



Coffs Harbour City Council

03 October 2012

ORDINARY MEETING

The above meeting will be held in the Council Chamber, Administration Building, corner Coff and Castle Streets, Coffs Harbour, on:

THURSDAY, 11 OCTOBER 2012

The meeting commences at **5.00pm** and your attendance is requested.

AGENDA

1. Opening of Ordinary Meeting
2. Acknowledgment of Country
3. Disclosure of Interest
4. Apologies
5. Public Addresses / Public Forum
6. Mayoral Minute
7. Mayoral Actions under Delegated Authority
8. [Confirmation of Minutes of Ordinary Meeting – 23 August 2012](#)
9. Notices of Motion
10. [General Manager's Reports](#)
11. [Consideration of Officers' Reports](#)
12. Requests for Leave of Absence
13. Matters of an Urgent Nature
14. [Questions On Notice](#)
15. Consideration of Confidential Items (if any)
16. Close of Ordinary Meeting.

Steve McGrath
General Manager



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

11 October 2012

GENERAL MANAGER'S REPORTS

- GM12/26 ELECTION OF DEPUTY MAYOR
- GM12/27 REVIEW OF S355 / 377 COMMITTEES
- GM12/28 NOTICE OF DRAFT POLICY TO BE PLACED ON PUBLIC EXHIBITION - COUNCILLOR EXPENSES AND FACILITIES POLICY
- GM12/29 2012 LOCAL GOVERNMENT ASSOCIATION CONFERENCE - VOTING DELEGATES FROM CHCC

LAND USE HEALTH & DEVELOPMENT DEPARTMENT REPORTS

- L12/25 DRAFT CLASS 5 VEGETATION MAPPING FOR THE COFFS HARBOUR LOCAL GOVERNMENT AREA
- L12/26 THE COFFS JALIIGIRR PROJECT

CORPORATE BUSINESS DEPARTMENT REPORTS

- CB12/83 FINANCIAL RESULT FOR YEAR ENDED 30 JUNE 2012
- CB12/84 RELEASE OF RESTRICTION ON USE FOR A BUILDING ENVELOPE OVER LOT 561 DP 1152205, CABBAGE PALM ROAD, BONVILLE
- CB12/85 PROPERTY ACQUISITION - PART LOT 70 DP 1104413 PEARCE DRIVE COFFS HARBOUR
- CB12/86 HOCKEY COFFS COAST – APPLICATION FOR A LOAN
- CB12/87 BUSINESS IMPROVEMENT AND DEVELOPMENT STUDY TOUR

CITY SERVICES DEPARTMENT REPORTS

- CS12/31 TRAFFIC COMMITTEE REPORT NO. 3/2012
- CS12/32 PACIFIC HIGHWAY RENAMING CONSULTATION
- CS12/33 ROAD NAMING PROPOSAL - MACKAYS ROAD, COFFS HARBOUR

CONFIDENTIAL ITEMS

The following items either in whole or in part may be considered in Closed Meeting for the reasons stated:

- CON12/1 TENDER RFT-531-TO, 2012/14 SUPPLY & DELIVERY OF BITUMEN EMULSION
- CON12/2 TENDER RFT-551-TO UNDERGROUND STORAGE TANKS AT PUMP STATION 7, ARTHUR ST, COFFS HARBOUR
- CON12/3 TENDER RFT-554-TO AIRPORT CONSULTANCY SERVICES, DESIGN, PLANNING & CONSTRUCTION SUPERVISION, COFFS HARBOUR AIRPORT RUNWAY RESURFACING
- CON12/4 TENDER WASTE, GREEN WASTE AND RECYCLABLES COLLECTION - COFFS COAST STATE PARK TRUST AND WOOLGOOLGA BEACH RESERVE TRUST - CONTRACT NO RFT-547-TO
- CON12/5 TENDER SUPPLY OF DUCTILE PIPE AND VARIOUS WATER SERVICE FITTINGS - CONTRACT NO RFT-550-TO
- CON12/6 ASSIGNMENT OF LEASE - CONSENT TO ASSIGNMENT OF LEASE OF KIOSK B, CITY SQUARE, BEING LOT 14 IN DEPOSITED PLAN 1031722 AND EXECUTION OF DEED OF ASSIGNMENT OF LEASE DOCUMENTS UNDER COMMON SEAL OF COUNCIL

A portion of these reports are confidential for the reason of Section 10A (2):

- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret.

and in accordance with Section 10A (1) the meeting may be closed to the public.

QUESTION ON NOTICE

- QON12/10 UPDATE OF COUNCIL'S INVESTMENTS



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
23 AUGUST 2012

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COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

23 AUGUST 2012

Present: Councillors K Rhoades (Mayor), J Arkan, J Bonfield, R Degens, M Graham, K Hines, D Knight, W Palmer and P Templeton.

Staff: General Manager, Director Corporate Business, Director of City Services, Executive Manager Strategy and Sustainability, Property Manager, Project Manager Land Use Assessment and Executive Assistant

We respectfully acknowledge the Gumbayngirr Country and the Gumbayngirr Aboriginal peoples who are traditional custodians of the land on which we meet and their Elders both past and present.

The Mayor reminded the Chamber that the meeting was to be recorded, and that no other recordings of the meeting would be permitted.

The meeting commenced at 5.00pm with the Mayor, Cr K Rhoades in the chair.

DISCLOSURE OF INTEREST

208 RESOLVED (Palmer/Bonfield) that the following disclosure be received and noted as follows:

Councillor	Item	Type of Interest
Cr J Arkan	CB12/82 - Assignment of Lease - Consent to Assignment of Lease of Kiosk B, City Square, being Lot 14 in Deposited Plan 1031722 and Execution of Deed of Assignment of Lease Documents under Common Seal of Council.	Pecuniary

PUBLIC ADDRESS

Time	Speaker	Item
5.00pm	Rod McKelvey	CS12/28 - Pacific Highway Sapphire to Woolgoolga - Service Road
5.05pm	Echah Wright	L12/25 - Development Application 0217/12 - Restaurant - Lot 1 DP 1128964, 2 Mullaway Drive, Mullaway
5.10pm	Shaun Lawer, GHD	L12/25 - Development Application 0217/12 - Restaurant - Lot 1 DP 1128964, 2 Mullaway Drive, Mullaway

CONFIRMATION OF MINUTES

- 209 RESOLVED** (Arkan/Hines) that the minutes of the Ordinary meeting held on 9 August 2012 be confirmed as a true and correct record of proceedings.

Councillor Palmer made a presentation to Mayor Rhoades on behalf of the Local Government Aboriginal Network. Cr Rhoades was chosen as Councillor of the year in recognition of his work carried out on behalf of the Aboriginal Network.

NOTICE OF MOTION

NOM12/7 FUTURE DIRECTION OF THE HARBOUR AND FORESHORES

MOVED (Degens/Templeton) that Council conduct investigation into the following matters to shed light into future directions for the foreshores and the harbour itself.

1. That a series of options leading to the opening up and creation of views towards the wooden jetty and harbour be drafted in the form of schematic diagrams for deliberation. That these options include the notion that some of the vegetation be thinned, or completely removed in some sections, with an overall concept of retaining as much vegetation as possible, while delivering sea views of greatest value.
2. That council establish with local business interested in using the harbour for commercial purposes, short medium and long term preferred directions that will assist the long term security of these businesses.
3. That council liaise with local businesses to discuss the feasibility for the incorporation of a small scale shipping port to be considered as a possibility in the future redevelopment for the Port of Coffs Harbour in addition to its role as a tourist destination and open sea access point among other uses and report back to council.
4. That suggestions by local community/business groups to maximize possible opportunities arising from the current upgrading of the southern break wall be added to the report.

AMENDMENT

- 210 RESOLVED** (Bonfield/Graham) that this item be brought to the attention of the new Council and that the new Council is fully briefed on the history and current discussions.

The **AMENDMENT** on being put to the meeting was **CARRIED**. It then became the **MOTION** and on being put to the meeting was **CARRIED**.

CITY SERVICES DEPARTMENT REPORT

CS12/28 PACIFIC HIGHWAY SAPPHIRE TO WOOLGOOLGA - SERVICE ROAD

To consider draft assessments from Roads and Maritime Services (formerly Roads and Traffic Authority) for the review of speed zones associated with the Sapphire to Woolgoolga Pacific Highway Upgrade, and consider recommendations from the Sapphire to Woolgoolga Cycleway Focus Group.

211 RESOLVED (Rhoades/Graham) that Council in relation to the Pacific Highway Sapphire to Woolgoolga project:

1. Seek commitment from Roads and Maritime Services to provide a continuous separated shared pedestrian/cycle path for the Sapphire to Arrawarra Service Road.
2. Seek commitment from Roads and Maritime Services to reconfigure the lane and shoulder widths of the Service Road to match Manning River Drive (Old Pacific Highway) Taree as provided by the RTA in 2001 (similar to Council's construction on Hogbin Drive north of Harbour Drive).
3. Recommends a posted 60kph speed for the Sapphire to Arrawarra Service Road.
4. Seek commitment from Roads and Maritime Services to refer the proposed speed zones for the Pacific Highway Sapphire to Arrawarra Service Road to the Local Traffic Committee for assessment by Council, Police and public transport operators.

LAND USE HEALTH & DEVELOPMENT DEPARTMENT REPORT

L12/25 DEVELOPMENT APPLICATION 0217/12 – RESTAURANT – LOT 1 DP 1128964, 2 MULLAWAY DRIVE, MULLAWAY

This report describes Development Application 0217/12 for a restaurant at Lot 1, DP 1128964, 2 Mullaway Drive, Mullaway.

212 RESOLVED (Bonfield/Templeton):

1. That Development Application 0217/12 for a restaurant at Lot 1 DP 1128964 at 2 Mullaway Drive, Mullaway be approved subject to conditions attached to this report (Appendix B)
2. That those persons who lodged submissions on this Development Application be informed of Council's decision.

L12/25 - Development Application 0217/12 - Restaurant - Lot 1 DP 1128964, 2 Mullaway Drive, Mullaway (Cont'd)

AMENDMENT

MOVED (Degens/Graham) that this development be deferred to the new Council and that a briefing be arranged for Councillors.

The **AMENDMENT** on being put to the meeting was **LOST**.

VOTED FOR

Cr M Graham
Cr R Degens

VOTED AGAINST

Cr P Templeton
Cr K Hines
Cr D Knight
Cr J Bonfield
Cr W Palmer
Cr J Arkan
Cr K Rhoades

The **MOTION** on being put to the meeting was **CARRIED**.

VOTED FOR

Cr P Templeton
Cr K Hines
Cr D Knight
Cr J Bonfield
Cr W Palmer
Cr J Arkan
Cr K Rhoades
Cr P Templeton
Cr K Hines

VOTED AGAINST

Cr M Graham
Cr R Degens

GENERAL MANAGER'S REPORT

GM12/24 2030 END OF TERM REPORT

To provide a report on Council's progress in implementing the *Coffs Harbour 2030* Community Strategic Plan during its current term in office.

- 213 RESOLVED** (Arkan/Palmer) that Council adopt the 2030 End of Term Report, covering the period July 2010 to August 2012, as separately appended to this report.

Councillor Hines left the meeting, the time being 6.31pm.

GM12/25 OPERATIONAL PLAN REPORTING FOR THE QUARTER ENDED 30 JUNE 2012

To report on the progress of implementation of Council's 2011/2012 Operational Plan.

- 214 RESOLVED** (Templeton/Knight) that Council:
1. Notes the operational status of Budget Programs for the quarter ended 30 June 2012, as outlined in the body of this report.
 2. Continues to monitor its performance with a view to improving service delivery.

Councillor Hines returned to the meeting, the time being 6.33pm.

CITY SERVICES DEPARTMENT REPORTS

CS12/29 COASTAL ZONE MANAGEMENT PLAN FOR BOAMBEE / NEWPORTS ESTUARY

The purpose of this report is to have the 'Coastal Zone Management Plan for Boambee/ Newports Estuary' adopted by Council.

- 215 RESOLVED** (Arkan/Palmer) that Council adopts the Coastal Zone Management Plan for Boambee/ Newports Estuary as separately appended.

CS12/30 COMMITTEE MEMBERSHIP - BAYLDON AND EASTERN DORRIGO

To recommend to Council appointment of community members to facility management committees.

216 RESOLVED (Arkan/Templeton) that the following committee members nominations be appointed to the relevant committees:

- Bayldon Community Centre Management Committee
Mr Alex Pearson and Ms Lynette Smith
- Eastern Dorrigo Showground and Community Hall Management Committee
Ms Tania Tibbits

LAND USE HEALTH & DEVELOPMENT DEPARTMENT REPORT

L12/24 NSW PLANNING SYSTEM REVIEW - GREEN PAPER

The purpose of this report is to:

1. Provide Council with an update on the NSW Government's NSW Planning System Review and Green Paper; and
2. Seek Council's endorsement of the attached submission to the review.

217 RESOLVED (Graham/Knight) that Council:

1. Note the information provided in this report which provides an update on the NSW Government's NSW Planning System Review Green Paper.
2. Endorse the attachment of this report as a submission to the NSW Government's NSW Planning System Review Green Paper.
3. Notes that additional information may be appended to this endorsed submission following the Workshop Forum to be held in late August 2012.
4. That Council write to the Minister for Planning and Infrastructure and the Premier requesting a significant extension to the submission period to allow newly elected Councillors involvement in this important strategic exercise.

CORPORATE BUSINESS DEPARTMENT REPORTS

**CB12/74 2012/13 FINANCIAL ASSISTANCE GRANT NEGATIVE
ADJUSTMENT**

The objective of this report is to advise Council of the reduction in the Financial Assistance Grant funds expected for the 2012/13 financial year.

218 RESOLVED (Palmer/Arkan):

1. That Council note the advice from the Local Government Grants Commission that the 2012/2013 Commonwealth Financial Assistance Grant is foreshadowed to be \$277,936 less than the projection contained in Council's 2012/13 Management Plan.
2. That Council makes representations to the Commonwealth Minister for Regional Australia, Regional Development and Local Government, the Hon Simon Crean MP, about the foreshadowed loss of revenue and its impact on this Council.
3. That Council includes this adjustment in the budget review for the September quarter 2012. By this time Council will know its actual results for 2011/12.

**CB12/75 REVISED MASTER PLAN FOR WEST WOOLGOOLGA SPORTS
COMPLEX AND COMMENCEMENT OF WORKS ON THE SITE**

To seek endorsement of the revised West Woolgoolga Sports Complex field layout and Master Plan and to commence works associated with the first stage of the development.

219 RESOLVED (Arkan/Palmer):

1. That Council approve the modified West Woolgoolga Sports Complex layout and Master Plan and amend the Sports Facility Plan in accordance with the plans attached to the report.
2. That Council approve commencement of the works associated with the first stage of the development utilizing available Section 94 funds as described in the report.
3. That Council note the need to allocate \$11,000 for maintenance within the 2013/14 Delivery Plan.

CB12/76 PROPOSED LICENCE – BAKKER DRIVE RESERVE, BONVILLE

Report on the outcome of the public exhibition of the proposal to grant a three year licence (incorporating a further 12 month trial period) for Equestrian Club activities at the Bakker Drive Reserve.

220 RESOLVED (Templeton/Hines):

1. That Council approve the grant of a licence in accordance with the general terms and conditions as indicated in the body of the report and the attachments to the Bonville Valley Equestrian Club in respect of Part Lot 35 DP 825229 (Bakker Drive Reserve) and being generally that area shown as Lot 1 on the plan attached to this report at Annexure C.
2. That a précis of the outcome of the further trial 12 month period for the licence of Part Bakker Drive Reserve to the Bonville Valley Equestrian Club be e-mailed to Councilors for their information.
3. That Council inform each party that made a submission of Council's decision.

CB12/77 ACQUISITION OF LAND HOYS ROAD, MOONEE – PROCEDURAL AMENDMENT TO EXISTING RESOLUTION

To approve a minor procedural amendment to an existing Council resolution in relation to the proposed compulsory acquisition of land at Hoys Road, Moonee.

- 221 RESOLVED** (Templeton/Hines) that Council make application to the Department of Local Government seeking the Minister's approval to make a recommendation to the Governor for the Governor's consent to place an acquisition notice in the Gazette to acquire Lot 9 DP 1140702 Hoys Road, Moonee by compulsory process under the Land Acquisition (Just Terms Compensation) Act, 1991.

CB12/78 TENDER: PROVISION OF CONSULTANCY SERVICES – COFFS HARBOUR CBD MASTER PLAN – CONTRACT NO RFT-548-TO

To report to Council on tenders received for the provision of consultancy services for the preparation of Coffs Harbour CBD Master Plan Contract RFT-548-TO, and to gain Council approval to accept a tender.

222 RESOLVED (Hines/Knight):

1. That, subject to a satisfactory financial report, Council accept the tender of Roberts Day Pty Limited, ABN 53 667 373 703, for the lump sum amount of \$228,833.00 inclusive of GST, for Contract No RFT-548-TO Provision of Consultancy services on the basis that:
 - a) The tender is the most advantageous tender following the application of Council's Tender Value Selection System and presentation by the top two tenderers.
 - b) The Tenderer has the necessary experience in similar works and its ability and performance are satisfactory.
2. That Council approve a 15% contingency for the preparation of the plan.
3. That the contract documents be executed under the common seal of Council.

CB12/79 LEASE - WOOLGOOLGA ART GALLERY AT 73 TURON PARADE, WOOLGOOLGA TO THE WOOLGOOLGA ART GROUP INCORPORATED - EXECUTION OF LEASE DOCUMENTS UNDER COMMON SEAL OF COUNCIL

Seeking authority for the execution of a lease between Coffs Harbour City Council as the registered proprietor of the land known as 73 Turon Parade and more particularly as the Woolgoolga Art Gallery to the Woolgoolga Art Group under the common seal of Council.

223 RESOLVED (Hines/Knight):

1. That Council as registered proprietor of Lot 682 in DP 618948 and Lot 683 in DP 703342 known as the Woolgoolga Art Gallery (the demised premises) authorise the lease of the Demised Premises to the Woolgoolga Art Group Incorporated for a period of 10 years with an option for a further ten years and with a commencing rent not less than the Statutory Crown Minimum Rent.
2. That Council's seal be affixed to the lease of Lot 682 in DP 618948 and Lot 683 in DP 703342 and known as the Woolgoolga Art Gallery to the Woolgoolga Art Group Incorporated and all other documents required to give effect to the lease agreement.

CB12/80 LEASE - HANGAR SITE, 69 AVIATION DRIVE, COFFS HARBOUR AIRPORT, LOT 1 DP 747942 - EXECUTION OF LEASE DOCUMENTS UNDER COMMON SEAL OF COUNCIL

Seeking authority for the execution of a lease between Coffs Harbour City Council as the registered proprietor of the land known as 69 Aviation Drive Coffs Harbour Airport, being Lot 1 in DP 747942 to Alan Kneale Electrical Pty Limited under the Common Seal of Council.

224 RESOLVED (Hines/Knight):

1. The Council as registered proprietor of 69 Aviation Drive, Coffs Harbour Airport being Lot 1 in DP 747942 (the demised premises) authorize the lease of the demised premises to Alan Kneale Electrical Pty Limited for a period of 5 (five) years and an option for a further 5 (five) years and subject to the terms and conditions contained in this report and the attached confidential annexure.
2. That any necessary documents required to give effect to the lease of 69 Aviation Drive, Coffs Harbour Airport being Lot 1 in DP 747942 to Alan Kneale Electrical Pty Limited be executed under the common seal of Council.

CB12/81 CROWN LAND LICENCE - SAWTELL TENNIS COURTS, LYONS ROAD, SAWTELL BEING PART CROWN RESERVE 81703 TO SAWTELL TENNIS CLUB INCORPORATED - EXECUTION OF LICENCE DOCUMENTS UNDER COMMON SEAL OF COUNCIL

Seeking authority for the execution of a Licence between Coffs Harbour City Council in its capacity as the Corporate Manager of the Coffs Coast State Park Trust of the land known as the Sawtell Tennis Club Complex and being part of Crown Reserve No 81703 for Public Recreation and Resting Place under the Common Seal of Council.

225 RESOLVED (Hines/Knight):

1. That Council as the Corporate Manager of the Coffs Coast State Park Trust as Trustee of Reserve 81703 authorise the licence of Part Reserve 81703 being the Sawtell Tennis Complex, Lyons Road, Sawtell (the demised premises) to the Sawtell Tennis Club Incorporated Y0491233 for a period of five years and subject to the terms and conditions contained in this report and confidential annexure.
2. That any necessary documents required to give effect to the licence of Part Reserve 81703 being the Sawtell Tennis Complex of Lyons Road, the Sawtell Tennis Club Incorporated Y0491233, be executed under the common seal of Council.

Councillor Arkan declared an interest in the following item, vacated the Chamber and took no part in the discussion or voting, the time being 6.47pm.

CB12/82 ASSIGNMENT OF LEASE - CONSENT TO ASSIGNMENT OF LEASE OF KIOSK B, CITY SQUARE, BEING LOT 14 IN DEPOSITED PLAN 1031722 AND EXECUTION OF DEED OF ASSIGNMENT OF LEASE DOCUMENTS UNDER COMMON SEAL OF COUNCIL

Seeking Council's consent to the assignment of the lease for the property known as Kiosk B in the City Square and more particularly described as Lot 14 in Deposited Plan 1031722 and for the execution of a Deed of Assignment of lease and ancillary documents under the Common Seal of Council.

226 RESOLVED (Palmer/Bonfield):

1. The Council as registered proprietor of Kiosk B being Lot 14 in DP 1031722 (the demised premises) consent to the assignment of registered lease AE670508 subject to the provisions of the lease agreement and the terms and conditions contained in this report and the confidential attachment.
2. That any necessary documents required to give effect to the assignment of registered lease AE670508 of Kiosk B being Lot 14 in DP 1031722 be executed under the common seal of Council.

227 RESOLVED (Graham/Hines) that when all commercial leases are negotiated or renegotiated that the standard four week bond arrangement be implemented.

Councillor Arkan returned to the Chamber, the time 6.56pm.

REQUESTS FOR LEAVE OF ABSENCE

There were no requests for leave of absence.

MATTERS OF AN URGENT NATURE

There were no matters of an urgent nature.

QUESTIONS ON NOTICE

There were no questions on notice.

MAYORAL MINUTE

MM12/2 CERTIFICATES OF SERVICE

To make a presentation of Certificates of Recognition of Service to retiring Councillors.

- 228 RESOLVED** (Rhoades) that a presentation of Certificates of Recognition of Service and an award in accordance with Council policy be made to retiring Councillors Jenny Bonfield and Bill Palmer.

Councillor Rhoades made a presentation to Crs J Bonfield and W Palmer and they responded with their thanks and gave a brief outline of their time on Council.

This concluded the business and the meeting closed at 7.27pm.

Confirmed: 11 October 2012.

.....
K D Rhoades, AFSM
Mayor

ELECTION OF DEPUTY MAYOR

Purpose:

To seek Council's decision on the election of a Deputy Mayor.

Description of Item:

Council's practice is to elect a Deputy Mayor each year for a 12 month period.

The role of Deputy Mayor is to assist the Mayor with the performance of ceremonial duties and to exercise the functions of the Mayor during periods of absence. Council must now determine if it wishes to elect a Deputy Mayor and if so, by what method.

Sustainability Assessment:

- **Environment**

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

- **Social**

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

- **Economic**

Broader Economic Implications

No additional fee applies to the position of Deputy Mayor.

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

Delivery Program/Operational Plan Implications

Council's election of a Deputy Mayor is consistent with the 2030 plan strategy LC2.2.1 *Enable and support all levels of government to serve the local community.*

Consultation:

This is not applicable to this report.

Statutory Requirements:

Section 231 of the Local Government Act provides the power to elect a Deputy Mayor and clause 394 and schedule 7 of Local Government (General) Regulations cover the procedures relating to the conduct of the election.

Attached to this report is a copy of these provisions and Council's attention is drawn to the provisions relating to nominations and the methods of election.

Should there be more than one nomination for the position; Council is required, in accordance with clause 3 of schedule 7, to resolve whether the elections to proceed by preferential ballot, by ordinary ballot or by open voting. Ballot has its normal meaning of secret ballot and open voting is a show of hands.

Implementation Date / Priority:

Immediate.

Recommendation:

1. **Council elect a Deputy Mayor for the ensuing twelve (12) months**
2. **Nominations be called and the method of election now be determined.**

LOCAL GOVERNMENT ACT 1993 - SECT 231

231 Deputy mayor

- (1) The councillors may elect a person from among their number to be the deputy mayor.
- (2) The person may be elected for the mayoral term or a shorter term.
- (3) The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.
- (4) The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected.

Local Government (General) Regulation 2005

394 Election of mayors by councillors

If a mayor or deputy mayor is to be elected by the councillors of an area, the election is to be in accordance with Schedule 7.

Schedule 7 Election of mayor by councillors

Part 1 Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause:

ballot has its normal meaning of secret ballot.

open voting means voting by a show of hands or similar means.

Part 2 Ordinary ballot or open voting

Attachment

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

6 Count—2 candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 Count—3 or more candidates

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

- (1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

10 Count

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.
- (4) In this clause, **absolute majority**, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

11 Tied candidates

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- (a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- (b) to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.

REVIEW OF S355 / 377 COMMITTEES

Purpose:

To review Council's s355 / 377 Committees, appoint Councillors to those committees and approve the revised structure of s355 / 377 committees and their delegations.

Description of Item:

Council last reviewed its community advisory and management committee structure on 6 November 2008. Due to the election of a new council, Council now needs to determine its future s355 / 377 committee structure and delegations through until the next review following the general election in 2016.

Sustainability Assessment:

The sustainability principles as adopted by Council apply to all reports addressed to committees and Council.

- **Environment**

The environmental focus is the specific objective of several committees eg. The Environmental Working Group, but all committees are obliged to take a sustainability approach.

- **Social**

Various committees focus on social objectives, such as the Sports, Tourism and community facilities committees.

The care, control and management of these local community facilities by local residents and local community groups enables a sense of community ownership, community involvement and development and overall community well being.

The advice provided by the various advisory committees is invaluable as a consultative and information mechanism.

- **Civic Leadership**

Councillor participation in committees is consistent with the 2030 plan strategy LC2.2.1 *Enable and support all levels of government to serve the local community.*

- **Economic**

Broader Economic Implications

Advisory committees have a role to play in identifying income sources such as grants, fees and the like and likely expenditure that Council will become involved to meet the state objectives of the committee. These committees make recommendations to Council for adoption and implementation.

Management committees are generally formed to manage, on behalf of Council, a facility or service in the interest of the user and community at large. These committees are involved in the day to day management and are also delegated certain functions of the General Manager to allow them to ensure the facility or service meets Council's expectations. These committees report annually to Council on their performance.

Delivery Program/Operational Plan Implications

These committees strive to be self-funding but most require a contribution from Council and this is resolved within Council's Operational Plan and budget setting process.

Most committees involve Council in technical, secretarial or administration costs.

Consultation:

Consultation has occurred with the various branches that facilitate the ongoing operation of these committees and executive.

Related Policy and / or Precedents:

There are several types of sub-committees, namely, advisory and working group committees, facility management committees, outside committees and organisations where council is represented and committees established under Government Legislation.

Statutory Requirements:

Section 355 provides for Council to exercise its functions through a committee.

Section 360 provides for regulations on the conduct of meetings of Council and committees.

Section 377 enables Council to delegate to a committee its functions with certain exceptions.

Section 380 obliges Council to review all its delegations during the first 12 months of office.

Issues:

The method of election is not determined by the Act, Regulation or Council policy. Previously this process has been conducted by open vote where there are more nominations for the positions available on the various committees.

S355 / 377 Committees

These have been reviewed by staff and the sub-committee structure as per the attachment is recommended.

Recommendation:

- 1. Council confirms the structure and the delegations of all sub-committees as defined in the attachment.**
- 2. Council appoints Councillors to the committees as required.**

Attachment

COFFS HARBOUR CITY COUNCIL



**Section 355 / 377 Committees of Council
and Delegates to Other Organisations**

Committees relating to Governance / Corporate Business

Sub-committee	Delegation/Objectives	Councillors/staff
<p>Australia Day and Special Events Committee</p>	<ul style="list-style-type: none"> - To be responsible for both the official ceremony, incorporating the awards, and the celebrations for Australia Day. - To be responsible for all civic celebrations of Council. 	<p>Mayor Cr</p>
<p>Environmental Working Group</p>	<ul style="list-style-type: none"> - To provide a board of review on environmental strategies and strategic issues in the Management Plan. - Determine the environmental needs of the city of Coffs Harbour and recommend priorities for action, in particular relating to: <ul style="list-style-type: none"> i) Investigation, research, and implementation of environmental projects. ii) Acquisition of open space for environmental benefits if land has conservation value or can be used to obtain conservation objectives. iii) Footpaths/access where these act to formalise access in areas degraded by unplanned access. Environmental components of projects such as recreational walkways. iv) Projects designed principally to restore damaged environments or prevent environmental problems. v) Implementation of environmental education projects for the community at householder, commercial, and industrial levels. vi) Make recommendations to Council regarding the allocation of the Annual Environmental Levy. - Confirmation that in relation to i) above, monies could be allocated to funding Environmental Impact Statements to the extent that any studies complied with the terms of reference 	<p>Mayor Cr Cr General Manager or his nominees</p>
<p>Governance and Audit Committee</p>	<p>To provide a board of review for the good governance of the organisation.</p>	<p>Cr 3 independent community representatives</p>

Attachment

Committees relating to Governance / Corporate Business

Sub-committee	Delegation/Objectives	Councillors/staff
CBD Master Plan Committee	<ul style="list-style-type: none"> - To direct the development of a Master Plan for the CBD. - To recommend work priorities to Council for the implementation of the CBD Master Plan. - To recommend an annual works program and budget. - To account for and approve all expenditure of funds raised through the Special Rate Variation and externally to Council. - To act as a communication conduit between Council and the CBD stakeholders in respect to the CBD Master Plan. - To advocate the CBD Master Plan to the community. 	<p>General Manager or his nominee</p> <p>2 staff</p> <p>4 Nominated CBD Landowners</p> <p>1 nominated CBD retailer</p> <p>1 nominated community member</p>
Performance review panel for the performance of the General Manager	<ul style="list-style-type: none"> - Delegations are given under Section 377 of the Local Government Act 1993 to the performance review panel to make all determinations arising from the conduct of the General Manager's performance review process. -To be noted that the performance review process will be facilitated by an independent facilitator agreed on by the Mayor and General Manager. 	<p>Mayor</p> <p>Deputy Mayor</p> <p>1 Cr</p> <p>1 Cr (nominated by the General Manager)</p>

Attachment

Committees relating to LUHD

Sub-committee	Delegation/Objectives	Councillors/staff
Koala Plan of Management Advisory Committee	To monitor and advise on the implementation of the Koala Plan of Management.	Cr General Manager or his nominees
Orara River Restoration Project Management Committee	To administer and implement the Upper North Coast Catchment Management Board funded River Health Project – Orara River Restoration.	Cr General Manager or his nominees
Woolgoolga Business Lands Working Group	Review the 1996 Woolgoolga Town Centre Study with a particular focus on the business zonings and to review the findings from the Business Lands Review - Woolgoolga Masterplan/Town Centre study. * To commence mid 2013	Cr Cr Cr General Manager or his nominees

Attachment

Committees relating to City Services

Sub-committee	Delegation/Objectives	Councillors/staff
<p>Access Advisory Committee</p>	<ul style="list-style-type: none"> - To act as an advisory body to Council and other appropriate agencies on issues restricting access in the Coffs harbour local government area. - To identify community needs in relation to access and advocate, where appropriate, to meet these needs. 	<p>Cr</p>
<p>Coastal & Estuary Management Advisory Committee</p>	<ul style="list-style-type: none"> - To assist Council in the development and implementation of coastline and estuary management policies and plans. - To advise Council on the priorities for the preparation of these management plans and policies and the implementation of the measures contained in them. - To advise Council on funding options for preparation and develop strategies for the implementation of the various management plans. - To formulate and make recommendations to Council on interim development controls for use until the various management plans are completed, approved and implemented. - To monitor the progress and funding of any studies being undertaken in the various stages of management plan preparation. - To cooperate and liaise with the Catchment Management Board. 	<p>Cr Cr Cr</p> <p>General Manager or his nominee</p>
<p>Coffs Harbour Bicycle Users Group</p>	<ul style="list-style-type: none"> - To assist Council with the maintenance of the cycleway. - To be able to provide trained supervisors for volunteer members of cycle groups who wish to assist with the maintenance of cycleways. This could include trimming vegetation and clearing litter from the cycleway. - To assist the Council in the provision of a priority list of bicycle infrastructure works based on the RTA Bicycle Guidelines and Austroads. - To report to Council – parts of the road reserve in Coffs Harbour, which may contain hazards for cyclists. - To assist Council in achieving the aim of promoting the growth of safe and responsible cycling opportunities. 	<p>Cr Cr</p>

		Attachment
Sub-committee	Delegation/Objectives	Councillors/staff
Floodplain Management Advisory Committee	<ul style="list-style-type: none"> - Assist Council in the development of floodplain management policies and plans. - Advise Council on the priorities for the preparation of the floodplain management policies and plans and of the measures contained in them. - Advise Council on funding options for preparation of management plans and their implementation. - Formulate and make recommendations to Council on interim development controls for use until the various management plans are completed, approved and implemented. - Monitor the progress and funding of any studies being undertaken in the various stages of management plan preparation. - Co-operation and liaison with the Catchment Management Board. - Review the priorities for preparation of management plans on an annual basis. - Review existing management policies and plans on a bi-annual basis, taking into account any changes which may have an impact upon them, and if necessary, re-evaluate and review the objectives and recommendations contained therein. 	Cr Cr 2 staff members determined by GM
Multicultural Reference Group	<ul style="list-style-type: none"> - To enhance the profile of multiculturalism in the community - To act as the mechanism for the engagement of the Coffs Harbour multicultural communities by Council 	Cr
Yandaarra Aboriginal Consultative Committee	<ul style="list-style-type: none"> - To facilitate the provision of information as requested by Council - To assist Council in the drafting of policy direction relevant to Aboriginal people - To act as a conduit for information to be provided to the local Aboriginal communities - To build constructive and ongoing working relationships between Council and the Aboriginal communities 	Mayor Cr Cr Cr General Manager or his nominee

Attachment

Facility Management Committees

<p>Ayrshire Park Management Committee</p>	<ul style="list-style-type: none"> - To provide a quality recreational and sporting venue for the Boambee community and its visitors. - To recommend to Council, policies, programmes and budgets for the operation of the facility. - To monitor the operation of the facility having regard to Council adopted policies, programmes and budgets and report to Council annually on the performance of the facility. - To manage the facility on a day to day basis in accordance with Council adopted policies, programmes and budgets. - To accept and perform delegations from the General Manager from time to time. 	<p>Staff</p>
<p>Bayldon Community Centre Management Committee</p>	<ul style="list-style-type: none"> - To manage the Bayldon Community Centre facility and provide accessible, multi-functional, self-funding, courteous and quality services on behalf of the community. - To recommend to Council, policies, programmes and budgets for the operation of the facility. - To monitor the operation of the facility having regard to Council adopted policies, programmes and budgets and report to Council annually on the performance of the facility. - To manage the facility on a day to day basis in accordance with Council adopted policies, programmes and budgets. - To accept and perform delegations from the General Manager from time to time. 	<p>Staff</p>
<p>Coramba Community Hall Management Committee</p>	<ul style="list-style-type: none"> - To provide a quality venue for the community of Coramba. - To recommend to Council, policies, programmes and budgets for the operation of the facility. - To monitor the operation of the facility having regard to Council adopted policies, programmes and budgets and report to Council annually on the performance of the facility. - To manage the facility on a day to day basis in accordance with Council adopted policies, programmes and budgets. - To accept and perform delegations from the General Manager from time to time. 	<p>Staff</p>

Attachment

<p>Eastern Dorrigo and District Showground and Hall Management Committee</p>	<ul style="list-style-type: none"> - To provide a venue for the wider community of Eastern Dorrigo, Ulong and its visitors. - To recommend to Council, policies, programmes and budgets for the operation of the facility. - To monitor the operation of the facility having regard to Council adopted policies, programmes and budgets and report to Council annually on the performance of the facility. - To manage the facility on a day to day basis in accordance with Council adopted policies, programmes and budgets. - To accept and perform delegations from the General Manager from time to time. 	<p>Staff</p>
<p>Lowanna Community Hall Management Committee</p>	<ul style="list-style-type: none"> - To provide a quality venue for the wider community of Lowanna and its visitors. - To recommend to Council, policies, programmes and budgets for the operation of the facility. - To monitor the operation of the facility having regard to Council adopted policies, programmes and budgets and report to Council annually on the performance of the facility. - To manage the facility on a day to day basis in accordance with Council adopted policies, programmes and budgets. - To accept and perform delegations from the General Manager from time to time. 	<p>Staff</p>
<p>Lower Bucca Community Hall Management Committee</p>	<ul style="list-style-type: none"> - To provide a quality venue for the wider community of Lower Bucca and its visitors. - To recommend to Council, policies, programmes and budgets for the operation of the facility. - To monitor the operation of the facility having regard to Council adopted policies, programmes and budgets and report to Council annually on the performance of the facility. - To manage the facility on a day to day basis in accordance with Council adopted policies, programmes and budgets. - To accept and perform delegations from the General Manager from time to time. 	<p>Staff</p>
<p>Nana Glen Sport Recreation and Equestrian Centre Management Committee</p>	<ul style="list-style-type: none"> - To provide a quality sports and equestrian venue for the Coffs Harbour community and its visitors. - To recommend to Council, policies, programmes and budgets for the operation of the facility. - To monitor the operation of the facility having regard to Council adopted policies, programmes and budgets and report to Council annually on the performance of the facility. - To manage the facility on a day to day basis in accordance with Council adopted policies, programmes and budgets. - To accept and perform delegations from the General Manager from time to time. 	<p>Staff</p>

Attachment

<p>Sportz Central Bray Street Coffs Harbour Management Committee</p>	<ul style="list-style-type: none"> - To provide an affordable and quality multipurpose indoor recreational facility for the Coffs Harbour community and its visitors. - To recommend to Council, policies, programmes and budgets for the operation of the facility. - To monitor the operation of the facility having regard to Council adopted policies, programmes and budgets and report to Council annually on the performance of the facility. - To manage the facility on a day to day basis in accordance with Council adopted policies, programmes and budgets. - To accept and perform delegations from the General Manager from time to time. 	<p>Staff Lease Manager</p>
<p>Woolgoolga Community Village Management Committee</p>	<ul style="list-style-type: none"> - The committee should generally: <ul style="list-style-type: none"> • sustain the community village; • administer the community village including financial reports; • liaise with Council, paid staff and volunteer workers; • market the community village to maximise income; • investigate the long term needs of the community and plan to meet them; • report to Council as requested; • investigate sources of Government funding through Council. - To recommend to Council, policies, programmes and budgets for the operation of the facility. - To monitor the operation of the facility having regard to Council adopted policies, programmes and budgets and report to Council annually on the performance of the facility. - To manage the facility on a day to day basis in accordance with Council adopted policies, programmes and budgets. - To accept and perform delegations from the General Manager from time to time. 	<p>Staff</p>

Committees Established Under Legislation

Sub-committee	Delegation/Objectives	Councillors/staff
<p>Coffs Harbour Regional Airport Security Committee</p>	<p>This committee is not a section 355 or 377 committee. Council as an incorporated body and the operator of the Airport is required to form this committee under section 22ZB of the Air Navigation Act 1920. The regulatory role of this committee is to make recommendations on:</p> <ul style="list-style-type: none"> a) the preparation of an Airport Security Program for Coffs Harbour Regional Airport; and b) the implementation of that Airport Security Program. 	<p>Mayor Local Emergency Management Officer Airport Manager</p>
<p>Coffs Harbour Airport Emergency Committee</p>	<p>This committee is not a section 355 or 377 committee. Council as an incorporated body and the operator of the airport is required to form an aerodrome emergency committee under Regulation 139.205 of the Civil Aviation Safety Regulations 1998. The regulations are made under the Civil Aviation Act 1988. Regulation 139.205 states:</p> <ul style="list-style-type: none"> 1) The operator of a certified aerodrome must establish an aerodrome emergency committee. 2) An offence ... 3) The committee must include a representative from any fire, police or other emergency service that, having regard to the location of the aerodrome, would likely to be asked to assist if there was an emergency at the aerodrome. <p>The change in the name of the committee came about as a result of the new regulations.</p>	<p>Mayor Local Emergency Management Officer Airport Safety Officer Airport Manager CHCC Media Officer</p>

Attachment

Sub-committee	Delegation/Objectives	Councillors/staff
Local Emergency Management Committee	In accordance with Section 28 of State Emergency and Rescue Management Act 1989: <ul style="list-style-type: none"> - Council is to set up the Local Emergency Management Committee - Appoint a senior representative of Council as the Chairperson who has the authority of the Council to coordinate the use of Council's resources. - Appoint the Local Emergency Management Officer 	Mayor Local Emergency Management Officer
Coffs Harbour Local Traffic Committee	<ul style="list-style-type: none"> - The Transport Administration Act 1988 confers the powers to the RTA to delegate its functions to other public agencies such as councils (S.50) 	Cr

Attachment

Outside Committees / Organisations where Council is Represented

Committee	Councillors/staff
Airport Focus Group	Mayor General Manager & Director Five community representatives Two staff
Coffs Coast Regional Park Trust	Cr Cr (1 Cr to be female as directed by Minister) General Manager or his nominees
Coffs Harbour City Bush Fire Management Committee	Cr General Manager or his nominees
Coffs Harbour Sports Advisory Committee (COFFSAC)	Cr Cr
Coffs Harbour International Sports Stadium Inc	Cr Cr Cr
Coffs Harbour Technology Park Pty Ltd	General Manager
Coffs Coast Tourism Association	Cr
Mid North Coast Group of Councils	Mayor General Manager
Mid North Coast Regional Arts Board	Cr General Manager or his nominees
Northern Regional Advisory Council of the Community Relations Commission	General Manager or his nominees
National Marine Science Centre	General Manager
Solitary Islands Marine Park Advisory Committee	Cr General Manager of his nominees

**NOTICE OF DRAFT POLICY TO BE PLACED ON PUBLIC EXHIBITION -
COUNCILLOR EXPENSES AND FACILITIES POLICY**

Purpose:

To advise Council and the community of the public exhibition of the draft Councillor Expenses and Facilities policy.

