



Coffs Harbour City Council

30 September 2015

ORDINARY MEETING

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

THURSDAY, 8 OCTOBER 2015

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 – 24 September 2015
9. Notices of Motion
10. General Manager's Reports
11. Consideration of Officers' Reports
12. Consideration of Trusts' Reports
13. Requests for Leave of Absence
14. Matters of an Urgent Nature
15. Questions On Notice
16. Consideration of Confidential Items (if any)
17. Close of Ordinary Meeting.

Steve McGrath
General Manager



COFFS HARBOUR CITY COUNCIL
ORDINARY MEETING
COUNCIL CHAMBERS
COUNCIL ADMINISTRATION BUILDING
COFF AND CASTLE STREETS, COFFS HARBOUR
8 OCTOBER 2015

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ITEM	DESCRIPTION
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T15/7	CONSOLIDATION OF RESERVES INTO COFFS COAST STATE PARK
T15/8	DISSOLUTION OF THE WOOLGOOLGA BEACH RESERVE TRUST



COFFS HARBOUR CITY COUNCIL

ORDINARY MEETING

24 SEPTEMBER 2015

Present: Councillors D Knight (Mayor), J Arkan, N Cowling, R Degens, G Innes, B Palmer, K Rhoades, M Sultana and S Townley.

Staff: General Manager, Director Business Services, Director Sustainable Infrastructure, Acting Director Sustainable Communities and Executive Assistant.

The meeting commenced at 5.00pm with the Mayor, Cr D Knight in the chair.

We respectfully acknowledge the Gumbaynggirr Country and the Gumbaynggirr 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.

DISCLOSURE OF INTEREST

The General Manager read the following disclosures of interest to inform the meeting:

Councillor	Item	Type of Interest
Cr Palmer	NOM15/16 - WRC Event Survey for CBD Business Operators	Non Pecuniary - Less Than Significant Conflict as his wife and he operate 3 businesses in the local government area.
General Manager	NOM15/16 - WRC Event Survey for CBD Business Operators	Non Pecuniary - Less Than Significant Conflict as a non-remunerated Director on Board of Rally Australia.
Cr Innes	NOM15/16 - WRC Event Survey for CBD Business Operators	Non Pecuniary - Less Than Significant Conflict as his wife owns competitive business to CBD.

ORDINARY MEETING

24 SEPTEMBER 2015

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Councillor	Item	Type of Interest
Cr Innes	NOM15/14 - Gowings DA – Pioneer Park	Non Pecuniary - Less Than Significant Conflict as his wife owns competitive business to CBD.

APOLOGY

No apologies tabled.

PUBLIC ADDRESS

Time	Speaker	Item
5.00pm	Roger Sharpe	NOM15/14 – Gowings DA, Pioneer Park
5.05pm	George Cecato	NOM15/16 – WRC Event Survey for CBD Business Operators

CONFIRMATION OF MINUTES

205 RESOLVED (Innes/Townley) that the minutes of the Ordinary meeting held on 27 August 2015 be confirmed as a true and correct record of proceedings.

NOTICES OF MOTION

NOM15/14 GOWINGS DA - PIONEER PARK

MOVED (Townley/Cowling) that CHCC write to Gowings, asking them to reconsider leaving the temporary road through Pioneer Park out of their current DA and associated Traffic Management Plan.

AMENDMENT

206 RESOLVED (Arkan/Sultana) that Council correspond with Gowings and the CBD Masterplan Committee with an invitation to bring forward the total completion of the road construction and park facility as suggested in the concept plan.

Cr Palmer declared a non-pecuniary less than significant interest in the above item.

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

NOM15/14 Gowings DA - Pioneer Park ...(Cont'd)

DIVISION

MOVED (Cowling/Townley) that a division be called, and those members voting for and against the motion were recorded:

VOTED FOR

Cr Arkan
Cr Knight
Cr Sultana
Cr Innes
Cr Rhoades

VOTED AGAINST

Cr Degens
Cr Cowling
Cr Palmer
Cr Townley

NOM15/16 WRC EVENT SURVEY FOR CBD BUSINESS OPERATORS

MOVED (Palmer/Townley) that CHCC engages an independent Market Research company to survey a representative number of business operators and service providers from within the CHCC LGA on the economic impact of the 2015 world Rally Championships.

