegetation Mapping Project - Ground Truth Component	152.96
On-ground Control of the Indian Myna Bird; and	52.13
Matching Grant Funding Pool	21,518.75

3. That Council continues to monitor the Environmental Levy Program to ensure earliest completion of projects.

Attachments:

ENVIRONMENTAL LEVY SUMMARY AS AT 31 MARCH 2012

Description Project Officer	EL Funding					2011/12 Revised	Contributions		Reserve/ Restricted Revote	TOTAL FUNDING	Actual Expenditure as at 31.03.12	Remaining Funding
	2004/05 Revote	2006/07 Revote	2007/08 Revote	2009/10 Revote	2010/11 Revote		Orig/Revise	Revote				
Land Use Planning												
Vegetation Mapping Project - Ground Truth Component										4,652.36	4,500.00	152.96
Koala Plan of Management 2009 - Implementation 2010/11										63,881.93	16,730.69	47,151.24
Biodiversity Action Strategy Implementation 2009/2010										22,195.45	6,695.45	15,500.00
Coastal Erosion Research Project												
Broken Control / Fencing										63,687.73	60,053.00	3,634.73
Project Officer										23,000.00	19,598.92	3,401.08
Cats Claw Eradication										8,000.00	8,161.32	504.96
Propagation Nursery at Nana Lane										22,248.55	19,688.49	2,561.06
Camphor/Privet Control & Regen										96,140.77	91,326.94	4,813.83
Reveg / Tree Planter										30,726.16	27,788.00	6,938.16
Emergency Opening Arrawarra Creek										0.00	0.00	0.00
Flying-Fox Plan Implementation	4,271.01									4,271.01	3,661.96	609.15
Implementation of the Coffs Harbour Vertebrate Pest Management Strategy												
Sustainable Management of Biodiversity in LGA				10,426.88						10,426.88	2,193.21	8,233.67
On-ground Control of the Indian Myna Bird										193,000.00	151,392.13	41,607.87
Green School Sustainability Fund										700.85	648.72	52.13
Impact on Freshwater Ecosystems										20,000.00	4,926.52	15,073.48
Coffs Creek Flying Fox Camp Vegetation Management Plan				4,688.35						511.00	510.97	0.03
Adaptation for Climate Change in Coffs Harbour				38,294.19						38,294.19	9,107.11	29,187.08
CH LGA Biodiversity Monitoring Program: Stage 1				4,890.74						0.00	0.00	0.00
Biodiversity Monitoring Program stage 2										10,454.55	9,927.67	526.88
The Woolgoolga Flying-Fox Camp Strategy including stage 1 implementation										30,000.00	0.00	30,000.00
Coffs Ambassadors Interpretive Tours										15,000.00	0.00	15,000.00
Repair Creek Banks Surrounding Edward Sharpe Bridge										18,000.00	844.81	17,155.19
Starting in Your Own Backyard										946.55	946.00	0.55
Fauna Survey & Monitoring within Community Icon Areas										3,950.00	0.00	3,950.00
Hogbin Drive Koala Fencing										23,955.00	16,710.00	7,245.00
Program Support										5,000.00	2,014.00	2,986.00
Environmental Levy Coordination										48,450.43	41,157.00	7,293.43
Matching Grant Funding Pool										111,974.12	0.00	111,974.12
Recreation Services												
Coastal Headland Env Protection - Woolgoolga Headland										40,000.00	157.39	39,842.61
- Charlesworth Bay										60,000.00	48,967.90	11,032.10
- Route Markers										40,000.00	0.00	40,000.00
Bamboo Beach										9,995.34	9,623.00	372.34
Caring For Our Environment - Through Regeneration, Education & Sustainable Practice										876.57	876.56	0.01
Coffs Jetty Foreshore Reserve Followup - Jetty Dunecare										9,972.09	5,522.00	4,450.09
Dunecare / Landcare Groups										95,193.79	56,696.73	38,507.06
Bonville/Moonee Creek Riparian Restoration										0.00	0.00	0.00
Enhancement & Protection of Coffs Crk Flying Fox Camp										0.00	0.00	0.00
Bushland Regeneration										190,000.00	143,272.94	46,727.06
Community Gardens Clean Water Project										8,110.00	8,110.00	0.00
Darrunda Wajjar repairs to Country High Priority Sites										20,000.00	19,178.31	821.69
Environmental Weed Control												
Blou Bush										10,274.36	1,971.39	8,302.97
Camphor Laurel Removal										61,351.25	61,318.55	32.70
Privet										5,000.16	4,761.83	238.33
Glory Lily										12,864.74	8,224.60	4,640.14
Pine/Celtis/Pepper Tree										17,000.00	13,114.88	3,885.12
Vine Weeds										10,000.00	7,849.01	2,150.99
Botanic Gardens Education Officer										15,000.00	8,678.67	6,321.33
Walkways										0.00	0.00	0.00
Solitary Is. (Diggers Head) and Coastal Walk										2,766.29	0.00	2,766.29
Charlesworth Bay to Breakers Way										83,989.99	1,685.95	82,304.04
Engineering Works												
West Coffs to CBD Cycleway (Stage 1)										0.00	0.00	0.00
Survey & Design										10,500.00	0.00	10,500.00
Beacon Hill Regeneration/Assessment Project										20,000.00	0.00	20,000.00
Pipe Clay Lake Stormwater Community Education Project										10,000.00	820.51	9,179.49
Improving Agricultural Practices within Catchments										2,655.00	2,655.00	0.00
Protection of the sensitive Environs of Bambee Creek										1,607,705.19	898,080.23	709,624.96
Bambee/Newports Creek Estuary Man Plan												
TOTAL	4,271.01	700.85	4,262.10	154,076.55	300,668.39	-1,950.40	30,000.00	7,766.29	2,536.29	1,607,705.19	898,080.23	709,624.96

CB12/47 MONTHLY BUDGET REVIEW FOR APRIL 2012

Purpose:

To report on the estimated budget position as at 30 April 2012

Description of Item:

Estimated Budget Position as at 30 April 2012:

	General Account \$	Water Account \$	Sewer Account \$
Original Budget adopted 23 June 2011	182,220 (D)	4,897,205 (D)	3,591,600 (D)
Approved Variations to 31 March 2012	(188,816) (S)	73,794 (D)	80,000 (D)
Recommended variations for April 2012	(30,274) (S)	(33,000) (S)	Nil
Estimated result as at 30 April 2012	<u>(36,870) (S)</u>	<u>4,937,999 (D)</u>	<u>3,671,600 (D)</u>

General Account
Deficit/(Surplus)

Our Maritime Heritage permanent exhibition project for design and installation – partly grant funded	17,400 (D)
Australian National Maritime Museum project support grant	(10,000) (S)
Councils contribution towards exhibition costs funded from museum operating expenses	(7,400) (S)
LEP Review budget increased in line with available funds from staff costs and unbudgeted rezoning applications received	37,455 (D)
Staff costs surpluses in land use planning	(22,000) (S)
Previously unbudgeted rezoning applications received now brought to account	(15,455) (S)
Information Services staff costs surplus due to long term vacancies which have since been filled	(48,000) (S)
Disaster Recovery Infrastructure costs implementation costs to exceed those currently available	48,000 (D)
Finance and stores staff costs surplus due to long term vacancies which are about to be filled	(50,000) (S)
Stationery cost savings due to electronic alternatives	(25,000) (S)
Transfer of surplus funds to IT reserve for future hardware and software implementation projects to be commenced in next financial year	75,000 (D)
Reallocation of \$100,000 from dust sealing program Ordinary meeting 26/4/12 CS12/13	(100,000) (S)
Reallocation of \$100,000 to roads maintenance Ordinary meeting 26/4/12 CS12/13	100,000 (D)

Cont'd

CB12/47 Monthly Budget Review for April 2012 ...(Cont'd)

Toormina library carport security modifications to minimise vandalism and associated staff risk	10,000 (D)
Library staff cost savings	(10,000) (S)
Transfer of remaining funds from Dust Sealing program to Road Rehabilitation	60,000 (D)
Transfer of funds to project within Roads Rehabilitation program	(60,000) (S)
Revision of anticipated legal expenses to year end	100,000 (D)
Revision of anticipated revenue component on interest on investments to year end	(100,000) (S)
Anticipated additional net cost of operating Jetty Memorial Theatre	100,000 (D)
Savings in Community Development program staff costs due to combination of extended leave and short term vacancies	(25,000) (S)
One off income related to design branch contract work related to Pacific Highway upgrade	(105,274) (S)
Total	<u>(30,274) (S)</u>

Water Account

Water Access Charges budget increased in line with anticipated income	(33,000) (S)
Total	<u>(33,000) (S)</u>

Sewer Account

Total	<u>Nil</u>
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Sustainability Assessment:

- **Environment**

There are no perceived short or long-term environmental impacts.

- **Social**

There are no perceived short or long term social impacts.

- **Civic Leadership**

Council strives to reach a balanced budget position by June 30 each year in conjunction with meeting its short term priorities.

Cont'd

- **Economic**

Delivery Program/Operational Plan Implications

The Original budget for the General Account adopted on the 23 June 2011 provided for a deficit of \$182,220.

For substantial budget adjustments the associated council reports have addressed the triple bottom line factors independently in 2011/12.

Consultation:

Managers and their relevant staff have been provided with electronic budget reports for each program on a monthly basis. Requested variations and variations adopted by Council have been included in the report.

Statutory Requirements:

Under local government regulations Council is required to submit a quarterly budget review to Council. Therefore Council is under no obligation to provide monthly reviews but has recommended they be completed as part of prudent financial management.

The Responsible Accounting Officer believes this report indicates the financial position of the Council is satisfactory, having regard to the original estimate of Income and Expenditure.

Recommendation:

That the budget adjustments be approved and the current budget position be noted.

Estimated Budget Position as at 30 April 2012:

	General Account \$	Water Account \$	Sewer Account \$
Original Budget adopted 23 June 2011	182,220 (D)	4,897,205 (D)	3,591,600 (D)
Approved Variations to 31 March 2012	(188,816) (S)	73,794 (D)	80,000 (D)
Recommended variations for April 2012	(30,274) (S)	(33,000) (S)	Nil
Estimated result as at 30 April 2012	<u>(36,870) (S)</u>	<u>4,937,999 (D)</u>	<u>3,671,600 (D)</u>

Purpose:

To list Council's Bank Balances and Investments as at 29 February 2012 and 31 March 2012.

Description of Item:

A copy of the state of Bank Balances and Investments as at 29 February 2012 and 31 March 2012 are attached.

It should be noted that Council is required to account for investments in accordance with the Australian International Financial Reporting Standards. As such the ledger balances at the end of each month reflect market value movements which would be inclusive of accrued interest.

Interest when paid, say quarterly, would result in reductions in the market value of the investments.

The Investment Report reflects the above requirements and reflects the interest earned (or accrued) on each investment, based on the acquisition price.

A monthly commentary provided by CPG Research & Advisory Pty Ltd (Council's investment portfolio advisors) which examines economic and financial markets data for February 2012 and March 2012 is attached.

The portfolio has performed above benchmark for the period ended 29 February 2012 having generated an annualised return of 5.87% which is 160 bps (or 1.60%) above the UBS 90 day bank bill index (the required performance benchmark) of 4.27% as at 29 February 2012. The portfolio has performed above benchmark for the period ended 31 March 2012 having generated an annualised return of 6.08% which is 174 bps (or 1.74%) above the UBS 90 day bank bill index (the required performance benchmark) of 4.34% as at 31 March 2012.

Sustainability Assessment:

- **Environment**

There are no perceived current or future environmental impacts.

- **Social**

There are no perceived current or future social impacts.

- **Civic Leadership**

Council invests surplus funds to maximize investment income and preserve capital to assist with funding requirements for projects listed under the Coffs Harbour 2030 Community Strategic Plan.

Cont'd

- **Economic**

Broader Economic Implications

Council's investments are held according to the requirements stated within Council's investments policy and the returns are acceptable in relation thereto. In the long term earnings from investments can vary due to economic conditions and financial markets. Council constructs its investment portfolio with consideration of current conditions and to comply with the DLG investment policy guidelines.

Delivery Program/Operational Plan Implications

For February 2012 it is noted that after deducting, from the total bank and investment balances of \$174,775,325 the estimated restricted General, Trust, Water and Sewerage cash and investments (\$174,002,020), the Unrestricted Cash is \$773,305.

For March 2012 it is noted that after deducting, from the total bank and investment balances of \$171,656,415 the estimated restricted General, Trust, Water and Sewerage cash and investments (\$170,883,110), the Unrestricted Cash is \$773,305.

Further details are provided as a note on the attachment.