In accordance with Section 252 of the Local Government Act 1993, (the Act) Council is required within five (5) months after the end of each financial year to adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor and Councillors in relation to discharging the functions of civic office.

In accordance with Section 253(5) of the Act if there are anything other than minor changes, the policy is to be advertised allowing for at least 28 days for public submissions.

Description of Item:

The purpose of the Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred by Councillors. The Policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable and meet the expectations of the local community

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 to 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**

The budget includes allocations to account for the expenses included within the policy. If Council requires any amendments to the Policy relating to payment of expenses, the impact of these changes on the 2012/13 adopted budget will need to be considered.

Broader Economic Implications

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

Consultation:

The purpose of this report is the notification of public exhibition period to allow no less than 28 days for submissions.

Statutory Requirements:

Section 253 of the Act states:

253 Requirements before policy concerning expenses and facilities can be adopted or amended:

- (1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.

Issues:

Councillors may also wish to make amendments/submissions to the policy. The draft policy will be advertised according to legislative requirements.

Implementation Date / Priority:

Implementation for public exhibition is immediate.

Recommendation:

1. In accordance with Section 253(5) of the Local Government Act 1993, Council gives public notice of its intention to adopt the Councillor Expenses and Facilities Policy as attached and allow at least 28 days for the making of public submissions.
2. Following the exhibition period, Council considers a further report including a summary of any submissions received.

Locked Bag 155, Coffs Harbour, NSW 2450 ABN 79 126 214 487	COFFS HARBOUR CITY COUNCIL	
<h2 style="margin: 0;">Councillor Expenses and Facilities Policy</h2>		
<p>Policy Statement:</p> <p>Councillor expenses and facilities policies allow for Councillors to receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties as elected representatives of the residents and ratepayers of the City of Coffs Harbour. All expenses incurred by Councillors are to relate to the performance and carrying out of their civic duties.</p>		
<p>Director or Manager Responsible for Communication, Implementation and Review:</p>		
<p>Related Legislation, Department of Local Government Circulars or Guideline:</p> <ul style="list-style-type: none"> • Local Government Act 1993 • Local Government (General) Regulation 2005 • DLG 'Guidelines for the payment of expenses and the provision of facilities to mayors and Councillors'. October 2009 • Coffs Harbour City Council's adopted Code of Conduct • ICAC publication 'No excuse for Misuse' 		
<p>Does this document replace an existing policy?</p> <p>Councillors Fees, Expenses and Facilities Policy As adopted by Council 24 November 2011</p>		<p>Yes</p>
<p>Other Related Council Policy or Procedure:</p> <p>Nil</p>		
<p>Application:</p> <p>It is mandatory for all Councillors to comply with this policy.</p>		
<p>Distribution:</p> <p>This policy and guidelines are available on Council's website under Council policies. Copies distributed to all Councillors.</p> <p> <input type="checkbox"/> Internet <input type="checkbox"/> Intranet <input type="checkbox"/> Email <input type="checkbox"/> Noticeboard <input type="checkbox"/> Dataworks </p>		
<p>Approved by:</p> <p>Executive Team [Meeting date]</p> <p>Council [Meeting date & Resolution No.]</p>	<p>Signature:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p><i>General Manager</i></p>	
<p>Council Branch Responsible:</p>	<p>Date of next Review:</p>	

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PART 1 - PRELIMINARY

Objective

The purpose of this policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred, or to be incurred by the Mayor and Councillors.

To ensure that the fees paid, civic expenses reimbursed and facilities provided to the Mayor and Councillors are appropriate and reasonable to the importance of the Office.

To ensure that the Mayor and Councillors do not suffer financial hardship by meeting their Civic responsibilities as a member of the governing body of the Council or as an elected person.

Introduction

In accordance with the provisions of the Local Government Act 1993, the Council is required to adopt a policy concerning the payment of fees and expenses and the provision of facilities to the Mayor and other Councillors in relation to their roles as elected persons and members of the governing body of the Council.

Councillors, in carrying out their civic responsibilities, are required to attend a variety of functions in their capacity as a representative of Council i.e., Council meetings, Committee meetings, and as delegates.

Councillors will also be expected to attend a variety of functions in a capacity where they may not directly represent Council, but attendance is relevant to their effectiveness as Councillors, ie, attendance at community functions.

Legislative Provision

The Local Government Act 1993 recognises this obligation and makes provision (Division 5 of Chapter 9) for payment of fees (s.248 and s.249); payment of expenses (s.252) and provision of facilities (s.252).

Basis of Providing Facilities

Unless otherwise provided, the facilities which may be provided to the Mayor and Councillors under this policy, shall be provided without reduction of the annual fees payable to the Mayor and Councillors, as determined by the Council, under Section 248-254A inclusive of the Act.

Reporting Requirements

Clause 217 of the Local Government (General) Regulation 2005 requires Council to include detailed information in its Annual Report about the payment of expenses and facilities to Councillors.

An annual report is to include the following information:

- Details (including the purpose) of overseas visits undertaken during the year by Councillors, Council staff or other persons while representing the Council (including visits sponsored by other organisations).

Attachment

- Details of the total cost during the year of the payment of the expenses of, and the provision of facilities to Councillors in relation to their civic functions (as paid by the Council, reimbursed to the Councillor or reconciled with the Councillor), including separate details on the total cost of each of the following:
 - The provision during the year of dedicated office equipment allocated to Councillors on a personal basis, such as iPads and mobile telephones (including equipment and data plan costs but not including call costs).
 - Telephone calls made by Councillors, including calls made from mobile telephones provided by Council and from landline telephones.
 - The attendance of Councillors at conferences and seminars.
 - The training of Councillors and the provision of skill development for Councillors.
 - Interstate visits undertaken during the year by Councillors while representing the Council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses.
 - Overseas visits undertaken during the year by Councillors while representing the Council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses.
 - The expenses of any spouse, partner (whether of the same or the opposite sex) or other person who accompanied a Councillor in the performance of his or her civic functions, being expenses payable in accordance with the *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW* prepared by the Director-General from time to time.
 - Expenses involved in the provision of care for a child of, or an immediate family member of, a Councillor, to allow the Councillor to undertake his or her civic functions.

Council's Annual Report must also incorporate a copy of this policy.

Misuse of Council Resources

Councillors should have a clear understanding of their responsibilities in using Council's resources. Councillors must:

- Not use his or her official position to accept or acquire an unauthorised personal profit or financial advantage (other than of a token kind as defined by Coffs Harbour City Council's Adopted Code of Conduct).
- Not use Council resources for private purposes unless such use is lawfully authorised and proper payment is made where appropriate.
- Not convert to his or her own use any property of the Council.
- Not use Council's facilities, equipment and services to produce election material or for any other political purpose.
- Ensure that council property, including intellectual property, official services and facilities are not misused by any other person or body.

Additional guidance can be found in Council's Code of Conduct, the Independent Commission Against Corruption publication "No excuse for misuse - preventing the misuse of council resources" and the Department of Local Government's 'Guideline for the Payment of Expenses and the Provision of facilities to Mayors and Councillors' for Local Councils in NSW.

Attachment

General Expense Allowances

In accordance with clause 403 of the Regulation there is no provision for a general expense allowance for Councillors. A general expense allowance is a sum of money paid by council to a Councillor to expend on an item or a service that is not required to be receipted and/or otherwise reconciled according to a set procedure and within a specific timeframe.

Approval and Dispute Resolution Processes

Approval arrangements for the payment of expenses for Councillor attendance at conferences will be:

- (a) The Council, through resolution duly passed at a Council Meeting;
- (b) The Mayor and General Manager, where such conferences are in accordance with this policy (Part 4, section 5);
- (c) If the Mayor requires approval, this can be done jointly by the Deputy Mayor or another Councillor and the General Manager.

The Mayor, in consultation with the General Manager, is responsible for authorising payment of expenses and the provision of facilities (not relating to attendance at conferences as above) in accordance with this policy.

The Deputy Mayor, or another Councillor, and the General Manager are responsible for authorising payment of expenses and the provision of facilities for the Mayor in accordance with this policy.

Should a dispute arise about the provision of expenses and facilities, or when an expense claim is not approved by the Mayor and General Manager, then the disputed decision is to be reviewed by the external members of the Governance and Audit Committee.

Monetary Limits

Monetary limits are mentioned throughout this policy. (Appendix A) provides a table listing all monetary limits.

Any expenses incurred in excess of the limits within this policy should be reported to Council and approval obtained, where possible, prior to the expenses being incurred.

PART 2 - FACILITIES FOR MAYOR AND COUNCILLORS

1. Councillors

To assist the Councillors, including the Mayor in carrying out the duties of their office, they are if they request such, entitled to receive the benefits of the following facilities for use in connection with their civic duties, without reduction (unless otherwise stated) of the fees payable under Section 248 of the Act:

- 1.1 A copy of the Electoral Rolls for the whole Council area and access to Council policies, relevant Acts and Regulations.
- 1.2 Access to a Councillors' Room in the Coffs Harbour City Council Administration Building, suitably equipped with access to telephone, computer terminal connection, copying and printing facilities.
- 1.3 Secretarial service including typing, photocopying, printing and postage for the following purposes:
 - 1.3.1 Initiating correspondence to, and answering correspondence received from, residents/ratepayers, Members of Parliament, Government Departments, statutory authorities/bodies, other local authorities, other Councillors, local government related bodies and organisations, the media or the general public in relation to the business of the Council or local government subject to a response to petitions received by Councillors will only be made to the principal person who lodges the petition and not all signatories.
 - 1.3.2 Replying to invitations to attend functions/gatherings received in their capacity as a Councillor;
 - 1.3.3 Communications to Councillors and Council's staff on official business;
 Provided that under no circumstances will the Council permit the facilities provided to be used for the initiation or issue of circular type letters or election material / letters.
- 1.4 Suitable meals associated with Council and Council Committee meetings, and meetings of Councillors with Parliamentary representatives, visiting dignitaries and other delegations.
- 1.5 Suitable stationery supplies.
 - 1.5.1 Councillor business cards, name badges and Council promotional apparel, e.g., scarf, tie, cuff-links, etc.
 - 1.5.2 Stationery - use of Council letterhead and envelopes for Council business.
 - 1.5.3 Postage - official Councillor correspondence – This is to be directed through the Council's own mail system.
- 1.6 Access to Information - Councillors can obtain copies of Council information, if the information is required to enable a Councillor to undertake their role as defined under S232 of the Local Government Act 1993.

Attachment

When seeking information on policy issues and day to day matters, in the exercise of their statutory role as a member of the Council, Councillors must contact the General Manager, Director, or an officer nominated by the Director.

- 1.7 Preparation of media material except material for an election campaign - professional advice and assistance from officers in preparing media material (other than election campaign material) relevant to the Councillor's role subject, in each case, to the approval of the General Manager.
- 1.8 Recognition of Service - Council will provide a plaque and suitable gift as recognition of service to former Councillors and Mayors who have served a minimum of one (1) term.
- 1.9 Access to a suitable vehicle or vehicles (if available) provided by the Council for use on official duties connected with the office of Councillor. If required, Councillors are also issued with a cab charge card. Cab charge cards are for Council business, when a Council vehicle is not reasonably available to provide such transport, or the provision of a vehicle would not be economical in the circumstances.
- 1.10 The following furniture and/or equipment which shall remain the property of the Council, subject to the conditions specified and subject to the immediate return of such furniture and/or equipment to the Council in good operational order and condition upon ceasing to be an elected member of the Council:
 - 1.10.1 Three (3) drawer filing cabinet if specifically required.
 - 1.10.2 A mobile phone – with blue tooth installed in the Councillor's private vehicle if required.
 - An appropriate call plan will be entered into, whereby Council meets the cost of the monthly service and access fees and individual Councillors meet the cost of any additional private calls.
 - The Councillor's business mobile phone number is to be made available to the public.
 - Currently one gigabyte (1GB) of data per month is to be included in the plan. If this amount is exceeded, the cost at the current rate as charged by council's provider will be reimbursed by the Councillor.
 - 1.10.3 An iPad or other form of electronic system and software to enable processing of correspondence and access to Council business papers, minutes, policies and other Council records if such are distributed to Councillors in electronic data form.
 - Computer software training - Councillors will be provided with computer software training where necessary to undertake Councillor duties. Course fees and software will be met by Council.
 - Currently four gigabytes (4GB) of data per month is to be included in the plan. If this amount is exceeded, the cost at the current rate as charged by council's provider will be reimbursed by the Councillor.

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1.10.4 Security Key - Councillors are to be provided with a security key for access to building and a key to access the Councillors Room.

1.10.5 Corporate clothing and protective clothing and equipment when required.

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.

1.11 Reimbursement:

1.11.1 Councillors will receive a regular copy of their mobile phone account. Calls not used for council business are to be reimbursed to Council.

1.11.2 Postage of official Councillor correspondence - Councillors will be reimbursed where expenses can be verified and where it is impractical to use the Council's own mail system.

1.12 Provision of four car parking reserved spaces at the Coffs Harbour City Council Administration Building for the specific use of Councillors on Council business during business hours.

1.13 Sustenance

Councillors seeking reimbursement for sustenance expenses should provide receipts in accordance with Goods and Services Tax (GST) requirements.

1.14 Payment of expenses for spouses, partners and accompanying persons.

There may be limited instances where certain costs incurred by the Councillor on behalf of their spouse, partner or accompanying person are properly those of the Councillor in the performance of his or her functions (hence they are properly incurred by, and reimbursable to the Councillor). An accompanying person is a person who has a close personal relationship with the Councillor and/ or provides carer support to the Councillor.

As a consequence, meeting the reasonable costs of spouses and partners or an accompanying person for attendance at official council functions that are of a formal and ceremonial nature, is considered appropriate when accompanying Councillors within the local government area. Such functions would be those that a Councillor's spouse, partner or accompanying person could be reasonably expected to attend. Examples could include but not be limited to, Australia Day award ceremonies, Citizenship ceremonies, civic receptions and charitable functions for charities formally supported by council.

Limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government and Shires Associations' annual conferences could be met by councils. These expenses should be limited to the cost of registration and the official conference dinner. Travel expenses, any additional accommodation expenses, and the cost of partner/ accompanying person tours etc. should be the personal responsibility of individual Councillors.

Attachment

Consideration should also be given to the payment of expenses for the spouse, partner or accompanying person of a mayor, or a Councillor when they are representing the mayor, when they are called on to attend an official function of council or carry out an official ceremonial duty while accompanying the mayor outside the council's area, but within the State. Examples could include charitable functions to which the mayor has been invited and award ceremonies and other functions to which the mayor is invited to represent the council.

The above circumstances should be distinguished from spouses, partners of accompanying persons who accompany a Councillor at any event or function outside the council area, including interstate and overseas, where the costs and expenses of the spouse or partner or accompanying person should not be paid by council (with the exception of attendance at the Local Government and Shires Associations annual conferences, as noted above).

The above examples should also be distinguished from circumstances where spouses, partners or accompanying persons accompany Councillors at seminars and conferences and the like. In these situations all costs, including any additional accommodation costs, must be met by the Councillor or the spouse/ partner/ accompanying person.

The payment of expenses for spouses, partners or accompanying persons for attending appropriate functions as permitted above should be confined specifically to the ticket, meal and/ or the direct cost of attending the function. Peripheral expenses incurred by spouses, partners or accompanying persons such as grooming, special clothing and transport are not considered reimbursable expenses.

1.15 Care Expenses

1.15.1 Council will reimburse Councillors for the cost of care services incurred while on authorised Council business. Expense claims for reimbursement are to be accompanied by an itemised receipt and a maximum of \$18.50 per hour per child applying. This will be paid to a maximum of \$2200 annually.

1.15.2 Council will give consideration to the payment of other related expenses associated with the special requirements of Councillors with disability and access needs, including reasonable transportation provisions for those unable to drive a vehicle, to allow them to perform their normal civic duties and responsibilities. Costs could include accommodation, meals and travel expenses for carers, accompanying a Councillor where required.

1.15.3 Private Benefit – Councillors (incl Mayor) should not obtain private benefit from the provision of equipment and facilities, nor from travel bonuses such as 'frequent flyer' schemes or any other loyalty programs while on council business. It is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment back to council. Anything other than incidental private use should be reimbursed to council at the recognised cost.

Attachment

2. Additional Facilities for the Mayor

The Mayor shall, in carrying out the duties of that office, be entitled to receive the benefit of the following facilities without reduction of the fees payable under Section 248 and/or 249 of the Act:

A similar facility shall be available to the Deputy Mayor at any time he or she is required to act as the Mayor in accordance with Section 231 of the Act.

- 2.1 Suitable furnished office accommodation within the Coffs Harbour City Council Administration Building.
- 2.2 Secretarial services including typing, photocopying, printing, postage, email, facsimile and telephone facilities.
- 2.3 Administrative assistance associated with any Council function, meetings, publications and the like.
- 2.4 Office refreshments for entertainment purposes.
- 2.5 The provision of a suitable and appropriate vehicle fully serviced and maintained for both civic and private use. In the event of the vehicle being used for private use Council shall set any contribution level from time to time. The current contribution rate is nil, subject to the following clause:

A fuel card is provided for refuelling from Council authorised facilities, however, during periods of private use any refuelling occurring outside a 200km radius from the Council administrative centre, must be paid for by the Mayor.

At any time the Deputy Mayor is required to act as the Mayor, in accordance with Section 231 of the Act. "the provision of a suitable and appropriate vehicle fully serviced and maintained for use for all official, executive and social duties connected with the office shall be made available."

- 2.6 The provision of an allocated parking space at Council's Administration Building.
- 2.7 The provision of expenses and facilities for the Mayor and/or partner to attend on behalf of Council in the office of the Mayor on official or legal occasions. As a guide the amounts payable for accommodation and meals will be the maximum reasonable travel and meal expense amounts determined by the Australian Taxation Office (ATO), as stated on the ATO website, currently TD 2011/17 – Table 3.

If the Mayor is attending a conference and accommodation is available at the conference venue, Council will pay for a standard double room at the venue. Council will pay for the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

- 2.8 Mobile/car communication technology, including charges for rental, calls, etc related to civic duties. Any calls of a personal nature are to be reimbursed to council.
- 2.9 Stationery, including Mayoral letterhead, envelopes and stationery generally.

Attachment

- 2.10 If the Mayor so chooses, provision of a corporate purchase card to be used for official Council business and expenditures provided under the annual allocation for discretionary expenditure for the office of Mayor. The corporate purchase card is to be used in situations where it is not reasonably possible to go through the Council's normal procedures for the ordering and/or payment for goods or services.
- 2.11 Ceremonial clothing including Mayoral robes and Chain of Office.

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PART 3 - TRAVEL COSTS - USE OF COUNCILLORS PRIVATE VEHICLES

3. Councillors

3.1 Councillors, subject to the Councillor's private vehicle being currently registered and covered by Compulsory Third Party Insurance, may claim a kilometre allowance for use of private vehicles when used to travel (including return) between their place of residence and:

3.1.1 Attending Council, Committee or Sub Committee meetings as a Councillor or delegate of the Council, engagements, appointments and attending to the transaction of Council business;

3.1.2 Inspections listed on the Council Meeting Agenda, undertaken in compliance with a resolution of the Council or at the request of a resident;

3.1.3 Attending public meetings and civic functions convened by the Council or other community meetings where a Councillor has been invited to attend;

Any conference as defined in the policy.

3.2 Kilometre rates for such travel will be paid at the rate set by the 'ATO cents per kilometre rates' at the date of travel. Such rate shall be deemed to cover and include any claims for accidental damage or repairs to the Councillor's own vehicle, and any loss of no claim bonus and any excess not covered by insurance.

3.3 Payment is subject to a formal claim on the prescribed voucher form being lodged by the Councillor not later than three (3) months after the travel occurred.

3.4 Costs of traffic or parking fines incurred while travelling in vehicles on Council business are the responsibility of the driver.

PART 4 - CONFERENCES HELD IN AUSTRALIA

In this part Conference means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions, events, etc related to the industry of local government and held within Australia.

4. Who may attend Conferences:

- 4.1 Any Councillor may be nominated and authorised to attend conferences.
- 4.2 The Mayor may authorise a substitute Councillor to attend any conference in lieu of the Mayor.

5. What Conferences may be Attended:

The conferences to which this policy applies shall generally be confined to:

- Local Government Association (LGA) and Australian Local Government Association (ALGA) Conferences.
- Special "one-off" conferences called or sponsored by or for the LGA and/or ALGA on important issues.
- Annual conferences of the major Professions in Local Government
- Australian Sister Cities Conferences.
- Regional Organisation of Council's Conferences.
- Conferences, which further training and development efforts of the Council and of Councillors, or which relate to or impact upon the Council's functions.
- Any meetings, conferences, organisations or bodies on which a Councillor of the Council may be elected, or appointed to be, a delegate or member of the Council or the LGA.

6. Councillors' Attendance

- 6.1 That Councillors attending either conferences or seminars funded by Council be required to attend at least 90% of scheduled sessions.
- 6.2 That, other than in the most exceptional circumstances, where Councillors fail to comply with this policy, they be required to show cause why they should not reimburse any Council costs incurred.

7. Local Government and Shires Association Councillor Professional Development Program and Other Local Government Conference and Seminar Programs

- 7.1 That the Mayor and General Manager be delegated the right to approve Councillors' applications to attend any workshop sessions or seminars as part of the Local Government Professional Development Program and other affiliated programs.
- 7.2 That Councillors report in writing within one month of attendance to an open session of Council on the outcome of Local Government program sessions in conjunction with the half yearly report on Councillors' Expenses.

8. Conference Costs

The following shall apply for Councillors authorised and/or appointed as delegates under this policy to attend Conferences (as defined above):

8.1 Registration

The Council will pay all normal registration costs for Councillors/delegates which are charged by organisers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.

8.2 Accommodation and Meals

As a guide the amounts payable for accommodation and meals will be in line with the maximum reasonable travel and meal expense amounts determined by the Australian Taxation Office, as stated on the ATO website, currently TD 2012/17 – table 3.

Excerpt taken from table 3 shown below:

	Accommodation and Meals \$
Sydney	265.00
Breakfast	31.30
Lunch	44.25
Dinner	62.00

If accommodation is available at the conference venue, Council will pay for a standard double room at the venue. Council will pay for the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

8.3 Travel

8.3.1 All reasonable travel costs for Councillors/delegates to and from the conference location and venue will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the location or circumstances, it may be more appropriate for travel to be undertaken by car or train.

8.3.2 Where trains are used the Council will provide first class travel, including sleeping berths where available.

8.3.3 Where travel by motor vehicle is used it should be undertaken by Council vehicle where available, or by private vehicle subject to prior approval of the General Manager.

8.3.4 Councillors using private vehicles in accordance with this policy may claim the "kilometre" allowance at the date of travel as per Clause 3.2, but subject to such cost not exceeding economy class air fares to and from the particular destination.

Attachment

- 8.3.5 Costs of vehicle hire, taxi fares and parking which are reasonably required and incurred in attending conferences, will be reimbursed by the Council.
- 8.3.6 Costs of traffic or parking fines incurred while travelling in private or Council vehicles on Council business are the responsibility of the driver.

9. Conference Costs - Incidental Expenses

- 9.1 So that Councillors, as delegates of the Council attending conferences are not financially disadvantaged, each Councillor attending in pursuance of a Council resolution or Mayoral authority, shall be entitled to reimbursement of incidental expenses.
- 9.2 The amount of the payment under Clause 9.1 shall be equal to reasonable costs substantiated by a tax invoice receipt or statutory declaration to the effect that the expenditure was incurred, subject to daily limits specified in Appendix A.
- 9.3 Such payment shall be made to cover all incidental expenses associated with the conference attendance such as:
 - 9.3.1 All telephone or facsimile calls. Council will meet the cost of telephone calls from the delegate to his/her family and to Council during the period of the conference. Other telephone expenses are to be paid for by the delegate;
 - 9.3.2 Laundry - Council will meet the cost of reasonable laundry or dry cleaning services, if necessary;
 - 9.3.3 Any optional activity in a conference program;
 - 9.3.4 Gifts taken - If it is appropriate that gifts be required for presentations, Council will provide items as determined by the General Manager;
 - 9.3.5 Gifts received - Council's Code of Conduct should be adhered to at all times. Any gifts received should be declared on return.
- 9.4 The following Incidental expenses will not be met by Council:
 - 9.4.1 Bar fridge – Council will not meet the cost of any expenses incurred from the use of the bar fridge provided in the hotel room.
 - 9.4.2 Bar service – Council will not meet the cost of any expenses incurred at the bar located within the hotel other than where special guests have been invited for drinks at the request of the Mayor or leader of the Council's delegation.
- 9.5 A cash payment for incidental expenses under this clause may be paid to a Councillor in advance, subject to any portion being refundable to the Council within seven (7) days of the conclusion of the conference if the actual period of attendance is less than that upon which the allowance was assessed.

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10. Conference Costs - Payment in Advance

10.1 The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to conference organisers/travel agent in advance. Where this is not appropriate or possible a cash allowance or cheque equivalent thereto may be paid in advance to the attendee for payment to the appropriate party.

10.2 Any advance payments must be properly accounted for on the prescribed voucher form within one (1) month after such conference.

11. Conference Costs - Councillors'/Delegates' Accompanying Person

11.1 Where the Councillor is accompanied at a conference all costs for, or incurred by, the accompanying person, including travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Councillor/accompanying person and not by the Council. Accompanying person's registration, or accompanying person's program fees, is to be paid to the conference organiser, etc. and paid at the time of registration. The Council is prepared to receive such registration and payments and to forward them on to the conference organiser, etc with any Council delegates' registration.

11.2 Where the Council meets, on account, any expenditure or cost on behalf of an accompanying person attending a conference, such expenditure must be repaid to the Council by the Councillor/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.

Note: Reference should also be made to section 2.14 Payment of Expenses for spouses, partners and accompanying persons.

PART 5 - CONFERENCES OVERSEAS

12. Attendance at Overseas Conferences

Proposals for overseas travel by Councilors and staff on Council business will be documented in the annual Operational Plan, outlining the direct and tangible benefits to Council and the community for the proposed trip. The plan will be widely circulated in the community. Community input about the proposed visit can therefore be considered as part of the Operational Plan review and budget finalisation process.

Overseas travel must be approved by a meeting of the full council prior to a Councilor undertaking the trip. Travel must be approved on an individual trip basis. Retrospective reimbursement of overseas travel expenses is not permitted, unless prior authorisation of the travel has been obtained.

Travel proposals should be included in the council business papers. The use of a mayoral minute to obtain council approval for travel is not appropriate as it is not consistent with principles of openness and transparency.

A detailed report should be given in the Annual Report for the year in which the visit took place, outlining how the objectives were met and what quantifiable benefits will flow into the community.

Overseas conferences, seminars and courses - reimbursement of costs associated will be in accordance with the conditions applying for conferences held in Australia except:

- 12.1 The terms "conference" and "delegation" as occurring in this policy include visits of cultural exchange between Council and other Local Government areas as part of Council's Business of Local Government;
- 12.2 Accommodation expenses incurred for conference and/or other travel/delegation etc. will be paid, including for the night prior to and following such conference or delegation, depending upon travel schedules, as expressly authorised by Council prior to such travel being incurred.
- 12.3 Accommodation that may be required in transit to overseas conferences should equate to an Australian 4 star ranking.
 - 12.3.1 Travel costs for both air and ground charges will be met by Council as follows:
 - 12.3.2 Airfares will be at business class standard if flight is more than ten hours
 - 12.3.3 Any travel by train will be first class, including sleeping berths where necessary
 - 12.3.4 Road transport will be by taxi or hire car having regard to distance and the constraints of time.

PART 6 - LEGAL ASSISTANCE FOR COUNCILLORS

13. Legal and Representation Costs - Enquiries, Investigations, Hearings, etc

That in the event of:

13.1 Any enquiry, investigation or hearing by any of:

- the Independent Commission Against Corruption;
- the Office of the Ombudsman;
- the Department of Local Government;
- the Police;
- the Director of Public Prosecutions; or
- the Local Government Pecuniary Interest Tribunal,

Into the conduct of a Councillor; or

13.2 Legal proceedings being taken against a Councillor, arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor, Council shall reimburse such Councillor, at the conclusion of such enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis, PROVIDED THAT:

13.2.1 The amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis;

13.2.2 The Councillor's performance or exercise of the civic duty or function was in the opinion of Council bona fide and/or proper, and the Councillor acted in good faith as required under Section 731 of the Local Government Act.

13.2.3 The amount of such reimbursement shall be limited to the extent that only fees charged at a rate equivalent to the average hourly rate then being charged by Council's Solicitors will be paid, i.e., any portion of the expenses representing any hourly charge rate higher than the hourly charge rate of Council's Solicitor will not be reimbursed;

13.2.4 For proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantially favourable to the Councillor

13.2.5 If a Councillor is defending an action in defamation the statements complained of were made in good faith in the course of exercising a function under the Act

13.2.6 The Council is not the plaintiff in the action; and

13.2.7 The proceedings were not initiated by the Councillor

13.3 Legal advice relating to a pecuniary interest, conflict of interest or matter governed by the Code of Conduct which in the opinion of the General Manager is necessary to clarify the particular Councillor's responsibilities in the performance of his/her duties as a Councillor will be provided and paid for by Council.

Attachment

- 13.4 Council will not meet the costs of a councillor (or council employee) seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
- 13.5 Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act should be distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. An example of the latter is expenses arising from an investigation as to whether a councillor acted corruptly by using knowledge of a proposed rezoning for private gain. This latter type of expense would not be covered by council.

If there is doubt as to whether the matter was a result of a Councillors duty or function under the Act, the matter would be referred for initial assessment to council's legal or insurance representatives to determine. When this determination is received it should then be reported to Council.

PART 7 - INSURANCE AND HEALTH MAINTENANCE AND ASSESSMENT PROGRAMS

14. Insurance - Councillors

The Council will insure, or will provide for the insurance of Councillors for:

14.1 Personal Accident and Travel

14.1.1 Personal injury whilst ever engaged in or on any Council activity, worldwide, covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death determined by the Council and also covering permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses as medical expenses cannot be included due to the provisions set down in the Health Act. The Council shall determine the distribution of any benefits arising from such insurance to the Councillor or his/her beneficiaries.

14.1.2 Councillors are to receive the benefit of insurance cover for:

Personal Accident and Travel

Benefits	Cover
Death Benefit	Elected Members \$500,000
Weekly Benefits	<ul style="list-style-type: none"> ▪ 100% of average weekly income up to a maximum of \$4000 per week ▪ Aggregate Period - 156 weeks ▪ Temporary Partial Disablement benefits shall be limited to 75% of average weekly income up to a maximum of \$3000 per week, indexed annually by CPI from the date of claim.
Personal Liability	\$10,000,000
<i>Note: Full details of coverage available on request.</i>	

14.2 Professional Indemnity/Public Liability

14.2.1 Public Liability.

14.2.2 Professional Indemnity - For matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors provided the performance or exercise of the relevant civic duty or function is in the opinion of Council bona fide and/or proper and is carried out in good faith, as required under section 731 of the Local Government Act, BUT subject to any limitation or conditions set out in the policy of insurance, which is, at the direction of Council, taken out.

14.2.3 Professional Indemnity - For matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors, carried out in good faith BUT subject to any limitations or conditions set out in the policy of insurance which is, at the direct of Council, taken out.

Attachment

14.3 To indemnify each insured person(s) (Councillors) for all costs, charges, expenses and defence costs **but** excluding **fines** and **penalties** incurred in relation to any **prosecution** (criminal or otherwise) of any insured person(s), attendance by any insured person(s) at any official investigation, examination, inquiry or other proceedings ordered or commissioned during the period of insurance by any official body or institution that is empowered to investigate the affairs of the Council by reason of any wrongful act wherever or whenever committed or allegedly committed by the insured person(s) in their capacity as insured person(s), **BUT** subject to any limitations or conditions set out in the policy of insurance which is, at the direction of the Council.

14.4 Councillors and Officers Liability - Councillors and Officers Liability Insurance provides limited financial protection to Councillors and staff in circumstances where they may be named as an individual to a claim, and the normal protections under the Local Government Act or Council's General and Professional Liability insurance are not available.

The protection provided covers the liability to pay civil damages, the claimants legal costs, and the Councillors or staff member's costs incurred in the claim (policy limit \$1million). The protection extends to the estate and heirs of a deceased Councillor or staff member.

The policy specifically excludes protection for claims brought by a Councillor or staff members against another.