Councillors Palmer and Townley requested the wording be changed to:

1. That Council acknowledges the desirability of independent economic data relating to the world Rally.
2. That a report be brought back to Council with a costing looking at engaging an independent market research company to do a survey representative of a number of business operators and service providers from within the CHCC LGA on the economic impact of the 2015 world Rally Championships.

The Mayor asked Councillors if they had any objection to the change to the original motion.

Cr Degens, Cr Arkan and Cr Rhoades gave notice of their objection.

Cr Arkan gave notice of an Amendment.

Cr Townley then asked to have her additions to the motion that being part 1 removed.

NOM15/16 WRC Event Survey for CBD Business Operators ...(Cont'd)

The Mayor asked Councillors again if they had any objection to a change to the original motion.

Cr Rhoades gave notice of his continued objection.

The original motion was then reinstated as the motion.

AMENDMENT

MOVED (Arkan/) that a report be brought back to council with a costing of engaging a survey company to conduct a survey on the economic impact of the 2015 World Rally on the Coffs Harbour City Council Local Government area.

The Mayor called for a seconder on three occasions.

The **AMENDMENT** lapsed in the absence of a seconder.

AMENDMENT

MOVED (Arkan/) that a report be brought back to council with a costing of engaging a survey company to conduct a survey on the economic impact of the 2015 World Rally on the Coffs Harbour City Council Local Government area.

The **AMENDMENT** was rejected under Clause 8.8(6) of the Code of Meeting Practice.

207 RESOLVED (Sultana) that the motion be put.

The **MOTION** on being put to the meeting was declared **LOST**.

NOM15/15 FOOTPATH - MARKET STREET, WOOLGOOLGA

MOVED (Degens/Innes) that Council makes funds available to complete the construction of a footpath along the south side of Market Street at Woolgoolga at least between the streets of Nightingale and Queen.

NOM15/15 Footpath - Market Street, Woolgoolga ...(Cont'd)

Cr Degens requested the wording be changed to:

That Council makes funds available to complete the construction of a footpath along the south side of Market Street at Woolgoolga at least between the streets of Nightingale and Queen as per the Woolgoolga Masterplan.

The Mayor asked Councillors if they had any objection to the change to the original motion.

Cr Arkan and Cr Rhoades gave notice of their objection.

The original motion was then reinstated as the motion.

AMENDMENT

MOVED (Arkan/Degens) that Council bring back a costing to build a footpath from the corner of Nightingale Street and Market Street to the dentist.

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

The **MOTION** on being put to the meeting was declared **LOST**.

ADJOURNMENT OF MEETING

The Mayor requested a motion to adjourn the meeting to allow for a 5 minute break.

208 RESOLVED (Innes/Rhoades) that the meeting be adjourned, the time being 7.30pm.

RESUMPTION OF MEETING

The meeting resumed at 7.40 pm.

209 RESOLVED (Innes/Rhoades) that the Ordinary meeting be resumed.

GENERAL MANAGER'S REPORTS

GM15/18 ELECTION OF DEPUTY MAYOR 2015/16

Executive Summary

Coffs Harbour City Council's custom practice has been to elect a Deputy Mayor on an annual basis. This report provides the opportunity for Council to continue its custom and practice.

- 210 RESOLVED** (Arkan/Innes) that Council resolve to elect a Deputy Mayor for the ensuing twelve (12) months.

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

MOVED (Arkan/Sultana) that Nominations for the position of Deputy Mayor be called and the method of election be by open ballot (show of hands).

AMENDMENT

- 211 RESOLVED** (Rhoades/Innes) that Nominations for the position of Deputy Mayor be called and the method of voting be by secret ballot.