Recommendation:

1. That the bank balances and investments totaling (from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) one hundred and seventy four million, seven hundred and seventy five thousand, three hundred and twenty five dollars (\$174,775,325) as at 29 February 2012 be noted.
2. That the general fund unrestricted cash and investments totaling seven hundred and seventy three thousand, three hundred and five dollars (\$773,305) as at 29 February 2012 be noted.
3. That the bank balances and investments totaling (from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) one hundred and seventy one million, six hundred and fifty six thousand, four hundred and fifteen dollars (\$171,656,415) as at 31 March 2012 be noted.
4. That the general fund unrestricted cash and investments totaling seven hundred and seventy three thousand, three hundred and five dollars (\$773,305) as at 31 March 2012 be noted.

Craig Milburn
Director
Corporate Business

Attachments:

[illegible]

PRINCIPAL BALANCES INTEREST EARNED

Credit Rating at Issue Date	Credit Rating at 29/2/12	Monthly Movement to Market Value			Financial Year to Date Movement in Market Value			Income Earned less Fees - February 2012 \$	Income Earned Financial Yr to Date \$	Capital Valuation Date	Financials: Return (Managed Current Capex)	Risk of capital returned			
		Market Value as at 1/2/12	Increase/(Decrease) in Capital Value	Acquisitions/(Redemptions)	Market Value as at 29/2/12	Increase/(Decrease) in Capital Value	Acquisitions/(Redemptions)								
Floating Rate Transferrable Certificates of Deposit															
AAA	AAA	18/07/2013	1,000,000	1,008,115	1,860	5,287	-	611,242	(2,830)	37,695	8,127	35,275	20/02/2012	5.37	Low
AA	AA	26/02/2011	500,000	494,151	5,849	2,265	-	603,686	7,265	500,000	10,105	10,105	20/02/12	5.71	Low
AA	AA	26/02/2011	1,500,000	1,609,296	7,106	6,532	-	1,516,088	2,060	48,218	13,632	56,076	-	-	-
Floating Rate Term Deposits															
AAA	AAA	09/09/2013	2,000,000	2,013,712	8,438	8,438	-	3,024,190	74,400	207,990	8,508	74,400	20/02/2012	5.31	Low
AA	AA	10/09/2013	2,000,000	2,023,362	8,736	8,736	-	2,000,810	70,836	76,836	8,736	76,836	20/02/2012	6.38	Low
AA	AA	10/09/2013	4,000,000	4,033,274	17,174	17,174	-	4,027,868	-	151,317	17,174	151,317	-	-	-
Mortgage Certificates of Deposit															
BBB+	BBB+	14/02/2012	2,000,000	2,004,726	-	10,488	-	2,102,236	-	86,241	10,488	86,241	20/02/2012	5.60	Low
Fixed Coupon Bonds															
AA	A	11/01/2011	2,000,000	2,008,217	4,624	11,618	-	2,017,656	10,204	107,694	15,342	118,129	20/02/2012	7.60	Low
AA	A	27/06/2013	1,004,200	1,005,159	959	1,018	-	1,008,456	1,056	72,698	1,056	66,665	20/02/2012	7.35	Low
AA	A	27/06/2013	3,000,200	3,006,078	8,052	17,698	-	3,001,354	7,162	182,621	18,628	187,763	-	-	-
Floating Rate Covered Bonds															
AAA	AAA	28/05/2017	2,000,000	2,028,800	18,760	6,660	-	2,048,000	37,660	11,700	24,060	41,660	30/02/2012	6.10	Low
AAA	AAA	02/02/2012	2,000,000	2,004,000	40,075	11,375	2,590,000	2,664,170	40,370	11,375	81,760	93,130	20/02/2012	6.80	Low
AAA	AAA	02/02/2012	4,000,000	2,604,000	(6,050)	21,355	2,560,000	4,097,410	78,335	23,075	70,610	93,690	-	-	-
Securities No Longer Held (including Accumulated to January 2012)															
REB	BBB	09/07/2012	2,000,000	2,001,132	-	1,608	(2,941,850)	-	23,218	698,665	(65,011,769)	-	02/02/12	8.90	Low
REB	BBB	23/02/2012	2,000,000	2,000,000	-	-	(91,830)	-	-	81,830	81,830	81,830	02/02/12	8.90	Low
REB	BBB	23/02/2012	2,000,000	2,000,000	-	-	(3,668,925)	-	-	3,668,925	3,668,925	3,668,925	02/02/12	8.90	Low
AA	A	12/02/2012	2,000,000	2,000,000	-	4,401	(3,071,566)	-	-	71,568	4,401	73,358	10/02/2012	8.15	Low
AA	A	23/02/2012	1,750,000	1,754,078	3,016	3,016	(1,332,066)	-	-	37,696	3,016	37,696	10/02/2012	8.15	Low
ME	NR	24/02/2011	1,000,000	1,006,585	-	4,704	(1,397,268)	-	-	47,109	1,007,269	4,704	26/02/2012	6.70	Low
AA	AA	16/02/2012	1,000,000	1,000,000	-	3,972	(1,361,360)	-	-	13,360	3,972	13,360	10/02/2012	6.70	Low
AA	AA	16/02/2012	1,000,000	1,000,000	-	3,972	(1,361,360)	-	-	13,360	3,972	13,360	10/02/2012	6.70	Low
AA	AA	13/02/2008	5,000,000	5,000,000	-	30,407	(17,483,376)	-	-	143,750	282,110	281,645	10/02/2012	2.52	Low
AA	AA	28/02/2012	11,688,441	11,688,441	28,407	(17,483,376)	(17,483,376)	-	-	60	138,642	138,642	10/02/2012	0.00	Low
GRAND TOTAL (before fees)															
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EX Infrastructure LLP

The debts quoted alongside the names of the product for FRNs, CDOs and Fixed Bonds are not call dates.

Term deposits of \$250,000 or less are covered under the Commonwealth Government Deposit Guarantee Scheme, therefore by default have the same deposit protection as term deposits. For term deposits over \$250,000, the deposit is not covered by the scheme. The deposit is covered by the bank's financial strength and the deposit is covered by the bank's financial strength and the deposit is covered by the bank's financial strength.

Order no.	Buy/Sell	Quantity	Price	Value
1	Buy	100	100.00	10,000.00
2	Sell	50	100.00	5,000.00
3	Buy	200	100.00	20,000.00
4	Sell	100	100.00	10,000.00
5	Buy	100	100.00	10,000.00
6	Sell	50	100.00	5,000.00
7	Buy	100	100.00	10,000.00
8	Sell	50	100.00	5,000.00
9	Buy	100	100.00	10,000.00
10	Sell	50	100.00	5,000.00
11	Buy	100	100.00	10,000.00
12	Sell	50	100.00	5,000.00
13	Buy	100	100.00	10,000.00
14	Sell	50	100.00	5,000.00
15	Buy	100	100.00	10,000.00
16	Sell	50	100.00	5,000.00
17	Buy	100	100.00	10,000.00
18	Sell	50	100.00	5,000.00
19	Buy	100	100.00	10,000.00
20	Sell	50	100.00	5,000.00
21	Buy	100	100.00	10,000.00
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23	Buy	100	100.00	10,000.00
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25	Buy	100	100.00	10,000.00
26	Sell	50	100.00	5,000.00
27	Buy	100	100.00	10,000.00
28	Sell	50	100.00	5,000.00
29	Buy	100	100.00	10,000.00
30	Sell	50	100.00	5,000.00
31	Buy	100	100.00	10,000.00
32	Sell	50	100.00	5,000.00
33	Buy	100	100.00	10,000.00
34	Sell	50	100.00	5,000.00
35	Buy	100	100.00	10,000.00
36	Sell	50	100.00	5,000.00
37	Buy	100	100.00	10,000.00
38	Sell	50	100.00	5,000.00
39	Buy	100	100.00	10,000.00
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65	Buy	100	100.00	10,000.00
66	Sell	50	100.00	5,000.00
67	Buy	100	100.00	10,000.00
68	Sell	50	100.00	5,000.00
69	Buy	100	100.00	10,000.00
70	Sell	50	100.00	5,000.00
71	Buy	100	100.00	10,000.00

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LESS ESTIMATED RESTRICTED SOCIETY AND COMPANY SHARE BUYBACKS (including contributions, grants, reserves etc)

Actual Unperfected Cash & Investments as at 30 June 2011	5	786,709
Actual Total Unperfected Investments	4	1,000,000

Estimated Unrestricted Cash as at 28 February 2012

\$ 773,305

Journal of the American Statistical Association

RESPONSE ACCOUNTING OFFICE

PROBLEM SOLVED

Just ask the RBA. (And PM Gillard.)

The central banks remain firmly in charge; while the threat of major economic events dominates, these will be policy-driven markets in both directions. But currently the RBA is feeling optimistic about the economy.

Politics

February saw an election of the Australian Prime Minister. Has it been 3 years already?

The Opposition, led by Kevin Rudd, campaigned on tax policy (primarily mining and carbon), as well as differences over border protection. The Gillard government was returned with a reduced but solid majority (down from 75% to around 70% of the seats in Caucus) and indicated there would be little change to policy direction in its third term. With that kind of majority, surely we won't be hearing any more on that until the next election is due?

Europe

The EU went through the usual charade before giving Greece another EUR100bn. Germany said "This time you really have to cut that deficit, and we'll be watching." Greece complained about the conditions – they are doing such a fantastic job managing themselves that they do not need EU and IMF bureaucrats in Brussels exerting any control. They reminded Europe how much damage they could inflict around them by putting themselves into 1930's style Depression through a default and Eurozone exit. And having threatened until the last day, they accepted a loan (more likely a gift) of EUR100bn.

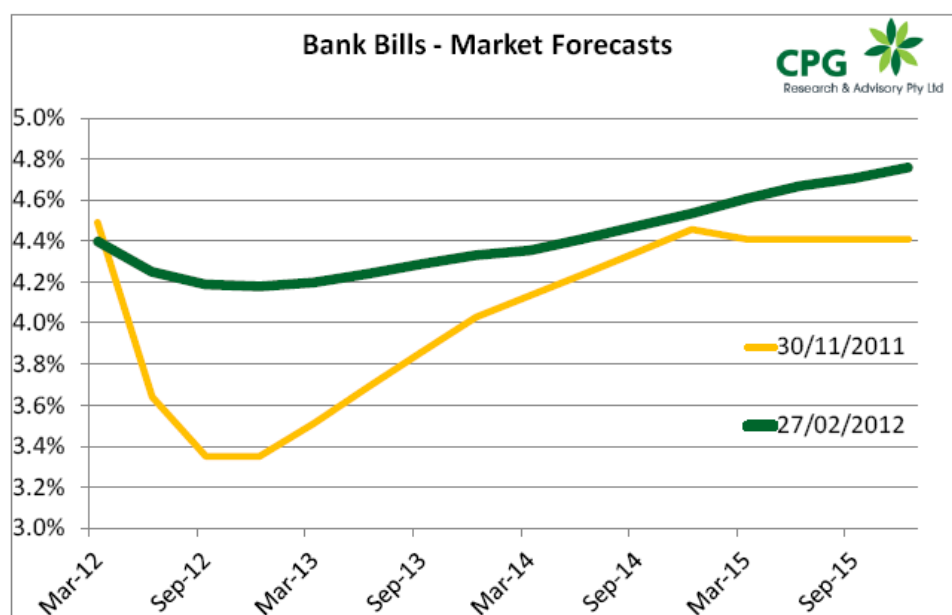
The ECB has spent much of the last 2 years strenuously arguing neither a default nor a "coercive exchange" can be tolerated. In a coercive exchange, the majority (say 90%) agree to voluntarily roll over debt for longer term loans of much lesser value, and this is enforced even on the minority that oppose. **This would be treated as a credit event and trigger CDS contracts.** Bizarrely, the ECB tried to avoid this **even though Europe has almost certainly been buyers of protection from the US**, and would be a net beneficiary.

Of course, now it is doing exactly what it said could never happen. The ECB has swapped its Greek debt for new bonds. Old bonds (those owned by everyone else) will be rewritten under Greek law when Parliament retrospectively passes a "**collective action**" clause – if most accept a debt restructure, then it will be enforced on all. That means if just one holder with EUR1m voted against the restructure, the **enforcement will trigger CDS contracts.**

We expect this will pass with more excitement, but no more economic effect than when Ecuador defaulted on its debt.

RBA

The RBA shocked most of the market by not cutting rates again at the February meeting. Given their history of "two moves and then observe" we thought the bond market had been grossly overbought, and vulnerable. Indeed, ¾% has come back onto 3 year bond yields since Christmas, and **bill futures are factoring in vastly higher rates than they were:**



To us, the real surprise was not their action, but the **vehemence with which the minutes argue against any further rate cuts**. Yes, the stockmarket was up strongly in January (over 5%) – it may not be the ideal time for further monetary stimulus. The RBA prefers if possible to cut into a panic for maximum effect, so “keeping powder dry” makes some sense.