PART 8 - ANNUAL FEES - MAYOR AND COUNCILLORS

15. Fees Payable to Councillors

Pursuant to Section 248 of the Act, the Council shall, prior to 30th June each year, set by resolution, the annual fees to be paid to a Councillor for the following year commencing 1st July, provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal. Such payment shall be subject to Section 254A of the Regulations and any specific resolution of the Council under Section 254A.

16. Fees Payable to the Mayor

Pursuant to Section 249 of the Act, the Council shall, prior to 30th June each year, set by resolution, the annual fee to be paid to the Mayor for the following year commencing 1st July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.

17. Sacrificing Annual Councillors Fees to Complying Superannuation Funds

In accordance with the Australian Taxation Office Interpretative Decision 2007/205, Council may enter into an arrangement with a Councillor under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf.

Appendix A - MONETARY LIMITS FOR EXPENSES

Policy Ref No.	Expense Type	Limit Amount	Comment
Part 4	Attendance at workshops and training Courses	Enrolment fee, including official luncheons, dinners & tours.	
Part 4	Attendance at dinners and other civic related Functions	Cost of service/function	
Part 4 8.2	Accommodation - If accommodation is available at conference or training venue, Council will pay for a standard double room at the venue where the overnight cost exceeds current ATO guideline.	As per ATO guidelines for reasonable travel allowance expenses for current financial year, currently maximum amount (Sydney-\$265 per night)	As per ATO guidelines for current financial year and destination
Part 4 8.2	Meals	Breakfast \$31.30 Lunch \$44.25 Dinner \$62.00	As per ATO guidelines for reasonable travel allowance expenses for current financial year
Part 3 9.1	Incidental expenses associated with attendance at seminars and training courses	\$25.50 daily	Actual expense up to current ATO limit daily. Examples: car parking, road tolls.
Part 3 3.1 – 3.4	Air Travel	Actual Fare	
Part 3 3.1 – 3.4	Rail Travel	Actual Fare	
Part 3 3.1 – 3.4	Bus Travel	Actual Fare	
Part 3 3.1 – 3.4	Use of private motor vehicle	Per km allowance as defined by the ATO rates per business km + car parking at venue	Engine capacity Rate per km: Up to 1600cc \$0.63 1601 -2600cc \$0.74 2600cc & over \$0.75
Part 2 1.10	Telephone call costs and related expenses		As per current telecommunications plan (include up to 1GB data per month
Part 2 1.10	Internet Access	Council's current telecommunications plan	Up to 4GB per month
Part 2 1.15	Carer expenses	Up to \$2200 per annum	
Part 2 1.5 (c)	Postage	Reasonable postage – to be processed through Council's mail system	

Attachment

Coffs Harbour
City Council
Locked Bag 155
Coffs Harbour, NSW 2450
ABN 79 126 214 487

**Coffs Harbour City Council
Claim for Reimbursement of Expenses by
Mayor / Councillors**



Name of Claimant: _____

Travel Costs - Use of private vehicle while on official Council business Engine capacity: _____ cc

Date	Purpose of Travel (e.g. to and from Council meeting)	Distance (km)

Total distance travelled : _____ km @ _____ cents per km Total claim \$ _____
(office use) (office use)

Other Expenses

(Must be approved by the Mayor and General Manager and relate to your role as a Councillor)

Date	Description of Incurred Expense	Claim amount

Total claim \$ _____
(office use)

I attach the relevant receipts and declare that the above expenses were incurred by me and are payable under the provisions of Coffs Harbour City Council's Councillor Expenses and Facilities Policy.

Signature of Councillor: _____ Date: _____

_____ Office Use Only _____

Total payable \$ _____

Payment Authorised : _____ General Manager Date: _____

Payment Authorised : _____ Mayor (if applicable) Date: _____

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
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2012 LOCAL GOVERNMENT ASSOCIATION CONFERENCE - VOTING DELEGATES FROM CHCC

Purpose:

To advise of the four voting delegates to represent the Coffs Harbour City Council at the 2012 Local Government Association Annual Conference to be held at Dubbo on the 28-30 October 2012.

Description of Item:

The Local Government Association of NSW (LGA) and the Shires Association of NSW (SA) represent 152 general purpose councils, 12 special purpose councils and the NSW Aboriginal Land Council.

Councils can choose to be members of either Association. The LGSA represent the views of councils by:

- Advocating councils' views to governments.
- Promoting Local Government to the community.
- Providing specialist advice and services

The Constitution of the Local Government Association, cl. 13 (a) provides a scale for the number of delegates entitled to vote at each Annual Conference, Coffs Harbour City Council falls within Group 4 on the scale, with a population of between 50,000 and 100,000, thereby entitling the Council to be represented by four voting delegates.

The following four Councillors have nominated to attend the conference. In addition, Councillor Keith Rhoades will attend as the President of the LGA.

1. Denise Knight (Mayor)
2. John Arkan
3. Rodney Degens
4. Sally Townley

To facilitate the representation of Coffs Harbour City Council at the 2012 LGA Annual Conference, the following recommendation is made.

Recommendation:

That Coffs Harbour City Council resolve the nomination of four voting delegates for the 2012 LGA Conference.

DRAFT CLASS 5 VEGETATION MAPPING FOR THE COFFS HARBOUR LOCAL GOVERNMENT AREA

Purpose:

To recommend that the Draft Class 5 Vegetation Map (Version 1.0 2012) for the Coffs Harbour Local Government Area (LGA) and accompanying documents be publicly exhibited and submissions be invited.

Background

Council at its meeting of 28 July 2011, considered a progress report regarding the preparation, strategic implementation and public consultation requirements to progress Coffs Harbour City Council's new:

- Class 5 vegetation mapping across the Coffs Harbour local government area; and
- Priority Habitats and Corridors Strategy 2010 – 2030 (PHACS).

Council resolved at that meeting that:

a further report be brought back to Council later this year seeking adoption of the draft Class 5 Vegetation mapping for the purposes of public exhibition.

The following report and accompanying body of work is the resultant outcome of this resolution. The anticipated finalisation of the Draft mapping has been significantly delayed due to resourcing issues with the NSW Office of Environmental & Heritage (OEH).

Description of Item:

The Class 5 Vegetation map will enable more informed decision making in regard to the sustainable management of native vegetation within the LGA as it provides an improved level of refinement, precision and accuracy of vegetation mapping.

The Class 5 Vegetation map (and associated Geographical Information System database and accompanying reports) for the Coffs Harbour LGA will update and supersede all previous vegetation mapping of the Council LGA.

The NSW Office of Environment and Heritage (OEH) have defined vegetation class mapping from Class 1 (coarse) to Class 5 (fine). A class 5 vegetation map is captured using high resolution digital imagery and produced at a scale of generally less than 1:5,000 with a minimum patch size of less than 0.25 ha.

The vegetation mapping is supported by two reports prepared by the NSW Office of Environment and Heritage (OEH):

- Volume 1 – Development of a Fine-scale Vegetation Map for the Coffs Harbour LGA. This report has been appended.
- Volume 2 – Vegetation Community Profiles of the Coffs Harbour LGA. This report has been appended

Volumes 1 and 2 describe, in detail, the methodology behind the development of the vegetation layer and community profiles for each of the 79 native vegetation communities found in the LGA. Additionally, a summary of the fine-scale vegetation mapping has been provided which provides an overview of the project and its key outputs, including a brief description of each vegetation community type. This summary is appended to this report.

The primary mapping document currently utilised by Council for native vegetation management; "The Vegetation of the Coffs Harbour City Council LGA" by Mark Fisher, Michael Body, and Julie Gill, has provided Council with a highly useful tool to inform and guide strategic land management decisions since it was adopted in 1996.

Significant improvements in vegetation surveying, GIS mapping techniques and technologies have occurred since this document was formally adopted, in addition to ongoing changes to land management, tenure, and levels of native vegetation cover throughout the Coffs Harbour area.

The new Coffs Harbour Class 5 Vegetation Mapping will underpin a range of environmental planning and vegetation management programs, see Figure 1. The mapping will have direct influence and require revision of the following council strategies, planning instruments and guidelines:

- Coffs Harbour Koala Plan of Management (KPoM)
- Open Space Strategy
- State of the Environment reporting (SoE)
- Local Environmental Plan (LEP)
- Development Control Plan (DCP)
- Biodiversity Guidelines
- Bushfire Mapping

The mapping layer will also be used to derive endangered and over cleared plant communities, wetlands, estuaries, riparian buffers and Old Growth Forest, threatened and significant fauna habitats and suitable corridor footprints.

Multiple government agencies and ecological consultants have contributed to this project including a significant investment from the OEH. These contributions have included GIS data management and referencing, conducting botanical surveys, assigning vegetation community types, and the preparation of the vegetation reports.

The OEH and Northern Rivers Catchment Management Authority (NRCMA) have provided financial assistance to support the project.

The classification and mapping program were both informed by an intensive field survey program involving visits to 3,475 survey sites.

Sustainability Assessment:

- **Environment**

The adoption and integration of the Class 5 Vegetation Map will greatly assist Council in the sustainable management of native vegetation.

The benefits of adopting the Class 5 Vegetation Mapping are multi-faceted, and include:

- Enhanced capability and capacity in monitoring and tracking levels of vegetation disturbance.
- Improved ability to undertake sustainable management of threatened species habitats, and endangered ecological communities (EECs).

- Provision of a more accurate and precise geographic information system which will guide and inform actions and recommendations listed in the Biodiversity Action Strategy (BAS) 2012-2030, the KPoM, and other environmentally based planning and management strategies.
- Informing the preparation of a draft Priority Habitats and Corridors Strategy (PHACS) and any resulting planning controls.

- **Social**

The community places a high value on our biodiversity and natural environment, and associated natural and cultural heritage.

The adoption of the Class 5 Vegetation Mapping will meet the following Coffs Harbour 2030 environmental objectives:

- LE 1.1.1 Identify and promote the regions unique environmental values.
- LE 2.1.1 Ensure land use management policies and practices conserve the regions' unique environmental and biodiversity values.
- LE2.1.3 Maintain and conserve biodiversity through protected reserve systems and other land conservation mechanisms.
- LE 2.2.2 Manage our catchments effectively and adaptably.

- **Civic Leadership**

Council has a statutory and leadership role to encourage the preservation and sustainable management of its native vegetation.

The Class 5 Vegetation Mapping meets the following Coffs Harbour 2030 Objective:

- LE3.1.3 Ensure our use of natural resources, both marine and terrestrial, is sustainable.

A comprehensive, accurate, and up to date mapping/GIS vegetation management system for the Coffs LGA is vital in order to achieve this objective.

- **Economic**

Broader Economic Implications

The Class 5 Vegetation Mapping will provide broad economic benefits to the community, primarily in relation to the ongoing sustainable management of our unique natural vegetation and natural resources.

This will ensure that our future generations will be able to experience and enjoy our region's unique natural heritage. Invaluable ecosystem services, such as the provision of clean air, drinking water, and native fauna habitat need to be managed to ensure the principles of ecological, economic, and social sustainability continue to be addressed.

In addition, the appeal of the region from an eco-tourism perspective will also be maintained and improved.

The Class 5 Vegetation Mapping also meets the following Coffs Harbour 2030 Objective:

- LP 1.3.2: Develop and promote the Coffs Coast as a model for sustainable living.

Delivery Program/Operational Plan Implications

The Class 5 Vegetation Mapping will be integrated into Council's land management GIS database following final adoption. It is expected the roll-out of the mapping will have a minor administrative impact on Council's resourcing and funding.

Future estimated costs will be linked to ongoing validation and updating of GIS records to accurately reflect changes in land management and types and extent of native vegetation cover and structure across the LGA over time as general maintenance.

It is anticipated that the Class 5 vegetation mapping will be made publicly available to the community via Council's website using a map viewer interface.

The vegetation project has been primarily funded through the Environmental Levy scheme with some financial assistance from the Waste and Sustainability Improvement Payments (WASIP) program. The Northern Rivers Catchment Authority provided minor financial assistance and the Office of Environment and Heritage made significant In-kind contributions to the project.

Consultation:

A) External Agencies and Personnel

Extensive consultation and collaboration has occurred both internally, and between various agencies in order to develop and deliver the Class 5 Vegetation Mapping. The following organizations have had varying degrees of involvement:

- NSW Office of Environment and Heritage (OEH), Ecological Australia Pty Ltd, Northern Rivers Catchment Management Authority and Forests NSW and hundreds of landowners during the ground truthing of the layer.

B) Internal Staff (CHCC)

- Relevant sections of Council have been briefed on the vegetation layer and accompanying vegetation report.

This Council report seeks Council's concurrence to release the draft class 5 vegetation mapping and accompanying technical reports to allow community input and feedback.

Related Policy and / or Precedents:

The vegetation of the Coffs Harbour City Council LGA 1996 (Mark Fisher, Michael Body and Julie Gill) has been the primary mapping document which has informed and guided the strategic management of native vegetation within the LGA since 1996.

The need for the improved Class 5 Vegetation Mapping was identified over the operational lifetime of the previous mapping, with inconsistencies and discrepancies identified through Open Space Strategy, strategic planning projects and the development assessment process, and through the implementation of biodiversity related documents such as the Koala Plan of Management (KPoM).

Ongoing improvements in mapping and GIS technology have also been identified, and the opportunity to utilise these improvements to produce a more comprehensive, accurate, and up to date mapping product is highly desirable from a strategic planning perspective.

Statutory Requirements:

Council's main statutory responsibility for native vegetation falls under Section 5A of the *Environmental Planning and Assessment Act 1979*, the KPoM, the Tree Preservation Order (TPO) and is also addressed under the 'Preservation of Vegetation Clause' Section 5.9 under the draft LEP 2012 and associated draft DCP (on exhibition).

Council also has minor responsibilities for native vegetation management under the *Native Vegetation Act 2003*, *NSW Threatened Species Conservation Act 1995* (TSC Act) and *Commonwealth Environmental Protection and Biodiversity Conservation Act 1999*.

Issues:

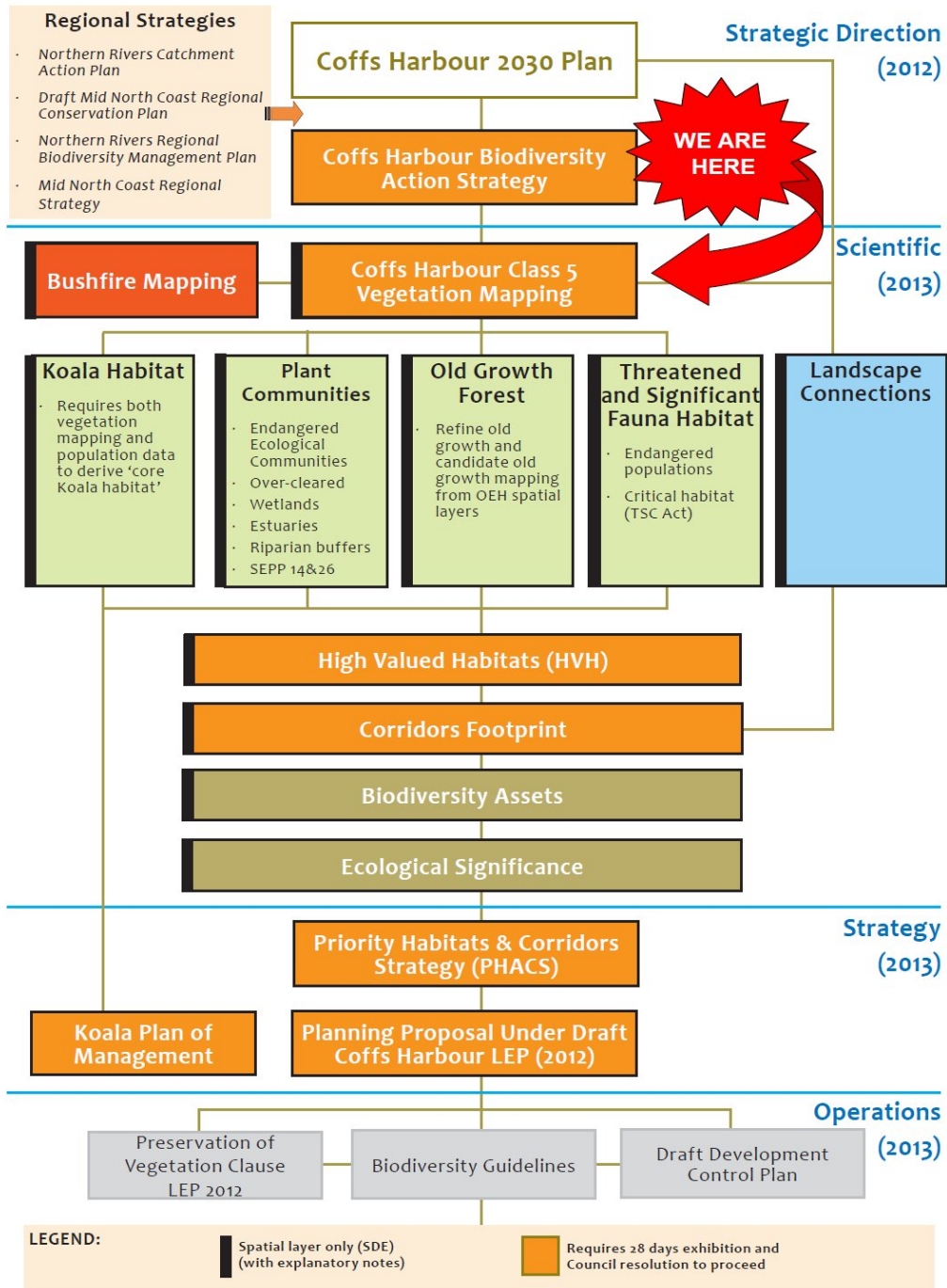
The sustainable management and coordination of native vegetation in the LGA requires an up to date, precise and accurate mapping product. The Class 5 mapping provides the most comprehensive level of information for native vegetation communities available and includes attributes such as conservation significance and spatial distribution across the LGA.

Existing strategies that will require review and likely amendment following Council adoption of the Class 5 vegetation mapping include the KPoM, Bushfire mapping, Open Space Strategy and Biodiversity Guidelines. Future council strategies that will use the Class 5 vegetation mapping include planning controls, corridor footprints, PHACS, LEP and DCP.

The involvement of the community and other stakeholders via the formal invitation for public submissions on the map and associated reports is therefore a highly important step towards the finalisation of this large scale multi-agency project.

Volume 2 (Vegetation Community Profiles) includes full descriptions for 79 native vegetation communities represented in the LGA. Two communities (marine vegetation (seagrass beds) and native remnant) have not been included in Volume 2. Brief descriptions for five (5) exotic vegetation communities and three (3) plantation communities are included in the draft Class 5 vegetation summary document only. All of the communities are mapped in the Class 5 vegetation map digital layer. The final report back to Council will include a written description for each of these community types.

Fig 1. Biodiversity Strategic Planning (Extract from BAS 2012 – 2030)



Implementation Date / Priority:

It is proposed to exhibit the Class 5 vegetation mapping and associated reports for a period of 30 days which will commence as soon as practicable after resolution of Council.

A large scale hard copy of the map and copies of the associated draft report will be displayed in the Council's administration building for the duration of the exhibition period. An interactive electronic version of the map will also be available on Council's website.

Recommendation:

1. **That Council endorse release of the following digital layers and reports for public exhibition and invite submissions for a period of 30 days:**
 - Data Layer:**
 - a) **Draft Class 5 Vegetation Map Version 1.0 (2012)**
 - Reports:**
 - a) **Draft Summary - Fine-scale Vegetation Map for Coffs Harbour (as appended)**
 - b) **Volume 1: Development of a Fine-scale Vegetation Map for the Coffs Harbour Local Government Area (as appended)**
 - c) **Volume 2: Vegetation Community Profiles of the Coffs Harbour Local Government Area (as appended)**
2. **That a report be brought back to Council on the draft Class 5 Vegetation Mapping for the Coffs Harbour Local Government Area, following exhibition.**

THE COFFS JALIIGIRR PROJECT

Purpose:

To inform Council of:

- the successful funding bid received through the Federal Government Biodiversity Fund;
- partnership arrangements and Terms of Reference formed for the Jaliigirr Biodiversity Alliance Inc; and
- Implementation stages of The Coffs Jaliigirr Project including explanations of opportunities to landholders within the Coffs Harbour local government area (LGA).

Background

This matter was last considered by Council at its meeting of 15 December 2011, where it resolved:

1. *That Council note the development of the Coffs Harbour Carbon Farming Opportunities Project with a further report to be presented in early 2012.*
2. *That Council continue to engage with the Northern Rivers Catchment Management Authority, Coffs Harbour Regional Landcare and Orara Valley RiverCare Groups Management Committee and other partners to prepare a joint grant application to meet the requirements of the Federal Government's Carbon Farming Initiative Biodiversity Fund due on 31 January 2012 and to pursue additional funding opportunities under the Federal Government's Carbon Farming Initiative.*

Description of Item:

The Jaliigirr Biodiversity Alliance (JBA) Inc was established on 1 January 2012. The Alliance is a partnership between the NSW Office of Environment and Heritage, Coffs Harbour and Bellingen Shire Councils, Coffs Harbour Regional Landcare, Bellingen Landcare, Coffs Harbour and Dorrigo Plateau Local Aboriginal Land Councils, NSW Nature Conservation Council, Forests NSW, NSW Department of Lands, Farmers Association, the Great Eastern Ranges Initiative, University of New England and others.

The Terms of Reference (ToR) for the JBA Inc is appended.

The project uses Jaliigirr in its title, (Jaliigirr means tree in Gumbaynggirr) the pronunciation of Jaliigirr was given by Uncle Gary from the Muurrbay Language Centre. Jaliigirr – jul ee girr; where the sound of jul has a u sound as in bud; the ee is emphasised like saying ee (with emphasis); and girr as in gear and rolling the r's.

Prior to establishment of the Alliance, a successful application was made by the Northern Rivers Catchment Management Authority (NRCMA) to the Australian Government Clean Energy Future Biodiversity Fund. The broader Jaliigirr project was granted \$3m over 6 years and was titled 'The Jaliigirr Project – Connecting Communities and Cultures through Corridors'.

The Coffs Jaliigirr Project is a sub-component of that bid and aims to restore, manage and enhance biodiversity conservation, increase carbon stores and build resilience to climate change by reconnecting and rehabilitating fragmented and degraded corridors; protecting and enhancing existing native vegetation and managing biodiversity threats in the region.

It is an incentives driven project with no obligations or restrictions on land managers unless they enter into an agreement to trade carbon on the open market.

Important components of the project include developing capacity and reconnecting individuals, communities, environmental groups, Aboriginal land councils and government with associated on ground works and management. This project assists the ongoing implementation of the Coffs Harbour 2030 Plan.

A major focus of this project will be the engagement of Aboriginal green teams to undertake bush regeneration projects.

The Coffs Jaliigirr Project will manage combined funding for the first 2 years of the project where allocations from NRCMA include Coffs Harbour City Council, Coffs Harbour Regional Landcare, academic research, and Coffs Harbour and District Local Aboriginal Land Council. The first combined allocation of \$465,000 will be managed as three separate contracts between Council and the NRCMA.

There are 3 stages to the Coffs Jaliigirr Project:

- Stage 1:** Develop stakeholder interest for the original funding application. In this regard expressions of interest (EOI) were sought from the community which produced over 320 respondents. After the successful funding bid, these landholders were mapped and contacted with further details with regard to land selection criterion. This stage is effectively completed.
- Stage 2:** Develop methodologies and strategic land selection criterion for the project using over 200 landholders who have indicated their ongoing interest in being a part of the Coffs Jaliigirr Project. This will encourage landholders to generate carbon credits.
- Stage 3:** Implement mixed species environmental plantings, revegetation and rehabilitation including weed removal in strategically selected land areas of the LGA. A federal government approved methodology will be in use for landholders interested in carbon farming.

A Coffs Jaliigirr Project Officer will be employed to manage the day-to-day activities of the project. At each stage of the project, Coffs Harbour City Council (CHCC) staff time and expertise will be drawn on to be involved in meetings and determinations. Ongoing communication with the partners Coffs Harbour Regional Landcare, and Coffs Harbour and District Local Aboriginal Land Council will support community engagement and strengthen the implementation of the project.

Sustainability Assessment:

- **Environment**

Strategic plans such as the Coffs Harbour 2030 Plan, the Coffs Harbour Biodiversity Action Strategy, the Coffs Harbour Comprehensive Koala Plan of Management and the Great Eastern Ranges Initiative and various regional strategies impact on the broader environmental services delivered to our LGA.

The Coffs Harbour 2030 Plan addresses the vision for 'Looking after our environment' where our natural environment is protected and conserved for future generations. The implementation of the Biodiversity Action Strategy will assist the corridor mapping for this project and identify the opportunities for landholder involvement in the project.

The Great Eastern Ranges Initiative supports the integration of large core areas, buffers, and corridors to interconnect lands between protected areas. This project will contribute to the aims of the Great Eastern Ranges (GER) Initiative and is an identified priority area of the NSW GER corridor. As GER is a nation-wide programme, this project has a potentially broad influence.

The Coffs Jaliigirr Project supports the above strategies through the:

- implementation of on-ground improvements and restoration to enhance biodiversity conservation and diminish threats to biodiversity;
- development of methods to rapidly sequester carbon in a climate favourable to high growth rates of native vegetation;
- support of ecosystem resilience through a system of local, sub-regional and regional habitat corridors; and
- enhance community capacity in biodiversity and carbon management with increased local and regional knowledge of and participation in habitat restoration.

- **Social**

The strength of this project is in local cooperative partnerships, from the eastern seaboard into the tablelands. There are opportunities to expand into broader partnerships and to enhance Aboriginal history, culture, values, innovations and practices as well as to increase indigenous employment and economic opportunities.

The community will have enhanced capacity in biodiversity and carbon management including:

- increased local and regional knowledge of and participation in habitat restoration;
- improved community understanding of how Aboriginal interests in biodiversity can be integrated over the landscape; and
- the knowledge and resources to undertake effective long term carbon sequestration and land stewardship.

LP3.2.2 Facilitate shared learning and skill sharing opportunities across generational and cultural groups.

LC 3.3.2 Create opportunities for enhancement of the community's sense of well being.

The Jaliigirr Project will assist in meeting the above two objectives of Coffs Harbour 2030.

- **Civic Leadership**

A successful grant submission was made to the Federal Governments' "Clean Energy Future Fund". The establishment of the Jaliigirr Biodiversity Alliance created new partnerships with GER to deliver positive biodiversity actions within Coffs Harbour LGA.

The project closely aligns with other Coffs Harbour 2030 Plan objectives through:

- LP1.1 Our businesses and industries are future – driven, smart, innovative and green.
- LP1.2 Our economy is strong and diverse providing a wide range of rewarding employment opportunities which are available to all.
- PL3.2 Our hinterland villages support a strong tourism base around local produce, arts, culture and nature experiences.
- LE1.1 We are active ambassadors for our environment and we share our skills and knowledge.
- LE2.2 We have active programs to restore and improve our environment.

- **Economic**

Broader Economic Implications

If Coffs Harbour landholders decide to become involved in storing carbon this will provide economic rewards and reduce carbon from the atmosphere.

The combined funding for the first 2 years of \$465,000 will be managed through a partnership with CHCC, Coffs Harbour Regional Landcare (CHRL) and the Coffs Harbour and District Local Aboriginal Land Council (LALC) under the following contracts:

- **NR-BFD-12-14-03E**
Jaliigirr Project - Connecting communities & cultures through corridors – Part E Coffs Harbour City Council & Coffs LALC Project (\$100,000).
- **NR-BFD-12-14-03D**
Coffs Jaliigirr Project - Connecting communities & cultures and corridors through Regeneration and Research – Part D Coffs Harbour City Council (\$235,000).
- **NR-BFD-12-14-03H**
Coffs Jaliigirr Project – Connecting communities & cultures through corridors – Part H CHCC & CHRL Revegetating Project (\$130,000).

The 'business ready' landholder package was used to secure funding under the Federal Government's Biodiversity Fund program. Additional project funding has been identified under Council's Biodiversity Action Strategy 2012 – 2030 subject to a successful Environmental Levy application. Additional Federal Government funds will be available in July 2013.

There are no financial impacts on Council's Budget as the proposed Coffs Jaliigirr Project Officer will be employed using grant funding. On-costs will be accounted for within the project budget.

Delivery Program/Operational Plan Implications

Application to the Federal Clean Energy Future Biodiversity fund was made possible through the 2011 Waste and Sustainability Improvement Program.

Consultation:

A Community Engagement Plan has been developed to assist in strategic communication with landholders and the community. Internal and external stakeholder teams and landholder stakeholders have been identified to support the consultation process. Landholders have been advised of the successful funding of the Jaliigirr project.

Landholder information will be developed to include:

- workshop delivery materials;
- mapped layers of vegetation of interested landholders;
- Class 5 vegetation mapping (subject to endorsement) to direct the species to be used for rehabilitation and restoration;
- approved methodologies for carbon sequestration.

Related Policy and / or Precedents:

Council strategies, plans and policies:

- Coffs Harbour Climate Change Mitigation and Adaptation Action Plan;
- Coffs Harbour 2030 Community Strategic Plan;
- Northern Rivers Climate Ready Regional Plan;
- Coffs Harbour Class 5 vegetation mapping (subject to endorsement);
- Coffs Harbour Biodiversity Action Strategy 2012 – 2030; and
- Draft Orara River Rehabilitation Strategy.

Statutory Requirements:

The landholder package must accord with the recently introduced Carbon Credits (Carbon Farming Initiative) Act 2011 (*CFI Act*).

Council must meet its statutory obligations under the *Threatened Species Conservation Act 1995*; *Environment Protection and Biodiversity Conservation Act 1999* and *Native Vegetation Act 2003*.

Issues:

The Coffs Jaliigirr Project is a new initiative which is entirely incentives based. It is not linked with any future environmental zoning controls or land restrictions (unless a landholder chooses to enter into a carbon contract under the scheme).

The first annual general meeting of the JBA Inc was held on 7 August 2012 to elect board members.

Whilst there will be no Council representatives on the JBA Inc committee, Council staff may be called upon from time to time to provide advisory assistance.

Implementation Date / Priority:

Milestones are in accordance with the Jaliigirr Project Plan and include the following:

- (i) consult widely on the objectives of the Project Plan;
- (ii) enter into a formal contract with Northern Rivers Catchment Management Authority;
- (iii) employ a Coffs Jaliigirr Project Officer; and
- (iv) complete landholder information ready for distribution later this year.

Recommendation:

- 1. Council note the attached Jaliigirr Biodiversity Terms of Reference.**
- 2. Council note the substantive project management responsibilities under the Jaliigirr Project to be fulfilled by a Coffs Jaliigirr Project Officer.**
- 3. Council note and endorse staff involvement associated with the provision of advisory assistance to Jaliigirr Biodiversity Alliance Inc.**



JALIIGIRR BIODIVERSITY ALLIANCE

TERMS OF REFERENCE

Background

The *Jaliigirr Biodiversity Alliance* is a partnership of key stakeholders in natural resource management.

The Alliance has been established to support the voluntary contributions of organisations, landholders and community and Aboriginal community, to improve and protect the biodiversity of the diverse landscapes between the Dorrigo Plateau, the hinterland and the coastal plains of the mid north coast of New South Wales.

The Alliance predominately exercises its functions within the Gumbaynggirr Aboriginal Nation, & the Alliance recognizes and appreciates the involvement of Aboriginal communities in the Gumbaynggirr Nation, as the Aboriginal People continue practices in Natural Resource Management consistent with their Cultural beliefs.

This Alliance encompasses the geographic area of Coffs Harbour, Bellingen, Upper Nymboida - Dorrigo Plateau, covering a catchment area of 337,000 hectares, stretching from the plateau to the coast and including an altitudinal range of 1564 metres.

The Alliance partners understand and value the vital contributions that Aboriginal communities can make to ensure resilient landscapes are realised, considering the Cultural attachments to those landscapes. Additionally the Alliance recognises that Aboriginal communities have continued attachments to the landscapes and encourages Aboriginal businesses in the Natural Resource Management regime.

Partners of the Alliance include many local community and Aboriginal groups, individuals, government and non - government agencies, public authority, business and education institutions who have an active interest in the health of the environment.

The values of the region covered by the Jaliigirr Biodiversity Alliance have been recognised in a number of local and regional plans and strategies. These include the Northern Rivers Regional Biodiversity Management Plan, Northern Rivers CMA Catchment Action Plan, Reserve Plans of Management, Values of the Gondwana Rainforests of Australia, Threatened Flora and Fauna Plans of Management, and Coffs Harbour Biodiversity Action Strategy.

Attachment 1

Our Purpose

The purpose of the Alliance is to ensure that the biodiversity of the region is maintained in a changing climate - by protecting & enhancing landscape connections from our coastline & along the great escarpment.

The structure & functions of the Alliance will provide Alliance partners with;

- ◆ the opportunity to work at a landscape scale
- ◆ assistance to continue & grow their business in biodiversity conservation, and grow their capacity
- ◆ a united front for collaboration
- ◆ a single point of reference for on-ground operations
- ◆ an opportunity to share information & resources
- ◆ a focus for training, development & research
- ◆ capacity to strengthen biodiversity messages to the wider community through joint communications
- ◆ opportunity to manage biodiversity threats in a tenure-blind & strategic manner

What does the Alliance seek to achieve ?

The alliance intends to pursue STRATEGIES such as ...	that contribute towards our OBJECTIVES of ...
1. Focusing on connectivity conservation action	<i>connected and resilient landscapes & ecosystems</i>
2. Communicating the issues & opportunities with the wider community	<i>an aware and active community supporting biodiversity conservation</i>
3. Collaboration between partners on projects & communications	<i>local people and local groups working together for a healthy environment</i>
4. Effective administration, resourcing and funding	<i>local effort & employment supported by local, regional and national contributions</i>
5. Exchanging knowledge and skills	<i>effective & inclusive use of the knowledge and skills within the alliance area</i>

How will the Alliance achieve this ?

The Alliance will determine & review annually the activities it undertakes in its operations plan.

FINANCIAL RESULT FOR YEAR ENDED 30 JUNE 2012

Purpose:

To report on the final results of the financial position of various activities to the year ended 30 June 2012.

The following attachments are included with this report:

Attachment A - Summary of significant results by Department,
 Attachment B - Budget Summary at Department Level,
 Attachment C - 2011/12 Program Results at Program/Department Level, and
 Attachment D - Revotes from 2011/12 to 2012/13.

Description of Item:

GENERAL ACCOUNT

The following reflects Council's overall result for the financial year ended 30 June 2012:

	\$	
Original Budget at 1 July 2011	(182,220)	deficit
Budget Variations during year	219,090	surplus
Revised budget at 30 June 2012	<u>36,870</u>	surplus
Additional revenue sources /cost savings (see below)	<u>577,552</u>	surplus
	614,422	surplus
Additional projects and services voted during the year (see below)	<u>(447,000)</u>	deficit
Actual budget surplus at 30 June 2012	<u>167,422</u>	surplus

This result reflects Council's overall position for 2011/12 and includes all net revenue revotes tabled in Attachment D amounting to \$2,828,971.

Compared to Council's predicted budget result to the end of June, the result reflects a surplus of \$130,552 in relation to the projected surplus of \$36,870. This result is reflective of the actual income and expenditure for the year and significant variations since the June budget review.

The major items contributing to the variation between the June estimate and actual are (rounded).

	\$	\$
Surplus as per June budget review		36,870
Add Surplus results		
Members Expenses	34,000	
Property Rentals	54,000	
Rural Fire Management Centre	100,000	
Optical Fibre Sales & Installation	25,000	
S94 recoupment	30,000	
Road Opening & Closing Permits	17,000	
Urban Roads Verge Mowing	41,000	
Sealed Roads Reseals – Flush Seals	49,000	
Sealed Roads Rehabilitation	65,000	
Cycleways Construction	23,000	
Extra Charges	48,000	
Other Items	<u>91,552</u>	
		577,552
Less Deficit results		
Parks & Litter Bin Contract	(18,000)	
Beach Bathing Expenses	(37,000)	
Companion Animals Collection Commission	(33,000)	
Jetty Theatre operating expenses	(97,000)	
Urban Roads Maintenance	(95,000)	
Rural Roads Sealed Maintenance	(34,000)	
Rural Roads Unsealed Maintenance	(61,000)	
Street Cleaning	(22,000)	
Street Lighting Operating Costs	<u>(50,000)</u>	
		(447,000)
Final surplus result		167,422

The Developer Contributions (S94) recoupment was collected from the following plans:

	\$
Regional Community Facilities	3,154
Woolgoolga District Community Facilities	5,827
Regional Libraries	24,317
West Coffs Neighbourhood Open Space	8,248
North Bonville Planning Studies	2,006
Donn Patterson Drive	29,034
West Coffs Development Studies	484
Moonee Planning Studies	145
West Korora Planning Studies	2,130
West Woolgoolga Planning Studies	101
North Boambee Planning Studies	31,779
Coffs Road Network	<u>103,982</u>
Total	<u>211,207</u>

The Developer Contributions recoupment has been distributed as follows:

	\$
Transferred to the Coffs Road Network Future Funding Reserve as per Council resolution of the Corporate Services Meeting 4 December 2003.	103,982
Revenue budgeted	77,250
Surplus income (not budgeted)	29,975
	<u>211,207</u>

Further comments regarding additional revenue sources and cost savings are included in attachment "A".