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

DIVISION

MOVED (Arkan/Sultana) that a division be called, and those members voting for and against the amendment were recorded:

VOTED FOR

Cr Degens
Cr Palmer
Cr Townley
Cr Knight
Cr Innes
Cr Rhoades

VOTED AGAINST

Cr Cowling
Cr Arkan
Cr Sultana

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

GM15/18 Election of Deputy Mayor 2015/16 ...(Cont'd)

The Mayor then handed the conduct of the Deputy Mayor election to the General Manager who filled the role of Returning Officer.

As a result of the Ballot conducted Cr Innes received 5 votes and Cr Sultana received 4 votes. The General Manager declared Cr Innes elected as Deputy Mayor for the ensuing twelve (12) months.

SUPPLEMENTARY MOTION

212 RESOLVED (Rhoades/Innes) that the ballot papers be destroyed.

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

Cr Knight congratulated Cr Innes on his new role as Deputy Mayor and thanked Cr Townley for her great job as Deputy Mayor over the past twelve months.

GM15/19 ADOPTION OF CODE OF MEETING PRACTICE

Executive Summary

Council approved the draft Code of Meeting Practice for public exhibition at its meeting on 25 June 2015, for a public exhibition period of 42 days.

This report recommends that Council adopt this document, with amendments, following submissions received during this exhibition period.

MOVED (Cowling/Sultana) that the Code of Meeting Practice be accepted as is except 8.13 to be read as:

That clause 8.13 be eliminated from this Code of Meeting Practice.

GM15/19 Adoption of Code of Meeting Practice ...(Cont'd)

AMENDMENT

- 213 RESOLVED** (Degens/Innes) that Council adopts the attached Code of Meeting Practice.

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

DIVISION

MOVED (Cowling/Sultana) that a division be called, and those members voting for and against the motion were recorded:

VOTED FOR

Cr Degens
Cr Palmer
Cr Knight
Cr Innes
Cr Rhoades

VOTED AGAINST

Cr Cowling
Cr Arkan
Cr Townley
Cr Sultana

GM15/20 FINANCIAL ASSISTANCE GRANTS TO LOCAL GOVERNMENT

Executive Summary

Financial Assistance Grants (FAG) are a vital part of the revenue base of all councils, and this year councils will receive \$2.3 billion from the Australian Government under this important program.

The Government's decision in the 2014 Federal Budget to freeze the indexations of FAGs for three years beginning in 2014-15 will unfortunately cost councils across Australia an estimated \$925 million by 2017-18.

ALGA and the state local government associations are seeking the support of Council for advocacy to have the Federal Government reverse the decision to freeze the indexation of FAGs.

GM15/20 Financial Assistance Grants to Local Government ...(Cont'd)

214 RESOLVED (Arkan/Innes) that Council:

1. Acknowledges the importance of federal funding through the Financial Assistance Grant program for the continued delivery of councils services and infrastructure;
2. Acknowledges that Council will receive \$6.99 million in 2014/15; and
3. Will ensure that this federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in Council publications, including annual reports.

BUSINESS SERVICES DEPARTMENT REPORTS

BS15/41 PROPOSED REVOTES FOR YEAR ENDED 30 JUNE 2015

Executive Summary

This report summarises the proposed unspent funds to be revoted from the 2014/15 Operational Plan budgets into the 2015/16 Operational Plan budgets. These revotes are necessary due to a variety of reasons including timing (project spans financial years), contractual obligations, commitments or monies held aside for specific purposes. Councils Executive, Group Leader team and section leaders have undergone a rigorous screening of all revotes to minimise their extent.

215 RESOLVED (Palmer/Innes) that Council adopts the revotes from 2014/2015 to 2015/2016 as detailed in Attachment 1 and summarised below.

Summary	Revote \$	Funding			
		Revenue \$	External \$	Environme ntal Levy \$	Restricted Equity \$
General Fund	14,548,396	2,147,30	3,797,648	89,093	8,514,349
Water Fund	4,145,261	6			4,124,758
Sewer Fund	4,801,418	20,503 10,511	121,000		4,669,907
TOTAL	23,495,075	2,178,32 0	3,918,648	89,063	17,309,01 4

BS15/42 DONATION AND RATES SUBSIDY PROGRAM 2015/2016

Executive Summary

Each financial year, Council is required under Section 356 of the Local Government Act to assess and approve applications submitted under the Donations Program.