They acknowledged a European recession, but felt **stronger US growth and housing made up for that**. The RBA, almost uniquely amongst all institutions, feels that **business conditions are “about average”** – true on average, but little comfort to the 90% of GDP not represented by mining or mining services. (Yes, the RBA was justified by an abnormally strong January employment number - after a horror 2011.) They still blame any weakness on floods and coal exports, although they did accept that bank funding costs have risen.

Their conclusion was that policy settings are appropriate, and it would take demand conditions to weaken materially before they would look at another cut.

Markets

Stocks and credit have been rallying strongly since October-November. Credit spreads are approaching pre Greek debt crisis lows, and stocks are at the top end of trading ranges.



Hands up, who was looking in early October for the index to close the month 14% higher?

International Markets

The Dow Jones and S&P 500 Index rose 2.53% and 4.06% respectively. Germany's DAX rose 6.15%, France's CAC40 up 4.67% and UK's FTSE ended up 3.34%.

Japan's Nikkei surged 10.46%, Hang Seng Index rose 6.32%, and China's Shanghai Composite Index was up 6.95%.

The MSCI World Index ex-Australia, a broad measure of global stocks, rose 4.77% in local currency terms.

US 10 year Bonds were fairly resilient, ending the month at 1.98%.

Other Highlights:

More long-term refinancing operation (LTRO) – another EUR500bn roughly (the ECB cannot finance governments or their deficits, but CAN give banks cheap money to finance governments and their deficits).

US equity markets continued to rally as the Dow Jones broke through the 13,000 mark to end the month at 13,055.75, a 52 week high.

US property prices slipped 0.5% again in December. Surprisingly, housing starts have been accelerating earlier than expected given the initial forecast that excess inventory will be absorbed by the population growth by 2014.

Sales of new homes slipped 0.9% to an annual rate of 321,000 in January.

US unemployment as at January was 8.3% vs. 9.1% a year earlier (Jan '11) or 10% at the peak in October '09, with initial unemployment claims making new 4 year lows at 348,000 (barely half its 2009 peak).

Oil has reached 2011's highs as Iran continues to agitate around the Straits of Hormuz but also other factors (Yemeni strike, North Sea repairs, pipeline dispute in Sudan).

CPI (and CPI excl. energy) +0.2% in Jan. YoY remains below 2%. The Fed was split on whether low inflation was sufficiently entrenched to warrant more Quantitative Easing (QE), but have effectively confirmed that any QE3 would likely involve buying mortgage assets.

US trade deficit fluctuated between \$45bn and \$50bn per month since June; passed \$500bn year on year, up 10% on 2010.

US consumer credit is growing again at 9-10% p.a., above pre-GFC levels as confidence returns.

In China, monetary easing continued with a cut to the reserve requirement ratio, from 21% to 20.5%.

Sovereign credit rating downgrades continued in Europe with Moody's cutting the credit rating of Italy, Spain, Portugal, Slovakia, Slovenia and Malta. France and the UK were placed on negative outlook but remain Aaa rated.

Domestic Markets

While Australia continues to face risks to domestic growth from uncertainty in Europe, the RBA left the official cash rate at 4.25%.

Australian central bank governor Glenn Stevens said he had no plans to intervene to weaken a soaring Aussie dollar, which has hit some local industries hard, in particular manufacturing.

The minutes of the RBA's board meeting on monetary policy in February suggests that it appears to be in no hurry to cut the cash rate again describing the current level "as appropriate".

Australia's unemployment rate dropped to 5.1% in January driven by a jump in part time employment.

Retail spending rose in January, led by sales in clothing stores and by mail order/telephone order providers.

Currency & Commodities

The Australian Dollar traded between \$1.0610 at the start of February and traded as high as \$1.0816 at the end of February.

It was reported that oil prices had risen to a 10-month high of \$US125 a barrel, causing some concern on global markets.

Gold slumped to a one-month low, and silver has fallen by almost 7% during February after the US Federal Reserve made no mention of further monetary stimulus, dampening expectations of additional quantitative easing.

KEY FINANCIAL MARKET DATA – As At 29 FEBRUARY 2012 (UNLESS SPECIFIED)**Interest Rate Markets**

Index Performance	1 month	3 months	6 months	1 year	2 year	3 year
					p.a.	p.a.
UBS Aust. Bank Bill Index	0.33%	1.13%	2.35%	4.92%	4.85%	4.39%

Key Rates	Feb-12	Jan-11	Feb-11
Australian Cash Rate	4.25%	4.25%	4.75%
90 day BBSW	4.47%	4.34%	4.97%
3 Yr Commonwealth Bonds	3.61%	3.17%	5.07%
10 Yr Commonwealth Bonds	4.07%	3.77%	5.50%
iTraxx Australia 5 Yr CDS	142bp	161bp	107bp
US Fed Funds Rate	0-0.25%	0-0.25%	0-0.25%
CDX North American 5 Yr CDS	100bp	101bp	82bp

Equity Markets

Domestic	1 month	3 months	6 months	1 year	2 year	3 year
					p.a.	p.a.
S&P/ASX 200 Acc. Index	1.91%	5.64%	2.65%	-6.57%	0.75%	13.67%
A-REIT 200 Acc. Index	2.22%	4.90%	6.72%	0.42%	3.58%	14.68%

International	1 month	3 months	6 months	1 year	2 year	3 year
					p.a.	p.a.
US: S&P 500 (\$US)	4.06%	9.52%	12.04%	2.90%	11.20%	22.93%
US: NASDAQ (\$US)	5.44%	13.23%	15.02%	6.64%	15.13%	29.13%
MSCI World Acc. (Local Currency)	4.73%	9.90%	10.63%	-1.57%	7.52%	19.08%
MSCI World Acc. (AUD)	3.17%	4.67%	7.32%	-7.35%	-0.43%	2.95%
FTSE (£)	3.34%	6.65%	8.84%	-2.04%	4.72%	15.30%
MSCI Emerging Markets Acc. (\$US)	5.89%	16.28%	4.48%	-2.56%	7.39%	29.30%

Fixed Interest Markets

Bonds	1 month	3 months	6 months	1 year	2 year	3 year
					p.a.	p.a.
BarCap Global Agg Acc.	0.68%	3.96%	5.20%	12.06%	9.84%	10.15%
UBSA Composite Bond Acc.	-0.21%	0.70%	2.78%	9.81%	7.66%	6.22%

Data*	Current Period		Previous Period	
<i>Employment Data</i>				
Employment Growth	Jan	11,463	Dec	11,421
Unemployment Rate	Jan	5.20%	Dec	5.20%
Participation Rate	Jan	65.30%	Dec	65.20%
<i>Lending Finance</i>				
Housing Finance	Dec	2.00%	Nov	2.20%
Personal Finance	Dec	0.40%	Nov	-7.80%
Commercial Finance	Dec	-0.90%	Nov	-9.60%
Lease Finance	Dec	-13.10%	Nov	15.10%
<i>Other</i>				
Balance on goods and services	Dec	1,709m	Nov	1,343m
Retail Sales	Jan	0.30%	Dec	-0.10%
Building Approvals	Jan	0.90%	Dec	-1.00%

*All data is seasonally-adjusted.

Median Fund Manager Returns (Morningstar)	1 month	3 month	6 month	1 year	2 year p.a.	3 year p.a.
Australian Equity Large Cap	2.01%	5.56%	2.87%	-7.44%	-0.40%	12.93%
Australian Equity Small Cap	7.50%	9.26%	4.47%	-4.04%	8.84%	24.97%
Global Equity Large Cap	3.37%	4.75%	6.98%	-7.41%	-0.81%	2.53%
Global Equity Small Cap	3.45%	5.73%	5.91%	-9.02%	0.93%	5.92%
Australian Fixed Income	0.31%	1.07%	2.56%	5.34%	5.88%	5.93%
Global Fixed Income	0.52%	3.26%	2.58%	5.63%	4.66%	6.16%
Australian Listed Property	2.03%	4.70%	6.16%	-0.46%	2.81%	13.63%
Conservative ¹	0.58%	2.03%	3.12%	4.24%	4.88%	7.16%
Moderate ²	1.05%	2.84%	3.34%	2.99%	4.75%	7.83%
Balanced ³	1.44%	3.65%	3.84%	0.86%	3.94%	8.78%
Growth ⁴	1.99%	4.74%	4.23%	-1.90%	2.73%	9.35%
Aggressive ⁵	2.72%	5.92%	4.83%	-4.14%	2.84%	11.88%

¹ Growth Assets 0% - 20%

² Growth Assets 20% - 40%

³ Growth Assets 40% - 60%

⁴ Growth Assets 60% - 80%

⁵ Growth Assets 80% - 100%

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GREEK DEFAULT – THE 5 STAGES

To say they "finally" defaulted might not be entirely accurate, as this may not be the final time for Greece. But they have effectively wiped out private sector creditors at least in a move that should not surprise. After months of wrangling about how to default without it being called a default, they finally bit the bullet and invoked the new "collective action clauses." The credit default swaps were triggered, and no financial Armageddon resulted.

Denial – Not just a river in Egypt!

"[Default] is not on the books...it's not on our road map...these other measures, which we think are enough to make things sustainable" – Greek PM Papandreou (28/1/2011)

"Greece will resolve its debt crisis without an IMF bailout" – Dominique Strauss-Kahn (8/3/2010).

Anger

"They took away the Greek gold that was at the Bank of Greece, they took away the Greek money and they never gave it back" – Deputy PM Theodoros Pangalos.

"Unprincipled speculators are making billions every day by betting on a Greek default" – Papandreou (9/3/2010)

<http://images.smh.com.au/2011/06/19/2439168/ipad-art-wide-greece-420x0.jpg>

Bargaining

"Greece may default on its debt in March unless unions accept further cuts to salaries" – Greek PM Lucas Papademos (4/1/2012)

"Without an agreement with the troika and further funding, Greece in March faces an immediate risk of an uncontrolled default" – Papademos again (4/1/2012)

"However, even if the troika does transfer the next tranche of funds to Greece, the country risks a hard default, unless a deal is agreed on private sector involvement before March" – Papademos again (4/1/2012)

Depression

"When it comes to Greece, it's clear that it's hopeless" – Hans-Werner Sinn (13/1/2012)

*"In other news, we are taking bets on whether Greece will make even one of the "new" 2.6% cash coupon payments before it **re-defaults**. Our money is on **absolutely no**." – TF Global (9/3/2012)*

Acceptance

"I think it's in the market already, it is not that it will be taking anyone by surprise. So I think a lot of these events are already priced in." – Italian Deputy Finance Minister Vittorio Grilli (9/3/2012)

The S&P500 set new 4 year highs in March, returning to early 2008 levels.

The first default of a developed economy in decades came and went with no effect on markets, despite all of the warnings about the “next Lehman moment.” As recently as July, (then) ECB president Trichet said:

If you buy Greek CDS, you will be sorry. Such a speculation would be a sure-fire way of losing money given the decisions taken last Thursday. And let me say again, the euro, as a currency, is sound and credible, and is not affected by the pressures on sovereign risks.

The desperation of the ECB to avoid “involuntary” writedowns is at least partly because they are among the largest holders of Greek debt, and in default they would have to write it down to market (22c in the dollar) and would themselves be technically insolvent. Certainly, a bankruptcy central bank is not a precedent that anyone wanted to set.

Under Trichet’s replacement, Mario Draghi from Italy, the ECB’s bonds were first exchanged to a new series under Greek law. “Old” bonds were then rewritten with “collective action clauses” – anyone refusing to tender their bonds into the restructure could be compelled by a majority decision. Meanwhile, the private sector’s bonds effectively became subordinated to the bonds owned by the “official sector” – the ECB, EFSF and IMF. The private sector lost nearly 80% of their investment, while the official sector continues to be paid.

As a result, Greece could have their default without the ECB losing their money. Warnings about the catastrophic effect of triggering credit default swaps now appear self-serving in hindsight – the \$3bn net exposure to Greek CDS saw a payment from one institution to the other with no financial markets impact. CDS positions were already marked and collateralised to where bonds were trading. It seems the ECB was just “talking its own book.”

So with such a “painless” default (ignoring the 16% that markets fell from March to September), how close are we to a model for dealing with the other “PIIGS”?

There is certainly increasing optimism that there will be no Lehman-style financial markets collapse. Everyone has too much to lose from another one. Portugal and Ireland do face extreme difficulties, but there is at least a clear process if debt ultimately does have to be written off.

We may well be back in the “good news / bad news, risk on / risk off” phase again, as there will certainly be ongoing negatives out of the EU.

Greece still has debt of around 120% of GDP – among the worst in the world even after eliminating almost 80% of the private sector’s debt. This burden remains entirely unmanageable. It seems likely that the ECB will receive a payback – having made itself Greece’s major creditor by subordinating the private sector ahead of default, it is now the worst exposed to the next round of defaults.

Most seriously, it is still not entirely clear what will happen to the much larger Spain and Italy. These two are the swing factors between “muddle through” and going back beyond the worst days of the crisis. Spain has low debt, but increasing at an astronomical rate as it plunges into recession and tax receipts collapse.