WATER ACCOUNT

A comparison of actual results to estimates is as follows;

	\$	
Management Expenses	152,532	surplus
Maintenance and Operating	320,377	surplus
Miscellaneous	(16,422)	deficit
Capital Expenditure	240,136	surplus
Regional Water Supply	nil	
Untied Funding	143,351	surplus
Total Water Account Variation	<u>839,974</u>	surplus

The Water Account deficit for the year is \$4,098,025. This result reflects the following variations:

	\$	
Original Budget at 1 July 2011	(4,897,205)	deficit
Budget variations during year	(40,794)	deficit
Revised Budget at 30 June 2012	(4,937,999)	deficit
Additional revenue sources /cost savings gained	891,731	surplus
	(4,046,268)	deficit
Additional projects voted during the year	(51,757)	deficit
Actual budget deficit at 30 June 2012	<u>(4,098,025)</u>	deficit

Comments on additional revenue sources and cost savings are included in attachment "A".

SEWER ACCOUNT

A comparison of actual results to estimates is as follows:

	\$	
Management Expenses	332,424	surplus
Maintenance and Operating	106,853	surplus
Miscellaneous	(37,317)	deficit
Capital Expenditure	332,868	surplus
Untied Funding	1,218,324	surplus
Total Sewer Account Variation	<u>1,953,152</u>	surplus

The Sewer Account deficit for the year is \$1,802,591. This result reflects the following variations:

	\$	
Original Budget at 1 July 2012	(3,591,600)	deficit
Budget variations during year	(164,143)	deficit
Revised Budget at 30 June 2012	(3,755,743)	deficit
Additional revenue sources /cost savings gained	1,999,294	surplus
	(1,756,449)	deficit
Additional projects voted during the year	(46,142)	deficit
Actual budget surplus at 30 June 2012	(1,802,591)	deficit

Comments on additional revenue sources and cost savings are included in attachment "A".

REVOTES

Attachment D is a list of revotes which are for works that have not commenced or were incomplete at 30 June 2012.

Council will need to review the proposed revotes and revoke the expenditure.

The revotes may be summarised as follows:

SUMMARY	REVOTE \$	FUNDING			
		Revenue \$	External \$	Environmental Levy \$	Restricted Equity \$
General Account	31,531,736	2,828,971	2,698,058	307,909	25,696,798
Water Account	4,604,171	679,019			3,925,152
Sewer Account	25,987,207	650,000	2,984,012		22,353,195

Sustainability Assessment:

- **Environment**

Environmental impacts in relation to expenditure being revoted in this report would have been dealt with at the time the original funds were allocated.

- **Social**

The provision of basic infrastructure and community services is an essential requirement of maintaining community wellbeing.

- **Civic Leadership**

Council has provided sound civic leadership in achieving a surplus above that already budgeted as at June 30. It will continue to endeavour to attain similar results in future years in line with the 2030 Community Strategic Plan.

- **Economic**

Broader Economic Implications

When dealing with increased community demands Council has to focus on the balance of providing services with the limited funds available. Council must also ensure that a healthy financial position is maintained to ensure ongoing viability of the organisation.

Delivery Program/Operational Plan Implications

This report provides Council with a comparison of the financial outcomes for the provision of services to the community to the original and subsequent budget allocations adopted by Council.

Consultation:

The budget and revote review was considered and approved by Executive Staff after consultation with all relevant managers.

Related Policy and / or Precedents:

The Director of Corporate Business has provided guidelines to staff regarding their responsibilities relating to effective and transparent budget review and assessment processes. This framework provides guidance in achieving the objective of a year end balanced budget in the General Fund.

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.

Issues:

Currently any major budget issues are collated and addressed on a monthly basis via a separate report to the Corporate Development Team.

Implementation Date / Priority:

Management will continue to monitor the organisation's performance with a view to improving service delivery.

Recommendation:

1. That the estimated results for the financial year 2011/12 be noted as follows:

	\$	
General Account	167,422	surplus
Water Account	(4,098,025)	deficit
Sewer Account	(1,802,591)	deficit

2. That the various revotes from 2011/2012 to 2012/2013 as detailed in Attachment D as follows, be adopted.

SUMMARY	REVOTE \$	FUNDING			
		Revenue \$	External \$	Environmental Levy \$	Restricted Equity \$
General Account	31,531,736	2,828,971	2,698,058	307,909	25,696,798
Water Account	4,604,171	679,019			3,925,152
Sewer Account	25,987,207	650,000	2,984,012		22,353,195

3. **Approve the revote of general fund interest on investments over budget in order to cover the \$277,936 shortfall in 12/13 Financial Assistance grant funding as reported to Council 23/8/12 (CB12/74).**
4. **Approve \$46,815 of funding from the Private works surpluses for costs associated with the commercialisation of City Works.**

Attachment A

GENERAL ACCOUNT

A comparison of actual results to revised budget for the year ended 30 June 2012 is as follows:

Department	Variance	
	\$	
Civic Management and City Resources	62,733	surplus
Corporate Business	247,254	surplus
Land Use, Health & Development	(5,511)	deficit
City Services	(193,482)	deficit
Untied Funding	19,558	surplus
Total General Account variation	<u>167,422</u>	surplus

Some items worthy of particular mention are:

Corporate Business Department

The overall result from the Corporate Business Departments is a \$329,545 surplus.

Civic Management

The following items require revoting:

- \$50,000 for review and implementation of the 2030 project, required by legislation following ordinary election;
- \$25,000 for Sister City Visit –deferred and now planned for 2013 to mark anniversary of sister city agreement;
- \$56,927 for Councillors Discretionary Fund – to fund 12/13 budget initiatives.

Marketing and Tourism

The following items require revoting:

- Events Marketing - for existing commitments to events related contracts;
- Advertising & Promotion – grant funding from Destination NSW aligned to 2012 calendar year projects;
- Directors Conference – seed funding for March 2013 event;
- Bruxner Park Ecotourism Project – TQual funded, scheduled for September 2012;
- Conference Bid seed funding – Current 2012 bids underway;
- Business Events Support – operational event budget.

Property and Commercial Services

The following revotes have been requested:

- Museum Renovations 215A Harbour Drive – required to complete project.

Attachment A

Leasing and Asset Management

The requested revotes for this program are:

- Boambee East Community Village Maintenance - completion of security works;
- Public Toilet Improvements - Projects commenced including Riding Lane amenities which require disabled access as requested by Access Advisory committee;
- Coramba Sports Ground Upgrade – signage to ensure appropriate future use of the grounds;
- Marcia St Rental Premises Refurbishment - to complete line marking in the general car park to delineate lessee car space allocations;
- Community Village Workshop conversion - fully grant funded project delayed by Dept of Lands;
- Community Village Bus Shed conversion – fully grant funded project delayed by Dept of Lands;
- Community Village Roadworks Upgrade - Project commenced but delayed due to adverse weather.

Swimming Pool

This program has a surplus of \$9,926. There are no revotes.

Regional Airport

The following capital infrastructure and developmental projects require revote:

- Animal Hazard Management Plan – 2011/12 audit delayed and invoice has not yet been received;
- Airport Land Use Plan – Additional studies required for DA application not yet completed;
- Planned Enhancements RPT – Project deferred, unable to undertake rejuvenation works until summer months;
- Apron Extension – City Works unable to undertake works in 11/12;
- Air Conditioning – Awaiting independent assessment of new BMS system;
- RPT Roadworks Design/ Constructions - City Works unable to undertake works in 11/12.

These commitments are in line with Council's long term financial plan.

Sports Unit

The following items require revoting:

- Stadium Operating – “Coremaster” plant ordered in 11/12 delivery delayed due to manufacturer until 12/13;
- Sports Events – To cover Council's in-kind contribution for Australian National touch titles;
- Woolgoolga Netball Courts Upgrade – grant application by Woolgoolga Netball club was unsuccessful. Other options to be explored to enable project to be completed.

Attachment A

Administration

The requested revotes for this program are:

- Branding Project – expected to commence early 2013;
- Office Equipment – Completion of office refurbishment;
- Foreshore Enquiry by Design - this project will progress planning for the City's waterside areas;
- CBD Commercial Study – required to finalise project;
- CBD Masterplan - per April Budget Review (CB11/30 – 9 June 2011).

Governance and Legal Services

Revotes are necessary to meet costs related to:

- Audit Committee Costs – for formation of Governance and Audit committee after election;
- Consultancy costs – for outstanding Code of Conduct complaints;
- Legal costs – ongoing legal costs across organisation.

Rural Fire Service

There is a substantial surplus of \$123,202. Budgets are raised in accordance with allocations issued by the NSW Fire Service which are based on applications by each regional manager. These applications are formed around anticipated increases for the previous full years actual costs which are 18 months in arrears by the time allocations are made. As a result there are lengthy time lags in ascertaining what budgets should be in relation to current trends. For example, bushfire vehicle running expenses are \$22,000 less than last financial year, similarly rural fire management centre costs are down over \$35,000. It is assumed this windfall will be reduced in 12/13 and future years as more recent costs are factored into approved allocations.

All requested revotes for the various station upgrades are fully funded by grant or reserve.

Information Services

The following comments relate to the IT revotes:

- Computer Hardware and Software - further equipment purchases required;
- Grants Software – System currently being implemented;
- DataWorks Software Upgrade – scheduled to start in October 2012 per CIS strategy;
- Proclaim Software Upgrade - scheduled to start in October 2012 per CIS strategy;
- Archiving/Digitising of DA's – temporary staff have been employed, project to run over a 2 year timeframe;
- Consultancy Costs – to be used in conjunction with records software upgrade.

Telecommunications and New Technology

A surplus of \$32,143 has been achieved as a result of some profit generating projects including the provision of optical fibre cabling and CCTV installation. In addition 70% of all profits from the sale of telemetry switchboards have been allocated to reserves for future use per the private works policy. It is anticipated this product will continue to provide a significant revenue stream for future years.

Attachment A

Finance

The following comments relate to the Finance revotes:

- Events Seed Funding - earmarked for several regional events in 2012/13 and has been funded by the city centre rate;
- Asset Valuation Fees – commitments for advisory and valuation services required in 2012/13;
- Staff Costs – resource asset system implementation and integration.

Plant

The revote of \$515,200 for Plant Replacement relates to the purchase of both minor and major plant items which have been ordered in 2011/12 but not yet received.

Program Support

A revote of \$39,849 is required for the EL Matching Grant Funding Pool funded by the Environmental Levy.

Land Use Health & Development Department

The overall result from the LUHD Department is a \$5,511 deficit.

Land Use Planning

Revotes for this program total \$268,880 with the major projects being the LEP Review which Council is bound to over several years and North Boambee Valley Release Area of which almost half will be funded by landholders. The remaining revotes are for planning studies partially completed and the funds are fully committed. The surplus for the branch is \$6,384.

Land Use Assessment

This program has a surplus result of \$14,164. However, during the year Council has reduced the budgeted income from building fees by a total of \$208,000. The revotes requested relate to contractors/casuals engaged for pool inspections and urban design. There is also grant funded ePlanning project work yet to be spent.

Environmental Services

The results of the programs within the branch are:

	\$	
Environmental Management	(12,090)	deficit
Public Health and Safety	(18,492)	deficit
Waste Management (deficit funded from Waste Reserve)	Nil	

Total revotes are \$1,470,991 of this:

- \$559,392 relates to the Coramba Fuel Remediation works
- \$92,062 are Environmental Levy funded
- \$41,682 Local Food Futures project (fully grant funded)
- \$618,446 Our Living Coast Regional Sustainability (fully grant funded)
- \$24,685 CEEchange program (fully grant funded)
- \$61,860 Orara River Health project (fully grant funded).

Attachment A

Ranger Services

Increased fines have contributed towards the small surplus of \$4,523 here.

Waste Management

In relation to this budget, all surpluses and deficits are reflected through the Waste Management Reserve.

Revotes of \$356,319 are required of which \$58,151 for Public Place Recycling, the remainder relates to fully grant funded works.

City Services Department

The overall result from the City Services Department is a \$193,482 deficit.

Asset Systems

This program has a surplus of \$10,654. The only revote requested relates to consultancy costs. We have engaged Infomaster to undertake Water and Sewer scoping works.

Community Development

The Library and Community Services programs resulted in a deficit of \$105,933, the main source being the operation of the Jetty Theatre. This shortfall is in addition to the \$145,000 we have added to the Jetty Theatre budget allocation via budget reviews throughout the year. Council has recently appointed a consultant to complete a Business Plan for the theatre. It is envisaged this plan will make recommendations to improve the operations of this entity.

Revotes for the library total \$183,278, being:

- \$8,000 to allow the library to implement the automated material/debt recovery module for Spydus
- \$1,006 for Home Library Service Development, fully grant funded
- \$2,362 for PA system and bar code scanners
- \$124,123 is for local priority projects, fully grant funded
- \$16,000 for revitalising regional libraries, fully grant funded
- \$19,111 for Digital Coffs Harbour, fully grant funded
- \$9,634 for Toormina library carport security
- \$3,042 to replace worn out furniture at public access computers and additional audio-visual display units for all branches.

All Community Services revotes are primarily by grants from various state and federal bodies. The only revenue funded revote relates to the Jetty Theatre Business plan which has a contract underway.

Economic Development Unit

The following comments are relevant in terms of the requested revotes:

Attachment A

EDU Projects

- City Centre Marketing – committed for ongoing Wi-Fi costs;
- Information Communication & Technology – ongoing cost of programs for wireless streaming equipment for Switched on Cofts community consultation and collaboration program;
- Economic Development Plan – committed for the development of the strategy, proposed completion February / March 2013.

Environmental Laboratory

The trading result for the year is a surplus of \$232,988. Capital expenditure of \$27,642 was incurred for lab equipment.

Operational Administration

The operating result for the year is a surplus of \$22,595, with a request for revotes for the works depot upgrade.

Recreational Services

This program has a deficit result of \$48,601 which includes expenditure of \$37,021 relating to Natural Disaster works that will not be funded under the grant approval. The bulk of the revotes of \$847,508 are Environmental Levy projects, reserve funded works or tied to grants and contributions made by external parties. The only fully revenue funded items for revote are:

- Botanic Garden / Japanese Garden
- Coramba Playground Equipment.

Regional Roads

The Regional Roads program has a deficit result of \$16,888 which includes expenditure of \$7,296 relating to Natural Disaster works that will not be funded under the grant approval.

Local Roads

The Local Roads program has a deficit result of \$79,873. This is mainly a consequence of extra maintenance works required to help meet the backlog of works outstanding, including:

- Urban Roads Maintenance
- Rural Roads Unsealed Maintenance
- Rural Roads Sealed Maintenance.

The major works being revoted are the Moonee Beach road reconstruction and part of the black spot programs schedule of works. All other revoted works are related to either Section 94, contribution or grant funds.

Attachment A

Bridges

There has been a minor surplus of \$3,943 within this program.

Revotes are required for the following works:

- \$51,019 Coramba Historical Bridge Maintenance – grant funds provided by RTA under Council's agreement to take over maintenance.
- Major bridge repairs of \$421,825 which are all funded by Council's special rate as approved by the DLG, including:
 - Harry Jensen Bridge
 - Hartleys's Bridge
 - Old Bucca Road Bridge
 - Herds Bridge
 - Murrays Bridge
 - McClellands

Footpaths and Cycleways

This program has a surplus of \$52,801 related to unspent footpath and bus shelter repair funds. There have been revotes requested for:

- Footpaths construction
- Bus Shelter construction
- Cycleways construction.

Parking

This program has a deficit of \$12,659 due to under budgetting of CPI increases for working expenses. There have been revotes requested for Castle St Carpark Improvements of \$662,085 which is funded by unexpended loans.

Street & Toilet Cleaning

This program has a deficit of \$31,734 due to under budgetting of CPI increases for cleaning and maintenance expenses including plant hire rates.

Drainage

The drainage program has a deficit of \$7,991 which is mainly attributable to drainage repairs and maintenance costs escalating. It also includes expenditure of \$6,315 relating to Natural Disaster works that will not be funded under the grant approval.

Council has a program of flood mitigation works of almost \$14 million which includes funding from:

- Natural Disaster Resilience Grants;
- \$6m loan over 20 years of which repayments are funded from the Stormwater Levy;
- A further \$6m loan over 10 years per Council resolution 11/3/10 of which repayments are funded by special rate variation;
- Of this program of works a total of \$13,405,595 needs to be revoted.

Boat Ramp

Program has a surplus of \$18,280 due to savings in Jetty maintenance works.

Attachment A

CityWorks – Private Works

This program is made up of a number of projects for which Council has been contracted by external parties. It also includes the operations of both the Nana Lane and Morgans Road nurseries, which both incur substantial losses. Despite that, this year the entire program has made a profit of \$526,520 which has been transferred to reserves for future use as required by the private works policy.

Design

The Design branch result is a surplus of \$21,465. The solely revenue funded revotes requested are:

- Management Plan - committed to Bush Regeneration Strategy in conjunction with Envite;
- Banner Pole Replacement Project – committed to Woolgoolga main street works;
- Traffic Facilities – Street seat replacement project;
- Harbour Foreshore Planning – integrated with harbour redevelopment.

Street Lighting

This area has a deficit of \$39,869, mainly due to increased costs for electricity above that anticipated. The revote for new street lights arose as works have been deferred due to unavailability of contractors.

Subdivision and Contracts

This program has a surplus of \$22,447 due mainly to savings from staff supervision of minor subdivision costs.

Untied Funding

The surplus of \$19,558 is mainly a consequence of greater extra charges being earned than anticipated. This surplus is in addition to recommendation 3 of this report to approve the revote of general fund interest on investments in order to cover the \$277,936 shortfall in 12/13 Financial Assistance grant funding as reported to Council 23/8/12 (CB12/74).

WATER ACCOUNT

The adopted management plan provided for a deficit of \$4,897,205. Variations during the year increased the budget deficit to \$4,937,999. The actual deficit result was \$4,098,025.

In summary the following variations have occurred:

Management Expenses

Achieved a surplus of \$152,532. The main revote was for the commencement of the water strategy which is an ongoing commitment.

Maintenance and Operating

The surplus of \$320,377 is represented by numerous variations throughout the program including savings on pumping stations and other anticipated costs not incurred. All revotes are required for meter replacement plus a number of outstanding invoices.

Attachment A

Miscellaneous

Incurring a deficit of \$16,422 with a minor with no revotes requested.

Capital Expenditure

The surplus of \$240,136 is a result of the sale of surplus plant, savings in service connections and a number of other capital projects coming in under budget. All revotes are funded through loan funds previously unexpended.

Untied Funding

The surplus of \$143,351 primarily results from greater than anticipated interest on investments and bulk water supply positions which was partially offset by a shortage of water usage charges.

SEWER ACCOUNT

The adopted management plan provided for a deficit of \$3,591,600. Variations during the year increased the budget deficit to \$3,755,743. The actual deficit result was \$1,802,591.

In summary the following variations have occurred:

Management Expenses

Management Expenses had a surplus of \$332,424 is mainly attributable to no revote for sewerage strategy required as it is included in 12/13 budgets. No revotes were necessary for this program.

Maintenance and Operating

The surplus of \$106,853 represents surpluses in trade waste charges and savings in reuse management and telemetry costs. The only revote relates to a backlog of the Biomass disposal contract.

Miscellaneous

A minor deficit of \$37,317 is mainly attributable to greater payroll tax costs than anticipated. No revotes were necessary for this program.

Capital Program

A surplus of \$332,868 occurred as a result of several projects having no revote required. All requested revotes are funded through loan funds previously unexpended.

Untied Funding

The surplus of \$1,218,324 is primarily an upgrade to the interest on investments position.

2011/12 DEPARTMENTAL BUDGET SUMMARY AS AT 30/06/2012										
Department	Revenue			Expenditure			Restricted	Net Cost		
	Revised Bud	Net Budget	Actual	Revised Bud	Net Budget	Actual	Adjustment	Adopted	Revised	Variance
Civic Management & City Resources										
Civic Management	3,600	3,600	-	1,504,208	1,372,281	1,312,763	-	(1,368,681)	(1,312,763)	55,918
Community Facilities	1,690,950	1,690,950	1,690,950	3,053,709	1,476,199	1,476,199	-	214,751	214,751	-
	1,694,550	1,694,550	1,690,950	4,557,917	2,848,480	2,788,962	-	(1,153,930)	(1,098,012)	55,918
Corporate Business										
Marketing & Tourism	1,149,768	1,149,768	1,113,063	2,409,373	2,088,022	2,064,502	-	(958,254)	(951,439)	6,815
Valuation & Property Services	1,351,725	1,326,362	1,409,555	4,408,097	3,712,101	3,717,025	-	(2,385,739)	(2,307,470)	78,269
Coffs Harbour Regional Airport	4,053,000	4,053,000	3,997,269	5,341,150	4,432,280	4,401,245	(24,696)	(403,976)	(403,976)	-
Sports Unit	601,112	601,112	603,618	2,991,114	2,808,690	2,802,223	-	(2,207,578)	(2,198,605)	8,973
Administrative Services	4,934,033	4,934,033	1,184,960	1,309,615	1,154,473	1,184,960	-	3,779,560	3,749,754	(29,806)
Governance & Legal	96,550	96,550	1,863,789	1,915,113	1,869,165	1,863,789	-	(1,772,615)	(1,767,240)	5,375
Rural Fire Service	1,227,626	920,469	2,023,848	1,981,036	1,673,879	2,023,848	-	(753,410)	(630,208)	123,202
Information Services	1,696,381	1,696,381	1,712,671	6,347,663	5,953,926	5,910,418	-	(4,257,545)	(4,197,747)	59,798
Financial Services	8,592,284	8,390,884	8,515,853	13,738,961	13,093,772	12,909,388	285,295	(4,417,593)	(4,393,535)	24,058
Human Resources	58,515	58,515	60,459	1,260,516	1,260,516	1,285,075	-	(1,202,001)	(1,224,616)	(22,615)
	23,760,994	23,227,074	22,485,085	41,702,638	38,046,824	38,162,473	280,599	(14,579,151)	(14,325,082)	254,069
Land Use, Health & Development										
Land Use Planning	174,775	69,775	68,883	1,475,924	1,207,044	1,199,768	-	(1,137,269)	(1,130,885)	6,384
Land Use Assessment	2,044,973	1,913,751	1,910,828	2,657,054	2,265,946	2,248,859	-	(352,195)	(338,031)	14,164
Environmental Management	17,311,747	17,129,307	17,817,846	24,697,454	22,870,144	23,547,346	37,396	(5,703,441)	(5,729,500)	(26,059)
	19,531,495	19,112,833	19,797,557	28,830,432	26,343,134	26,995,973	37,396	(7,192,905)	(7,198,416)	(5,511)
City Services										
Community Services	612,212	612,212	616,228	4,965,802	4,719,418	4,829,367	-	(4,107,206)	(4,213,139)	(105,933)
Asset Systems	-	-	-	339,158	311,536	300,882	-	(311,536)	(300,882)	10,654
Economic Development Unit	273,436	273,436	283,890	1,148,496	1,119,241	1,127,688	-	(845,805)	(843,798)	2,007
Environmental Lab	630,000	630,000	808,476	576,994	576,994	522,482	232,988	285,994	285,994	-
Operational Administration	126,500	126,500	150,382	1,009,603	1,009,603	1,010,890	-	(883,103)	(860,508)	22,595
Recreational Services	2,105,035	1,745,217	1,785,619	7,181,308	6,333,800	6,422,803	-	(4,588,583)	(4,637,184)	(48,601)
Transportation Infrastructure	10,304,372	9,174,238	9,156,069	57,762,363	38,264,450	38,324,528	-	(29,090,212)	(29,168,459)	(78,247)
CityWorks- Private Works	2,976,694	2,976,694	2,976,694	2,450,174	-	2,450,174	2,450,174	526,520	526,520	-
Infrastructure Design & Projects	1,354,708	1,093,751	1,086,029	8,136,159	5,358,227	5,346,462	-	(4,264,476)	(4,260,433)	4,043
	18,382,957	16,632,048	16,863,387	83,570,057	57,693,269	60,335,276	2,683,162	(43,278,407)	(43,471,889)	(193,482)
Untied Revenue	43,271,368	43,549,304	43,568,862	-	-	-	-	43,549,304	43,568,862	19,558
Budgeted Surplus/(Deficit)										36,870
Total General Account	106,641,364	104,215,809	104,405,841	158,661,044	124,931,707	128,282,684	2,981,157	(22,655,089)	(22,524,537)	167,422
Water Services										
Water Services	1,868,792	1,868,792	1,934,888	35,515,114	30,910,943	30,280,416	-	(29,042,151)	(28,345,528)	696,623
Untied Revenue	17,868,915	17,868,915	18,012,266	-	-	-	-	17,868,915	18,012,266	143,351
Budgeted Surplus/(Deficit)										(4,937,999)
Total Water Account	19,737,707	19,737,707	19,947,154	35,515,114	30,910,943	30,280,416	-	(11,173,236)	(10,333,262)	(4,098,025)
Sewerage Services										
Sewerage Services	6,029,184	3,045,172	3,471,749	71,075,423	45,088,216	44,779,965	-	(42,043,044)	(41,308,216)	734,828
Untied Revenue	24,801,647	24,801,647	26,019,971	-	-	-	-	24,801,647	26,019,971	1,218,324
Budgeted Surplus/(Deficit)										(3,755,743)
Total Sewer Account	30,830,831	27,846,819	29,491,720	71,075,423	45,088,216	44,779,965	-	(17,241,397)	(15,288,245)	(1,802,591)

2011/2012 PROGRAM RESULTS

PROGRAM	2011/12 Net Budget	2011/12 Actual	2011/12 Variation	
CIVIC MANAGEMENT				
Operating Expenditure	1,372,281.00	1,312,763.00	59,518.00	
Capital Expenditure	-	-	-	
Less Operating Revenues	(3,600.00)	-	(3,600.00)	
Less Capital Revenues	-	-	-	
Net Cost	1,368,681.00	1,312,763.00	55,918.00	Surplus
COMMUNITY FACILITIES				
Operating Expenditure	613,392.00	613,392.00	-	
Capital Expenditure	862,807.00	862,807.00	-	
Less Operating Revenues	(1,690,950.00)	(1,690,950.00)	-	
Less Capital Revenues	-	-	-	
Net Cost	(214,751.00)	(214,751.00)	-	
MARKETING & TOURISM				
Operating Expenditure	2,048,064.00	2,024,544.00	23,520.00	
Capital Expenditure	39,958.00	39,958.00	-	
Less Operating Revenues	(1,069,768.00)	(1,053,063.00)	(16,705.00)	
Less Capital Revenues	(60,000.00)	(60,000.00)	-	
Net Cost	958,254.00	951,439.00	6,815.00	Surplus
CIVIC MANAGEMENT & CITY RESOURCES			62,733.00	Surplus

2011/2012 PROGRAM RESULTS

PROGRAM	2011/12 Net Budget	2011/12 Actual	2011/12 Variation	
VALUATION & PROPERTY SERVICES				
Operating Expenditure	449,049.00	456,355.00	(7,306.00)	
Capital Expenditure	171,647.00	168,677.00	2,970.00	
Less Operating Revenues	(106,427.00)	(110,976.00)	4,549.00	
Less Capital Revenues	(97,977.00)	(97,977.00)	-	
Net Cost	416,292.00	416,079.00	213.00	Surplus
LEASING & ASSET MANAGEMENT				
Operating Expenditure	2,466,532.00	2,477,430.00	(10,898.00)	
Capital Expenditure	9,588.00	9,588.00	-	
Less Operating Revenues	(1,120,079.00)	(1,199,107.00)	79,028.00	
Less Capital Revenues	(579.00)	(579.00)	-	
Restricted Equity Movement (Net)				
Net Cost	1,355,462.00	1,287,332.00	68,130.00	Surplus
SWIMMING POOLS				
Operating Expenditure	557,587.00	547,277.00	10,310.00	
Capital Expenditure	57,698.00	57,698.00	-	
Less Operating Revenues	(1,300.00)	(916.00)	(384.00)	
Less Capital Revenues	-	-	-	
Restricted Equity Movement (Net)				
Net Cost	613,985.00	604,059.00	9,926.00	Surplus
AIRPORT				
Operating Expenditure	3,773,661.00	3,754,555.00	19,106.00	
Capital Expenditure	658,619.00	646,690.00	11,929.00	
Less Operating Revenues	(4,053,000.00)	(3,997,269.00)	(55,731.00)	
Less Capital Revenues	-	-	-	
Restricted Equity Movement (Net)			24,696.00	
Net Cost	379,280.00	403,976.00	-	
SPORTS UNIT				
Operating Expenditure	2,172,106.00	2,166,181.00	5,925.00	
Capital Expenditure	636,584.00	636,042.00	542.00	
Less Operating Revenues	(447,026.00)	(449,532.00)	2,506.00	
Less Capital Revenues	(154,086.00)	(154,086.00)	-	
Net Cost	2,207,578.00	2,198,605.00	8,973.00	Surplus
ADMINISTRATION				
Operating Expenditure	1,032,667.00	1,063,984.00	(31,317.00)	
Capital Expenditure	121,806.00	120,976.00	830.00	
Less Operating Revenues	(4,934,033.00)	(4,934,714.00)	681.00	
Less Capital Revenues	-	-	-	
Net Cost	(3,779,560.00)	(3,749,754.00)	(29,806.00)	Deficit

2011/2012 PROGRAM RESULTS

PROGRAM	2011/12 Net Budget	2011/12 Actual	2011/12 Variation	
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GOVERNANCE & LEGAL

Operating Expenditure	1,869,165.00	1,863,789.00	5,376.00	
Capital Expenditure	-	-	-	
Less Operating Revenues	(96,550.00)	(96,549.00)	(1.00)	
Less Capital Revenues	-	-	-	
Net Cost	1,772,615.00	1,767,240.00	5,375.00	Surplus

RURAL FIRE SERVICES

Operating Expenditure	1,404,278.00	1,284,943.00	119,335.00	
Capital Expenditure	269,601.00	738,905.00	(469,304.00)	
Less Operating Revenues	(650,868.00)	(654,735.00)	3,867.00	
Less Capital Revenues	(269,601.00)	(738,905.00)	469,304.00	
Net Cost	753,410.00	630,208.00	123,202.00	Surplus

INFORMATION SERVICES

Operating Expenditure	3,782,668.00	3,741,496.00	41,172.00	
Capital Expenditure	621,109.00	631,947.00	(10,838.00)	
Less Operating Revenues	(18,000.00)	(15,042.00)	(2,958.00)	
Less Capital Revenues	-	(279.00)	279.00	
Net Cost	4,385,777.00	4,358,122.00	27,655.00	Surplus

TECHNOLOGY GROUP

Operating Expenditure	1,417,049.00	1,396,706.00	20,343.00	
Capital Expenditure	133,100.00	140,269.00	(7,169.00)	
Less Operating Revenues	(1,440,531.00)	(1,441,338.00)	807.00	
Less Capital Revenues	(237,850.00)	(256,012.00)	18,162.00	
Net Cost	(128,232.00)	(160,375.00)	32,143.00	Surplus

FINANCE

Operating Expenditure	3,811,067.00	3,762,320.00	48,747.00	
Capital Expenditure	-	-	-	
Less Operating Revenues	(964,636.00)	(947,470.00)	(17,166.00)	
Less Capital Revenues	(29,804.00)	(29,761.00)	(43.00)	
Net Cost	2,816,627.00	2,785,089.00	31,538.00	Surplus

PLANT & MECHANICAL SERVICES

Operating Expenditure	6,431,417.00	6,877,975.00	(446,558.00)	
Capital Expenditure	2,474,900.00	1,903,057.00	571,843.00	
Less Operating Revenues	(6,229,264.00)	(6,582,424.00)	353,160.00	
Less Capital Revenues	(1,108,500.00)	(915,350.00)	(193,150.00)	
Restricted Equity Movement (Net)	-	-	(285,295.00)	
Net Cost	1,568,553.00	1,283,258.00	-	

2011/2012 PROGRAM RESULTS

PROGRAM	2011/12 Net Budget	2011/12 Actual	2011/12 Variation
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PROGRAM SUPPORT

Operating Expenditure	376,388.00	366,036.00	10,352.00
Capital Expenditure	-	-	-
Less Operating Revenues	(58,680.00)	(40,848.00)	(17,832.00)
Less Capital Revenues	-	-	-
Net Cost	317,708.00	325,188.00	(7,480.00) Deficit

HR & ORGANISATIONAL DEVELOPMENT

Operating Expenditure	1,260,516.00	1,285,075.00	(24,559.00)
Capital Expenditure	-	-	-
Less Operating Revenues	(58,515.00)	(60,459.00)	1,944.00
Less Capital Revenues	-	-	-
Net Cost	1,202,001.00	1,224,616.00	(22,615.00) Deficit

CORPORATE BUSINESS

247,254.00 Surplus

LAND USE PLANNING

Operating Expenditure	1,207,044.00	1,199,768.00	7,276.00
Capital Expenditure	-	-	-
Less Operating Revenues	(69,775.00)	(68,883.00)	(892.00)
Less Capital Revenues	-	-	-
Net Cost	1,137,269.00	1,130,885.00	6,384.00 Surplus

LAND USE ASSESSMENT

Operating Expenditure	2,265,946.00	2,248,859.00	17,087.00
Capital Expenditure	-	-	-
Less Operating Revenues	(1,913,751.00)	(1,910,828.00)	(2,923.00)
Less Capital Revenues	-	-	-
Net Cost	352,195.00	338,031.00	14,164.00 Surplus

ENVIRONMENTAL MANAGEMENT

Operating Expenditure	2,487,787.00	2,503,451.00	(15,664.00)
Capital Expenditure	50,336.00	49,548.00	788.00
Less Operating Revenues	(468,053.00)	(470,839.00)	2,786.00
Less Capital Revenues	-	-	-
Net Cost	2,070,070.00	2,082,160.00	(12,090.00) Deficit

PUBLIC HEALTH & SAFETY

Operating Expenditure	1,203,088.00	1,223,796.00	(20,708.00)
Capital Expenditure	16,884.00	17,388.00	(504.00)
Less Operating Revenues	(234,448.00)	(237,168.00)	2,720.00
Less Capital Revenues	-	-	-
Net Cost	985,524.00	1,004,016.00	(18,492.00) Deficit

2011/2012 PROGRAM RESULTS

PROGRAM	2011/12 Net Budget	2011/12 Actual	2011/12 Variation
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RANGER SERVICES

Operating Expenditure	847,568.00	836,183.00	11,385.00
Capital Expenditure	5,500.00	2,656.00	2,844.00
Less Operating Revenues	(401,130.00)	(391,424.00)	(9,706.00)
Less Capital Revenues	-	-	-
Net Cost	451,938.00	447,415.00	4,523.00 Surplus

DOMESTIC WASTE MANAGEMENT

Operating Expenditure	13,613,158.00	13,342,678.00	270,480.00
Capital Expenditure	288,260.00	301,546.00	(13,286.00)
Less Operating Revenues	(11,881,482.00)	(11,794,557.00)	(86,925.00)
Less Capital Revenues	(5,000.00)	(5,000.00)	-
Restricted Equity Movement (Net)			(170,269.00)
Net Cost	2,014,936.00	1,844,667.00	-

NON DOMESTIC WASTE MANAGEMENT

Operating Expenditure	4,233,504.00	5,139,982.00	(906,478.00)
Capital Expenditure	124,059.00	130,118.00	(6,059.00)
Less Operating Revenues	(4,139,194.00)	(4,918,858.00)	779,664.00
Less Capital Revenues	-	-	-
Restricted Equity Movement (Net)			132,873.00
Net Cost	218,369.00	351,242.00	-

LAND USE, HEALTH & DEVELOPMENT

(5,511.00) **Deficit**

CITY SERVICES SUPPORT

Operating Expenditure	883,409.00	887,535.00	(4,126.00)
Capital Expenditure	-	-	-
Less Operating Revenues	-	-	-
Less Capital Revenues	-	-	-
Net Cost	883,409.00	887,535.00	(4,126.00) Deficit

ASSET SYSTEMS

Operating Expenditure	311,536.00	300,882.00	10,654.00
Capital Expenditure	-	-	-
Less Operating Revenues	-	-	-
Less Capital Revenues	-	-	-
Net Cost	311,536.00	300,882.00	10,654.00 Surplus

LIBRARY SERVICES

Operating Expenditure	1,736,681.00	1,728,753.00	7,928.00
Capital Expenditure	165,686.00	164,883.00	803.00
Less Operating Revenues	(167,385.00)	(172,123.00)	4,738.00
Less Capital Revenues	(77,890.00)	(77,890.00)	-
Net Cost	1,657,092.00	1,643,623.00	13,469.00 Surplus