On the opposite side of the world, Japan has vastly higher debt than any of the European countries – Greece included. However, it does have a currency and a central bank and ultimately can print money rather than defaulting – especially since the holders are the Japanese citizens themselves. A crisis of confidence in Japan would still be a major economic event, but probably not one in which the European model is any guide.

International Markets

The US S&P 500 and Dow Jones Index closed up 3.13% and 2.01% respectively in March. Germany's DAX was up 1.32% while UK's FTSE 100 Index fell 1.75%, France's CAC 40 dropped 0.83% and Spain's stock Index (IBEX) fell -5.41%.

Japan's Nikkei Index rose 3.71% as Shanghai's Composite Index ended 6.82% lower compared to February while Hong Kong's Hang Seng fell -5.19% during the month due in part to a high property component.

The MSCI World Index ex-Australia, a broad measure of global stocks, rose 1.18% in local currency terms.

US Treasuries rose to their highest levels during March to reach 2.38% before ending the month at 2.22%.

Other Overseas Highlights:

The US unemployment rate was unchanged at 8.3% in February. Fed

The US Consumer Price Index (CPI) rose +0.4% in February (+0.2% in January). This followed a spike in oil prices, and medium term figures do not show an acceleration in inflation.

Real US GDP grew 3.0% p.a. in Q4, with no change to early estimates although the composition showed weaker exports than first thought.

Real consumer spending held steady for the third month in January but consumption increased +0.8% in February.

Productivity of the US economy was revised to +0.9% for the fourth quarter from the earlier estimate of +0.7%.

Given rising commodity prices and at least moderate growth, the Fed is facing some pressure to start raising rates earlier than 2014. However, Chairman Bernanke defended the current policy stance. He felt the recovery was patchy and in its early stages, and that it was too early to claim victory. A further round of quantitative easing has not been ruled out – something that should be supportive for real assets if it occurred.

Housing remains the weak point. The S&P/Case-Shiller home price index fell by 0.8% in the three months to January. The housing sector remains depressed, as it continues to struggle with foreclosures, lower house prices and slow demand.

Inventory is unlikely to be cleared until at least 2014, as sales volumes (of both new and existing homes) fell 1%.

Beijing lowered growth forecasts to 7.5% in 2012 versus 8.0% previously. The IMF has projected a 9.0% increase in China's real GDP and a 4.0% gain in world GDP during 2012, likely to see significant disappointment.

The European Central Bank is facing the perennial problem of stimulus – having injected \$1tr of cheap money into the banks, how to translate that to actual lending into the real economy. A credit crunch remains in progress, although for the moment not accompanied by a sovereign bond crisis.

Domestic Markets

The RBA left the cash rate unchanged in March. The Board's decision was based on expectations that growth of the Australian economy would continue close to trend and inflation close to target – a fairly neutral commentary, not matched by the concerns of many economists. A shock \$2bn collapse in the trade balance (seasonally adjusted) saw a deficit worse than when the QLD floods shut down coal exports last January.

While jobs have been flat for a year, the number unemployed has grown 5%, amid lower participation (down ½%).

However, subsequent comments have opened the door for a May rate cut, as interest rates paid by borrowers have again risen slightly. Credit growth remains modest. Housing prices have shown some sign of stabilising, after having declined for most of 2011, but mostly on a disastrous building pipeline rather than buyer demand. Building commencements fell another -6.9% in Q4 to be down 13.4% for the year and approvals fell even faster at -14.6%.

CPI inflation has declined to an underlying 2½% and is expected to fall further over the next quarter or two. The RBA still needs to see that confirmed by Q1 data.

Currency & Commodities

The exchange rate has risen over recent months, even though the terms of trade have declined. The Australian dollar fell by 3.35% to \$1.07 over March.

Spot gold rallied to a two-week high near \$1,700 late in the Month after the Fed's comments on further easing.

KEY FINANCIAL MARKET DATA – As At 31 MARCH (UNLESS SPECIFIED)**Interest Rate Markets**

Index Performance	1 month	3 months	6 months	1 year	2 year	3 year
					p.a.	p.a.
UBS Aust. Bank Bill Index	0.39%	1.12%	2.35%	4.89%	4.88%	4.43%

Key Rates	Mar-12	Feb-12	Mar-11
Australian Cash Rate	4.25%	4.25%	4.75%
90 day BBSW	4.34%	4.47%	4.93%
3 Yr Commonwealth Bonds	3.48%	3.61%	5.04%
10 Yr Commonwealth Bonds	4.08%	4.07%	5.49%
iTraxx Australia 5 Yr CDS	148bp	140bp	106bp
US Fed Funds Rate	0-0.25%	0-0.25%	0-0.25%
CDX North American 5 Yr CDS	91bp	94bp	96bp

Equity Markets

Domestic	1 month	3 months	6 months	1 year	2 year	3 year
					p.a.	p.a.
S&P/ASX 200 Acc. Index	1.22%	8.40%	10.69%	-6.06%	-1.43%	11.25%
A-REIT 200 Acc. Index	-0.69%	7.01%	10.98%	1.57%	3.25%	14.43%

International	1 month	3 months	6 months	1 year	2 year	3 year
					p.a.	p.a.
US: S&P 500 (\$US)	3.13%	12.00%	24.49%	6.23%	9.75%	20.86%
US: NASDAQ (\$US)	4.20%	18.67%	27.99%	11.16%	13.55%	26.46%
MSCI World Acc. (Local Currency)	1.76%	11.19%	19.84%	1.45%	5.09%	17.34%
MSCI World Acc. (AUD)	5.64%	10.41%	12.61%	0.39%	0.54%	5.25%
FTSE (£)	-1.76%	3.52%	12.48%	-2.37%	0.78%	13.68%
MSCI Emerging Markets Acc. (\$US)	-3.52%	13.65%	18.29%	-11.05%	1.53%	22.25%

Fixed Interest Markets

Bonds	1 month	3 months	6 months	1 year	2 year	3 year
					p.a.	p.a.
BarCap Global Agg Acc.	0.20%	2.23%	4.31%	11.90%	9.64%	9.84%
UBSA Composite Bond Acc.	0.86%	0.78%	2.74%	10.00%	8.42%	6.49%

Data*	Current Period		Previous Period	
<i>Employment Data</i>				
Employment Growth	Feb	11,444	Jan	11,444
Unemployment Rate	Feb	5.20%	Jan	5.10%
Participation Rate	Feb	65.20%	Jan	65.30%
<i>Lending Finance</i>				
Housing Finance	Jan	0.10%	Dec	2.00%
Personal Finance	Jan	4.30%	Dec	0.40%
Commercial Finance	Jan	-1.10%	Dec	-0.90%
Lease Finance	Jan	9.40%	Dec	-13.10%
<i>Other</i>				
Balance on goods and services	Jan	(673m)	Dec	1,325m
Retail Sales	Jan	0.30%	Dec	-0.10%
Building Approvals	Feb	-7.80%	Jan	0.90%

*All data is seasonally-adjusted.

Median Fund Manager Returns (Morningstar)	1 month	3 month	6 month	1 year	2 year p.a.	3 year p.a.
Australian Equity Large Cap	1.42%	8.49%	10.75%	-6.56%	-2.45%	10.35%
Australian Equity Small Cap	2.21%	16.63%	16.36%	-2.32%	6.91%	23.04%
Global Equity Large Cap	5.26%	10.31%	12.30%	-0.58%	-0.14%	4.84%
Global Equity Small Cap	5.52%	10.76%	13.18%	-3.86%	2.22%	9.88%
Australian Fixed Income	0.55%	1.22%	2.78%	5.49%	6.11%	6.26%
Global Fixed Income	-0.14%	1.70%	2.79%	4.71%	4.20%	5.86%
Australian Listed Property	-0.55%	6.97%	11.00%	1.20%	2.81%	13.92%
Conservative ¹	0.60%	2.09%	3.85%	4.86%	4.76%	6.99%
Moderate ²	1.00%	3.63%	5.55%	4.17%	4.50%	7.78%
Balanced ³	1.38%	5.22%	7.31%	2.29%	3.77%	8.65%
Growth ⁴	1.70%	6.92%	9.35%	0.11%	2.07%	9.47%
Aggressive ⁵	2.01%	8.43%	11.07%	-1.98%	1.42%	11.29%

¹ Growth Assets 0% - 20%

² Growth Assets 20% - 40%

³ Growth Assets 40% - 60%

⁴ Growth Assets 60% - 80%

⁵ Growth Assets 80% - 100%

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CITY SERVICES DEPARTMENT REPORTS

CS12/21 LIQUID TRADE WASTE POLICY

Purpose:

The purpose of this report is to review and replace the existing policy.

Description of Item:

On 12 April 2012, Council resolved to give public notice of its intention to adopt the Liquid Trade Waste Policy, placing it on public exhibition for a period of 28 days to invite submissions. This report is the outcome of that resolution.

This policy sets out how council will regulate sewerage and trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Sewerage and Trade Waste.

The policy is concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system and the levying of commercial sewerage and liquid trade waste fees and charges.

It has been developed to ensure the proper control of liquid trade waste and hence protection of public health, worker safety, the environment, and Council's sewerage system. The policy also promotes waste minimisation, water conservation, water recycling and biosolids reuse.

Sewerage systems are generally designed to cater for waste from domestic sources that are essentially of predictable strength and quality. Council may accept trade waste into its sewerage system as a service to businesses and industry.

The NSW Office of Water develops and updates the Liquid Trade Waste Regulation Guidelines, the Model Trade Waste Regulation Policy and related documents. The Office of Water also provides its concurrence to the local water utilities (LWU) approval of high risk and medium risk dischargers, as well as authorising 'assumed concurrence' to suitably qualified LWU's for medium risk discharges and consenting to LWU trade waste policies.

Sustainability Assessment:

- **Environment**

The policy promotes waste minimisation, water conservation, water recycling and biosolids reuse.

- **Social**

This is not applicable to this report.

- **Civic Leadership**

The purpose of Council policies is to ensure transparency and accountability in local government. The implementation enables Council to identify and respond the community. This is consistent with the *Coffs Harbour 2030 Community Strategic Plan* strategy LC2.2.1: *Enable and support all levels of government to serve the local community.*

Cont'd

- **Economic**

There are no economic impacts as a result of this report.

Broader Economic Implications

There are no broad economic impacts associated with the implementation of the recommendations.

Delivery Program/Operational Plan Implications

The ongoing development and review of Council policies and plans are accommodated within Council's budget structure. This expenditure is monitored through Council's monthly and quarterly budget reviews.

Consultation:

This policy has been prepared in consultation with the NSW Office of Water.

A public notice was placed in the local newspaper inviting submissions from interested parties. The draft policy was on exhibition on the Coffs Harbour City Council Website and in Council's Administration building.

No submissions were received.

Related Policy and / or Precedents:

This document replaces Council's Trade Waste Policy dated 5 April 2007.

Statutory Requirements:

Local water utilities are required by the NSW Office of Water to adopt and implement a liquid trade waste regulation policy.

Issues:

The Liquid Trade Waste Policy replaces the previous policy and has been developed based on the model policy for liquid trade waste regulation issued by the NSW Office of Water.

No submissions were received following public exhibition.

Implementation Date / Priority:

Implementation is immediate.

Recommendation:

That Council adopts the attached Liquid Trade Waste Policy dated 21 March 2012.

Attachments:

<div style="text-align: center;"><p>COFFS HARBOUR CITY COUNCIL Looked Bag 156, Coffs Harbour, NSW 2450 ABN 79 126 214 487</p></div>	
<h2>Liquid Trade Waste Policy</h2>	
Policy Statement <p>The Liquid Trade Waste Policy sets out guidelines for the regulation of non-residential discharges to Council's reticulated Sewerage System. The policy will be administered by Council's Liquid Trade Waste Officers.</p>	
Related Legislation, Circulars or Guidelines (as amended) <ul style="list-style-type: none">• <i>Local Government Act 1993 No. 30 and Regulation</i>• <i>Local Government (General) Regulation 2005</i>• <i>NSW Office of Water – Liquid Trade Waste Regulation Guidelines 2009</i>• <i>Best Practice Management of Water Supply & Sewerage Guidelines 2007</i>	
Does this Document Replace an Existing Policy, Procedure or Plan? Yes <p>This document replaces Council's Trade Waste Policy dated 5 April 2007</p>	
Related Council Policy or Procedure <ul style="list-style-type: none">• Water Charging Policy• Backflow Prevention and Cross Connection Control Policy• Water Meter - Service Installation Policy• Urban Rainwater Tank Policy	
Application and Distribution <p>It is mandatory for all Council officials to comply with this Policy.</p> <p>This Policy is available on Council's website under Council Policies.</p>	
Approved by: Executive Team 21 March 2012 Council [Meeting date and Resolution No.]	Signature: General Manager
Responsible Council Branch:	Review Date:

Key Responsibilities

Position	Directorate	Responsibility
Mayor	Council	To lead Councillors in their understanding of, and compliance with, this Policy and Guidelines.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this Policy and Guidelines. To approve resources to develop, implement and review this Policy and Guidelines.
Directors	All Directorates	To communicate, implement and comply with this Policy and related Guidelines.
Manager Strategic Infrastructure	City Services	To ensure that the policy is administered effectively and that all dischargers meet the compliance guidelines.
All Council officials	Council	To comply with this Policy, Guidelines and related procedures.

Liquid Trade Waste Policy

Policy Guidelines

1. Introduction

Liquid wastes generated by industry, small businesses, commercial enterprises, etc are often referred to as trade wastes. Trade wastes require permission from the relevant authority to be discharged directly to the environment, eg receiving waters, onto land or into sewers. This document is concerned with liquid trade wastes discharged into Council owned sewerage systems.

Sewerage systems are generally designed to cater for waste from domestic sources, which are essentially of predictable strength and quality. Liquid Trade wastes, by comparison, may exert greater demands on sewerage systems and if uncontrolled, can cause serious problems to the sewerage system or the environment.

1.1 What is Liquid Trade Waste?

Liquid trade waste is defined in the Local Government (General) Regulation 2005 as below:

Liquid trade waste means all liquid waste other than sewerage of a domestic nature.

Liquid trade waste discharges to the sewerage system include liquid wastes discharged from:

- 1.1.1 Business/commercial premises (eg. beautician, florist, hairdresser, hotel, motel, restaurant, butcher, service station, supermarket, dentist);
- 1.1.2 Community/public premises (including craft club, school, college, university, hospital and nursing home);
- 1.1.3 Industrial premises;
- 1.1.4 Trade activities (eg. mobile carpet cleaner);
- 1.1.5 Any commercial activities carried out at residential premises;
- 1.1.6 Sale yards, racecourses and from stables and kennels not associated with domestic households; and
- 1.1.7 Septic tank waste, chemical toilet waste, waste from marine pump-out facilities and established sites for the discharge of pan content from mobile homes/caravans to the sewerage system.

While septic tank, pan and ship-to-shore pump out waste are defined as liquid trade waste, specific procedures need to be applied to their management as the waste is often transported or pump-out from its source. Accordingly, specific references to these wastes are provided in this policy where necessary.

1.2 Liquid Trade Waste excludes:

- 1.2.1 Toilet, hand wash basin*, shower and bath wastes derived from all the premises and activities mentioned above;
- 1.2.2 Wastewater from residential toilets, kitchens, bathrooms or laundries (ie. domestic sewage);
- 1.2.3 Common use (non-residential) kitchen and laundry facilities in a caravan park;
- 1.2.4 Residential swimming pool backwash.

* Used for personal hygiene only

2. Criteria for Approval to Dispose of Liquid Trade Waste into Council's Sewerage System

2.1 Liquid Trade Waste Acceptance Principles

Council's decision to accept trade waste into the sewer will be based on the discharge meeting Council's requirements. This trade waste policy has been adopted to identify Council's requirements for industry and the community and to achieve the following objectives:-

- 2.1.1 To manage discharges to sewerage systems.
- 2.1.2 To provide an environmentally responsible liquid waste management service to the non-residential sector.
- 2.1.3 To protect public health.
- 2.1.4 To ensure the safety of Council's employees.
- 2.1.5 To ensure that wastes permitted into the sewer, can be treated, reused and/or returned to the natural environment without harm.
- 2.1.6 To protect the community's assets from unsafe or unsuitable substances.
- 2.1.7 To encourage waste minimisation.
- 2.1.8 To provide a financial incentive for waste minimisation.
- 2.1.9 To apply a charging structure to industry which:
 - Recovers cost of services (is a user pays system).
 - Encourages industry to comply with Council requirements.
 - Encourages industrial development.
- 2.1.10 To ensure that all liquid trade waste discharges are subject to a formal approval between Council and industry.
- 2.1.11 To ensure compliance of liquid trade waste discharges with the approved conditions.
- 2.1.12 To obtain appropriate and accurate information regarding volume, composition, concentration, mass loads and periodicity of liquid trade waste discharges to the sewerage system to assist in the effective operation and future augmentation of these sewer systems and treatment plants.

2.2 Guideline Limits and Prohibited Substances

Council will consider each application individually and place limits on liquid trade waste discharges to the sewer. Pollutant limits may be adjusted according to the situation. To assist applicants, guideline limits for acceptance of liquid trade waste into sewers are presented in **Schedule A**.

Some substances are not suitable for discharge to the sewer. Substances prohibited from sewers are given in Schedule B.

The guideline limits and prohibited substances are reviewed periodically by Council and Department of Water & Energy (DWE).

2.3 Stormwater Discharges from Open Areas

Stormwater is a prohibited discharge under this policy and relevant regulation (refer to **Schedule B**). The ingress of stormwater into the sewerage system can cause operational problems to the system and result in sewer overflows, as the sewerage system does not have the capacity for such flows. Therefore, Council does not generally accept the discharge of stormwater to the sewerage system.

However, it is recognised that it may not always be possible or practical to prevent all stormwater entering into the sewerage system at some liquid trade waste premises. The discharge of limited quantities of first flush water from such areas will be considered where roofing cannot be provided because of safety or other important considerations.

Before the stormwater will be considered for discharge to the sewerage system, the applicant must provide the following information:

- 2.3.1 Reasons why the area cannot be fully or partially roofed and bunded to exclude rainwater;
- 2.3.2 The dimensions and a plan of the open area under consideration;
- 2.3.3 The estimated volume of the stormwater discharge;
- 2.3.4 Information on rain gauging;
- 2.3.5 Where a first-flush system is proposed, details on how the stormwater will be diverted to the drainage system after the first flush is accepted (the first- flush to be limited to first 10mm of storm run-off);
- 2.3.6 Measures proposed for diverting stormwater away from the liquid trade waste generating area; and
- 2.3.7 Report on other stormwater management options considered and why they are not feasible.

2.4 Food Waste Disposal Units

The use of food waste disposal units (also known as in-sinkerators, in-sink food waste disposers, or garbage grinders) is not permitted. Existing installations in hospitals and nursing homes may be permitted, provided that wastewater is discharged through an adequately sized grease arrestor. For existing premises, a food waste disposal charge will be levied based on the number of beds in the hospital or nursing home (refer to section 3.6.6 on page 14).

If the hospital or nursing home kitchen is refurbished, the food waste disposal unit must be removed.

2.5 Devices that Macerate or Pulverise Waste

Macerators and any other similar devices that are used for pulverising of solid waste are not authorised to connect to Council's sewerage system (Refer MP52-2005 – Manual of Authorization Procedures for Plumbing & Drainage Products, Standards Australia). Solid waste includes, but is not limited to, sanitary napkin, placenta, disposable nappy, mache bedpan and urine containers.

Therefore Council will not accept any discharges from such devices into its sewerage system.

2.6 Use of Additives in Pre-treatment Systems

Council does not allow solvents, enzymes, bioadditives and odour control agents to be used in pre-treatment systems (except neutralising chemicals designed for the pre-treatment) except by specific written application and subsequent approval.

3. Matters Relating to Liquid Trade Waste Approvals

3.1 General

The discharge of liquid trade waste into the sewer is permitted only when Council has issued a formal approval. No discharge shall be made to Councils sewer until an approval has been signed.

The approval will set out the conditions associated with the discharge of the liquid trade waste to sewer. The conditions will be binding on the applicant and be subject to any clause imposed by Council.

Provision shall be made in the approval for the following:-

- 3.1.1 If the owner/generator is found to be in breach of the Approval or in the opinion of Council the waste is adversely affecting the sewerage system or the environment, then the Approval may be cancelled and Council may disconnect the premises (at no cost to the discharger).
- 3.1.2 Under the 'Protection of the Environment Operations Act, 1997, Council could be liable for significant penalties if its effluent discharge is considered to be in breach of the requirements of the Act. Therefore, provision will be made for the recovery of any costs (including penalties, compensation, restoration and legal fees) from the person/body whose discharge to sewer caused the breach.
- 3.1.3 Council maintains its rights to enter sites and inspect liquid trade waste systems.

3.2 Applicant Procedures

To apply for a liquid trade waste approval, the discharger is required to lodge an application in writing to Council (using the application form provided by Council). If a person wishes to discharge liquid trade waste to the sewerage system but is not the owner of the premises, the person must obtain the owner's consent to the application. Supporting documents such as plans and specifications of the means of discharge including any associated pre-treatment plant are required. The applicant needs to provide the following relevant information in their submission:

- 3.2.1 **Rate of Discharge:**
This includes the average per day, maximum per day, per hour and per second and hours of the day during which discharge takes place.
- 3.2.2 **Normal hours of operation.**
- 3.2.3 **Alternative water supply (metered or non-metered, eg. bores, rainwater tanks).**
- 3.2.4 **Characteristics of wastes including:**
 - Nature of source.
 - Expected maximum and average concentration of pollutants.
 - Type of process/activity generating the liquid trade waste.

- 3.2.5 Details of any proposed pre-treatment facilities, location and site plan. Details should include:
- Internal wastewater drainage.
 - Treatment process details.
 - Pump size.
 - Operational characteristics.
 - Operational procedures.
- 3.2.6 Flow diagram and hydraulic profile of proposed treatment facilities.
- 3.2.7 Maintenance schedule for pretreatment equipment.
- 3.2.8 Stormwater drainage plan.
- 3.2.9 The applicant shall supply any additional details as requested by Council.
- 3.2.10 Measures for prevention of stormwater ingress into the sewerage system.
- 3.2.11 Manifest showing the location, nature and chemical composition of all substances stored/used on site.
- 3.2.12 Methods of disposal for other wastes that are not discharged to the sewerage system.
- 3.2.13 Any relevant environmental impact assessments.

Both the Owner (or Agent) and the Generator should sign the Application for approval. Both the Owner and the Generator should be signatories to the negotiated approval with Council. Both the Owner and the Generator should have a copy of the approval so that all parties are aware of their responsibilities.

3.3 Approvals

If Council supports an application and has notice that concurrence of the Director General Department of Water & Energy can be assumed for the relevant liquid trade waste, Council will approve the application. Council will prepare and issue an approval with the conditions set out for the discharge of the liquid trade waste to sewer. No discharge will be made to Council's sewers until an approval has been issued. An applicant may make a minor amendment or withdraw an application before it is approved by Council. An applicant may also apply to Council to renew or extend an approval, in accordance with section 107 of the Local Government Act.

Otherwise, Council will seek concurrence from the Department of Water & Energy. If the application is refused by Council or the Department of Water & Energy, Council will notify the applicant of the grounds for refusal.

An approval to discharge liquid trade waste to Council's sewer is not transferable. A new application must be lodged and a new approval obtained if there is a change of the approval holder or the activity. Council must be notified of change of ownership and/or occupier in all cases, whether a new approval is required or not, to allow updating of records.

3.4 Discharge Classifications

Liquid trade waste discharges are divided into 3 classifications:

- 3.4.1 Concurrence Classification A – liquid trade waste dischargers for which Council may automatically assume concurrence to the approval subject to certain requirements.

- 3.4.2 Concurrence Classification B – liquid trade waste dischargers whereby Council may apply to the Director-General, DEUS for assumed concurrence to the approval subject to certain requirements; and
- 3.4.3 Concurrence Classification C – all other liquid trade waste dischargers that do not fall within Concurrence Classification A or Concurrence Classification B, and therefore require Council to apply to DEUS for concurrence.
- 3.4.4 Concurrence Classification S – the acceptance of septic tank, pan waste and ship-to-shore pump-out. Council may apply to the Director General, DWE for assured concurrence to the approval subject to certain conditions.

3.5 Liquid Trade Waste Charges

Liquid Trade Waste Charging Categories

Three classifications of liquid trade waste have been established for concurrence purposes, Classification A, B and C (refer section 3.4). For liquid trade waste charging purposes liquid trade waste dischargers are divided into three charging categories, Category 1, 1A, 2, 2S and 3.

- 3.5.1 Classification A dischargers fall into Charging Category 1 or Category 1A.
- 3.5.2 Classification B dischargers fall into Charging Category 2, except for a few dischargers with low impact on the sewerage system which fall into Category 1A.
- 3.5.3 Classification S dischargers fall into Charging Category 2S.
- 3.5.4 Classification C dischargers fall into Charging Category 3.

3.6 Category 1 Discharger

Category 1 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring nil or only minimal pre-treatment equipment and whose effluent is well defined and of a relatively low risk to the sewerage system. Also included are Classification A or B activities with prescribed pre-treatment but low impact on the sewerage system.