2011/2012 PROGRAM RESULTS

PROGRAM	2011/12 Net Budget	2011/12 Actual	2011/12 Variation	
COMMUNITY SERVICES				
Operating Expenditure	2,675,586.00	2,794,179.00	(118,593.00)	
Capital Expenditure	141,465.00	141,552.00	(87.00)	
Less Operating Revenues	(356,210.00)	(355,488.00)	(722.00)	Deficit
Less Capital Revenues	(10,727.00)	(10,727.00)	-	
Net Cost	2,450,114.00	2,569,516.00	(119,402.00)	Deficit
ECONOMIC DEVELOPMENT UNIT				
Operating Expenditure	1,019,449.00	1,027,896.00	(8,447.00)	
Capital Expenditure	99,792.00	99,792.00	-	
Less Operating Revenues	(273,436.00)	(283,890.00)	10,454.00	
Less Capital Revenues	-	-	-	
Net Cost	845,805.00	843,798.00	2,007.00	Surplus
ENVIRONMENTAL LAB				
Operating Expenditure	549,352.00	494,840.00	54,512.00	
Capital Expenditure	27,642.00	27,642.00	-	
Less Operating Revenues	(630,000.00)	(808,476.00)	178,476.00	
Less Capital Revenues	-	-	-	
Restricted Equity Movement (Net)	-	-	(232,988.00)	
Net Cost	(53,006.00)	(285,994.00)	-	
OPERATIONAL ADMINISTRATION				
Operating Expenditure	929,631.00	931,647.00	(2,016.00)	
Capital Expenditure	79,972.00	79,243.00	729.00	
Less Operating Revenues	(48,500.00)	(72,382.00)	23,882.00	
Less Capital Revenues	(78,000.00)	(78,000.00)	-	
Restricted Equity Movement (Net)	-	-	-	
Net Cost	883,103.00	860,508.00	22,595.00	Surplus
RECREATIONAL SERVICES				
Operating Expenditure	6,057,737.00	6,154,237.00	(96,500.00)	
Capital Expenditure	276,063.00	268,566.00	7,497.00	
Less Operating Revenues	(1,745,217.00)	(1,785,619.00)	40,402.00	
Less Capital Revenues	-	-	-	
Net Cost	4,588,583.00	4,637,184.00	(48,601.00)	Deficit
REGIONAL ROADS				
Operating Expenditure	2,514,842.00	2,591,030.00	(76,188.00)	
Capital Expenditure	633,391.00	638,388.00	(4,997.00)	
Less Operating Revenues	(942,047.00)	(1,006,344.00)	64,297.00	
Less Capital Revenues	(449,009.00)	(449,009.00)	-	
Net Cost	1,757,177.00	1,774,065.00	(16,888.00)	Deficit

2011/2012 PROGRAM RESULTS

PROGRAM	2011/12 Net Budget	2011/12 Actual	2011/12 Variation
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LOCAL ROADS

Operating Expenditure	19,497,587.00	19,654,938.00	(157,351.00)
Capital Expenditure	3,768,638.00	3,673,783.00	94,855.00
Less Operating Revenues	(794,974.00)	(777,597.00)	(17,377.00)
Less Capital Revenues	(1,595,684.00)	(1,595,684.00)	-
Net Cost	20,875,567.00	20,955,440.00	(79,873.00) Deficit

BRIDGES

Operating Expenditure	794,451.00	790,508.00	3,943.00
Capital Expenditure	492,355.00	492,355.00	-
Less Operating Revenues	(907,667.00)	(907,667.00)	-
Less Capital Revenues	-	-	-
Net Cost	379,139.00	375,196.00	3,943.00 Surplus

FOOTPATHS, CYCLEWAYS & BUS SHELTERS

Operating Expenditure	825,772.00	816,116.00	9,656.00
Capital Expenditure	380,193.00	337,048.00	43,145.00
Less Operating Revenues	-	-	-
Less Capital Revenues	(21,329.00)	(21,329.00)	-
Net Cost	1,184,636.00	1,131,835.00	52,801.00 Surplus

PARKING

Operating Expenditure	1,191,407.00	1,204,453.00	(13,046.00)
Capital Expenditure	264,182.00	263,795.00	387.00
Less Operating Revenues	-	-	-
Less Capital Revenues	-	-	-
Net Cost	1,455,589.00	1,468,248.00	(12,659.00) Deficit

QUARRIES

Operating Expenditure	201,700.00	149,579.00	52,121.00
Capital Expenditure	-	-	-
Less Operating Revenues	(201,700.00)	(149,579.00)	(52,121.00)
Less Capital Revenues	-	-	-
Net Cost	-	-	-

STREET & TOILET CLEANING

Operating Expenditure	791,900.00	823,634.00	(31,734.00)
Capital Expenditure	-	-	-
Less Operating Revenues	-	-	-
Less Capital Revenues	-	-	-
Net Cost	791,900.00	823,634.00	(31,734.00) Deficit

2011/2012 PROGRAM RESULTS

PROGRAM	2011/12 Net Budget	2011/12 Actual	2011/12 Variation	
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DRAINAGE

Operating Expenditure	3,542,970.00	3,554,006.00	(11,036.00)	
Capital Expenditure	2,249,645.00	2,233,632.00	16,013.00	
Less Operating Revenues	(2,157,234.00)	(2,144,266.00)	(12,968.00)	
Less Capital Revenues	(2,070,704.00)	(2,070,704.00)	-	
Net Cost	1,564,677.00	1,572,668.00	(7,991.00)	Deficit

HARBOUR BOAT RAMP & JETTY

Operating Expenditure	232,008.00	213,728.00	18,280.00	
Capital Expenditure	-	-	-	
Less Operating Revenues	(33,890.00)	(33,890.00)	-	
Less Capital Revenues	-	-	-	
Restricted Equity Movement (Net)	-	-	-	
Net Cost	198,118.00	179,838.00	18,280.00	Surplus

CITYWORKS - PRIVATE WORKS

Operating Expenditure	2,450,174.00	2,450,174.00	-	
Capital Expenditure	-	-	-	
Less Operating Revenues	(2,621,776.00)	(2,621,776.00)	-	
Less Capital Revenues	(354,918.00)	(354,918.00)	-	
Net Cost	(526,520.00)	(526,520.00)	-	

DESIGN

Operating Expenditure	1,906,759.00	1,881,878.00	24,881.00	
Capital Expenditure	2,241,746.00	2,230,659.00	11,087.00	
Less Operating Revenues	(267,677.00)	(253,173.00)	(14,504.00)	
Less Capital Revenues	(604,874.00)	(604,875.00)	1.00	
Net Cost	3,275,954.00	3,254,489.00	21,465.00	Surplus

STREET LIGHTING

Operating Expenditure	710,188.00	759,875.00	(49,687.00)	
Capital Expenditure	2,406.00	2,406.00	-	
Less Operating Revenues	(148,000.00)	(157,818.00)	9,818.00	
Less Capital Revenues	-	-	-	
Net Cost	564,594.00	604,463.00	(39,869.00)	Deficit

SUBDIVISION & CONTRACTS

Operating Expenditure	487,768.00	463,654.00	24,114.00	
Capital Expenditure	9,360.00	7,990.00	1,370.00	
Less Operating Revenues	(73,200.00)	(70,163.00)	(3,037.00)	
Less Capital Revenues	-	-	-	
Net Cost	423,928.00	401,481.00	22,447.00	Surplus

CITY SERVICES			(193,482.00)	Deficit
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2011/2012 PROGRAM RESULTS

PROGRAM	2011/12 Net Budget	2011/12 Actual	2011/12 Variation
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UNTIED FUNDING

Revenue Available	(43,549,304.00)	(43,568,862.00)	19,558.00
Restricted Equity Movement (Net)			-
Net Cost			19,558.00 Surplus

GENERAL ACCOUNT

DEPARTMENTAL SUMMARY

CIVIC MANAGEMENT & CITY RESOURCES	62,733.00	Surplus
CORPORATE BUSINESS	247,254.00	Surplus
LAND USE, HEALTH & DEVELOPMENT	(5,511.00)	Deficit
CITY SERVICES	(193,482.00)	Deficit
UNTIED FUNDING	19,558.00	Surplus
Total Departmental Variation	130,552.00	Surplus
BUDGETED RESULT	36,870.00	Surplus
NET RESULT 2011/2012	167,422.00	Surplus

2011/2012 PROGRAM RESULTS

PROGRAM	2011/12 Net Budget	2011/12 Actual	2011/12 Variation
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SEWER ACCOUNT

MANAGEMENT EXPENSES

Operating Expenditure	4,003,280.00	3,869,070.00	134,210.00
Capital Expenditure	5,000.00	4,321.00	679.00
Less Operating Revenues	(1,030.00)	(198,565.00)	197,535.00
Less Capital Revenues	-	-	-
Net Cost	4,007,250.00	3,674,826.00	332,424.00 Surplus

MAINTENANCE & OPERATING

Operating Expenditure	14,351,767.00	14,360,592.00	(8,825.00)
Capital Expenditure	-	-	-
Less Operating Revenues	(862,899.00)	(978,577.00)	115,678.00
Less Capital Revenues	-	-	-
Net Cost	13,488,868.00	13,382,015.00	106,853.00 Surplus

MISCELLANEOUS

Operating Expenditure	8,641,173.00	8,678,490.00	(37,317.00)
Capital Expenditure	7,343,789.00	7,343,789.00	-
Less Operating Revenues	-	-	-
Less Capital Revenues	-	-	-
Net Cost	15,984,962.00	16,022,279.00	(37,317.00) Deficit

CAPITAL PROGRAM

Operating Expenditure			
Capital Expenditure	10,743,207.00	10,523,703.00	219,504.00
Less Operating Revenues	-	-	-
Less Capital Revenues	(2,181,243.00)	(2,294,607.00)	113,364.00
Net Cost	8,561,964.00	8,229,096.00	332,868.00 Surplus

UNTIED FUNDING

Revenue Available	(24,801,647.00)	(26,019,971.00)	1,218,324.00	Surplus
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SEWER ACCOUNT TOTALS	17,241,397.00	15,288,245.00	1,953,152.00	Surplus
BUDGETED RESULT			(3,755,743.00)	Deficit
NET RESULT 2011/2012			(1,802,591.00)	Deficit

2011/2012 PROGRAM RESULTS

PROGRAM	2011/12 Net Budget	2011/12 Actual	2011/12 Variation
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WATER ACCOUNT

MANAGEMENT EXPENSES

Operating Expenditure	3,243,248.00	3,121,959.00	121,289.00
Capital Expenditure	7,416.00	4,049.00	3,367.00
Less Operating Revenues	(3,000.00)	(30,876.00)	27,876.00
Less Capital Revenues	-	-	-
Net Cost	3,247,664.00	3,095,132.00	152,532.00 Surplus

MAINTENANCE & OPERATING

Operating Expenditure	10,997,293.00	10,660,580.00	336,713.00
Capital Expenditure	-	-	-
Less Operating Revenues	(87,550.00)	(71,214.00)	(16,336.00)
Less Capital Revenues	-	-	-
Net Cost	10,909,743.00	10,589,366.00	320,377.00 Surplus

MISCELLANEOUS

Operating Expenditure	7,056,422.00	7,072,844.00	(16,422.00)
Capital Expenditure	6,183,248.00	6,183,248.00	-
Less Operating Revenues	-	-	-
Less Capital Revenues	-	-	-
Net Cost	13,239,670.00	13,256,092.00	(16,422.00) Deficit

CAPITAL PROGRAM

Operating Expenditure			
Capital Expenditure	3,423,316.00	3,237,736.00	185,580.00
Less Operating Revenues	(298,000.00)	(279,001.00)	(18,999.00)
Less Capital Revenues	(1,480,242.00)	(1,553,797.00)	73,555.00
Net Cost	1,645,074.00	1,404,938.00	240,136.00 Surplus

REGIONAL WATER SUPPLY

Operating Expenditure	-	-	-
Capital Expenditure	-	-	-
Less Operating Revenues	-	-	-
Less Capital Revenues	-	-	-
Net Cost	-	-	-

UNTIED FUNDING

Revenue Available	(17,868,915.00)	(18,012,266.00)	143,351.00	Surplus
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WATER ACCOUNT TOTALS	11,173,236.00	10,333,262.00	839,974.00	Surplus
BUDGETED RESULT			(4,937,999.00)	Deficit
NET RESULT 2011/2012			(4,098,025.00)	Deficit

2011/12 REVOTES TO 2012/13	REVOTE		FUNDING		
	Revenue	External	Env Levy	Restricted	

CIVIC MANAGEMENT & CITY RESOURCES UNIT

CIVIC MANAGEMENT

2030 Implementation	50,000	50,000			
Sister City Visit	25,000	25,000			
Councillors Discretionary Fund	56,927	56,927			
Total	131,927	131,927	0	0	0

COMMUNITY FACILITIES

Princ Repay - Loan 459 Hogbin Dr	91,108				91,108
Public Amenities Upgrade (1st yr funded)	273,611				273,611
City Park (Brelsford Park)	1,212,791				1,212,791
Total	1,577,510	0	0	0	1,577,510

MARKETING & TOURISM

Conference Bid Seed Funding	12,548				12,548
Business Events Support Expenses	50,455	50,455			
Events Marketing	75,000	75,000			
Advertising & Promotion	108,500	108,500			
2011 Directors Conference (funded by Bus Dev)	34,806				34,806
Bruxner Park/Ulidarra Eucalypt Ecotourism Project	40,042		20,000		20,042
Total	321,351	233,955	20,000	0	67,396

TOTAL CIVIC MANAGEMENT & CITY RESOURCES	2,030,788	365,882	20,000	0	1,644,906
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CORPORATE BUSINESS

PROPERTY & COMMERCIAL SERVICES

215A Harbour Drive (Museum) Renovations	391,451	95,000			296,451
Land Purchase - 215A Harbour Drive	77,326				77,326
Road Closure - Part Lindsays Rd, Boambee	-25,363	-25,363			
Total	443,414	69,637	0	0	373,777

LEASING & ASSET MANAGEMENT

Boambee East Community Village Maint	1,108	1,108			
Public Toilets Improvements	59,913	59,913			
Marcia St Rental Premises Refurbishment	3,403	3,403			
Coramba Sports Ground Upgrade	2,795	2,795			
Community Village Workshop Conversion	30,000				30,000
Community Village Bus Shed Conversion	70,000				70,000
Community Village Roadworks Upgrade	60,000	60,000			
Total	227,219	127,219	0	0	100,000

AIRPORT

Animal Hazard Management Plan	7,845				7,845
Airport Land Use Plan	51,930				51,930
Planned Enhancements RPT	354,358				354,358
Apron Extension	400,000				400,000
Air Conditioning	16,750				16,750
RPT Roadworks Design/Constructions	77,987				77,987
Total	908,870	0	0	0	908,870

SPORTS UNIT

Stadium Operating Costs	19,174	19,174			
Sports Events Expenses	20,000	20,000			
Woolgoolga Netball Courts Upgrade	141,248				141,248
Resurface Woolgoolga Netball Courts	2,002	2,002			
Total	182,424	41,176	0	0	141,248

2011/12 REVOTES TO 2012/13	REVOTE	FUNDING			
		Revenue	External	Env Levy	Restricted
CORPORATE GOVERNANCE					
Branding Project	15,000	15,000			
Office Equipment	7,144	7,144			
Foreshore Enquiry by Design	50,000	50,000			
CBD Commercial Study	3,097	3,097			
CBD Masterplan	79,901	79,901			
Total	155,142	155,142	0	0	0
GOVERNANCE & LEGAL					
Audit Committee Costs	1,200	1,200			
Consultancy Costs	11,478	11,478			
Legal Expenses	33,270	33,270			
Total	45,948	45,948	0	0	0
RURAL FIRE SERVICES					
Hazard Reduction	203,000		203,000		
Bushfire Stations - Country Club Extensions	8,015		8,015		
Bushfire Stations - Lowanna	30,824		30,824		
Bushfire Stations - Coramba	26,834		26,834		
Bushfire Stations - Mullaway	11,961		11,961		
Bushfire Stations - Sherwood Creek	26,523		26,523		
Total	307,157	0	307,157	0	0
INFORMATION SERVICES					
Consultancy Costs	9,067	9,067			
Computer Hardware & Software	35,880				35,880
Grants Software	11,379	11,379			
Dataworks Software Upgrade	100,000	100,000			
Proclaim Software Upgrade	150,000	150,000			
Archiving/Digitising of DA's	87,411	87,411			
Total	393,737	357,857	0	0	35,880
FINANCE					
Staff Costs-Salaries & Allowances	48,000	48,000			
Events Seed Funding	18,440	18,440			
Asset Valuation Fees	3,100	3,100			
Total	69,540	69,540	0	0	0
PLANT					
Driver / Operator Training	20,600				20,600
Contribution to Purchase replacement plant	515,200		201,400		313,800
Total	535,800	0	201,400	0	334,400
PROGRAM SUPPORT					
EL Matching Grant Funding Pool	39,849			39,849	
Total	39,849	0	0	39,849	0
TOTAL CORPORATE BUSINESS	3,309,100	866,519	508,557	39,849	1,894,175

2011/12 REVOTES TO 2012/13	REVOTE		FUNDING		
	Revenue		External	Env Levy	Restricted
LAND USE, HEALTH & DEVELOPMENT					
LAND USE PLANNING					
ePlanning	8,600	8,600			
CH Business Centres Hierarchy	8,122	8,122			
CH Community Based Heritage Study Review	30,000		5,000		25,000
North Boambee Valley Release Area	209,022	109,022	100,000		
LEP Review	13,136	13,136			
Total	268,880	138,880	105,000	0	25,000
LAND USE ASSESSMENT & MANAGEMENT					
Staff Costs - Inspections Casuals	9,753	9,753			
Urban Design Consultants	6,435	6,435			
Digital Local Govt Program	374,920		131,222		243,698
Total	391,108	16,188	131,222	0	243,698
ENVIRONMENTAL MANAGEMENT					
Coramba Fuel Remediation Stage 2b	559,392		145,230		414,162
Domestic Sewage System Supervision	2,209	2,209			
Water Quality Monitoring	14,921	7,711	7,210		
Save Power Local Project (OEH grant funded)	10,000				10,000
Local Foods Futures Project	41,682				41,682
Our Living Coast Regional Sustainability	618,446				618,446
CEEchange Program	24,685	14,379			10,306
EL Koala Plan of Management	46,321			46,321	
EL Biodiversity Action Strategy	12,918			12,918	
Orara River - Landholder Booklet (Env Trust)	13,317				13,317
Orara River Health Project	61,860		30,000		31,860
EL Green School Environment Fund	11,749			11,749	
EL Woolgoolga Flying Fox Camp Strategy	12,500			12,500	
EL Coffs Ambassadors Volunteer Interpretive Tours	8,574			8,574	
CH Class 5 Vegetation Map Validation	6,000				6,000
EL Hogbin Drive Koala Fence	1,063				1,063
Total	1,445,637	24,299	182,440	92,062	1,146,836
PUBLIC HEALTH & SAFETY					
Beach Bathing Signage	6,145	6,145			
S94 Construction Sawtell Lifeguard Shed	1,262				1,262
S94 Renovation Park Beach Lifeguard Building	10,524				10,524
Towers of Strength	7,423				7,423
Total	25,354	6,145	0	0	19,209
DOMESTIC WASTE MANAGEMENT					
Keep Australia Beautiful (Grant funded)	5,000				5,000
Total	5,000	0	0	0	5,000
NON DOMESTIC WASTE MANAGEMENT					
Public Place Recycling	58,151				58,151
WASIP Grant Works	293,168				293,168
Total	351,319	0	0	0	351,319
TOTAL LAND USE, HEALTH & DEV	2,487,298	185,512	418,662	92,062	1,791,062

2011/12 REVOTES TO 2012/13	REVOTE	FUNDING			
		Revenue	External	Env Levy	Restricted

CITY SERVICES

ASSET SYSTEMS

Assetmaster Consultancy Costs	27,622	27,622			
Total	27,622	27,622	0	0	0

LIBRARY

Computer System Maintenance	8,000	8,000			
Home Library Service Development	1,006				1,006
Computer Equipment	2,362	2,362			
Local Priority Projects (Capital)	124,123				124,123
Revitalising Regional Libraries Program	16,000				16,000
Digital Coffs Harbour	19,111	8,559			10,552
Toormina Library Carport Security	9,634	9,634			
Furniture & Fittings	3,042	3,042			
Total	183,278	31,597	0	0	151,681

COMMUNITY DEVELOPMENT

Jetty Theatre Business Plan	30,000	30,000			
Crime Prevention - Nightrider 11/12	4,068				4,068
Crime Prevention - Nightrider 10/11	2,750				2,750
Youth Week & Youth Projects	1,788	1,788			
NAIDOC Week	5,652				5,652
Smoke Free Outdoor Areas Exp (Grant Funded)	3,342				3,342
Beach Awareness for Refugees (Sport & Rec Grant)	2,370	200			2,170
Our New Museum (SEWPC grant)	4,636	1,000			3,636
Our Maritime Heritage Permanent Exhib	8,500	2,500			6,000
Total	63,706	35,488	0	0	27,618

ECONOMIC DEVELOPMENT

City Centre Marketing	5,273	5,273			
Information, Communication & Technology	5,000	5,000			
Economic Development Plan	18,982	18,982			
Total	29,255	29,255	0	0	0

RECREATIONAL SERVICES

Coastal H'lands Env. Prot. Ecotourism Proj	487,946		162,727	79,721	245,498
NRCMA - Landholder Management	9,348				9,348
Trees & reserves Emb Hibbards DA 341	2,565				2,565
Regen Works Vista Close Sportsground	3,278				3,278
External Business Works	3,214				3,214
Street Tree Developer Contributions	5,994				5,994
Natural Disaster June 2011	145,891		145,891		
VCL Grant - Weed Control Crown Land	5,873				5,873
Loan 458 Princ Repay - CCSLP (05/06)	52,059	52,059			
Botanic Gardens - Japanese Garden Dev	936	936			
Reserve Restoration adj Newport Creek	10,521				10,521
Loaders Lane Reserve No. 145 Revegetation	6,723				6,723
Coramba Playground Equipment	6,416	6,416			
S94 Works -					
Beach Protection Plan	3,000				3,000
Beach Protection Works	91,200		51,200		40,000
Open Space					
Amaroo/Nariah Cr Works	8,609				8,609
McCarthy Park Estate - Habitat Restoration	3,935				3,935
Total	847,508	59,411	359,818	79,721	348,558

REGIONAL ROADS

Natural Disast June 2011	18,990				18,990
Loan 458 Princ Repays - Hogbin Dr Ext 05/06	39,049	39,049			
2011/12 Mass Action Plan (Orara Way)	183,966		170,000		13,966
Total	242,005	39,049	170,000	0	32,956

2011/12 REVOTES TO 2012/13	REVOTE	FUNDING			
		Revenue	External	Env Levy	Restricted
LOCAL ROADS					
Pine Creek Way Handover Works	1,627,070				1,627,070
Natural Disaster June 2011	289,526		88,059		201,467
Natural Disaster January 2012	223,666		223,666		
Moonee Beach Road Reconstruction	134,147				134,147
S94 Nth Boambee Local Collector Rds	370,000				370,000
S94 West Woolgoolga Traffic Facilities	150,000				150,000
Pine Creek Way Capital Works	1,131,288				1,131,288
Total	3,925,697	0	311,725	0	3,613,972
BRIDGES					
Coramba Historical Bridge M & R	51,019				51,019
Natural Disaster June 2011	71,128		71,128		
Natural Disaster Jan/Feb 2012	62,257		62,257		
Major Repairs	421,825	421,825			
Total	606,229	421,825	133,385	0	51,019
FOOTPATHS, CYCLEWAYS & BUS SHELTERS					
EL NSW Coastline Cycleway	82,304			82,304	
Footpaths Construction	13,829	13,829			
Cycleways Construction	119,254	64,254	55,000		
Sec 94 Newmans Rd Cycleway - Strawberry	149,508				149,508
Bus Shelter Construction	275,260	231			275,029
Total	640,155	78,314	55,000	82,304	424,537
PARKING					
Castle St Carpark Improvements	662,085				662,085
Total	662,085	0	0	0	662,085
DRAINAGE					
Natural Disaster June 2011	9,480		9,480		
Flood Mitigation Works	13,405,595		443,807		12,961,788
Total	13,415,075	0	453,287	0	12,961,788
HARBOUR and JETTY					
Natural Disaster June 2011	6,667		6,667		
Total	6,667	0	6,667	0	0
SURVEY & DESIGN					
Management Plan Expenses	3,987	3,987			
Road Safety Projects	211		211		
Arararra Consultation Plan (Reg Park Trust)	50,000		50,000		
iCarpool Initiative (Comm Transport Grant)	20,000				20,000
Data Collection 31 March 2009 Flood	64,993				64,993
EL Pipe Clay Lake - Stormwater Community	21,000		10,500	10,500	
EL Protection of Estuarine Environs	3,473			3,473	
Cook Dr & Nth Boambee Rd Realignment	14,737				14,737
Banner Pole Replacement Project	7,754	7,754			
Coffs Community & Skate Park	50,000				50,000
Jetty Foreshore Redevelopment Stage 1	24,257	12,000			12,257
Stormwater & Floodmitigation Works					
Unallocated	40,506	40,506			
North Coffs Creek upgrade - Culverts	26,830	5,483			21,347
CBD Drainage Works	10,152	3,384			6,768
Boambee/Newports Crk FRMP	15,000	5,000			10,000
Upper Shepherds Lane Detention Basin	263,323	143,000			120,323

2011/12 REVOTES TO 2012/13	REVOTE	FUNDING			
		Revenue	External	Env Levy	Restricted
Coffs Creek Flood Study Review	74,121	46,596	13,647		13,878
Bakers Rd Detention Basin	1,045,491				1,045,491
Coastal Works					
Corindi River Est MP	9,233	4,616			4,617
Implementation of priority actions from	33,127		7,000		26,127
Woolgoolga Lake Estuary Man Plan	17,817	8,909	8,908		
Coastal Management Study & Plan	16,009	8,005	8,004		
Coffs Creek Estuary Management Plan	98,605	49,303	49,302		
Better Boating Program	47,594		47,594		
S94 North Boambee Stormwater Management	450,000				450,000
Traffic Facilities - Council Roads	8,354	8,354			
40 km/h Pedestrian Area Program	8,791		8,791		
Mid North Coast Carpool	14,000				14,000
Boambee Ck Restoration/Infra Dev	31,927		7,000		24,927
Harbour Foreshore Planning	5,000	5,000			
Park Beach Masterplan Works	170,591	33,726	50,000		86,865
S94 McCarthy Park Playground	56,111				56,111
S94 West Coffs Reserve Improv	50,000				50,000
Total	2,752,994	385,623	260,957	13,973	2,092,441
STREET LIGHTING					
New Street Lights	24,938	24,938			
Total	24,938	24,938	0	0	0
UNTIED FUNDING					
Interest on Investment Revenue	277,936	277,936			
Total	277,936	277,936	0	0	0
TOTAL CITY SERVICES	23,704,550	1,411,058	1,750,839	175,998	20,366,655

DEPARTMENTAL SUMMARY

TOTAL CIVIC MANAGEMENT & CITY RESOURCES	2,030,788	365,882	20,000	0	1,644,906
TOTAL CORPORATE BUSINESS	3,309,100	866,519	508,557	39,849	1,894,175
TOTAL LAND USE, HEALTH & DEV	2,487,298	185,512	418,662	92,062	1,791,062
TOTAL CITY SERVICES	23,704,550	1,411,058	1,750,839	175,998	20,366,655
TOTAL GENERAL ACCOUNT	31,531,736	2,828,971	2,698,058	307,909	25,696,798

2011/12 REVOTES TO 2012/13	REVOTE	FUNDING		
	Revenue	External	Env Levy	Restricted

SEWER ACCOUNT

MAINTENANCE & OPERATING

Biosolids Disposal	650,000	650,000			
Total	650,000	650,000	0	0	0

CAPITAL PROGRAM

Sewer Rehabilitation	318,766				318,766
Telemetry	60,495				60,495
Wlga Treatment Works Upgrade Stg 2	100,000				100,000
Minor Treatment Works	60,000				60,000
South Coffs PS & Rising Main (Loan)	408,482				408,482
Sawtell Pump Station & Pipework	24,206,943		2,984,012		21,222,931
Corindi 150mm Rising Main Sec64	182,521				182,521
Total	25,337,207	0	2,984,012	0	22,353,195

TOTAL SEWER ACCOUNT	25,987,207	650,000	2,984,012	0	22,353,195
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2011/12 REVOTES TO 2012/13	REVOTE	FUNDING			
		Revenue	External	Env Levy	Restricted

WATER ACCOUNT

MANAGEMENT EXPENSES

Contribution Recovery Setup	1,500	1,500			
Water Strategy	150,000	150,000			
Total	151,500	151,500	0	0	0

MAINTENANCE & OPERATING

Water Efficiency	100,000	100,000			
Raw Water Purchases	250,000	250,000			
RWS - Pipeline Operation & Maint	177,519	177,519			
Total	527,519	527,519	0	0	0

CAPITAL PROGRAM

Moonee Reservoir & Inlet Pipe S64	100,000				100,000
Reservoir Renewals	8,953				8,953
Reticulation Mains from Strategy - S64	600,000				600,000
Mains Renewal	647,796				647,796
Mains Extension	55,966				55,966
New Plant/Vehicles	30,000				30,000
Network Analysis	57,146				57,146
Minor Plant	30,000				30,000
Telemetry Equipment & Meters	257,388				257,388
Chlorine Plant Boambee Reservoirs	60,000				60,000
Coramba Water Main	55,000				55,000
Main Duplication - Karangi WTP to Red Hill	1,509,779				1,509,779
Total	3,412,028	0	0	0	3,412,028

REGIONAL WATER SUPPLY

Construct Dam & Access Rd	513,124				513,124
Total	513,124	0	0	0	513,124

TOTAL WATER ACCOUNT	4,604,171	679,019	0	0	3,925,152
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SUMMARY

TOTAL GENERAL ACCOUNT	31,531,736	2,828,971	2,698,058	307,909	25,696,798
TOTAL WATER ACCOUNT	4,604,171	679,019	0	0	3,925,152
TOTAL SEWER ACCOUNT	25,987,207	650,000	2,984,012	0	22,353,195
GRAND TOTAL	62,123,114	4,157,990	5,682,070	307,909	51,975,145

RELEASE OF RESTRICTION ON USE FOR A BUILDING ENVELOPE OVER LOT 561 DP 1152205, CABBAGE PALM ROAD, BONVILLE

Purpose:

Report on the proposal to release a restriction on use related to a building envelope over Lot 561 DP 1152205, Cabbage Palm Road, Bonville.

Description of Item:

Council has received a request from the owner of the property to release an easement for a restriction on use (building envelope) which burdens private land at Cabbage Palm Road, Bonville described as Lot 561 DP 1152205.

The owners are proposing to relocate the existing building envelope on the property so as to conform with a proposed dwelling on the land which has been approved by Council under Development Consent 597/11. Condition 25 of that consent requires that the "building envelope" be modified to reflect the approved site.

Council has been furnished with the appropriate documentation which needs Council's execution under seal to allow registration at Land and Property Information.

Upon release of the existing "restriction" a new restriction regarding the building envelope is to be created by the registration of an 88B Instrument. The location is consistent with the Development Consent.

Council should agree to the release and creation of a new restriction on the basis that all costs are to be paid by the applicant.

The attached Plan "A" shows the location of the existing restriction on use to be released from the land. Plan "B" shows the restriction on use to be created over the land.

Sustainability Assessment:

- **Environment**

There is no impact upon the environment as a result of this legal procedure.

- **Social**

There is no social impact as a result of the restriction being released.

- **Civic Leadership**

There are no implications.

- **Economic**

Broader Economic Implications

There will be no implications.

Delivery Program/Operational Plan Implications

There are no cost implications to Council as a result of this matter.

Consultation:

The release of the restriction is a simple procedural matter that is the requirement of an existing development consent.

Issues:

There are no major issues in relation to this matter. There does not appear any reason why Council should not consent to the release of the restriction and creation of a new restriction in the appropriate location.

Implementation Date / Priority:

The matter will be finalised as soon as practicable after Council's decision.

Recommendation:

1. That Council consent to the release of the existing restriction in relation to the building envelope over Lot 561 DP 1152205, Cabbage Palm Road, Bonville.
2. That Council consent to the creation by 88B Instrument of a new restriction over Lot 561 DP 1152205 in compliance with Council Development Consent 597/11.
3. That all necessary documents associated with this matter be executed under the common seal of Council.
4. That all costs are to be paid by the landowner.

PROPERTY ACQUISITION – PART LOT 70 DP 1104413 PEARCE DRIVE, COFFS HARBOUR

Purpose:

To seek Council approval to acquire Part Lot 70 DP 1104413 at Pearce Drive, Coffs Harbour.

Description of Item:

For many years land has been identified to facilitate the construction of a detention basin at upper Shephards Lane, West Coffs. This basin was formally proposed in planning documentation for the development of the West Coffs residential release area in conjunction with a second and now completed basin at William Sharp Drive.

The upper Shephards Lane basin, which is the subject of this report, is currently shown in the West Coffs Development Control Plan which came into force on 28 July 2004.

The upper Shephards Lane basin currently forms part of a larger property holding known as Lot 70 DP 1104413 being part of the undeveloped holding known as Bella Vista Estate which was owned and developed by Prestige Properties Australia Pty Limited.

Prestige Properties Australia Pty Limited have had financial troubles and Bella Vista Estate is now controlled by Stacks Managed Investments Limited who are exercising Power of Sale over the property.

The land being purchased by Council comprises Lot 703 in the proposed plan of subdivision of Lot 70 DP 1104413 undertaken by Surveyor Martin Pundyk dated 5 August 2011, Ref 7340-6. A copy of this plan is attached to this report. The area of Lot 703 is 3.847 hectares and comprises land zoned Residential 2A Low Density and Environmental Protection 7A Habitat and Catchment under the provisions of the Coffs Harbour LEP 2000.

The land is generally cleared with low re-growth evident. The property is partly flood prone and a 'forked' creek traverses the land with two channels emanating from culverts under the North Coast Railway line which adjoins the northern boundary of the property.

In an orderly manner this property would normally be purchased at a later date once development of subdividable lands surrounding the property had been completed. Council have however been able to secure State Government Funding for the acquisition of the land and as such an opportunity to purchase the land has resulted. The proposed purchase of the basin land will form part of Council's city wide Flood Mitigation Strategy.

Council have negotiated to purchase the land on the following terms:-

1. Purchase price of \$572,000 inclusive of GST.
2. The vendor being responsible for creation of the land holding required by Council.
3. That each party pay their own legal costs for conveyancing of the land.
4. That the purchaser consents to the vendor or its subsequent owners constructing various services in the land to suit the developer of the balance land associated with the "Bella Vista Estate".
5. That sections of the site may be used as a borrow pit for future development of the balance of the "Bella Vista Estate".
6. That the vendor or its transferors being able to construct batters which extend into the basin land required by Council to suit the existing DA road layouts.

It is seen as an opportune time for Council to purchase the land at this point in time given the funding assistance and the vendors willingness to divest the property.

Sustainability Assessment:

- **Environment**

There are no environmental impacts in acquiring the land. The acquisition of the land will assist with the ongoing drainage management in the West Coffs Release Area and flood mitigation measures for the city.

- **Social**

The purchase of the land will add to the open space holdings of Council which provide visual and amenity attributes in the local area.

- **Civic Leadership**

In line with the Coffs Harbour 2030 Plan. Council needs to take a leadership role addressing flooding and drainage issues for the betterment of the city.

- **Economic**

Broader Economic Implications

There will be minimal implications as a result of the acquisition by Council.

Delivery Program/Operational Plan Implications

The acquisition of the land will be funded partly by grant monies in the amount of two thirds by the Department of Police and Emergency Services under the natural disaster resilience grant scheme.

The remaining one third funding will come from Council's flood mitigation program.

Council's valuation staff have undertaken the negotiations and consider the price and terms agreed to be fair and reasonable.

Consultation:

Discussions have been held with relevant staff, particularly in the City Services Department in relation to the purchase.

The contract for the sale of the land which has been received by Council will be referred to Council's legal representative who will act in relation to Council's interests.

Related Policy and / or Precedents:

Council has in the past acquired property for the required purpose under the Local Government Act 1993.

Statutory Requirements:

Council has the power to acquire property for the required purpose under the Local Government Act 1993.

Issues:

Should Council not proceed now with the purchase, the current grant funding from the State Government would no longer be accessible.

By securing the land now, Council will be in a good position to apply for future grant funding to construct the works on the land associated with the detention basin. Council will have far greater control and flexibility in the future as to timing of flood mitigation works on the property.