Liquid trade waste dischargers requiring nil or minimal pre-treatment include:

Classification A activities - Retail food outlets with no hot food prepared and/or foods that generate an oily/greasy waste: bakery (only bread baked on-site), bistro (sandwiches, coffee only), café/coffee shop/coffee lounge, canteen, community hall (minimal food), day care centre, delicatessen, fruit and vegetable shop, hotel, ice cream parlour (take away only), juice bar, mixed business, motel, nightclub, nut shop, pizza cooking/reheating (no preparation or washing up on-site, pizza heated and sold for consumption off-site), potato peeling (small operation), sandwich shop/salad bar, take away food outlet.

Classification A activities – Other commercial activities: animal wash, hairdressing/beautician, crafts <200 L/d, dental surgery (plaster casts, no X-ray unless digital), doctor's surgery (plaster casts, no X-ray), florist, funeral parlour, mobile cleaning units, morgue, jewellery shop, optical service (retail), pet shop, public swimming pool, tray work/manual development, venetian blind cleaning, veterinary (no X-ray).

3.7 Category 1A Discharger¹

Category 1A liquid trade waste dischargers are those conducting an activity deemed by Council as requiring prescribed pre-treatment but having low impact on the sewerage system as their effluent is usually of low strength.

Liquid trade waste dischargers with prescribed pre-treatment but low impact on the sewerage system include:

Classification A or B activities: boiler blowdown, cooling tower, educational facilities (primary and secondary school, tertiary institution laboratory), industrial boilers, jewellery (stone cutting), laboratory, laundry, medical centre (no X-ray), mobile garbage bin washing, optical services, plants retail, vehicle washing.

3.8 Category 2 Discharger

Category 2 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring a prescribed type of liquid trade waste pre-treatment equipment and whose effluent is well characterised.

Liquid Trade Waste dischargers with prescribed pre-treatment² include:

Classification A activities - Premises that prepare and/or serve hot food or foods that generate an oily/greasy waste: bakery (pies, sausage rolls, quiches, cakes, pastries with creams or custards), bistro, boarding house/hostel kitchen, butcher, café/coffee shop/coffee lounge, cafeteria, canteen, fast food outlet, chicken/poultry shop, club, community hall³, commercial kitchen/caterer, nursing home, patisserie, supermarket, doughnut shop, fish shop (cooking on-site), function centre, hotel, ice cream parlour, motel, nightclub, pizza cooking, restaurant, sandwich shop/salad bar, take away food outlet.

Other commercial Classification A activities: car detailing, craft activities > 200 L/d, dental surgery with X-ray, lawnmower repairs, mechanical workshop, stone working, veterinary (with X-ray), waterless mini-lab.

Classification B activities: auto dismantler, bus/coach depot, construction equipment maintenance and cleaning, equipment hire maintenance and cleaning, glass cutting and grinding, graphic arts, medical centre (with X-ray), hospital (with or without X-ray), optical services (at medical or educational facilities, workshops), oyster processing – shucking, panel beating, photographic lab, radiator repairer, screen printing, service station forecourt, shopping complex, water wash mini-lab, X-ray radiologist.

Other Classification A activities: fish shop (fresh fish for retail).

3.9 Category 2S Discharger

Category 2S dischargers are those conducting an activity of transporting and/or discharging septic tank or pan waste content into the sewerage system.

Liquid trade waste dischargers include the following Classification 2S activities:

¹ Excludes low impact activities, listed under Category 1.

² Excludes low impact activities, listed under Category 1.

³ If the type and size of kitchen fixtures installed enable catering for large functions.

Classification S activities: bus/rail coaches/caravan/motor home/caravan park waste dump points, mooring/marina dump points, pan waste, portable chemical toilet waste, septage, septic tank effluent, ship-to-shore pump-outs (galley waste and toilet waste).

3.10 Category 3 Discharger (large or industrial waste dischargers)

Category 3 liquid trade waste dischargers are those conducting an activity which is of an industrial nature and/or which results in the discharge of large volumes (over 20 kL/d) of liquid trade waste to the sewerage system. Any Category 1 or 2 discharger whose volume exceeds 20 kL/d becomes a Category 3 discharger.

Large liquid trade waste dischargers and other Classification C activities include: abattoir, bakery (wholesale), brewery, cooling towers, cosmetics/perfumes manufacture, dairy processing milk /cheese /yoghurt /ice cream etc.), food processing (cereals /cannery /confectionary /edible oils /fats /essence /flavours /fish /fruit juice /gelatine /honey /meat pickles /smallgoods /vinegar /yeast manufacture etc.), fruit and vegetable, processing, flour milling, glue manufacturer, egg processing, pet food processing, plants nursery (open areas), potato processing, poultry processing, saleyards, seafood processing, soft drink /cordial manufacture, starch manufacture, sugar refinery, tanker washing, tip leachate, transport depot/terminal, water treatment backwash, wholesale meat processing, winery, wine /spirit manufacture.

Dischargers of industrial waste include the following Classification C activities: acid pickling, adhesive /latex, agricultural and veterinary drugs, anodising, bitumen and tar, bottle washing, cardboard and carton manufacture, carpet manufacture, caustic degreasing, chemicals manufacture and repacking, contaminated site treatment, cyanide hardening, detergent/soaps manufacture, drum washing, electroplating, engine gearbox reconditioning, extrusion and moulding (plastic/metal), feather washing, fellmonger, felt manufacture, fertilisers manufacture, fibreglass manufacture, filter cleaning, foundry, galvanising, glass manufacturing, ink manufacture, laboratories, liquid wastewater treatment facility (grease trap receipt depot and other pump-out waste depot), metal finishing, metal processing (refining /rumbling /non-cyanide heat treatment /phosphating /photo engraving /printed circuit etching /sheet metal fabrication etc.), mirrors manufacture, oil recycling (petrochemical) and refinery, paint stripping, paint manufacture, paper manufacture, pharmaceuticals manufacture, powder coating, printing (newspaper, lithographic), sandblasting, slipway, tannery, timber processing (joinery and furniture /plywood /hardwood), textile manufacture (wool dyeing /spinning /scouring), waxes and polishes.

4. Liquid Trade Waste Fees and Charges

4.1 Phasing-In Of Charges

As indicated on Page 18 of the Guidelines for Best Practice Management Water Supply and Sewerage, May 2004, the non-residential sewerage bills for customers facing a large increase as a result of implementing best-practice pricing are to be phased in over a period of 3 years. Similarly, large increases in liquid trade waste fees and charges may be phased in over a period of up to 3 years.

Council provides sewerage and liquid trade waste services on a commercial basis, with cost recovery through sewerage and liquid trade waste fees and charges. Council's proposed fees and charges are advertised annually for public comment in its draft Management Plan. In addition to the liquid trade waste fees and charges described below, Council may elect to include any liquid trade waste charges shown in Appendix E of Water Supply, Sewerage and Trade Waste Pricing Guidelines, Department of Land & Water Conservation, 2002.

Liquid trade waste discharged to the sewerage system from industrial, commercial or other non-residential customers can impose significant costs on sewage transport and treatment facilities. To recover these costs and to ensure removal of existing significant cross-subsidies from residential customers, in addition to a two-part tariff with an appropriate sewer usage charge/kL for non-residential sewerage, appropriate fees and charges are levied for liquid trade waste.

Council's liquid trade waste fees and charges may include the following ; application fee, annual liquid trade waste fee, re-inspection fee, liquid trade waste usage charge, septic tank and pan waste disposal charge, excess mass charge, food waste disposal charge, non-compliance excess mass charge and non-compliance penalty .

4.2 Application Fee

The application fee recovers the cost of administration and technical services provided by Council in processing applications for approval to discharge liquid trade waste to the sewerage system. The application fee will be allocated on the basis of the category into which the discharger is classified and reflects the complexity of processing the application. Application fees will be set annually by Council.

4.3 Annual Liquid Trade Waste Fee

The purpose of this fee is to recover the cost incurred by Council for administration and the scheduled inspections each year to ensure a liquid trade waste discharger's ongoing compliance with the conditions of their approval.

As part of an inspection, Council or its agents may undertake monitoring of the liquid trade waste discharges from premises or business. Such monitoring may include but is not limited to, flow measurement and the sampling of the liquid trade waste. Where more than four instances of such monitoring is undertaken by Council, or its agents, in a financial year, the cost involved may be recovered from the discharger.

Annual liquid trade waste fees are proportionate to the complexity of their inspection and administration requirements. Annual liquid trade waste fees will be set by Council. Where the discharger is required to pay for monitoring this will be charged on the basis of full cost recovery.

4.4 Re-inspection Fee

Where non-compliance with the conditions of an approval has been detected and the discharger is required to address these issues, Council will undertake re-inspections to confirm that remedial action has been satisfactorily implemented. Council will impose a fee for each re-inspection. The re-inspection fee will be set annually by Council on the basis of full cost recovery. A re-inspection may include the monitoring of liquid trade waste discharges, the cost of which may be recovered from the discharger.

4.5 Liquid Trade Waste Usage Charge

The liquid trade waste usage charge is imposed to recover the additional cost of transporting and treating liquid trade waste from Category 2 dischargers.

Liquid Trade Waste Usage Charge (\$) = Q x \$X/kL.

Where Q = Volume (kL) of liquid trade waste discharged to sewer.

X= current a liquid trade waste usage charge outlined in Council's current Fees and Charges.

Note: As indicated on page 30 of the Water Supply, Sewerage and Trade Waste Pricing Guidelines, **existing** Category 2 dischargers who have **not** installed and maintained **appropriate** pre-treatment facilities will be required to pay a liquid trade waste usage charge outlined in Council's current Fees and Charges.

4.6 Septic and Pan Waste Disposal Charge

This charge is imposed to recover the cost of accepting and treating septic tank and pan waste.

Septic and pan waste disposal charge = $Q \times S/\text{kL}$

Where:

Q = Volume of waste water discharger to sewer.

S = Charging rate in \$/kL for portable toilet, septic tank effluent or septage as indicated in Council's Management Plan.

4.7 Excess Mass Charges

Excess mass charges will apply for substances discharged in excess of the deemed concentrations in domestic sewage shown in Table 5 below. For excess mass charge calculation, equation (1) below will be applied.

Table 5 – Deemed Concentration of Substances in Domestic Sewage

SUBSTANCE	CONCENTRATION (mg/L)
Biochemical Oxygen Demand (BOD ₅)	300
Suspended Solids	300
Total Oil and Grease	50
Ammonia (as Nitrogen)	35
Total Kjeldahl Nitrogen	50
Total Phosphorus	10
Total Dissolved Solids	1000
Sulphate (SO ₄ ²⁻)	50 [#]

[#] The concentration in the potable water supply to be used if it is higher than 50mg/L

NB. Substances not listed above are deemed not to be present in domestic sewage.

$$\text{Liquid Trade Waste Excess Mass Charge (\$)} = \frac{(S - D) \times Q \times U}{1,000} \quad (1)$$

Where S = Concentration (mg/L) of substance in sample.

D = Concentration (mg/L) of substance deemed to be present in domestic sewage.

Q = Volume (kL) of liquid trade waste discharged to the sewerage system.

U = Unit prices (\$/kg) for disposal of substance to the sewerage system.

Unit prices used in equation (1) for calculation of excess mass charges are as shown in Council Annual Management Plan.

If Council approves the acceptance limits for BOD higher than 600mg/L, an exponential type equation for calculations will be used for calculation of the unit price (\$/kg) as shown in equation (2) below. Equation (2) provides a strong incentive for dischargers to reduce the strength of waste. In addition, equation (5) will be used where the discharger has failed to meet their approved BOD limit on at least 2 instances in a financial year.

Equation for BOD > 600mg/L

$$U \text{ for BOD } (\$/\text{kg}) = 2C \times \frac{(\text{Actual BOD} - 300\text{mg/L})}{600\text{mg/L}} \times 1.05^{\frac{(\text{Actual BOD} - 600\text{mg/L})}{(600\text{mg/L})}} \quad (2)$$

Where C = the charge (\$/kg) for BOD₅ 600mg/L.

For example if C = \$0.54/kg, equation (2) would result in the following excess mass charges:

*For BOD₅ 600mg/L charge of \$0.54/kg
BOD₅ 1200mg/L charge of \$1.70/kg
BOD₅ 2400mg/L charge of \$4.38/kg*

In the case of pH:

Equation (3) is used for the waste with pH being outside the approved range. This equation provides an incentive for dischargers to apply appropriate pH correction so their waste remains within the approved pH limits. Where a large discharger fails to meet their pH limits on 2 or more occasions in a financial year, Council will require the discharger to install and permanently maintain a pH chart recorder or data logger as control of pH is critical to minimising odour and corrosion problems in the sewerage system.

Charge for pH where it is outside the approved range for the discharger.

$$\text{Charge for pH } (\$/\text{kL}) = K \times (\text{actual pH} - \text{approved pH})^* \times 2^{(\text{actual pH} - \text{approved pH})^*} \quad (3)$$

K= pH coefficient = 0.3 (2002/03\$) and needs to be adjusted in accordance with changes in the CPI.

** absolute value to be used.*

Example: Council has approved the pH range 8.0 to 9.0 for a large discharger generating high strength liquid trade waste in order to prevent corrosion and odour problems in the sewerage system.

Case 1: pH measured 7.0

$$\text{Charge } (\$/\text{kL}) = 0.3 \times [7 - 8] \times 2^{[7 - 8]} = \$0.6/\text{kL}$$

Case 2: pH measured 11.0

$$\text{Charge } (\$/\text{kL}) = 0.3 \times [11 - 9] \times 2^{[11 - 9]} = \$2.4/\text{kL}$$

4.8 Food Waste Disposal Charge⁴

Where Council has approved installation of a food waste disposal unit for a hospital, nursing home or other eligible facility, the following additional food waste disposal charge will be payable annually.

$$\text{Food Waste Disposal Charge (\$)} = B \times U_F$$

Where B = Number of beds in hospital or nursing home.

U_F = Annual unit price (\$/bed) for a food waste disposal unit at a hospital or nursing home.

Note: The recommended annual unit price is \$20/bed (2002/03\$).

4.9 Non-compliance Excess Mass Charges

Where a discharge quality fails to comply with the approved concentration limits of substances specified in Council's approval conditions (or the acceptance criterion listed in Council's liquid trade waste policy), Council incurs additional costs in accepting and treating that waste. Council may also face problems with the effluent and biosolids management.

In order to recover Council's costs for non-compliant excess mass charges, equation (4) shall apply, except for BOD where equation (5) overleaf shall apply.

Non-Compliance Excess Mass Charges (\$)

$$= \frac{(S - A) \times Q \times 2U}{1,000} + \frac{(S - D) \times Q \times U}{1,000} \quad (4)$$

Where:

S = Concentration (mg/L) of substance in sample.

A = Maximum concentration (mg/L) of pollutant as specified in Council's approval (or liquid trade waste policy).

Q = Volume (kL) of liquid trade waste discharged for the period of non-compliance.

U = Unit prices (\$/kg) for disposal of pollutant to sewerage system, as per Section 4.6.

D = Concentration (mg/L) of substance deemed to be present in domestic sewage.

Non-compliance excess mass charges for BOD will be calculated by using the unit price in (\$/kg) as shown in equation (5) below:

U for BOD non-compliance Excess Mass Charge

$$= 2C \times \frac{(A - 300\text{mg/L})}{600\text{mg/L}} \times 1.05 \frac{(A - 600\text{mg/L})}{600\text{mg/L}} + 4C \times \frac{(Actual\ BOD - A)}{600\text{mg/L}} \times 1.05 \frac{(Actual\ BOD - A)}{600\text{mg/L}} \quad (5)$$

⁴ For existing installations only. New installations are not permitted.

For example, if $C = \$0.54/\text{kg}$, BOD_5 measured level is 2400mg/L and the acceptance limit in Council's approval is 600mg/L , equation (5) would result in a non-compliance excess mass charge of $\$8.04/\text{kg}$.

The non-compliance excess mass charges shown above are in lieu of the excess mass charges in Section 4.6.

NB. Council will continue applying the above non-compliance excess mass charge until the quality of discharge complies with Council's approved quality (or the liquid trade waste policy) limits, within the time frame determined by Council for remedying the problem. If the discharger fails to rectify the problem within this time frame, the discharger may be required to cease discharging liquid trade waste into Council's sewerage system and may also be required to pay a 'non-compliance penalty' as indicated in the following section.

4.10 Responsibility for Payment of Fees and Charges

Property (land) owners are responsible for the payment of fees and charges for water supply, sewerage and liquid trade services provided by Council. This includes property owners of marina, caravan park, etc, if a dump point located at their premises is connected to the sewerage system. Where another party (lessee) leases premises, any reimbursement of the lessor (property owner) for such fees and charges is a matter for the lessor and the lessee.

Council will charge a septic waste disposal charge for services it provides to transporters of septic and pan waste tinkered and discharged to the sewerage system.

Table 6 - Summary of Liquid Trade waste Fees and Charges⁵

CHARGE CATEGORY	APPLICATION FEE	ANNUAL NON-RESIDENTIAL SEWERAGE BILL WITH APPROPRIATE SEWER USAGE CHARGE	ANNUAL LIQUID TRADE WASTE FEE	RE-INSPECTION FEE (when required)	LIQUID TRADE WASTE USAGE CHARGE/kL	SEPTIC WASTE DISPOSAL CHARGE	EXCESS MASS CHARGES	NON-COMPLIANCE EXCESS MASS CHARGES (if required)	NON-COMPLIANCE PENALTY (if required)
1	Yes	Yes	Yes	Yes	No	No	No	No	Yes
1A	Yes	Yes	Yes	Yes	No ⁶	No	No	No	Yes
2	Yes	Yes	Yes	Yes	Yes ⁷	No	No	No	Yes
2S	Yes	Yes	Yes	Yes	No	Yes ⁸	No	No	Yes
3	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes

NB. All dischargers of liquid trade waste to Council's sewerage system should be aware that they are subject to prosecution and imposition of fines under the Local Government Act 1993, the Protection of the Environment (Operations) Act 1997 and Regulations. In addition to fines, Council may recover costs of damages and fines incurred by Council as a result of an illegal liquid trade waste discharge.

Accounts for annual liquid trade waste fee will be forwarded as part of the general rate notice. Liquid trade waste usage charge will be on the water bill.

All other charges such as re-inspection fee, excess mass charge, will be forwarded by an account from Council. The amount thereof shall be a debt due by the owner and in the event of default, shall thereafter bear interest at such rate per centum by per annum as shall be fixed by Council resolution. The amount owing, including interest, shall be recoverable in the same manner as general rates and shall until paid, be a charge on the land, and in addition may be recovered as a debt from any subsequent owner.

⁵ In addition, a Food Waste Disposal Charge/bed will apply where Council has approved the use of an existing food waste disposal unit for a hospital, nursing home or other eligible facility (refer to Section 4.7).

⁶ A liquid trade waste usage charge, outlined in Council's Fees and Charges, will be applied for Category 1A dischargers and for Category 2 dischargers who have not installed or properly maintained appropriate pre-treatment equipment.

⁷ A liquid trade waste usage charge, outlined in Council's Fees and Charges, will be applied for Category 1A dischargers and for Category 2 dischargers who have not installed or properly maintained appropriate pre-treatment equipment.

⁸ Only applicable if the discharger has a dump point located at their premises which is connected to the sewerage systems.

4.11 Penalties

Any person committing a breach of this policy or who refuses or neglects to comply with any requirements therein contained or of any order given pursuant thereto, may be liable to a penalty as provided under Sections 626, 628, 634-639 of the Local Government Act, 1993 and the Protection of the environment Operations Act 1997, Section 120(1) (Pollution of any waters by a discharger who fails to comply with the conditions of approval for discharge of liquid trade waste to sewer).

Any person who fails to comply with an Approval will be subject to the terms of the Approval.

4.12 Non-compliance Penalty

The non-compliance penalty covers instances where Council may seek compensation for its costs relating to legal action, damage to infrastructure, incurred fines and other matters resulting from illegal, prohibited or unapproved liquid trade waste discharged to the sewerage system. Also included are fines under:

- 4.12.1 Protection of the Environment Operations Act 1997, section 120 (1) (Pollution of any waters by a discharger who fails to comply with the conditions of approval for discharge of liquid trade waste to sewer);
- 4.12.2 Local Government Act, 1993, section 627 (Failure to comply with an approval), section 628 (Failure to comply with an order). Non-compliance penalties will be pursued by legal action.

5. Monitoring

After discharge of an approved liquid trade waste has commenced, adherence to the conditions of discharge will be monitored. It is the owner/generators responsibility to ensure that both the quality and quantity of the waste discharged to sewer are in accordance with Council's requirements. Monitoring frequencies specified in such documents are minimum requirements only. They do not relieve the discharger from the responsibility of additional monitoring and/or remedial action should it be suspected that either the quantity or quality is not in accordance with Council's requirements.

In addition to the above, and to ensure compliance with Councils acceptance standards and the conditions of the Approval, authorised officers of Coffs Harbour City Council may enter premises to carry out inspections and collect samples for analysis. These rights will normally be outlined in the Approval. If more inspections and testing are required because of a breach of the Liquid Trade Waste Approval, these costs will be recovered from the holder of the approval.

Samples are to be collected and analysed in accordance with Standard Methods for Examination of Water and Wastewater (current edition APHA-AWWA-WPCF), and every effort is to be made to ensure that such samples truly represent the nature and extent of the discharge.

The most suitable location for monitoring the effluent is at the point of connection to the sewerage system. This will usually be an inspection chamber, shaft or boundary trap.

The discharger may need to install a suitable method of flow measurement.

Council may require the discharger to:

- Install a permanent primary measurement device;
- Measure the volume and flow rate using the permanently installed flow measurement system (such as a flow metering system); or
- Install a flow measurement device on a temporary basis and obtain enough data to determine a basis for assessing the flow rate and volume; and
- Provide a system which allows obtaining a flow weighted composite sample.

For small waste dischargers, usually a grab sample collected on a random basis is suitable to assess effluent quality. However, for large commercial or industrial premises, continual sampling of the discharge, linked to flow monitoring may be required. Composite samples may then be collected and the effluent quality determined in terms of concentration and total mass of contaminants. Approvals will normally specify the monitoring requirements for larger establishments.

For problem wastes such as those received from metal finishers, the Approval may place a limit on the total mass, instantaneous concentration and/or mean concentration of particular constituents of the discharge. Detailed monitoring may therefore be required by both the generator and Council to determine compliance for major industries.

6. Maintenance of Equipment

A person who discharges liquid trade waste into a sewer, pursuant to an Approval, shall, at all times and at the persons own expense, maintain and keep all pipes, equipment and apparatus used for conveyance, measurement, sampling and treatment of liquid trade waste in good repair, in a clean and efficient state and in proper and accurate working condition. The disposal of residue waste such as grease, oils and sludge must be carried out in accordance with the Local Council and Environmental Protection Authority requirements.

7. Modification and Revocation of Approvals

Council reserves the right to modify or revoke an approval to discharge liquid trade waste to the sewerage system in any of the following circumstances:

- If the approval was obtained by fraud, misrepresentation or concealment of facts;
- For any cause arising after the granting of the approval which, had it arisen before the approval was granted, would have caused the council not to have granted the approval;
- For failure to comply with a requirement made by or under the Local Government Act 1993 relating to a condition of the approval; or
- For failure to comply with a condition of the approval.

8. Prevention of Waste of Water

Water must be used efficiently and must be recycled where practicable. It is an offence under section 637 of the Local Government Act 1993 and its relevant regulation to waste or misuse water.

Dilution of liquid trade waste with water from any non-process source including Council's water supply, bore water, groundwater and/or stormwater as a means of reducing pollutant concentration is therefore strictly prohibited.

9. Effluent Improvement Plans

Where the existing liquid trade waste discharged does not meet Council's requirements, the applicant may be required to submit an 'effluent improvement plan' setting out how Council's requirements will be met. The proposed plan must detail the methods/actions proposed to achieve the discharge limits and a timetable for implementation of the proposed actions. Such actions may include more intensive monitoring, improvements to work practices and/or pre-treatment facilities to improve the effluent quality and reliability.

10. Due Diligence Programs and Contingency Plans

For Concurrence Classification A, a discharger is not required to submit either a due diligence program or a contingency plan.

A discharger may be required to submit a due diligence program and a contingency plan for Concurrence Classification B or Classification S where it is considered that the discharge may pose a potential threat to the sewerage system. If required a due diligence program and contingency plan must be submitted to Council within six months and three months respectively of receiving a liquid trade waste approval.

For Concurrence Classification C, a discharger must provide a due diligence program and contingency plan to Council within six months and three months respectively of receiving a liquid trade waste approval.

It should be noted that:

- 10.1** If the discharger has an accredited environmental management system in place, a due diligence program and contingency plan will not be required. However, proof of accreditation must be provided to Council with the application.
- 10.2** Where Council considers there is potential risk to the sewerage system from a discharge, it may request a due diligence program and contingency plan be submitted prior to commencing the discharge.

11. Schedule A – Guideline Limits for Acceptance of Liquid Trade Waste into Sewers

While variations to the following standards may be considered under special circumstances, those set out below may be taken as a general guide to requirements which will be specified under most circumstances.