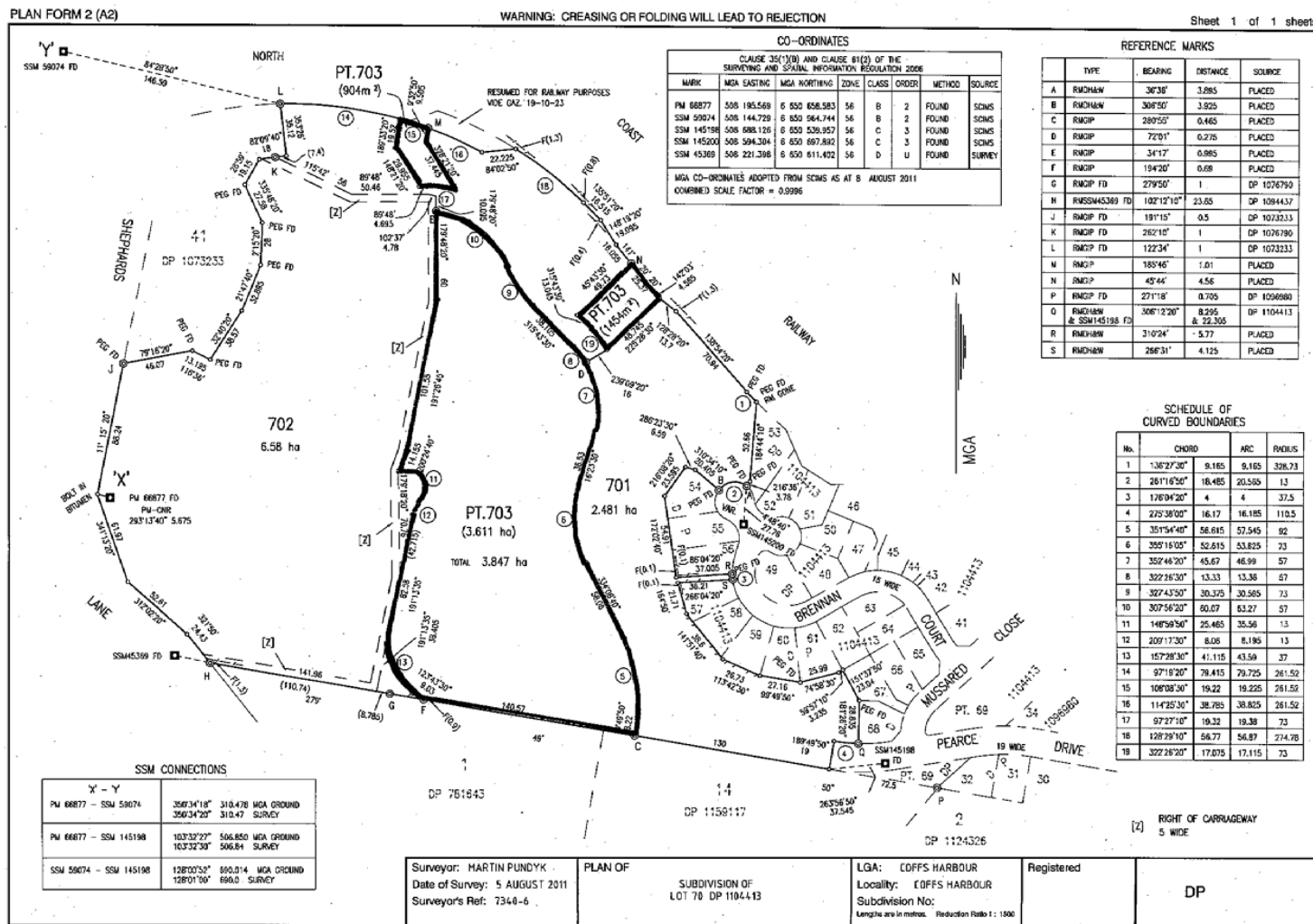
The purchase of the land at this point in time will however result in Council liability for upgrading and the ongoing maintenance of the land. It is noted that sufficient funds exist within Section 94 for the upgrading of the land to a suitable standard.

Implementation Date / Priority:

The matter will be actioned immediately upon Council's formal approval.

Recommendation:

1. That Council acquire Lot 703 as shown in the plan annexed to this report being part of Lot 70 DP 1104413.
2. That Council purchase the property on the terms contained within the body of this report.
3. That the necessary documents for the acquisition of the property be executed under the common seal of Council.
4. That the property once acquired be classified as operational land under the Local Government Act 1993 (as amended).



HOCKEY COFFS COAST – APPLICATION FOR A LOAN

Purpose:

Hockey Coffs Coast (Coffs Harbour & District Hockey Association Inc) is seeking a loan of \$167,395 for the replacement of the existing synthetic grass hockey pitch.

Description of Item:

The Coffs Harbour & District Hockey Association Inc is an incorporated body which has a lease with Council and provides, maintains and improves significant playing fields on Council's behalf.

The President of the Coffs Harbour & District Hockey Association Inc, has written to Council seeking a loan of \$167,395 in relation to the replacement of the existing hockey pitch, installed in 2001, which has reached the end of its lifespan. The total cost of the project is estimated to be \$277,395, with a cash contribution towards the project of \$110,000 (funded \$100,000 by the Association and \$10,000 provided through sponsorship from Team Sports).

Council has previously made such loans as Community Organisations, which lease Council land, are unable to obtain loans from financial institutions as they do not own the land on which the improvements are to be made.

Sustainability Assessment:

- **Environment**

The removal of the existing synthetic surface and installation of a new water efficient 'wet' synthetic surface will result in significantly less water usage than the current surface. There should be little or no impact in relation to heritage, habitat disturbance, biodiversity, water consumption/disposal, material consumption/waste, transport and air quality.

- **Social**

The hockey pitch is starting to deteriorate and has exceeded its normal expected lifespan; the replacement will lead to more enjoyable playing conditions and lesser chance of injury. Hockey pitch use will increase accordingly.

- **Civic Leadership**

Providing loan facilities to enable the replacement of the hockey pitch aligns with the Coffs Harbour 2030 Plan strategy of facilitating recreational opportunities and activities (LC3.3.1).

- **Economic**

Broader Economic Implications

It is proposed that the loan would be over ten years at an interest rate of 7%. This is the rate used in relation to small loans to community organisations providing a service on behalf of Council. The loan repayments will be paid monthly at \$1,943.60 per instalment.

The Association currently does not have a loan with council. The Association has provided a copy of their last audited financial reports to 31 December 2011 along with up to date management accounts. They run a significant operation and given the funds they have raised to put into the replacement project, it is considered that loan repayments can be afforded and will be met.

Better facilities will result in greater participation and potentially greater income for the Association.

Delivery Program/Operational Plan Implications

The initial outlay of \$167,395 would have a deficit impact on Council's General Fund financial position. As the loan is repaid the principal repaid has a surplus impact. It is recommended that the loan be funded from Council's ELE Reserve, which would eliminate a direct impact on the General Fund. The interest rate of 7% represents a reasonable return for the funds outlaid.

Consultation:

Council's Executive Manager - Business Units, is the responsible Council Officer and has advised that the Coffs Harbour & District Hockey Association Inc has done a very good job of managing hockey facilities over a long period, including capital improvements. He advised that the Association repaid previous loans of \$266,000, advanced in 2001 & 2002 to install the original synthetic pitch and a bore, in advance.

Related Policy and / or Precedents:

Under the Council Loans to Community Groups Policy, based on each applications merit, Council grants loans at a 7% interest rate to community groups, which provide a service on behalf of Council, to assist them with capital projects.

Statutory Requirements:

The Local Government Act and Regulations permit such a loan to be made.

Issues:

The loan will permit the replacement of the hockey pitch which is a significant project and the Association has the capacity to meet repayments. To delay the completion of the works may result in further deterioration of the hockey pitch rendering it unsafe.

Implementation Date / Priority:

The works are to be undertaken during October and November 2012.

Recommendation:

That a loan of \$167,395 be made to the Coffs Harbour & District Hockey Association Inc, with funding from the ELE Reserve, on the following terms and conditions:

- 1. The principal be repaid over a term of 10 years at an interest rate of 7% per annum with monthly repayments of \$1,943.60 in arrears.**
- 2. Repayments be made by direct bank transfer.**
- 3. The loan commence on 1 November 2012.**

BUSINESS IMPROVEMENT AND DEVELOPMENT STUDY TOUR

Purpose:

To seek Council approval for the General Manager, Director of Corporate Business and one further senior manager to attend a study tour to Singapore and the United Kingdom.

Description of Item:

Coffs Harbour City Council has a responsibility to continuously improve its performance, operations and processes. Part of this is to explore all options in relation to how it might increase its revenue streams, decrease its expenditure and produce efficiencies in the utilisation of the ratepayers' funds. Council has been facing this challenge in a number of ways in recent years including undertaking a zero based budget process in 2009, the Service Review in 2011, looking at commercial opportunities to utilize internal skills in the open market thereby generating profits, the development of detailed asset management plans and a long term financial plan. While all these areas contribute to managing Councils financial position Council is still faced with an annual funding gap and the need to continue to drive efficiencies and productivity.

Management acknowledges that with the recent elections we now have a number of new councillors who will need to be briefed over the coming months to enable a full appreciation of some of the significant challenges facing our organisation and the community. As these briefings progress we anticipate that the Councillors as a whole will become increasingly aware of the type of benefits that could accrue from the learnings of other organisations and the innovative solutions they may have developed.

As well as having an ongoing obligation to continuously improve, the recent conduct of Destination 2036 by the NSW Division of Local Government and the subsequent formation of the Independent Local Government Review Panel also suggest that reform of local government in some form or another is inevitable. Additionally, the Minister for Local Government also recently announced a process designed to review and potentially renew the Local Government Act in NSW. Any reform of the sector generally or the legislation that guides/directs the sector will undoubtedly have reference to the various models of legislation and service delivery from other jurisdictions.

Governments in Singapore and the UK are providing some innovative solutions to this ongoing challenge of meeting increased expectations, higher ongoing operational and maintenance costs with restricted income opportunities.

One of the innovative methods being used includes the provision of external providers, providing internal services within a Council framework. For example, CIVICA provide all the librarians for over 300 school libraries throughout Singapore. They also provide all the purchasing and cataloguing for the libraries. While the librarians are employed by CIVICA, they are actually located within the school libraries, wear the corporate uniform of the particular school etc. This model is also used in other places for cleaners, front of house staff, technical staff in theatres, information technology services, finance, planning, etc. Gloucester and Luton in the UK provide good examples of these types of models in action.

Additionally, Council needs to be continually reviewing its processes and assessing the health of the organisation. Through a process of ongoing dialogue that Executive Management have had with Rockpools (a UK based consulting firm recently established in Sydney), we have identified that Peterborough Council in the UK is one council that has

undertaken a process of reviewing its operations across its organization in the face of significant revenue cuts brought about by the review of financing local government by the Central Government in the UK. This has resulted in Peterborough addressing significant economic, communication, structural and behavioural challenges. In the process Peterborough has identified the gaps in service delivery, whilst in turn identifying and quantifying the organisational capacity (governance/decision-making, leadership, financial, physical and human resources, systems); this has then resulted in the organisation being able to describe and challenge in some instances the behaviours evident in the organisation. The result has apparently been the alignment of processes to be undertaken that designs specific organisational interventions, develops people and talent management strategies, communicates values, characteristics, and desired behaviour and links with corporate and individual performance management.

The opportunities outlined above are in many ways linked to initiatives already being undertaken within Council. These include Council's business development and private works opportunities, processes review, service review and the opportunities around level of service considerations.

An opportunity exists for Council to develop a partnership with CIVICA, a company that provide specialist systems and business process services to local government in Australia and overseas. Additionally, an opportunity exists to learn more from the experiences of Rockpools in assisting local government in the UK.

CIVICA are currently looking for several Australian Councils to partner them with the Australian rollout of their Business Services. CIVICA are currently providing these services as an extension of their IT platform/software businesses to local government in the UK and Singapore. While CIVICA is a provider of software to local government in Australasia, the proposed new services are vendor agnostic (not tied to any software provider).

There are a range of possibilities that Coffs Harbour City Council and therefore the local community may benefit from through being an early partner in this program.

Business Services covers areas such as the provisions of:

- Finance
- Rates
- Payroll
- Asset Management
- IT and information services
- Customer Services.

The basic concept/premise of the partnership is that, if feasible and desired, Council would transfer the provision of a number of services that fit under "Business Services" to CIVICA via a fixed term contract. CIVICA would then provide these services, both in house and external, on behalf of Council.

Two generic examples may assist here

Example 1 – Customer Services

In this case a Council would transfer its Customer Services staff to CIVICA who would then provide this service. Staff would be transferred in line with all Award requirements and with a fixed term of security as required under any State legislation. The staff would continue to operate from the front counter, wear Council uniform etc. To the customer there would be no distinction.

Example 2 – Rates

In this case CIVICA would be responsible for the delivery of a Councils rate notices and following up all overdue notices etc. This could be undertaken by CIVICA off site.

It is being proposed that Council explore the possibilities of this relationship in order to improve productivity, decrease costs, reduced risk management in respect of staff, improved service delivery and improved customer satisfaction. It would be expected that there would be a financial/sustainability incentive to Council to pursue these options or others.

CIVICA are developing a model in Australia that builds on their UK and Singapore expertise and are looking at establishing Centres of Excellence across Australia. CIVICA have approached Coffs Harbour City Council about the opportunity for Coffs Harbour to be one of the Centres of Excellence. Coffs Harbour is seen as an ideal location geographically and in terms of its size and capacity to be used as a model and to grow other opportunities in the future. The opportunity for Coffs Harbour City Council is really around getting in on the ground floor with this proposal, i.e. as other authorities join the Centre of Excellence based at Coffs Harbour, there is a potential for Council to yield revenue returns.

It is being proposed that relevant staff from Coffs Harbour City Council join one to two other Councils from across Australia on a visit to Singapore and the UK. At this stage it is expected that part of the trip would be hosted by CIVICA and a smaller component in the UK hosted by Rockpools. The visit would include the following:

- Visit and meetings at Dunman High, tour of library by Library Assistant (CIVICA staff)
- Ministry Of Education Service overview
- Tour of CIVICA offices and meet with CIVICA Singapore Staff, introduction and business overview, business process & managed service capability, along with Customer Relationships
- Visit to Singapore Sports Hub and location of Sports Library
- Visit to Singapore Armed Forces Training Institute (SAFTI)
- Review of Singapore visit and further discussions
- Meetings with Gloucester City Council
- Meetings with CIVICA Site Management covering HR, reporting etc.
- Site Visit to CIVICA Group Head Office and Executive Briefing with Chief Executive, CIVICA Group
- Meetings with Society of Local Authority Chief Executives, Meeting with CEO
- Meetings with Luton Borough Council
- Discussion and CIVICA component of study tour review.
- Several days would be assigned at the conclusion of the CIVICA component of the tour for site visits and discussions with clients and representatives of Rockpools.

The outcomes of the study tour will be a report to the Executive and Council on possible opportunities for the implementation of models of service delivery that would produce efficiencies and assist Council in meeting its long term financial and community goals. This report will assess the feasibility of the model, detail what services could be considered, address the cost benefit analysis, IR/HR issues and how they would be handled and possible overall timing if the model was deemed feasible. Essentially, this will be all about building a business case.

Sustainability Assessment:

- **Environment**

There are no direct environmental impacts resulting from this report however the outcomes may assist in process improvements related to the environment.

- **Social**

There are no social impacts as a direct result of this report however an outcome may produce social impacts through efficiencies that are gained.

- **Civic Leadership**

Council is required to provide sound civic leadership in the utilisation of the resources within its control. Council has an obligation to continually improve the way it operates and to explore and research ways to improve productivity, reduce wastage, etc. This study tour presents an opportunity for Council to explore best practice on an international level and to look at how this may be applied in the Coffs Harbour context.

- **Economic**

Broader Economic Implications

Through improved productivity and efficiency greater funds can be made available for direct service and infrastructure provision thereby assisting the broader economy of the area.

Delivery Program/Operational Plan Implications

The cost to participate on the study tour is envisaged to be approximately \$7,000 per person. This includes the costs of air fares and accommodation. CIVICA have indicated that they will be providing all meals, internal transport, etc and the arrangements with Rockpools are still to be finalized. The funds expected to be provided by Council will be covered from Council's existing training budget as this is seen as a business improvement and study tour exercise.

Consultation:

Consultation has taken place with the senior Executive Team.

Related Policy and / or Precedents:

Council has, on numerous occasions, sent staff on international study tours where there is opportunity to gain new perspectives and opportunities that can be applied to the Coffs Harbour context. Relevant examples include Organisational Development Study Tour in 1997, Waste Management Study Tour in 2002 and a Climate Change Study Tour in 2011.

Statutory Requirements:

As this is an international trip, Council's policy requires it to make a resolution to support the attendance by the General Manager, the Director of Corporate Business and a further senior manager on the study tour. Information will also be included in the next Council Annual Report.

Issues:

Council is continuing to develop ways in which to improve its service levels and its efficiencies. The information gained from the study tour will provide new insights into how authorities in Singapore and the UK are addressing these issues. This information may then be applied to the Coffs Harbour environment.

Implementation Date / Priority:

It is proposed that the study tour will take place from 28 November to 11 December 2012.

Recommendation:

That Council approves the attendance of the General Manager, the Director of Corporate Business and a further senior manager on the study tour to Singapore and the United Kingdom.

TRAFFIC COMMITTEE REPORT NO. 3/2012

Purpose:

To confirm the Minutes of the Traffic Committee Meeting held on Thursday, 23 August 2012.

Recommendation:

T.42 - Moonee Street/Pacific Highway Coffs Harbour – Taxi Zone (R.505330 [3131316])

That approval be given relocate existing taxi zone and replace with a 2 car length zone south of island on intersection of Moonee Street and Pacific Highway Coffs Harbour near courthouse, as per plan T.42-2012.

T.43 – Sawtell Public School review of signs in school zone and alignment of children's crossings (R.501290,R.501540, R.502570[3138210])

That approval be given for:

- (a) Realignment of school crossing 11th Avenue, Sawtell, as per plan T.43-2012.
- (b) Change 'No Stopping' times adjacent school crossing to all day, as per plan T.43-2012.
- (c) Relocate 'No Parking' zone (2 cars width) in 13th Avenue, Sawtell, further north as per plan T.43-2012.

T.44 - Reid Drive & Feran Crescent Coffs Harbour – Traffic Calming (R.505820, R.504490[3112444])

That approval be given to install 10m double barrier line in Feran Crescent, Coffs Harbour, to delineate the intersection at Reid Drive and Feran Crescent, as per plan T.44-2012.

T.45 - Intersection of Bray and Joyce Street Coffs Harbour- request for Bus Zone (R.503240, R.504920.[3085581])

That approval be given to install Bus Zone on south side of Bray Street, Coffs Harbour, east of Joyce Street, as per plan T.45-2012.

T.46- Harbour Drive South Coffs Harbour (Brelsford Park) – Bus Zone [3164297]

That approval be given that bus zone times be changed to unrestricted on south side of Harbour Drive Coffs Harbour (Brelsford Park), as per plan T.46-2012.

T.47- Unnamed Laneway Parallel to Elizabeth Street, Coffs Harbour – Traffic and Parking Issues [3144958]

That approval be given to install 'No Parking' signs on eastern side of unnamed laneway parallel to Elizabeth Street Coffs Harbour, as per plan T.47-2012.

T.48- Harbour Drive, Coffs Harbour - Temporary Road Closure - Santa's City Centre Welcome and Lighting of the Christmas Tree [3165300]

- (a) that the temporary road closure of Harbour Drive, Coffs Harbour, on Thursday, 6 December 2012, between 4.00pm and 8.00pm for the purpose of Santa's Arrival and the 'Lighting of the Christmas Tree', be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers to liaise with affected traders and obtain traders approval.
- (c) the organisers submit a traffic control plan for approval by council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure.

T.49 - Harbour Drive, Coffs Harbour - Temporary Road Closure - Buskers Festival
[3165300]

- (a) the temporary road closure of Harbour Drive, Coffs Harbour, on Wednesday, 26 September 2012, between 6.00am and 5.00pm for the purpose of holding the Coffs Harbour International Buskers & Comedy Festival, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers to liaise with affected traders and obtain traders approval.
- (c) the organisers submit a traffic control plan for approval by council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure.

(Due to timing of Council elections and restart of Council meetings, this approval has been completed.)

T.50 - Snake Racing Coffs Coast Rally [3157627]

Approval of the following temporary road closures:

1. Friday 12 October 2012 - Harbour Drive, Coffs Harbour (between Pacific Highway and Gordon Street), between 3.00pm and 7.00pm for ceremonial start.
2. Saturday 13 October 2012 - Wears Road - McCrears Road Bucca (150m south MacNamara Road to 200m north of Wears/McCrears Road) between 6.30am and 3.00pm.
3. Saturday 13 October - Beach Street, Woolgoolga (between Queen Street and Carrington Street) between 7.30am and 4.30pm.
4. Saturday 13 October 2012 - Sherwood Creek Road (from 100m east of Duffus Road to the council boundary - see Clarence Valley Council road closures) between 7.30am and 4.00pm.
5. Sunday 14 October 2012 - Moleton Road (from 200m west of Mole Creek Road to Cradle Creek Road) between 6.00am and 2.30pm.
6. Sunday 14 October 2012 - Lower Bobo Road (Beverley Road) (from Bobo River to Eastern Dorrigo Way, see Bellingen Shire Council road closures) between 7.30am and 4.30pm.

Subject to the following conditions:

- (a) the organisers to liaise with affected traders and obtain traders approval.

- (b) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (c) the organisers be responsible for all costs associated with the temporary closure and clean up.
- (d) that sufficient qualified marshals be made available to properly control the event.
- (e) that all fuel centres have 24 hour security.

T.51 - BCU Coffs Tri– Traffic Management [3127660]

That the temporary road closures for BCU Coffs Tri to be held on 2-3 March 2013 be deferred to next Traffic Committee Meeting after further consultation with RMS and Police.

Attachment 1

MINUTES

Local Traffic Committee Meeting

23 August 2012

VENUE: Pet Porpoise Pool
Creekside Cafe
65 Orlando Street
Coffs Harbour

TIME: 10.30am

PRESENT:

Formal (voting) Members:

Cr Bill Palmer, Coffs Harbour City Council
David Vandergriend, Coffs Harbour Police
Daniel Boorman, Roads & Maritime Services
Darren Williams, Sawtell Coaches
Peter Creeanne, Coffs Harbour Taxi Cab Network
Robert Fletcher, Coffs Harbour City Council
George Stulle, Coffs Harbour City Council (left meeting at 10.45am)
David Brooks, Coffs Harbour City Council
Anne Shearer, Coffs Harbour City Council

Informal (non voting) Members:

Sally Miles (Minute taker)

APOLOGIES:

Andrew Fraser, MP
Dianne Leahy (Andrew Fraser's representative)
Jaron Gawne, Busways

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5 July 2012

Attachment 1

BUSINESS ARISING

A. FORMAL ITEMS SECTION (Items for approval by Council under the delegation)

T.42 - Moonee Street/Pacific Highway Coffs Harbour – Taxi Zone (R.505330 [3131316])

Background:

Holiday Coast Transportation Services request the relocation of the taxi zone parallel to Coast Hotel. The existing nose to kerb taxi zone is too close to the highway intersection in Moonee Street.

Summary of Report:

Traffic Committee approved the relocation of the taxi zone from its location adjacent the Coast Hotel. The original site was considered hazardous due to its proximity to a bend and the traffic lane. However the current taxi zone is a nose to kerb parking bay, so reversing close to the intersection has created new hazards.

Recommendation to Committee:

A third site is recommended which is parallel to the kerb, as per plan.

RECOMMENDATION TO COUNCIL:

That approval be given relocate existing taxi zone and replace with a 2 car length zone south of island on intersection of Moonee Street and Pacific Highway, Coffs Harbour, near courthouse, as per plan T.42-2012.

T.43 – Sawtell Public School review of signs in school zone and alignment of children's crossings (R.501290, R.501540, R.502570 [3138210])

Background:

Requests from Sawtell Public School for review of signs in school zone and alignment of Children's Crossing.

Summary of Report:

11th Avenue Sawtell – 'Childrens Crossing' to align with design line adjacent school gate. Also extension of 'No Stopping' times to incorporate the school day as students cross at lunchtime for lessons.

13th Avenue Sawtell - move 'No Parking' sign further north of existing zone adjacent gate and concrete pad.

Coronation Avenue Sawtell - review crossing arrangements as people don't use the Childrens Crossing because it is not aligned to the gate and ramp.

Recommendation to Committee:

- (a) Realignment of school crossing 11th Avenue as per plan.
- (b) Extend no stopping times adjacent school crossing to all day.
- (c) Relocate no parking zone (2 cars width) as per plan.

Attachment 1

RECOMMENDATION TO COUNCIL:

That approval be given for :

- (a) Realignment of school crossing 11th Avenue Sawtell, as per plan T.43-2012.
- (b) Change 'No Stopping' times adjacent school crossing to all day, as per plan T.43-2012.
- (c) Relocate 'No Parking' zone (2 cars width) in 13th Avenue, Sawtell, further north as per plan T.43-2012.

T.44 - Reid Drive & Feran Crescent Coffs Harbour – Traffic Calming (R.505820, R.504490[3112444])

Background:

Request from resident to install line marking at intersection as vehicles are cutting the corner. Many of the residents are elderly and there is a Day Care Centre near the intersection. Residents are concerned about the speed of the vehicles at this location.

Summary of Report:

Road widths in Reid Drive are 11.5m and Feran Crescent 9.5m. Double barrier line will delineate intersection within regulatory 10m No Stopping at intersection narrowing lane will slow traffic and deter vehicles from cutting the corner.

Recommendation to Committee:

Install 10m double barrier line in Feran Crescent to delineate the intersection at Reid Drive and Feran Crescent Coffs Harbour.

RECOMMENDATION TO COUNCIL:

That approval be given to install 10m double barrier line in Feran Crescent, Coffs Harbour, to delineate the intersection at Reid Drive and Feran Crescent as per plan T.44-2012.

T.45 - Intersection of Bray and Joyce Street Coffs Harbour- request for Bus Zone (R.503240, R.504920.[3085581])

Background:

Request for bus zone on intersection of Bray and Joyce Street (south side) Coffs Harbour. Sportz Central patrons park very close to the J-Pole when there are events and basketball games on preventing bus access.

Summary of Report:

Bus stop is marked with a J-Pole. Vehicles tend not to allow enough space for the bus, particularly as parking is at a premium when events are on. Bus stop opposite is a bus zone.

Recommendation to Committee:

Bus Zone to be installed on intersection of Bray and Joyce Street (south side) Coffs Harbour.

Attachment 1

RECOMMENDATION TO COUNCIL:

That approval be given to install Bus Zone on south side of Bray Street, Coffs Harbour, east of Joyce Street, as per plan T.45-2012.

T.46- Harbour Drive South Coffs Harbour (Brelsford Park) – Bus Zone [3164297]

Background:

Request from Busways to change bus zone times to 24/7 at Brelsford Park due to the opening of Coles supermarket and increased passenger numbers.

Summary of Report:

Traffic Committee resolved to progressively change bus zones to unrestricted times due to regular changes in bus timetables. This bus stop is now a more popular destination due to the opening of Coles supermarket. In future the Brelsford Park development should also attract more bus passengers after work hours.

Recommendation to Committee:

That bus zone times be changed to 24/7 at Harbour Drive South Coffs Harbour (Brelsford Park).

RECOMMENDATION TO COUNCIL:

That approval be given that bus zone times be changed to unrestricted on south side of Harbour Drive Coffs Harbour (Brelsford Park), as per plan T.46-2012.

T.47- Unnamed Laneway Parallel to Elizabeth Street Coffs Harbour – Traffic and Parking Issues [3144958]

Background:

Request for 'No Parking' signage be installed in the laneway due to numerous size vehicles parking in this very narrow laneway, which makes access driveways difficult and safety issues for the vehicles using the laneway as a thoroughfare.

Summary of Report:

Other lanes have 'No Parking' on one side. This lane is 4m wide with several access driveways.

Recommendation to Committee:

Install No Parking signs on eastern side of unnamed laneway parallel to Elizabeth Street Coffs Harbour.

RECOMMENDATION TO COUNCIL:

That approval be given to install 'No Parking' signs on eastern side of unnamed laneway parallel to Elizabeth Street Coffs Harbour, as per plan T.47-2012.

Attachment 1

T.48- Harbour Drive, Coffs Harbour - Temporary Road Closure - Santa's City Centre Welcome and Lighting of the Christmas Tree [3165300]

Background:

Consideration to the temporary road closure of Harbour Drive, Coffs Harbour, between Gordon Street and Pacific Highway on Thursday, 6 December 2012 between 4.00pm and 8.00pm for Santa's City Centre Welcome and the 'Lighting of the Christmas Tree'.

Recommendation to Committee:

- (a) that the temporary road closure of Harbour Drive, Coffs Harbour, on Thursday, 6 December 2012, between 4.00pm and 8.00pm for the purpose of Santa's Arrival and the 'Lighting of the Christmas Tree', be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers to liaise with affected traders and obtain traders approval.
- (c) the organisers submit a traffic control plan for approval by council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure.

RECOMMENDATION TO COUNCIL:

- (a) that the temporary road closure of Harbour Drive, Coffs Harbour, on Thursday, 6 December 2012, between 4.00pm and 8.00pm for the purpose of Santa's Arrival and the 'Lighting of the Christmas Tree', be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers to liaise with affected traders and obtain traders approval.
- (c) the organisers submit a traffic control plan for approval by council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure.

T.49 - Harbour Drive, Coffs Harbour - Temporary Road Closure - Buskers Festival [3165300]

Background:

Consideration to the temporary road closure of Harbour Drive, Coffs Harbour, between Grafton Street and Gordon Street on Wednesday, 26 September 2012 between the hours of 6.00am and 5.00pm for the Coffs Harbour International Buskers & Comedy Festival.

Recommendation to Committee:

Attachment 1

- (a) the temporary road closure of Harbour Drive, Coffs Harbour, on Wednesday, 26 September 2012, between 6.00am and 5.00pm for the purpose of holding the Coffs Harbour International Buskers & Comedy Festival, be advertised and providing no substantive objections are received, the closure be approved.
- (b) the organisers to liaise with affected traders and obtain traders approval.
- (c) the organisers submit a traffic control plan for approval by council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure.

RECOMMENDATION TO COUNCIL:

- (a) the temporary road closure of Harbour Drive, Coffs Harbour, on Wednesday, 26 September 2012, between 6.00am and 5.00pm for the purpose of holding the Coffs Harbour International Buskers & Comedy Festival, be advertised and providing no substantive objections are received, the closure be approved.**
- (b) the organisers to liaise with affected traders and obtain traders approval.**
- (c) the organisers submit a traffic control plan for approval by council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
- (d) the organisers be responsible for all costs associated with the temporary closure.**

T.50 - Snake Racing Coffs Coast Rally [3157627]

Background:

Consideration for temporary road closures for the purpose of Rally Corp to hold Snake Racing Coffs Coast Rally Championship 10 - 14 October 2012.

Summary of Report:

The event is an annual event, a round of the New South Wales State Rally Championship, Round 5 of the Australian Rally Championship, Rally School Junior Challenge, SUV Challenge and for the first time Snake Racing Side By Side Championship. Rally Corp assisted by the local car club has been conducting this annual event in the surrounding State Forests for over 30 years. Rally Corp is running a National, State and associated Championships sanctioned by the Confederation of Australian Motorsport. All competitive stages are conducted on closed roads within the State Forests in the area and certain Shire Roads. Public roads are used only as liaison stages.

Competitive stages of the event will be conducted within the State Forests listed (see attached spreadsheet for roads in CHCC area).

VMS are to be used at strategic locations to inform residents of the event.

Where major changes to traffic conditions will occur, advertising of traffic arrangements for an event will be carried out in the local and or major newspapers as discussed with the RMS/Council.

Attachment 1

Recommendation to Committee:

That Council approves road closures subject to satisfactory traffic management plans and accredited traffic control plans for all road closures.

RECOMMENDATION TO COUNCIL:

Approval of the following temporary road closures:

1. **Friday 12 October 2012 - Harbour Drive, Coffs Harbour (between Pacific Highway and Gordon Street), between 3.00pm and 7.00pm for ceremonial start.**
2. **Saturday 13 October 2012 - Wears Road - McCrears Road Bucca (150m south MacNamara Road to 200m north of Wears/McCrears Road) between 6.30am and 3.00pm.**
3. **Saturday 13 October - Beach Street, Woolgoolga (between Queen Street and Carrington Street) between 7.30am and 4.30pm.**
4. **Saturday 13 October 2012 - Sherwood Creek Road (from 100m east of Duffus Road to the council boundary - see Clarence Valley Council road closures) between 7.30am and 4.00pm.**
5. **Sunday 14 October 2012 - Moleton Road (from 200m west of Mole Creek Road to Cradle Creek Road) between 6.00am and 2.30pm.**
6. **Sunday 14 October 2012 - Lower Bobo Road (Beverley Road) (from Bobo River to Eastern Dorrigo Way, see Bellingen Shire Council road closures) between 7.30am and 4.30pm.**

Subject to the following conditions:

- (a) **the organisers to liaise with affected traders and obtain traders approval.**
 - (b) **the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
 - (c) **the organisers be responsible for all costs associated with the temporary closure and clean up.**
 - (d) **that sufficient qualified marshals be made available to properly control the event.**
 - (e) **that all fuel centres have 24 hour security.**
-

Attachment 1

T.51 - BCU Coffs Tri– Traffic Management [3127660]

Background:

Village Sports Coffs Harbour request approval to hold the BCU Coffs Tri on the 2 & 3 March 2013.

Summary of Report:

Village sports are proposing to have various road closures in Coffs Harbour and Toormina as part of the BCU triathlon on Saturday 2 March and Sunday 3 March 2013. Village Sports have submitted traffic management plans (TMP's) detailing times and locations of these road closures as follows:

Saturday 2 March 2013

7.00am – 6.30pm Jordan Esplanade, Marina Drive to Camperdown Street

2.00pm – 2.30pm Jordan Esplanade, Camperdown Street to Quarry

15min road open to let traffic through

2.45pm – 3.30pm Jordan Esplanade, Camperdown Street to Quarry

4.30pm – 5.45pm The cycle leg will be conducted on a 1 lap course from the Jetty Foreshores left at Orlando Street/Harbour Drive left at Hogbin Drive turn 200m north of Stadium drive back north along Hogbin turn right at Harbour Drive back into Marina Drive to the Event Village to do the run leg.

Sunday 3 March 2013

5.00am – 1.00pm Jordan Esplanade, Marina Drive –Camperdown Street

7.30am - 11.00am -The cycle course is from the Jetty Foreshores along Jordon Esplanade, right Camperdown Street, left Harbour Drive, left Hogbin Drive, left Sawtell Road, turnaround point at 77 Sawtell Road, right Hogbin Drive, left Hi Tech Drive, left Craft Close, around Hi Tech Drive, left Hogbin Drive, right Harbour Drive, right Marina Drive and right Jordon Esplanade. Then repeat the same course for lap 2.

The cycle course will be a closed road with only local traffic allowed to cross the course at designated crossings. Local residents will be able to use the parking lanes to exit their homes under SES supervision to get to the cross over points. The course will be under the control of accredited traffic controllers at major intersections and cross over points. The Coffs Harbour SES members will control the minor intersections.

Recommendation to Committee:

- (a) the temporary road closures be approved:

Saturday 2 March 2013

7.00am – 6.30pm

Jordan Esplanade, Marina Drive to Camperdown Street

2.00pm – 2.30pm

Jordan Esplanade, Camperdown Street to Quarry

15min road open to let traffic through

2.45pm – 3.30pm

Jordan Esplanade, Camperdown Street to Quarry

4.30pm – 5.45pm

Attachment 1

The cycle leg will be conducted on a 1 lap course from the Jetty Foreshores left at Orlando Street/Harbour Drive left at Hogbin Drive turn 200m north of Stadium drive back north along Hogbin turn right at Harbour Drive back into Marina Drive to the Event Village to do the run leg.

Sunday 3 March 2013

5.00am – 1.00pm

Jordan Esplanade Marina Drive –Camperdown Street

7.30am - 11.00am

The cycle course is from the Jetty Foreshores along Jordon Esplanade, right Camperdown Street, left Harbour Drive, left Hogbin Drive, left Sawtell Road, turnaround point at 77 Sawtell Road, right Hogbin Drive, left Hi Tech Drive, left Craft Close, around Hi Tech Drive, left Hogbin Drive, right Harbour Drive, right Marina Drive and right Jordon Esplande, be advertised and providing no substantive objections are received, the closure be approved.

- (b) the organisers to liaise with affected traders and obtain traders approval.
- (c) the organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) the organisers be responsible for all costs associated with the temporary closure and clean up.
- (e) that sufficient qualified marshals be made available to properly control the event.

RECOMMENDATION TO COUNCIL:

That the temporary road closures for BCU Coffs Tri to be held on 2-3 March 2013 be deferred to next Traffic Committee Meeting after further consultation with RMS and Police.

Attachment 1

B. INFORMAL ITEMS SECTION (Traffic Engineering Advice)

B7

Origin

Coffs Cycle Club

Is proposing to hold a 2 day cycling event around August/September 2013.

Summary of report:

Day 1 - The proposal is to utilise Pine Creek Way from approx 1km south of Lyons Road to Urunga utilising lead and tail vehicles in accordance with NSW Guidelines for Bicycle Races.

Day 2 - Would be on Orara Way (MR 151) from Glenreagh to Coramba using a rolling road closure with police escort and Eastern Dorrigo Way (MR120) from Orara Way to Ulong. The cycle club was hoping to have Eastern Dorrigo Way (MR120) fully closed for approx two to three hours during this leg of the race and if this was not possible to have a rolling road closure with police escort as well.

The Cycle Club is seeking Traffic committee advice on any issues they may have with this proposal

Committee advice

That they complete a Special Events form and resubmit to Traffic Committee for approval.

B8

Camperdown Street Coffs Harbour – Ongoing Traffic and Pedestrian Issues (R. 504090, [2975494])

Origin

Request for Camperdown Street speed limit to be lowered to make the area safer for pedestrian users.

Summary of report:

Resident is concerned about pedestrian safety particularly at the eastern end of Camperdown Street – no footpath and steep verges mean that pedestrians are walking on a steep roadway.

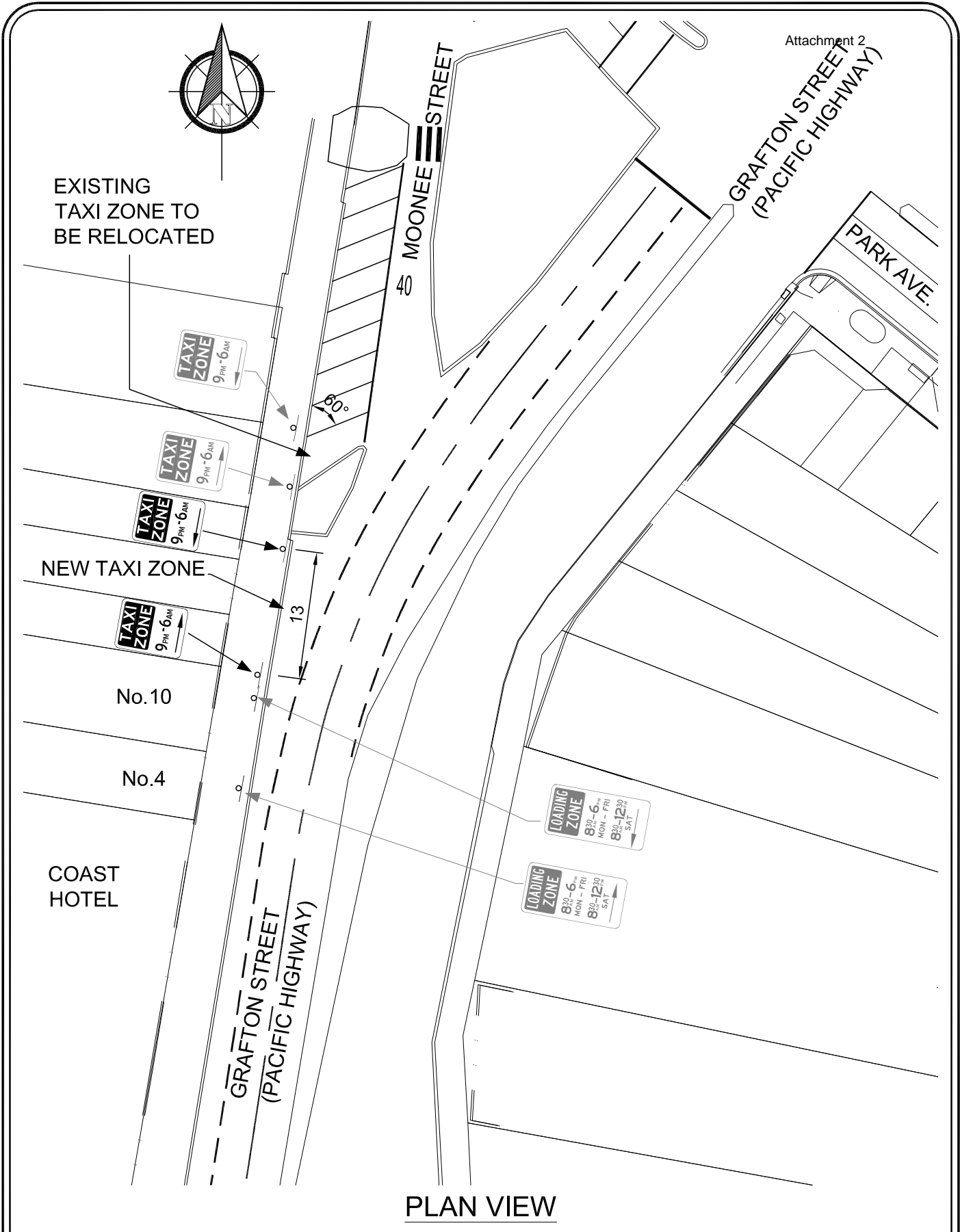
Committee advice:

That pedestrian counts be conducted and plans drawn up for options available.

NEXT MEETING:

The next meeting of the Local Traffic Committee will be held on 1st November 2012 commencing at 10.30am.

Meeting terminated at 11.45am.



PLAN VIEW

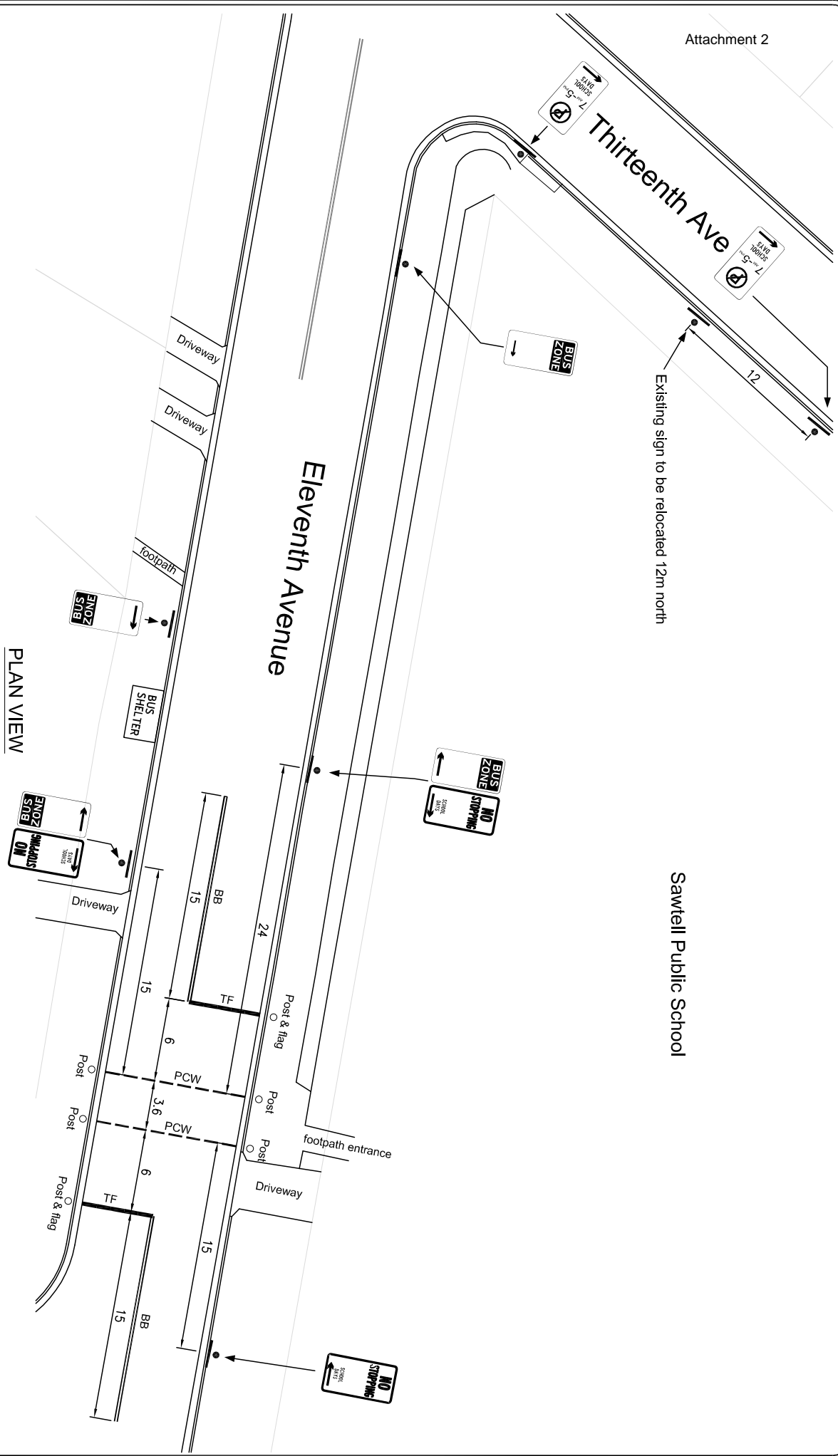
NOTES:

Relocate existing taxi zone and replace with a 2 car length zone south of island on intersection of Moonee Street and Pacific Highway Coffs Harbour near courthouse, as per plan

TRAFFIC INSTRUMENT

T.42-2012
 GRAFTON STREET
 COFFS HARBOUR

Attachment 2



Crossing layout based on AS1742:10-2009 and RMS Supplement for AS1742 section 7, childrens crossings

PLAN VIEW

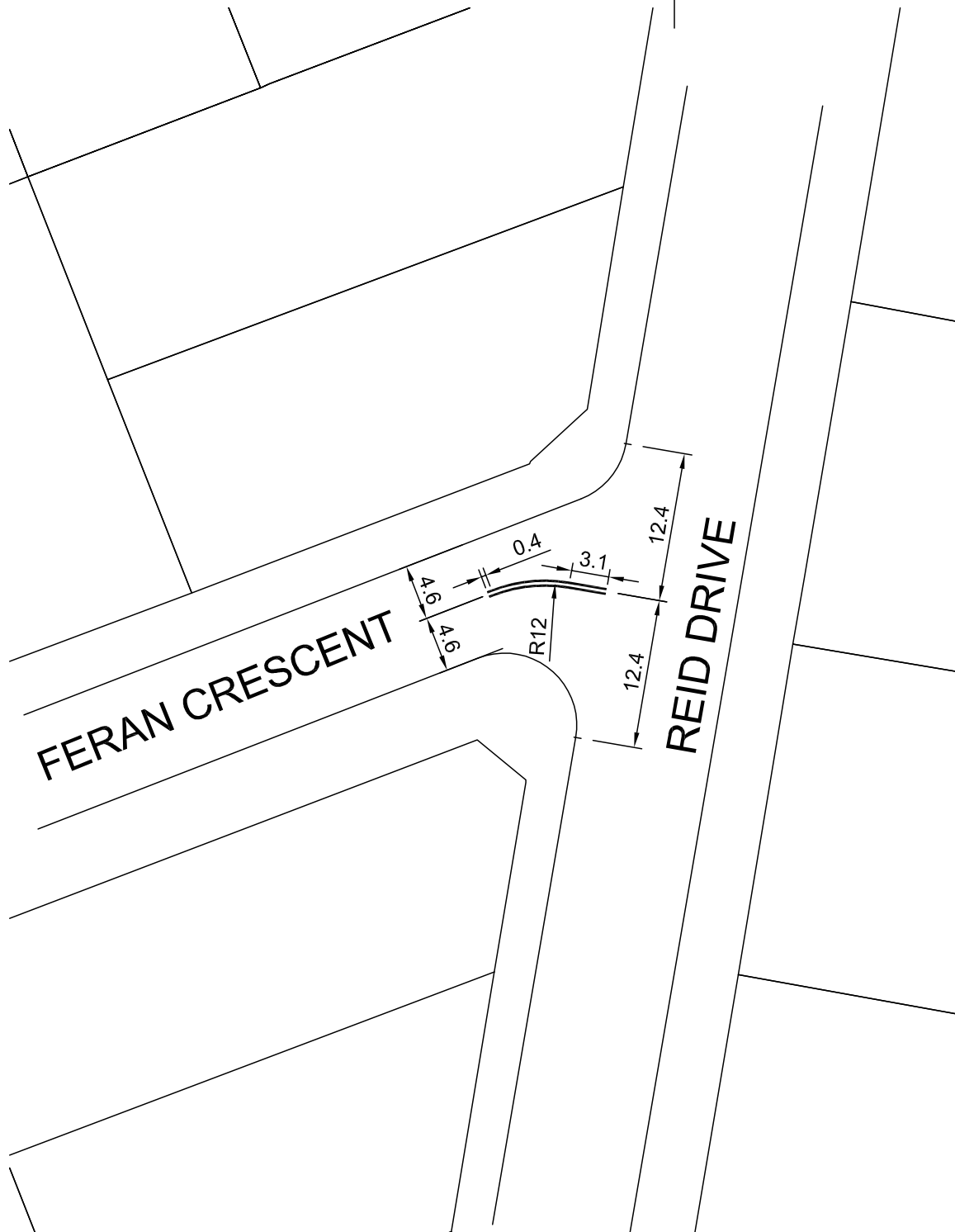
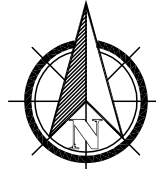
Sawtell Public School

NOTES:

- (a) Realignment of school crossing in 11th Avenue Sawtell
- (b) Change no stopping times adjacent school crossing to all day
- (c) Relocate no parking zone (2 cars width) in 13th Avenue Sawtell further north from existing.

TRAFFIC INSTRUMENT

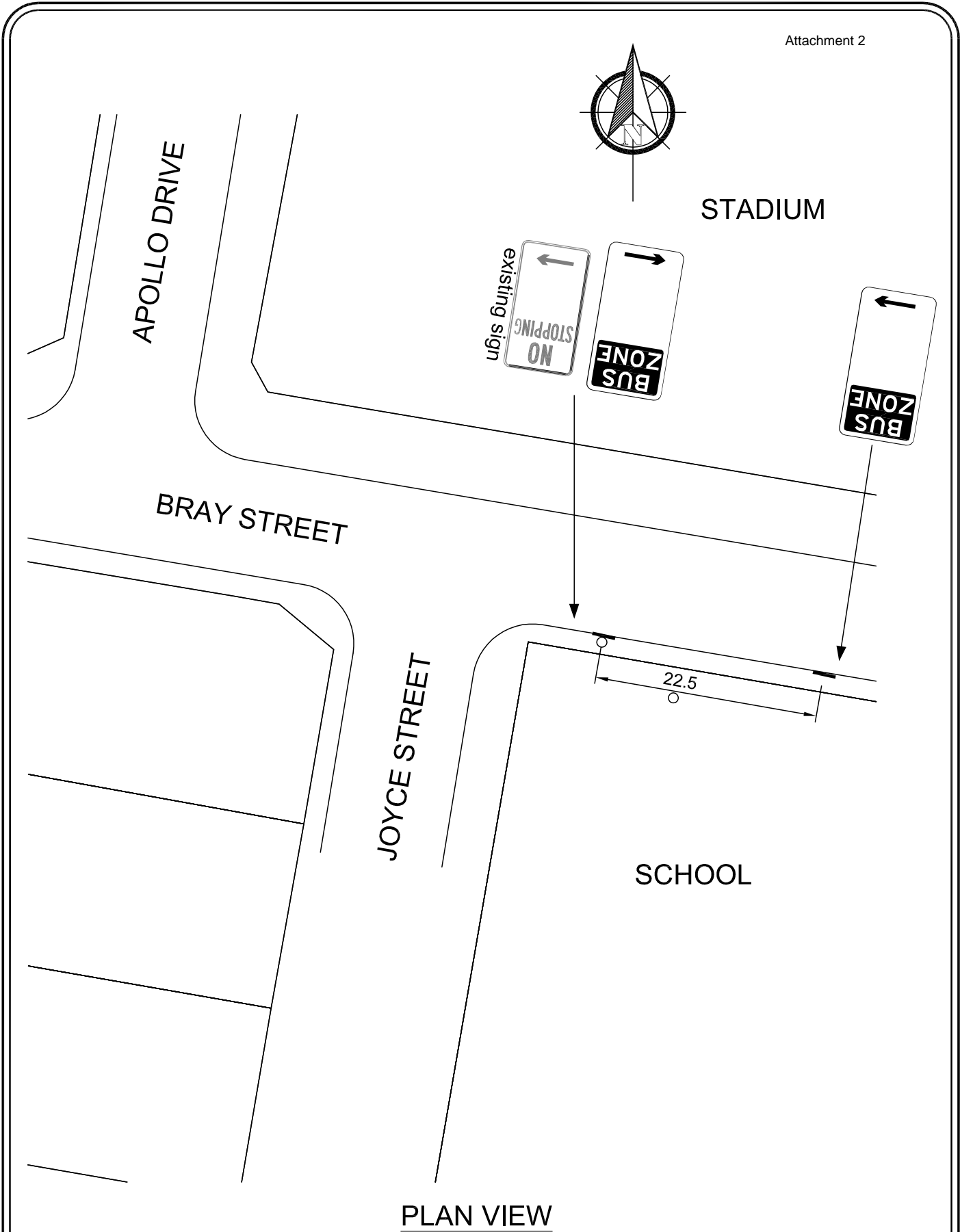
T.43-2012
11th Ave School crossing
SAWTELL



PLAN VIEW

NOTES:
Install 10m double barrier line in Feran Crescent to delineate the intersection at Reid Drive and Feran Crescent Coffs Harbour as per plan

TRAFFIC INSTRUMENT
T.44 -2012
REID DRIVE & FERAN CRESCENT
COFFS HARBOUR

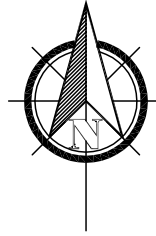


PLAN VIEW

NOTES:
Install Bus Zone on south side of Bray Street, east of
Joycel Street Coffs Harbour, as per plan

TRAFFIC INSTRUMENT

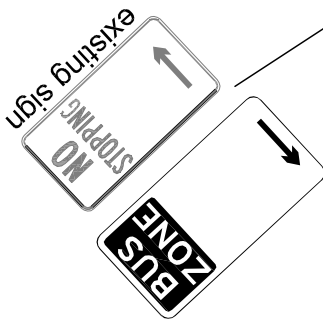
T.45 -2012
BRAY STREET BUS ZONE
COFFS HARBOUR



COLES

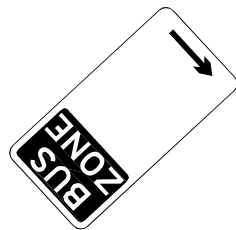
LP

LP



BUS ZONE

BRELSFORD PARK



PLAN VIEW

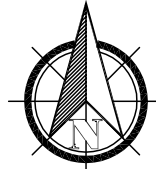
NOTES:

Bus zone times to be changed to unrestricted on south side of Harbour Drive east of Earl Street Coffs Harbour

TRAFFIC INSTRUMENT

T.46 -2012

HARBOUR DRIVE BUS ZONE
COFFS HARBOUR



PLAN VIEW

NOTES:

Install No Parking signs on eastern side of unnamed laneway parallel to Elizabeth Street Coffs Harbour, as per plan

TRAFFIC INSTRUMENT

T.47 -2012

NO PARKING - LANE WEST OF ELIZABETH ST
COFFS HARBOUR

PACIFIC HIGHWAY - SAPPHIRE TO WOOLGOOLGA RENAMING CONSULTATION

Purpose:

To seek Council's endorsement of proposed options for renaming of the service road and bypassed sections of the Pacific Highway as part of the Sapphire to Woolgoolga upgrade project.

Description of Item:

Completion of the Pacific Highway upgrade from Sapphire to Arrawarra will result in the transfer of ownership of and maintenance for sections of the new service road and existing highway route from NSW Roads and Maritime Services (RMS) to Coffs Harbour City Council.

The sections to be transferred to Council will link with Hoys Road at Moonee Beach, Graham Drive at Sandy Beach and Clarence Street, Woolgoolga, forming a new service road from Sapphire to Arrawarra.

A map showing these roads is attached.

Properties with a current Pacific Highway address along the new service road will be required to undergo a change of address with renaming of the roadway.

Council has authority to name the new roadway in accordance with the NSW Roads Act 1993—Sec 162 and a responsibility to consult with the community in regards to road naming in accordance with the Roads (General) Regulation 2008 – Sections 7, 8 & 9.

The process for roads naming must follow guidelines established by the NSW Geographical Names Board (GNB).

Key stakeholders in this consultation include property owners and residents impacted by name changing, tourism operators and other business owners and the wider community.

The launch of the consultation process this year will enable the name or names to be selected by early next year for gazettal and adoption when the highway bypass is completed and the new service road comes under Council's control.

There are basically two options: to rename only portions of the old highway, or to rename the entire service road (including the old highway) from Sapphire to Arrawarra as a single route.

Renaming only those portions that require it (new service road and bypassed sections of the highway) would impact immediately on the least number of residents. This would involve renaming only the sections of existing highway that link with Hoys Road, Graham Drive and Clarence Street by extending Clarence Street north to Arrawarra and south to Graham Drive and extending Hoys Road south to the Sapphire interchange.

However, there are advantages to renaming the entire length as a single route.

The first advantage is from a tourism perspective. While there is a formal process to establish a tourist route (which will be pursued) a single name for this length of road will be a positive step regardless, in terms of ease of navigation and also promotion. A name acknowledging the nearby Solitary Islands Marine Park and Solitary Islands Coastal Walk that runs parallel along the coast is considered the best option for a single route name.

The GNB has been consulted on the proposal as part of preliminary planning and advised that it has no objection to the new service road being named Solitary Islands Way.

A single name will also reduce confusion in times of emergency.

The Roads (General) Regulation 2008 Section 7 requires a roads authority proposing to name or rename a road to publish notice of the proposal in a local newspaper, serve notice of the proposal to Australia Post, Geographical Names Board, emergency services and other government agencies, and to allow for written submissions on the proposal. Any person may make written submissions on the proposal (Sec 8).

As this proposal is one which is likely to attract significant community and business interest, the proposed consultation process for this project extends beyond minimum regulatory requirements and includes the following:

- Notification to property owners, the Coffs Coast Tourism Association, Coffs Harbour and Woolgoolga Chambers of Commerce by letter, outlining the two options and inviting comment with 28 days;
- Advertising the proposed Solitary Islands Way road name and alternate option in a local newspaper and inviting written submissions within 28 days;
- Notification of the proposal to relevant government agencies;
- Collation and summary of submissions;
- Summary of issues and comments raised in submissions and a recommended option presented in a report to Council for consideration following the consultation process.

Sustainability Assessment:

- **Environment**

There are no anticipated environmental impacts as a result of this consultation process.

- **Social**

Creation of an easily navigable tourist route with one name has potential to draw highway traffic attention and increase opportunity for visitation to the beach suburbs along the new service road route. The use of Solitary Islands Way as a name has appeal as a visitor destination and as an address.

Use of one name also reduces confusion in the event of emergencies.

Use of several existing names for the roadway increases potential for confusion in navigation and does not have potential to evoke visitor interest.

Both options for road renaming will result in property owners and residents having to undergo the processes of changing address. The second option limits the numbers of address changes required.

- **Civic Leadership**

Naming of roads is part of Council's role as a roads authority. Council has an obligation to consult with the community on naming proposals.

Developing a proposal for a single road name for the new roadway is consistent with expectations of the Coffs Harbour 2030 Plan:

Places for Living Outcome PL2 *We have created through our urban spaces, a strong sense of community, identity and place;*

Outcome PL3 *We have vibrant rural communities, and*

Objective PL3.2 *Our villages support a strong tourism base around local produce, arts, culture and nature experiences;*

Moving Around Outcome MA3 *We are well connected to each other and services.*

- **Economic**

Broader Economic Implications

The option of naming the roadway Solitary Islands Way has potential to attract visitor traffic off the highway and into the northern beaches villages, generating business for the local economy.

Renaming of the roadway as Solitary Islands Way could arguably have a positive impact on property prices.

Regardless of the road naming option adopted, the majority of affected landholders will incur costs in having to change their current address.

Delivery Program/Operational Plan Implications

There is a negotiation process to be undertaken as part of the 'handover' of the road from RMS to Council. As part of this process, future maintenance costs as well as costs incurred as part of this road naming process will be negotiated and a report brought back for Council's consideration.

Consultation:

This proposal, consultation process and preferred option have been prepared in consultation with Council's Governance Unit, Design Branch, Coffs Coast Marketing, Economic Development Unit, GIS and Land Use Planning.

Council has also consulted with RMS and GNB in presenting options for consultation.

There is support for the use of one road name for the entire route and no objection to the use of the name Solitary Islands Way.

Related Policy and / or Precedents:

- NSW Geographical Names Board Guidelines for the Naming of Roads
- Coffs Harbour City Council Community Engagement Policy
- Coffs Harbour City Council Administration – Associated Policies: Road Naming Guidelines (currently under review).

Statutory Requirements:

- NSW Roads Act 1993 – Sections 162 and 163
- Roads (General) Regulation 2008 – Sections 7,8,9,10.

Issues:

As noted above, there are benefits to naming the entire route of the new roadway Solitary Islands Way.

This proposal will, however, result in all residents (around 400) on the route having to undergo a change of address, with associated notifications.

The alternate option, extending existing roadway names, will result in less residents having to undergo a change of address, but the benefits noted above will not be realised.

Both options are presented for Council's consideration and endorsement. These will be sent out in a letter to key stakeholders and in the proposed advertisement so that comment and all issues raised can be given consideration by Council prior to a decision being made on which option to progress.

Implementation Date / Priority:

Consultation will commence immediately upon a Council resolution to proceed with the consultation and notification process.

Recommendation:

- 1. Council endorse the proposed options for naming of the new northern beaches service roadway to be created with the completion of the Sapphire to Arrawarra Pacific Highway upgrade as set out in the attachment and proceed with notification to relevant stakeholders and consultation with the community.**
- 2. That, following a consultation period of 28 days, a report be prepared for Council outlining issues and comments in relation to the proposal and presenting a preferred option for adoption.**

Attachment

Legend

Pacific Hwy / Road Naming / Options

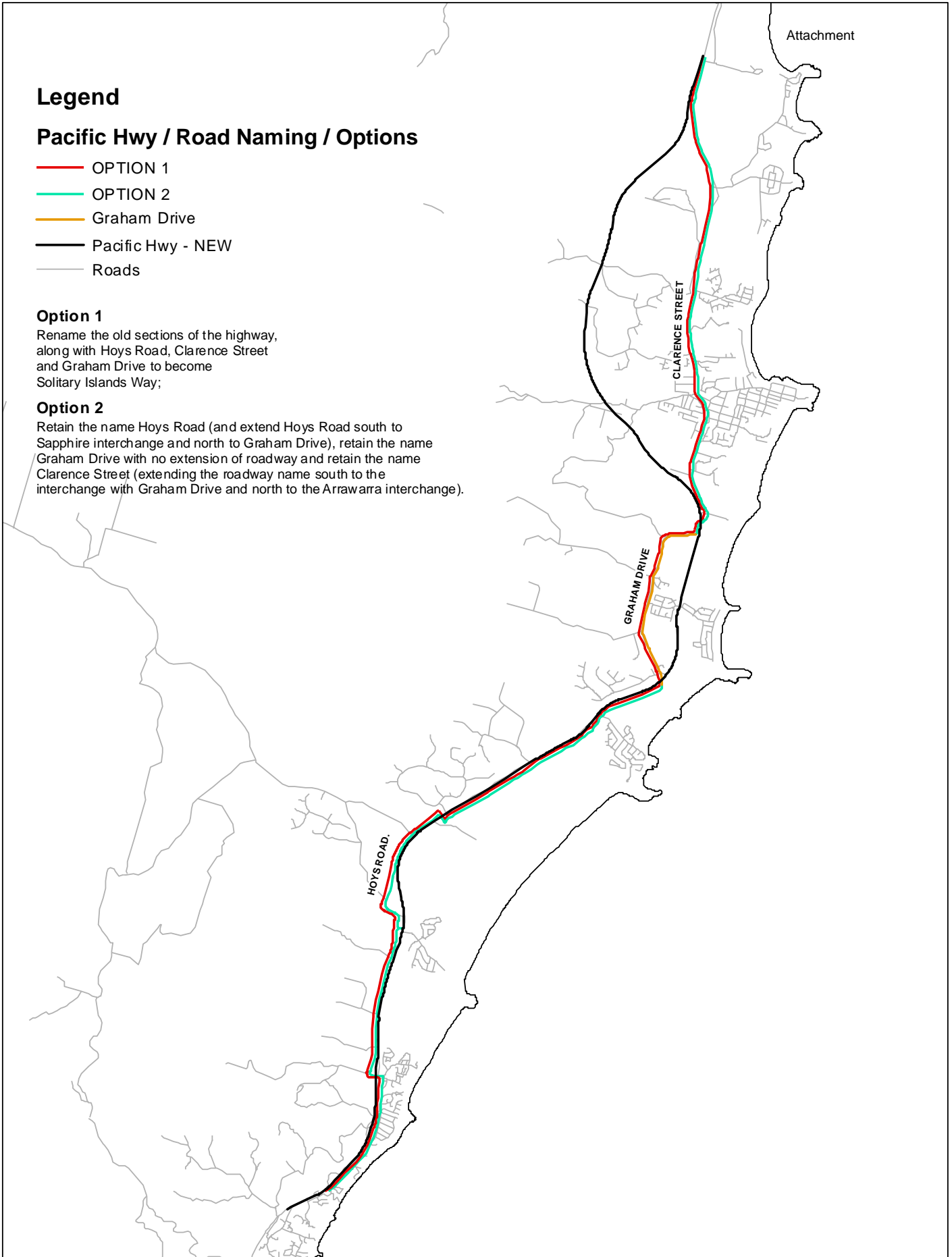
- OPTION 1
- OPTION 2
- Graham Drive
- Pacific Hwy - NEW
- Roads

Option 1

Rename the old sections of the highway, along with Hoys Road, Clarence Street and Graham Drive to become Solitary Islands Way;

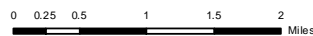
Option 2

Retain the name Hoys Road (and extend Hoys Road south to Sapphire interchange and north to Graham Drive), retain the name Graham Drive with no extension of roadway and retain the name Clarence Street (extending the roadway name south to the interchange with Graham Drive and north to the Arrawarra interchange).



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Sapphire to Woolgoolga Pacific Hwy Upgrade



GIS Section - jxsjohn September 2012

GRID NTH



SCALE @A4 1:85000

Coordinate System: GDA 1994 MGA Zone 56
Projection: Transverse Mercator
Datum: GDA 1994

ROAD NAMING PROPOSAL - MACKAY'S ROAD, COFFS HARBOUR

Purpose:

To provide recommendations to Council in relation to a road naming proposal in the Mackay's Road and Jensen Close area of Coffs Harbour.

Description of Item:

This area was developed in the early 1980's with four of the lots fronting Mackay's Road having vehicular access from Jensen Close via a right of carriageway (see attached plan). The topography of the site precludes practical access from these lots to Mackay's Road.

On 21 May 2012, Council received a road naming proposal for the right of carriageway off Jensen Close, Coffs Harbour.

The main reason outlined in the application for the naming of this carriageway was that there are concerns at the lack of access to the properties addressed 76, 78, 80 and 82 Mackay's Road and that practical access to these properties is not clearly defined on any street or GPS mapping. This is particularly an issue if an emergency situation arose.

Council began the road naming process and sought approval from the Geographical names board for the approval to use the name of "Towns Lane" as proposed by the applicant. The proposal then went out on public exhibition from Thursday 21 June 2012 with submissions closing Friday 6 July 2012.

Council received a total of eight (8) written submissions with one (1) for the naming proposal and seven (7) against. With this in mind Council considered its options for naming the carriageway and decided to investigate other avenues away from road naming that might be a better resolution for all residents concerned.

On 26 July 2012 Council sent out letters to the four (4) property owners on Mackay's road outlining a new proposal which would see their current addresses changed to 10a, 10b, 10c and 10d Jensen Close respectively.

Council received three (3) responses from residents, objecting to the new readdressing proposal.

Sustainability Assessment:

- **Environment**

There are no specific environmental impacts arising from this report.

- **Social**

The naming of the right of carriageway will enhance the response time for any emergency department if the need ever arose.

The surrounding residents identified in various correspondence that they were not happy with the road naming proposal and wanted the situation to be left as it is, however if something had to be done then they would support an alternate name proposal not the one chosen by the applicant.

- **Civic Leadership**

Council has a key responsibility under 2030 Places for Living for ensuring the development of safe and accessible street networks.

- **Economic**

Broader Economic Implications

There are no broader economic implications.

Delivery Program/Operational Plan Implications

Any minor administration or signposting costs will be accounted for within exiting budgets.

Consultation:

Consultation undertaken to date has included;

- Internal consultation with a range of staff including GIS and City Services staff.
- Public consultation period with an advertisement placed in Council's column in the Independent newspaper on 21 June 2012
- Public notice displayed on Council's website.

Related Policy and / or Precedents:

There are no related policies or precedents in relation to this report.

Statutory Requirements:

Roads Act 1993:

Section 162:

- (1) A road naming authority may name and number all public roads for which it is the roads authority.

Roads Regulation 2008:

Section 7:

- (1) A roads authority that proposes to name or rename a road:
 - a. must publish notice of its proposal in a local newspaper, and
 - b. must serve notice of its proposal on the following persons or bodies:
 - i. Australia Post,
 - ii. the Registrar-General,
 - iii. the Surveyor-General,
 - iv. the Chief Executive of the Ambulance Service of NSW,
 - v. New South Wales Fire Brigades,
 - vi. the NSW Rural Fire Service,
 - vii. the NSW Police Force,
 - viii. the State Emergency Service,
 - ix. the New South Wales Volunteer Rescue Association Incorporated,
 - x. in the case of a classified road-the RTA.
- (2) The notice must state that written submissions on the proposed name may be made to the roads authority and must specify the address to which, and the date by which, any such submissions should be made.

Australian/New Zealand Standard AS/NZS 4819:2011:

The standard is intended to help addressing authorities fulfill their custodial responsibility for the ongoing maintenance, accuracy and quality of addresses in a manner that is consistent across the county and, wherever possible across both Australia and New Zealand.

Issues:

Council has followed its road naming procedure as well as investigated other possible avenues to resolve the issue of defining the access for the four properties of Mackay's Road.

The options investigated have received both positive and negative submissions and now the decision needs to be made as to which way Council can progress the matter.

Option one – Do nothing

Council can decide to do nothing in this situation; however this may leave Council open to litigation. The option to do nothing and not name the carriageway will not address the main reason why the road naming proposal was put into Council in the first instance and Council will not be fulfilling its custodial responsibility according to the Australian/New Zealand Standards.

Option two – Erect a sign on Mackay's road stating access for the four properties

An option outlined in one of the submissions Council received, was to erect a sign on Mackay's road showing the direction for the access of the four properties. This option may be considered by Council, however the sign will not show up on GPS mapping and in an emergency situation the sign may not be clearly visible to Emergency services staff. This option also requires the sign to be maintained into the future and that may not always happen.

Option three – Follow through with the Road Naming Proposal (Towns Lane)

Council can decided to finalise the naming proposal with the formal gazetting of the carriageway name as "Towns Lane". Naming the carriageway will then show up on GPS mapping and the access for the four properties will therefore be clearly identified. The properties will then need to be readdressed to Towns Lane, the correct formal addressing numbering will then need to be implemented by Council's GIS department.

This option has received seven negative submissions from residents of the area and one positive submission from the applicant of the road naming proposal. This option will enable Council to fulfill its custodial responsibility.

Option four – Readdress the four properties as Jensen Close

Council can decide to readdress the four properties to 10a, 10b, 10c and 10d Jensen Close respectively. This option will also show up on GPS mapping and the access for these four properties will therefore be clearly identified. Again the correct formal addressing numbering will then need to be implemented by Council's GIS department.

This option received three negative submissions with one being the applicant of the road naming proposal along with 2 property owner's on Mackay's Road. This option will enable Council to fulfill its custodial responsibility.

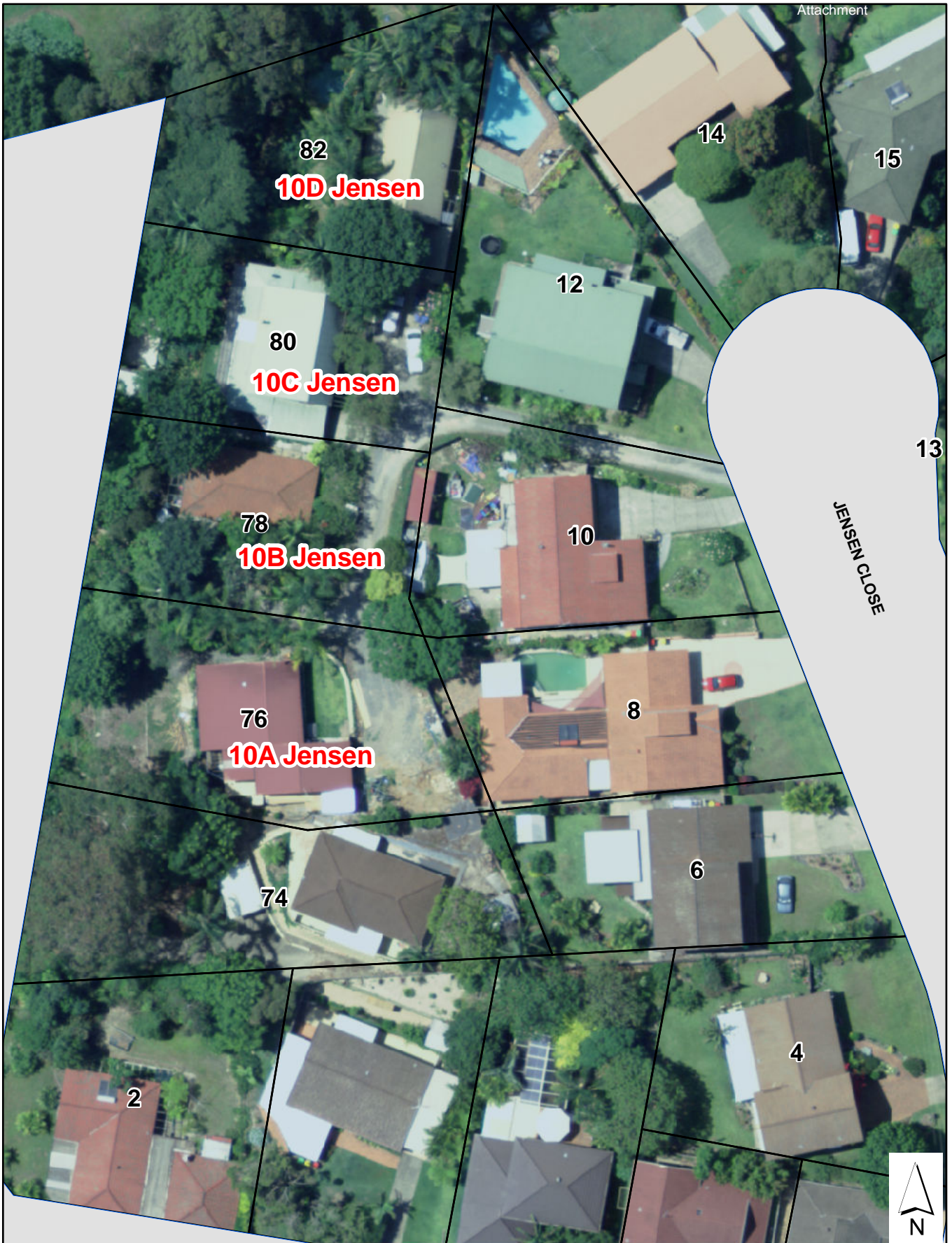
Implementation Date / Priority:

Each option provided above has different potential implementation timelines from approximately one week to possibly one month

Recommendation:

1. That Council re-address the four properties of 76, 78, 80 and 82 Mackay's Road to 10a, 10b, 10c and 10d Jensen Close respectively.
2. That the application fee for the Mackay's Road naming application be refunded to the applicant.