Parameters	Limits
1. Flow rates	The maximum daily and instantaneous rate of discharge (kL/hr. or L/sec.) is set on the available capacity of the sewer. Larger dischargers are required to provide a balancing tank to even out the load on the sewage treatment works.
2. BOD5 and Suspended Solids	Normally approved at 300mg/L each. Where there is sufficient capacity at the sewage treatment works or sufficient dilution in the receiving sewer, up to 600mg/L may be accepted. Higher concentrations may be acceptable for low mass loading if the treatment works is not overloaded and odour would not be a problem.
3. COD	Normally not to exceed BOD by more than three times. This ratio is given as a guide only to prevent the discharge of non- biodegradable waste.
4. Temperature	Less than 38°C.
5. Ph	Within the range of 7.0 to 9.0.
6. Oil and Grease	100mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works and 50mg/L if the volume is greater than 10%.
7. Detergents	All industrial detergents are to be biodegradable. A limit on the concentration of 50mg/L (as MBAS) may be imposed for manufacturers using surfactants in their processes.
8. Colour	No visible colour when waste is diluted to the equivalent dilution afforded by domestic sewage flow.
9. Dissolved Solids	Concentration to be less than 4000 mg/L.
10. Radioactive substances	Discharge to comply with Radiation Control Act, 1990

Parameters	Limits	
11. Heavy metals and other substances		
a) Heavy Metals	Maximum Concentration	Daily Mass Limit (g/day)
Aluminium	100 mg/L	
Cadmium	2 mg/L	6
Chromium*	5 mg/L	15
Cobalt	5 mg/L	15
Copper	5 mg/L	15
Iron	100 mg/L	
Lead	2 mg/L	6
Manganese	10 mg/L	30
Mercury	0.02 mg/L	0.05
Molybdenum	10 mg/L	30
Nickel	5 mg/L	15
Selenium	5 mg/L	15
Silver#	2 mg/L	6
Tin	5 mg/L	15
Zinc	5 mg/L	15

Total heavy metals excluding aluminium, iron, manganese and molybdenum, to be less than 30 mg/L, and may be subject to total mass loading requirements.

* Where hexavalent chromium (Cr^{6+}) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr^{3+}), prior to discharge into the sewer. Discharge of hexavalent chromium (Cr^{6+}) from chromate compounds used as corrosion inhibitors in cooling towers is not permitted.

This limit is applicable to large dischargers. The concentration of silver in photo processing waste where a balancing tank is provided is not to exceed 5 mg/L.

Parameters	Limits
b) Other Substances	Maximum Concentration
Ammonia (as N)	50 mg/L
Arsenic	1 mg/L
Benzene	0.1 mg/L
Benzene, Toluene, Ethyl benzene, Xylene (BTEX)	1 mg/L
Boron	25 mg/L
Bromine	5 mg/L
Chlorine	10 mg/L
Cyanide	5 mg/L
Fluoride	20 mg/L
Formaldehyde *	50 mg/L

Parameters		Limits
	Pesticides- general -organophosphate -organochlorine	0.1 mg/L nil nil
	Phenolic compounds (except pentachlorophenol)	
	Petroleum Hydrocarbon (non- flammable)	30 mg/L
	Phenolic compounds	10 mg/L
	Polynuclear Aromatic Hydrocarbons (PAHs)	5 mg/L
	Nitrogen (total Kjeldahl)	100 mg/L
	Sulphate	100 mg/L
	Sulphide	1 mg/L
	Sulphite	15 mg/L
	Total Phosphorus	20 mg/L

*The acceptance of chemical toilet waste which contains formaldehyde will be assessed on the available dilution in the sewerage system.

12. Schedule B – Substances Excluded from the Sewerage System

- organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances;
- organophosphorus pesticides and/or waste arising from the preparation of these substances;
- any substances liable to produce noxious or poisonous vapours in the sewerage system;
- organic solvents and mineral oil;
- any flammable or explosive substance;
- discharges from 'Bulk Fuel Depots';
- chromate from cooling towers;
- natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions;
- rain, surface, seepage or subsoil water, unless specifically permitted;
- solid matter;
- any substance assessed as not suitable to be discharged into the sewerage system;
- waste liquids that contain pollutants at concentrations which inhibit the sewage treatment process – refer Guidelines for Sewerage Systems: Acceptance of Liquid Trade Waste (Industrial Waste) (ARMCANZ/ANZECC, 1994); and
- any other substances listed in a relevant regulation.

13. Definitions

Here is the meaning of some terms used in the Guidelines:

Term	Definition
Approved	Means approved by Council.
Assumed Concurrence	Council may apply to the Department of Water & Energy (DWE) for delegation to assume concurrence for Classification B or Classification S activities. If granted, Council will no longer need to forward such applications to DWE for concurrence.
Biochemical Demand (BOD ₅)	Oxygen Biochemical Oxygen Demand of BOD ₅ is defined as the amount of oxygen utilised by micro-organisms in the process of decomposition of organic material in wastewater over a period of 5 days at 20°C. In practical terms, BOD is a measure of biodegradable organic content of waste.
Biosolids	Primarily organic solid product produced by sewage processing. Until such solids are suitable for beneficial use, they are defined as wastewater solids or sewage sludge.
Chemical Oxygen Demand (COD)	This is a measure of oxygen to oxidise organic matter in wastewater by a strong chemical oxidant. COD is a measure of the total organic content both biodegradable and refractory.
DWE Concurrence	Is required before a council may approve an application for the discharge of liquid trade waste or septic tank and pan waste to the sewerage system. It is a requirement under Section 90(1) of the Local Government Act that Council obtain the written concurrence of the Director-General of the Department of Water & Energy, (DWE) prior to approving such waste to be discharged to the Council's sewerage system.
Domestic Sewage	The water borne waste derived from human origin, comprising faecal matter, urine and liquid household wastes from water closet pans, sinks, baths, basin and similar fixtures designed for use in private dwellings, but excludes septic waste and pan contents.
Effluent	The liquid discharged following a wastewater treatment process.
Generator	Any person, company or body whose activity produces or has the potential to produce liquid trade waste.
Heavy Metals	Metals of high atomic weight. In high concentrations these can exert a toxic effect.
Industrial Discharges	Industrial liquid trade waste is defined as liquid waste generated by industrial or manufacturing processes. For the purpose of this Policy, most of the processes defined in Concurrence Classification C are industrial discharges
Liquid Trade Waste	Liquid trade waste means all liquid waste other than sewage of a domestic nature.
Mandatory Concurrence	For the liquid waste in Classification C, councils will need to obtain concurrence from DWE on each occasion.

Term	Definition
pH	This is a measure of acidity or alkalinity of an aqueous solution. pH 7 is neutral, below 7 is acidic and above is alkaline.
Prescribed Pre-treatment Equipment	Is defined as standard non-complex equipment used for pre-treatment of liquid trade waste, eg. a grease arrestor, an oil arrestor/separator, solids arrestor, cooling pit (refer to Table 7 of Liquid Trade Waste Management Guidelines, DWE, 2005).
Pre-treatment Facilities	Means any apparatus or equipment used to modify the characteristics of an effluent prior to its discharge into a sewer and includes grease traps, oil separators, dilution pits, filters etc.
Prohibited Substance	Means substances which may not be discharged to a sewer owned or operated by Council without the prior written permission of Council. A list of such substances is attached to this document as Schedule B.
Sewage	Includes all faecal matter, urine, household slops, and household liquid refuse.
Sewage of Domestic Nature	Includes human faecal matter and urine and waste water associated with ordinary kitchen, laundry and ablution activities of a household, but does not include waste in or from a sewage management facility.
Sewage Management Facility	A human waste storage facility or a waste treatment device intended to process sewage and includes a drain connected to such a facility or device.
Sewer	Means any conduit vested in Council for the carriage of sewage and includes pumping stations connected therewith.
Sewerage System	Includes all sewers, appliances, plant, machinery, and any other sewerage works of Council.
Sludge	The solids which are removed from wastewater or liquid trade waste by treatment.
Standard Methods	Means 'Standard Methods of Examination of Water and Wastewater' as published jointly by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.
Suspended Solids	Suspended Solids refer to the insoluble solid matter suspended in wastewater that can be separated by laboratory filtration and is retained on a filter.
Trade Waste	Means liquid trade or factory wastes, or chemicals or other impurities from any business, trade or manufacturing premises other than domestic sewage, stormwater or unpolluted water.

14. References

NSW Office of Water – Liquid Trade Waste Regulation Guidelines 2009, "2005 Model Policy".

Purpose:

To seek Council approval to adopt and exhibit "Coffs Harbour Strategic Business Plans for Water and Sewerage March 2012" and "Drought Management Plan March 2012" (appended).

Description of Item:

Council, as a water supply authority, is required to comply with the NSW Government's Best Practice Management of Water and Sewerage requirements.

The plans which are the subject of this report are the key planning document for a water authority and will ensure Council's Best Practice status.

This enables Council to maximise State Government Grant funding for water and sewerage projects as well as streamline management and efficiency of our operations.

Key elements of the plan are:

1. Operating Environment Review
 Institutional Arrangements, Legislative Framework and Statutory/Regulatory
 Obligations Situation Analysis and Growth Projections
 2. Mission Statement.
 3. Levels of Service
 4. Service Delivery
 5. Customer Service Plan
 Review of Levels of Service
 Areas Serviced
 Demand Management
 Pricing and Regulation of Services
 Customer and Community Involvement
 Environment Protection and Sustainable Development
 6. Total Asset Management Plan
 Operation Plan, Maintenance Plan and Capital Works Plan
 7. Work Force Plan
 8. Financial Plan
 Projections of Revenue, Expenditure, Total Borrowings, annual Financial Statements
 Typical Residential Bill
 Projected Principal Performance Indicators
 9. Annual Performance Monitoring
 TBL Performance Report (from NSW Office of Water)
 Action Plan to Council.
- Appendix A - Input to Council's:
 Community Strategic Plan
 4-Year Delivery Program and Annual Operational Plan
 Annual Report
- Other Appendices as required

Cont'd

Overview of Other Key Activities:

- Integrated water cycle management.
- Security of Water Supply
- Environmental management.
- Demand management.
- Drought management.

Sustainability Assessment:

- **Environment**

This is one of the key functions in the plans.

- **Social**

Quality water and sewerage services are essential for our community.

- **Civic Leadership**

Best practice status ensures Council remains at the forefront in the provision of water and sewerage services.

Coffs Harbour 2030 PL 1.2 "*Provide infrastructure that supports sustainable living*".

- **Economic**

Broader Economic Implications

The subject plans are consistent with Council's long term financial plans.

Delivery Program/Operational Plan Implications

There is no impact on these plans.

Consultation:

Extensive consultation was undertaken with relevant Council departments, especially Finance which is a key part of the plan.

The NSW Office of Water has also been consulted.

Statutory Requirements:

The plans fulfill Council's requirements in this regard.

Cont'd

Issues:

These plans, once adopted, will ensure Council achieves NSW Government Best Practice management for water and sewerage.

Implementation Date / Priority:

The plans are currently being reviewed by the NSW Office of Water. Council has been verbally advised that the plans are satisfactory and no major changes are envisaged.

Recommendation:

That Council adopt the Coffs Harbour City Council Strategic Business Plans for Water and Sewerage, March 2012 and Coffs Harbour City Council Drought Management Plan and that they be exhibited on Council's website.

**Ben Lawson
Director
City Services**

QUESTIONS ON NOTICE

QON12/5 SECTION 94 FUNDS AT CORINDI BEACH

Purpose:

Councillor John Arkan asked the following questions:

Are there any section 94 funds held / available at Corindi Beach?

If there are, are there any plans for these funds to be used on improving the existing playgrounds/parks for the kids?

Staff Comment:

In 2008 Council undertook extensive community consultation to determine what Section 94 funds should be spent on. As a result of this a works program was formulated and the following works carried out:

- Construction of skate park \$200,000
- Construction of playground and landscaping in Niland Street \$141,000
- Footpath/Cycleway constructed along the entire Pacific Street circuit of the village. \$309,000.

Expenditure of approximately \$650,000 on these works exhausted all funds held at that time.

Hence the playground is relatively new. There is also a playground in the foreshore reserve which is on Crown land and not under Council's control.

Subsequent to this the completion of the Corindi Beach Estate development resulted in additional contributions being received and Council is now holding approximately \$370,000 in Section 94 funds for community infrastructure within the Corindi area. The exact nature of this community infrastructure is not specified in the contributions plan.

Further works are being considered in line with the outcomes of the community consultation and also recent discussions with the Corindi Community Group Inc.

Some options being considered are tennis court improvements and additional pathway / cycleway construction.

A works program will be the subject of a Council report in the near future following which the funds will be expended on specific community infrastructure.

QON12/6 PLANS REGARDING SALE OF COUNCIL ASSETS

Purpose:

Councillor John Arkan asked the following questions:

Has Council any plans under consideration with a view to selling some Council assets, for example, Council owned property at Sandy Beach, Morgans Road reuse farm?

Can Council have a report on this?

Staff Comment:

Council staff are currently preparing a subdivision application to realign the boundaries of the existing two lots which comprise Morgans Road Farm into three different lots which align with the current business operations and land uses of the property including a separate lot for the existing reservoir. There is no immediate proposal to sell off all or part of the property. If there was such a proposal in the future, a report would be prepared to obtain Council's approval of any disposal.