Attachment

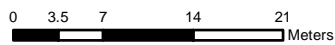


**Jensen Close
Proposed Jensen Addressing**

This map produced by GIS Section
Coffs Harbour City Council

User: tbstina

Date: 19/07/2012 1:550 @ A4



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Legend

Land Parcels

Roads

Air Photo 2009

TENDER RFT-531-TO - 2012/14 ANNUAL CONTRACT FOR SUPPLY & DELIVERY OF BITUMEN EMULSION

Purpose:

To obtain Council's approval to accept a tender for the supply and delivery of bitumen emulsion into Council's storage facility for a period of twenty four (24) months following award of a Contract.

Description of Item:

Tenders were called and closed on 14 August 2012 for the supply and delivery of bitumen emulsion into Council's storage facility at Marcia Street Depot. Bitumen emulsion is used for the repair of potholes in road pavements and general road works undertaken by Coffs CityWorks. These activities are part of the Local and Regional Road Maintenance Programs and routinely undertaken in maintaining the road network.

In order to ensure that Council obtained the best value for money, tenders were called from suitably qualified suppliers of bitumen emulsion.

Three tenders were received as follows.

1. Boral Asphalt
2. Fulton Hogan Industries Pty Limited
3. Downer Edi Works Pty Limited

Sustainability Assessment:

- **Environment**

Suppliers of bitumen emulsion are required to operate in accordance with the NSW Dept of Environment and Heritage, Operational and Environmental Guidelines. The application of this non renewable resource is within the principles outlined in the NSW Government Sustainability Policy. By repairing road services the life of the road pavement is increased which reduces the need to consume further natural resources

- **Social**

Pavement sealing and repair works using bitumen emulsion play an integral part in providing a serviceable road network that connects the community and allows business and commerce to function.

- **Economic**

Management Plan Implications

Funding for the purchase of bitumen emulsion is included in the annual Local and Regional Roads Maintenance program budgets.

Consultation

There is a community expectation that Council will maintain the road network to a reasonable standard. Since this has been a long standing responsibility there is no need to specifically consult the community regarding the purchase of materials required to maintain the road network.

Related Policy and / or Precedents:

Tendering procedures were carried out in accordance with Council's Policy. Council's Tender Value Selection System has been applied during the tender review process, as detailed in the attachment.

Council's policy is that the tender with the highest weighted score becomes the recommended tender.

Statutory Requirements:

The calling, receiving, opening and reviewing of tenders were carried out in accordance with Part 7 Tendering of the Local Government (General) Regulations 2005.

Issues:

In previous years, Council's CityWorks Branch utilised a two year contract for the supply and delivery of bitumen emulsion. The efficient and timely supply of bitumen emulsion is paramount in maintaining all weather access for the broader community. Suitable experienced and qualified suppliers, with the specialised equipment necessary to provide bitumen emulsion is limited due to the special storage and handling demands of this product. This contract will provide Council with certainty of supply over the 2 year contract period.

The supply rate is to be fixed for the first 12 month period after which the purchase price will be adjusted to cater for fluctuations in the price of base materials.

Implementation Date / Priority:

A contract will be awarded upon Council's resolution to accept a tender with a due completion date for the contract 24 months hence.

Recommendation:

That Council consider tenders received for RFT-531-TO Supply & Delivery of Bitumen Emulsion and move the motion as detailed on the confidential attachment.

TENDER RFT-551-TO - UNDERGROUND STORAGE TANKS AT PUMP STATION 7, ARTHUR STREET, COFFS HARBOUR

Purpose:

To report on tenders received for Contract RFT-551-TO, construction of underground storage tanks at Sewage Pumping Station 7, Arthur Street Coffs Harbour, and to gain Council approval to accept a tender.

Description of Item:

Due to its topography, Coffs Harbour's sewerage system is a combination of gravity collection mains, and pump stations pumping sewage to the Reclamation Plants.

Sewage Pump Station 7 (SPS7), Arthur Street Coffs Harbour, is one of the main pumping stations in Coffs Harbour, servicing the area north of Park Beach to North Sapphire. Sewage from this station pumps to the Brodie Drive Pump Station and hence to the Coffs Harbour Water Reclamation Plant.

Council holds a Pollution Control Licence for its sewerage system with the NSW Environment Protection Authority (EPA). One of the objectives of the licence is to mitigate dry weather overflows, especially where they are in the catchment of the Solitary Islands Marine Park, which is the case for SPS7. As an objective of the Coffs Harbour Sewerage Strategy, Council goes one step further and aims to mitigate any sewerage overflows to the environment unless there are exceptional circumstances.

To this end, each sewage pumping station has:

- backup standby pumps
- 'real time' telemetry monitoring, alarming and control
- regularly service and maintenance
- backup generators available in case of power interruption
- adequate emergency storage available where practical

The subject of this report is the construction of additional storage at Pumping Station 7. The storage will enable protection of the Park Beach area as well as catchments upstream of the station. However the main benefit of this storage is to enable SPS7 to store sewage in times of exceptional circumstances, which will relieve pressure on Brodie Drive pumping station. Brodie Drive has limited opportunity for storage due to its proximity to houses and Coffs Creek. Construction of this storage, together with others previously constructed, will improve mitigation measures to prevent overflows at Coffs Creek.

The scope of the works is for the construction of 210,000 litres of storage includes:

- Construction of 85m long by 1.8m internal diameter underground concrete storage pipes,
- Construction of interconnecting pipework and a new manhole all adjacent to Pump Station 7
- Control of groundwater and treatment of potential acid sulphate soils



Tenders were evaluated on the following criteria:

- Tender price
- Experience in similar works
- Work, Health and Safety Systems
- Demonstration of an understanding of the scope of works and a logical construction program.

Four tenders were received. All were conforming offers. They were:

- a) Bob Chambers Pty Ltd
- b) AJ Pipelines and Constructions Pty Ltd
- c) Kerroc Constructions Pty Ltd
- d) XL Plumbing Services Pty Ltd

Sustainability Assessment:

- **Environment**

The work is designed to protect the environment, by reducing the chance of sewage overflows. Sewage spills to the environment result in increased nutrients and organics in waterways, that depletes oxygen, resulting in fish kills and habitat degradation. In the event of Pump Station failure, sewage will be stored until service can resume, rather than be spilled to the environment.

During construction, groundwater and acid sulphate soil issues will be addressed in accordance with the NSW Acid Sulphate Assessment Guidelines. This measure will ensure the safety of the environment during construction.

- **Social**

The other major result of sewage overflow is the threat to public health. Contaminants from sewage which come into human contact can cause disease and infection. Other issues include the inconvenience of the overflow, odour, and aesthetics problems and the necessary clean up. Provision of the subject storage will mitigate these issues.

- **Civic Leadership**

Council is the water authority for Coffs Harbour. It is Council's responsibility to build, maintain, operate and upgrade an efficient and effective sewerage system to protect both the environmental and public health of the City.

The sewerage system operation is undertaken in accordance with the Pollution Control Licence administered by NSW Environment Protection Authority.

- **Economic**

Broader Economic Implications

The design of the underground storage is seen as the most cost effective method of providing emergency storage. Materials have been chosen to ensure longevity of the asset and to minimise whole of life costs.

The recommended tender is a local Coffs Harbour business, therefore the award of the tender will inject money into the local economy

Delivery program/Operational Plan Implications

Expenditure for this work is accounted for in the Operational Plan for the current financial year.

The tender price includes GST and is not the net cost to Council.

Consultation:

Operation and maintenance staff from Coffs Harbour Water were consulted during the design of the storage.

Officers from Council's Sports Unit were also consulted, due to the proximity of the construction to the York Street playing fields.

Related Policy and / or Precedents:

Tender procedures and analysis were carried out in accordance with Council policy, in particular the 'Tender Value Selection System'.

Council's policy is that the tender with the highest weighted score becomes the recommended tender.

Statutory Requirements:

The calling, receiving and reviewing of tenders was carried out in accordance with Part 7 Tendering of the Local Government (General) Regulations 2005.

Issues:

The recommended tenderer submitted the lowest price.

The recommended tenderer is well known in Coffs Harbour with a good reputation. Reference checks have confirmed the capability of the company.

Two of the tenders received did not include the documentation that would enable evaluation of their level of understanding of the work. However, a sensitivity analysis was undertaken, and these omissions did not influence the final rankings of the preferred tenderer.

Implementation Date / Priority:

A contract can be awarded upon Council's resolution to accept a tender. Completion time for the contract is 15 calendar weeks. Assuming contract commencement of mid October 2012, allowing for a Christmas break and barring any unforeseen circumstances, the forecast completion date is mid February 2013.

Recommendation:

That Council considers tenders received for the Underground Storage Tanks at Pump Station 7, Arthur Street - Contract No. RFT-551-TO - and move the motion as detailed in the confidential attachment.

TENDER RFT-554-TO - AIRPORT CONSULTANCY SERVICES, DESIGN, PLANNING & CONSTRUCTION SUPERVISION, COFFS HARBOUR AIRPORT RUNWAY RESURFACING

Purpose:

To report on tenders received for Contract RFT-554-TO, for the engagement of a Consultant for the planning, design and construction supervision of the resurfacing of the main runway at the Coffs Harbour Airport, and to gain Council approval to accept a tender.

Description of Item:

The Coffs Harbour Airport is owned and operated by Coffs Harbour City Council.

The main runway (03/21), which is 2080m long and 45m wide, is in places over 25 years old and beginning to fail. Emergency remedial work allows the airport to continue operation, but for the airport to continue operating safely and efficiently, the following work needs to be undertaken:

- Remediation of areas of acute pavement failure. These areas are isolated, but need to be addressed quickly.
- Overlay the entire runway with a new asphaltic concrete layer in order to ensure sustainable Airport services into the future.

Airport heavy pavement design, operations and procedures are a specialist engineering field. Council has sought the services of a suitably qualified and experienced multidisciplinary engineering design consultant, to undertake the planning, design, specification, construction, site supervision and quality control of the runway resurfacing works. The objective of the consultancy is to achieve the most cost effective resurfacing of the 03/21 runway.

The scope of the work entails:

1. Evaluate current information on the runway including geotechnical, geometric and survey information.
2. Advise and supervise additional investigation considered necessary to successfully deliver the project.
3. Design the method of remediation of areas of acute pavement failure prior to the resurfacing of the Runway.
4. Undertake Pavement design of the required asphaltic concrete overlay based on minimum whole of life costs.
5. Preparation of technical specifications, to enable Council to invite Construction Tenders and engage the most suitable Contractor.
6. Assist in evaluation of Tenderers.
7. Provide site supervision during the Construction Period.

Tenders were evaluated on the following criteria:

- Tender price
- Understanding of the Engagement
- Experience and Capability

- Key Personnel
- Methodology for Delivery

Fifteen tenders were received. All were conforming offers. They were:

- a) The Airport Group Pty Ltd
- b) SMEC Pty Ltd
- c) Robert Bird Group Pty Ltd
- d) Opus International Consultants (NSW) Pty Ltd
- e) Lambert and Rehbein (SEQ) Pty Ltd
- f) KWC Engineers
- g) Kamen Engineering Pty Ltd
- h) Hyder Consulting Pty Ltd
- i) GHD Pty Ltd
- j) Cardno QLD Pty Ltd
- k) Beca Pty Ltd
- l) Aurecon Australia Pty Ltd
- m) Arup Pty Ltd
- n) Airport Consultancy Group
- o) AECOM Australia Pty Ltd

Two consultants offered alternative tenders, but these did not match the desired scope of works, and were therefore not considered further.

Sustainability Assessment:

- **Environment**

There are no adverse environmental issues with regards the engagement of a consultant.

The consultant will work with Council to ensure that the best environmental outcomes for the runway resurfacing construction work, prior the appointment of a Construction Contract.

- **Social**

The Coffs Harbour Airport is one of the largest and busiest regional airports in New South Wales, handling regional, domestic and international style aircraft.

It currently handles over 28,000 aircraft movements per annum, 7,000 of which are for passenger aircraft. The terminal handles approximately 340,000 passengers each year.

The continued efficient operation of the airport is vital to the social environment of the region. The airport connects business and social travelers, as well as cargo, to the rest of Australia and the world.

- **Civic Leadership**

Council is the owner and operator of the Coffs Harbour Airport. The continued operation of the airport is one of Council's main responsibilities

Many aspects of the local economy, as well as the traveling public in general, rely on the airport. Operation of the airport is consistent with the desired outcomes of the Coffs Harbour 2030 Plan.

- **Economic**

- **Broader Economic Implications**

- The runway is the airport's most valuable asset, and its upgrading is imperative for the airport operations. If the runway condition was to deteriorate, the airport would be likely to lose services, and therefore revenue, reducing its economic sustainability.

- An efficient airport is vital to the economy of Coffs Harbour as many businesses rely on air travel to transport both workers and customers. Air industry businesses obviously also rely heavily on the airport. Therefore any decrease in services due to runway degradation would adversely affect the region's economy.

- The engagement of an expert technical consultant for planning, design and construction supervision of the airport runway resurfacing, will ensure the best whole of life cost for the asset renewal, and provide the most economic outcome for Council.

- **Delivery program/Operational Plan Implications**

- Expenditure for this work is accounted for in the Operational Plan for the current financial year.

- The Tender price includes GST and is not the net cost to Council.

Consultation:

Consultation has taken place within the airport industry. In order to gather information on the proposed works, other airport operators who have undertaken similar works have been consulted.

No additional consultation has occurred with regards the letting of this Contract. Consultation will be necessary during the planning stage of the engagement.

Related Policy and / or Precedents:

Tender procedures and analysis were carried out in accordance with Council policy, in particular the 'Tender Value Selection System'.

Council's policy is that the tender with the highest weighted score becomes the recommended tender.

Statutory Requirements:

The calling, receiving and reviewing of tenders was carried out in accordance with Part 7 Tendering of the Local Government (General) Regulations 2005.

Issues:

The recommended tenderer submitted the lowest price.

The company is well known in the aviation industry with a good reputation. Reference checks have confirmed the capability and capacity of the company

Implementation Date / Priority:

A contract can be awarded upon Council's resolution to accept a tender. Completion time for the planning and design phases of the contract is six calendar weeks. Assuming contract commencement of mid October 2012, a tender for the construction of the runway resurfacing can be advertised in late November 2012.

Recommendation:

That Council considers tenders received for the Airport Consultancy Services, Design, Planning and Construction Supervision, Coffs Harbour Airport Runway Resurfacing - Contract No. RFT-554-TO - and move the motion as detailed in the confidential attachment.

TENDER: WASTE, GREEN WASTE & RECYCLABLES COLLECTION - COFFS COAST STATE PARK TRUST AND WOOLGOOLGA BEACH RESERVE TRUST - CONTRACT NO. RFT-547-TO

Purpose:

To report on tenders received for the Waste, Green Waste & Recyclables Collection – Coffs Coast State Park Trust & Woolgoolga Beach Reserve Trust and to gain Council approval to appoint a single contractor to carry out the proposed works.

Description of Item:

Council, as Corporate Manager of the Coffs Coast State Park Trust and Woolgoolga Beach Reserve Trust, called open tenders with a Lump Sum Schedule, for the Waste, Green Waste & Recyclables Collection– Coffs Coast State Park Trust & Woolgoolga Beach Reserve Trust that closed at 3.30pm on Tuesday 7th August 2012. Tenders were advertised in the Sydney Morning Herald and the local Independent Newspaper as well as being placed via Council's electronic Tenderlink Portal.

Tenders were evaluated on the following criteria:

- Tender Price
- WHS management system and performance
- Staffing, plant and equipment proposed for the works
- Continuation of employment of existing employees
- Experience & performance in similar works

Tenders were received from the following Companies.

1. Handybin Waste Services (Coffs Harbour) Pty Ltd
2. Pinerose Pty Ltd Trading as Total Waste Solutions

Sustainability Assessment:

- **Environment**

Coffs Coast Holiday Parks placed great importance on the Waste, Green Waste & Recyclables Collection service. The service schedule has been designed to minimise service collection vehicles entering the Parks but to maximise the capture of waste, green waste and recyclables. To aid in the efficiency of green waste capture the Long Term residents of Sawtell Beach Holiday Park and Park Beach Holiday Park will now be allocated 120Litre individual green waste bins. This will provide a facility to capture food scraps as well as garden waste.

The funds generated by the tourist operations are allocated towards the environmental management of areas within the State Park and Woolgoolga Beach Reserve.

- **Social**

Coffs Coast Holiday Parks is a business that provides a social hub for visitors to the Coffs Coast. The Waste, Green Waste & Recyclables Collection service throughout the Parks also provides ancillary employment to the tourism industry.

- **Civic Leadership**

This tender in no way has an impact in terms of the Coffs Harbour 2030 Community Strategic Plan. This tender though does show Council's leadership within the community by promoting our own procurement policy guidelines.

Coffs Harbour City Council operates a diversified procurement system and has set the standards for minimising the risks to the expenditure of public funds. Businesses contracted by Coffs Harbour City Council must provide Public Liability, Personal Sickness and/or Workers Compensation Insurances.

- **Economic**

Broader Economic Implications

The funds generated by the tourist operations are put towards the management of areas within the State Park. It is envisaged that the improved Waste, Green Waste & Recyclables Collection service will enhance the experience of guests and in turn generate return visits to Coffs Harbour.

Delivery Program/Operational Plan Implications

As a part of the Coffs Harbour City Councils Business Units the capital budget for the four Coffs Coast Holiday Parks is reviewed annually in line with business forecasts.

Consultation:

During the preparation of the Tender, Councils Manager – Holiday Parks and Reserves, Assistant Manager – Operations and Operations Supervisor were consulted as were Councils Purchasing Manager and Contracts Manager.

Related Policy and / or Precedents:

Tendering procedures were carried out in accordance with Council's Tender Policy Guidelines. Council's Tender Value Selection System was applied during the tender review process to determine the most advantageous offer/s. Council policy is that the tender/s with the highest weighted score becomes the recommended tender/s.

Statutory Requirements:

The calling, receiving and reviewing of tenders was carried out in accordance with Part 7 Tendering of the Local Government (General) Regulations 2005.

Issues:

There most important issue that will need to be considered is offering guests of Coffs Coast Holiday Parks a service where they will fully utilise the recyclable collection. Education of our guests in the use of the recyclable bins and the flow on effect that cross contamination of these bins has on the processing of the waste/recyclables.

Implementation Date / Priority:

The contract is for Waste, Green Waste & Recyclables Collection – Coffs Coast State Park Trust & Woolgoolga Beach Reserve Trust.

A commencement date in December will be confirmed with discussions to take place between Coffs Coast Holiday Parks Management and the successful tenderer.

Recommendation:

That Council, as Reserve Trust Manager, considers and approves tenders received for the Waste, Green Waste & Recyclables Collection – Coffs Coast State Park Trust & Woolgoolga Beach Reserve Trust - Contract No. RFT-547-TO - and moves the motion as detailed in the confidential attachment.

TENDER: SUPPLY OF DUCTILE PIPE AND VARIOUS WATER SERVICE FITTINGS - CONTRACT NO. RFT-550-TO

Purpose:

To report on the tenders received for the Supply and Delivery of Ductile Pipe and Various Water Service Fittings and to gain Council approval.

Description of Item:

Council called tenders for the Supply and Delivery of Ductile Pipe and Various Water Service Fittings, Contract No-RFT-550-TO that closed on Tuesday 14 August 2012.

Tenders were evaluated on the following criteria:

- Tender Rates/Prices
- Conformity with the tender documents
- Demonstrated capacity, experience and performance on similar projects as provided for in this Tender Agreement
- Customer Service
- Delivery Lead Times
- Quality Assurance

Tenders were received from the following Companies: -

1. Cadia Plumbing
2. Crevet Pipelines
3. Reece Plumbing
4. Tyco Water

Conforming Tenders

The above four (4) Companies were all considered conforming to tender document requirements.

Sustainability Assessment:

- **Environment**

The supply and storage of Ductile Pipe and Various Water Service Fittings will have a virtual nil environmental impact. The stores section of Council has been responsible for the procuring and storage of these items for many years and all items delivered under this tender are non-hazardous and do not release any harmful residue.

- **Social**

Local Marcia St residents are not affected by noise or emissions upon delivery of pipe and fittings with supply taking place within the hours of 8.30am to 3.00pm Monday to Friday. Tendered products are critical to Council providing service of the appropriate programs to the community.

- **Civic Leadership**

Council has demonstrated leadership within the community by promoting our own procurement policy guidelines and simultaneously meeting Local Government (General) Regulation 2005 – Part 7 Tendering Guidelines. The process is seen as transparent and accountable on behalf of Coffs Harbour City Council.

Undertaking the above processes demonstrates probity, accountability, risk management and value for money outcomes on behalf of the ratepayers.

- **Economic**

Broader Economic Implications

Council has demonstrated due diligence in going out to tender and testing the market place for these services.

Based on current contract rates for the Supply and Delivery of Ductile Pipe and Various Water Service Fittings which expires on the 10 November 2012, it is anticipated that Council will achieve savings in some categories of Water Service Fittings but it is expected to be subjected to small increases in other categories. Prices for this annual service contract are to remain firm for the first twelve months of the contract.

Delivery Program/Operational Plan Implications

The delivery of this program will not be impacted economically as stores items within this tender are only ordered based on Council's current online Inventory Management system triggering a re-order when minimum/safety stock levels are breached. All stock item re-order levels are set and based on historical usage information with every consideration given to Just in Time Procurement.

The above practice enables Council to reduce their stock item carrying costs as well as minimising Council capital being tied up in stores inventory.

Consultation:

Consultation was undertaken with the following Council staff:

1. A/Water Supply Works Coordinator
2. Water Designer
3. Senior Purchasing Officer.

Related Policy and / or Precedents:

Tendering procedures were carried out in accordance with Council's policy and procedures. Council's Tender Value Selection System was applied during the tender review process to determine the most advantageous offer. Council's policy is that the tender with the highest weighted score becomes the recommended tenderer.

Statutory Requirements:

The calling, receiving and reviewing of tenders was carried out in accordance with the Local Government (General) Regulation 2005-Section 7 Tendering.

Issues:

Assessment of tenders is contained in the attached confidential supplement.

The major issues that the assessment panel needed to address were as follows:

- In the "Information for Tenderers" section, tenderers were advised that Council reserved the right to award the contract in their separate categories or as a whole contract, and tenderers should ensure that their prices offered could stand alone for each category.
- Council also reserved the right to call for separate quotations for large project work within the City of Coffs Harbour for the supply of Ductile Pipe and Fittings.
- Delivery Lead Times were identified as being critical to the Delivery of the Program and were reflected in the pre-tender set Criteria Weightings.

The results and recommendations of the above issues are found in the confidential supplement.

Implementation Date / Priority:

The contract is for a one (1) year period with a further one (1) year option to commence from the date of the successful letter.

Recommendation:

That Council considers and approves tenders received for the Supply and Delivery of Ductile Pipe and Various Water Service Fittings contract No. RFT-550-TO.

ASSIGNMENT OF LEASE - CONSENT TO ASSIGNMENT OF LEASE OF KIOSK B, CITY SQUARE, BEING LOT 14 IN DEPOSITED PLAN 1031722 AND EXECUTION OF DEED OF ASSIGNMENT OF LEASE DOCUMENTS UNDER COMMON SEAL OF COUNCIL

Purpose:

Seeking Council's consent to the assignment of the lease for the property known as Kiosk B in the City Square and more particularly described as Lot 14 in Deposited Plan 1031722 and for the execution of a Deed of Assignment of lease and ancillary documents under the Common Seal of Council.

Description of Item:

Council is the registered proprietor of Lot 14 in DP 1031722 known as Kiosk B in the City Square. The property trades as a takeaway food kiosk/cafe and is part of the vibrant city centre café quarter.

The property is currently leased for a term expiring on 30 June 2015. There is no option to renew.

The current tenant seeks to sell the business and accordingly has requested Council's consent to the transfer of the lease agreement to the prospective purchaser.

Provided all terms of the current lease are in order and an appropriate Deed of Assignment is agreed to by the incoming lessee there are no objections to the assignment and it is recommended that consent issue.

Sustainability Assessment:

- **Environment**

The recommendations do not give rise to any adverse environmental issues.

- **Social**

The assignment of the lease will continue an existing use of the premises and as such there is no perceived change in regard to social sustainability and impact. Having the Kiosk occupied and trading creates a positive image for the City Centre and more particularly the café quarter.

- **Civic Leadership**

The Coffs Harbour 2011-2015 delivery program objective (OC1.1.6.2) is to pursue corporate business opportunities to generate income to support Council programs. The continued lease is consistent with this objective.

- **Economic**

Broader Economic Implications

Continued operation of the café kiosk in the City Centre will contribute to the viability and vitality of the central retail sector.

Delivery Program/Operational Plan Implications

The assignment of the lease will have no impact on the current revenue budgets.

Consultation:

Executive Manager Business Units, Corporate Business.

Related Policy and / or Precedents:

The recommendations are in line with general leasing practices.

Statutory Requirements:

Regulation 400(2) Local Government (General) regulation 2005 applies with respect to execution of the lease documentation under Council seal.

Issues:

The current lessee seeks to sell the business for personal reasons.

The lessee may not transfer or assign the lease without the landlord's approval, which may not be unreasonably withheld or delayed. Staff have advised that a transfer of lease can only be effected if all terms and conditions of the lease have been met.

The lease also provides for the incoming lessee to enter into a contract relating to the transfer in a form reasonably required by the landlord. To this end staff have instructed Council solicitors to prepare a Deed of Assignment detailing the terms and conditions that will apply to the transfer and ongoing operation of the lease.

The current lease agreement includes the terms set out in the attached confidential annexure.

Implementation Date / Priority:

The assignment of lease document will be executed under seal following completion of drafting by Council solicitor and subject to authority being granted by Council.

Recommendation:

- 1. The Council as registered proprietor of Kiosk B being Lot 14 in DP 1031722 (the demised premises) consent to the assignment of registered lease AE670508 subject to the provisions of the lease agreement and the terms and conditions contained in this report and the confidential attachment.**
- 2. That any necessary documents required to give effect to the assignment of registered lease AE670508 of Kiosk B being Lot 14 in DP 1031722 be executed under the common seal of Council.**

UPDATE OF COUNCIL'S INVESTMENTS

Purpose:

Councillor Nan Cowling asked the following questions:

In view of recent developments in the matter of Council investments with Lehman Bros and court rulings relating to potential restitution of lost funds, can Council be provided with:

1. Background information on Council's investments in CDO's.
2. The possible impacts of the recent court judgment and be kept up-to-date on this matter as court proceedings continue.
3. An update on Council's investment performance of the past 8 years.

Staff Comment:

Council initially invested in CDO's in 2004/05. At that time there were a range of new investment products promoted and sold to public and private institutions. Many councils, universities, charities and government agencies included the products in their portfolios. Many of the new products were promoted by Grange Securities which was acquired by Lehman Brothers prior to the Global Financial Crisis (GFC).

All investments held by Council, including the new products complied with the State Government's "Investment Order". Attached is a copy of the Order in place at the time of the GFC. Investments were also in accordance with Council's policy and strategy. Council did not hold investments in "subprime" investment products.

The GFC commenced in July 2007. It worsened considerably on 14 September 2008 when Lehman Brothers filed for Chapter 11 bankruptcy in America.

At 30 June 2007, Council's investment portfolio was \$141 million. This included \$19.58 million in CDO's.

Following the GFC, Council has undertaken a range of actions to minimise the financial impact. These included:

1. Maximising total portfolio returns by active management in conjunction with Council's Investment Consultant.
2. Trading CDO's and other investments when appropriate to do so.
3. Joining other councils and charities in legal action where viable.

Legal action is taking place on a number of fronts. The recent judgment by the Federal Court of Australia in relation to Lehman Brothers Australia, which is in favour of the 70 odd councils and charities involved, may result in a distribution of funds later this year. There are a number of factors to be determined before dollar values are known. Set out below is the Court Order:

THE COURT ORDERS THAT:

1. *The parties:*
 - (a) *prepare and exchange:*
 - (1) *on or before 8 October 2012 short minutes of orders to give effect to the reasons for judgment delivered on 21 September 2012;*
 - (2) *on or before 12 October 2012 submissions as to matters on which they cannot agree on the form of orders or to correct any omission or error in those reasons;*
 - (3) *on or before 19 October 2012 submissions in reply;*
 - (b) *on or before 19 October 2012 provide a copy of such short minutes and submissions to the associate to Rares J.*
2. *The proceedings stand over to 5 November 2012 for the purpose of making orders to give effect to these reasons.*

Council may also receive a distribution, in relation to what is known as "Dante" CDO's, resulting from legal action in England against Lehman Brothers. This is also likely to be finalised later this year.

Legal action is also continuing against Lehman Brothers in America. At some time in the future, there may be a distribution from this source.

As further information is available in relation to legal action, it will be reported to Council.

In relation to Council's investment performance over the eight years since Council first acquired new type investment products, the attached summary titled "Investment Income Distribution - 2004/05 to 2011/12" provides details.

It should be noted that capital movements in investment values have been brought to account on a monthly basis. Capital movements reflect through investment returns and have had no impact on budgeted funds to undertake works and services.

The important points from the Summary include:

1. The net capital loss of \$8.73 million is part of a net return of \$55.801 million.
2. The net interest return over the eight years has averaged 5.00%. The average excluding capital movements was 5.78%.
3. The eight year return of \$55.801 million compares to a budgeted return of \$37.437 million. The actual result has exceeded the budgeted result by \$18.364 million.
4. Net capital gains have resulted in six of the eight years, ie apart from 2007/08 (GFC) and 2008/09 (Lehman bankruptcy).
5. In no year, including 2007/08 and 2008/09, was there a negative investment return including capital movements.

Overall a net return of 5%, given the impact of the unprecedented GFC, has been excellent. This has been against a background where many highly rated Funds have achieved substantial negative returns, including superannuation funds.

Indeed, despite the volatility of Council's returns, a net overall return of 5% is comparable to a conservative investment strategy over the eight years.

There is also the possibility that the legal proceedings, some of which are now drawing to a close, will result in distributions which will add to returns and performance.

LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER

(Relating to investments by councils)

I, David Campbell, MP, Acting Minister for Local Government, in pursuance of section 625 (2) of the Local Government Act 1993 and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or Government stock or Government securities of the Commonwealth or any State of the Commonwealth;
- (b) any debentures or securities guaranteed by the Government of New South Wales;
- (c) any debentures or securities, issued by a public or local authority, or a statutory body representing the Crown, constituted by or under any law of the Commonwealth, of any State of the Commonwealth or of the Northern Territory or of the Australian Capital Territory and guaranteed by the Commonwealth, any State of the Commonwealth or a Territory;
- (d) any debentures or securities issued by a Territory and guaranteed by the Commonwealth;
- (e) any debentures or securities issued by a council (within the meaning of the Local Government Act 1993);
- (f) mortgage of land in any State or Territory of the Commonwealth;
- (g) purchase of land (including any lot within the meaning of the Strata Schemes Management Act 1996) in any State or Territory of the Commonwealth;
- (h) interest bearing deposits in a bank authorised to carry on the business of banking under any law of the Commonwealth or of a State or Territory of the Commonwealth;
- (i) interest bearing deposits with a building society or credit union.
- (j) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank, building society or credit union as the acceptor or endorser of the bill for an amount equal to the face value of the bill;
- (k) any securities which are issued by a body or company (or controlled parent entity either immediate or ultimate) with a Moody's Investors Service, Inc. credit rating of "Aaa", "Aa1", "Aa2", "Aa3", "A1" or "A2" or a Standard & Poor's Investors Service, Inc credit rating of "AAA", "AA+", "AA", "AA-", "A+", or "A" or a Fitch Rating credit rating of "AAA", "AA+", "AA", "AA-", "A+" or "A";
- (l) any securities which are given a Moody's Investors Service Inc credit rating of "Aaa", "Aa1", "Aa2", "Aa3", "A1", "A2" or "Prime-1" or a Standard and Poor's Investors Service, Inc credit rating of "AAA", "AA+", "AA", "AA-", "A+", "A", "A1+" or "A1" or a Fitch Rating credit rating of "AAA", "AA+", "AA", "AA-", "A+" or "A";
- (m) any debentures or securities issued by a bank, building society or credit union;
- (n) a deposit with the Local Government Investment Service Pty Ltd;
- (o) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

15TH
Dated this day of JULY 2005


Hon DAVID CAMPBELL MP
Acting Minister for Local Government

COFFS HARBOUR CITY COUNCIL
INVESTMENT INCOME DISTRIBUTION - 2004/05 to 20011/12

Fund Purpose	Actual																Total 8 Years To 2011/12		
	2004/05		2005/06		2006/07		2007/08		2008/09		2009/10		2010/11		2011/12		Budget	Actual	
Totals	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	
General Fund																			
General	300	401	300	546	300	837	450	28	450	139	300	840	450	879	559	807	3,109	4,477	
Environmental Levy	30	32	35	24	30	27	30	1	20	3	9	32	10	36	17	30	181	185	
Reserves	306	690	306	589	650	993	650	38	476	129	300	992	450	1,627	600	1,935	3,738	6,993	
Developer Contrib	132	269	132	291	250	458	250	18	357	90	280	775	400	767	300	615	2,101	3,283	
Total General Fund	768	1,392	773	1,450	1,230	2,315	1,380	85	1,303	361	889	2,639	1,310	3,309	1,476	3,387	9,129	14,938	
Water Fund																			
General	200	586	240	557	500	1,437	700	58	600	315	570	1,342	950	831	1,280	1,573	5,040	6,699	
Reserves	1,050	1,293	920	1,199	1,500	1,669	1,200	50	1,480	218	365	1,866	675	1,811	635	920	7,825	9,026	
Developer Contrib	20	337	160	429	450	460	100	6	20	5	10	5	32	3	10	8	802	1,253	
Total Water Fund	1,270	2,216	1,320	2,185	2,450	3,566	2,000	114	2,100	538	945	3,213	1,657	2,645	1,925	2,501	13,667	16,978	
Sewerage Fund																			
General	500	897	100	767	1,100	1,946	1,225	82	1,000	593	900	3,494	1,470	3,072	1,770	2,941	8,065	13,792	
Reserves	850	1,245	500	1,142	660	1,440	1,100	40	1,130	167	265	1,449	690	1,412	925	1,353	6,120	8,248	
Developer Contrib	74	152	2	146	125	92	75	1	150	1	10	6	10	4	10	3	456	405	
Total Sewerage Fund	1,424	2,294	602	2,055	1,885	3,478	2,400	123	2,280	761	1,175	4,949	2,170	4,488	2,705	4,297	14,641	22,445	
Total All Funds	3,462	5,902	2,695	5,690	5,565	9,359	5,780	322	5,683	1,660	3,009	10,801	5,137	10,442	6,106	10,185	37,437	54,361	
Internal transfers		43		132		121		197		267		238		254		188		1,440	
Total Income (net of cap)	3,462	5,945	2,695	5,822	5,565	9,480	5,780	519	5,683	1,927	3,009	11,039	5,137	10,696	6,106	10,373	37,437	55,801	
Accumulated Totals by Year:	3,462	5,945	6,157	11,767	11,722	21,247	17,502	21,766	23,185	23,693	26,194	34,732	31,331	45,428	37,437	55,801			
Surplus/Deficit:		2,483		5,610		9,525		4,264		508		8,538		14,097		18,364			

Breakup of Actual Investment Income between interest earned on investments and capital gains/losses:

By Year:	FR		FR		FR		FR		FR		FR		FR		FR		
Int earned on Investments	5,782	5,782	5,764	5,764	8,817	8,817	8,627	8,627	8,474	8,016	8,298	8,298	9,629	9,629	9,598	9,598	64,531
Capital Gains/(Losses)	163	163	58	58	663	663	-8,108	-8,108	-6,547	-6,089	2,741	2,741	1,067	1,067	775	775	-8,730
Total Income	5,945	5,945	5,822	5,822	9,480	9,480	519	519	1,927	1,927	11,039	11,039	10,696	10,696	10,373	10,373	55,801

Accumulated:

Int earned on Investments	5,782	11,546	20,363	28,990	37,006	45,304	54,933	64,531
Capital Gains/(Losses)	163	221	884	-7,224	-13,313	-10,572	-9,505	-8,730
Total Accumulated Income	5,945	11,767	21,247	21,766	23,693	34,732	45,428	55,801

Return on Funds Invested:

Investments on Hand:																		
Opening balance	104,534	98,722	99,579	140,665	157,210	161,609	152,241	170,748	135,664									
Closing balance	98,722	99,579	140,665	157,210	161,609	152,241	170,748	167,427	143,525									
Average	101,628	99,151	120,122	148,938	159,410	156,925	161,495	169,088	139,594									
Average Return including cap. movements	5.85%	5.87%	7.89%	0.35%	1.21%	7.03%	6.62%	6.13%	5.00%									
Average Return before capital movements	5.69%	5.81%	7.34%	5.79%	5.03%	5.29%	5.96%	5.68%	5.78%									