Careful examination of each submission to this program ensures that funds are allocated in the most effective manner. This enables Council to be more accountable to the community in regard to the spending of Council funds and in being transparent about the level of financial support to community events and organisations.

Council's adopted 2015/2016 Operational Plan provides for \$60,000 in direct donations and sponsorships, and \$78,627 for rates subsidies. The actual rates subsidy component, now that the rates and charges are determined, is \$79,217 which leaves \$59,410 available for general donations.

It is recommended that the Donations and Rate Subsidy Program for 2015/2016 as detailed in the table, totaling \$138,627 be adopted.

216 RESOLVED (Palmer/Arkan) that the Donations and Rate Subsidy Program for 2015/2016 as detailed in the report, totaling \$138,627 be adopted.

Donations and Contributions	
Recipient	Amount(\$)
Donations Unallocated (Mayor & GM)	11,850
Westpac Rescue Helicopter	500
Schools Annual Presentations	5,300
Relay for Life (Cancer Council)	2,500
North Coast Academy of Sport	5,500
Event Subsidies (Road Closures for Anzac Day Parades)	1,000
Southern Cross University Presentations	300
TAFE Presentations	300
Woolgoolga Volunteer Sea Rescue (Rates + Lease Fee)	1,100
D A Fees	4,000
Other Health Services – Life Education Van	6,500
Hope Bears Charity	250
TS Vendetta (Access Charge)	500
Reimbursement of Legal Fees for Lease Preparation	2,500
Variety Special Children's Christmas Party	250
Special Need Support Group Inc. (Early Childhood Intervention)	460
Coffs Harbour Spring Garden Festival	1,000
Coffs Ladies Silks Day	600
Rotary Club Coffs Coast Cycle Challenge	2,000
Coffs Harbour Agricultural Show	5,000

BS15/42 Donation and Rates Subsidy Program 2015/2016 ...(Cont'd)

New Year's Eve Fireworks	3,000
Christmas Carols	5,000
Total	59,410
Rates Subsidy – Sporting and Cultural Groups	Amount(\$)
Advocate Park	13,393
Sawtell Toormina Sports & Recreation Club	11,954
Coffs Harbour Rugby Club	7,708
Coffs Harbour Hockey Fields	5,193
Coffs Harbour Kart Racing Track	1,309
Coffs Harbour Motor Cycle Club	2,598
Coffs Harbour Pistol Club	671
Woolgoolga Art Group (first instalment)	927
Coffs Harbour & District Aero Club	2,560
Nana Glen Hall	2,051
Bonville Hall	1,668
Ayrshire Park	171
Upper Orara Hall	1,966
Upper Orara Recreational Ground	616
Eastern Dorrigo (Ulong) Hall & Showground	16
Coramba Community Centre	1,945
Lower Bucca Community Centre	616
Woolgoolga Neighbourhood Centre	3,494
Nana Glen Sportsground	632
Girl Guide Associate (Waste Service)	600
Total	60,088
Rates Subsidy – Surf Life Saving Clubs	Amount(\$)
Coffs Harbour Surf Club	6,395
Woolgoolga Surf Club	4,253
Red Rock Corindi Surf Club	1,492
Sawtell Surf Club	6,989
Total	19,129
Total Rates Subsidy	79,217
Total Donations & Rates Subsidy	138,627

SUSTAINABLE COMMUNITIES DEPARTMENT REPORTS

SC15/38 JRPP ASSESSMENT REPORT FOR DEVELOPMENT APPLICATION NO.1031/14 LOT 198 DP 1191172, LOT 98 DP 1191172, 1452 SOLITARY ISLANDS WAY, SANDY BEACH

Executive Summary

To advise that a development assessment report, prepared by Council, for Development Application 1031/14 has been lodged with the Joint Regional Planning Panel (Northern Region).

As the proposal involves a 123 lot residential subdivision on land partly mapped as a 'sensitive coastal location', the application is required to be determined by the Joint Regional Planning Panel (Northern Region) and not Council, in accordance with the provisions of *State Environmental Planning Policy (State and Regional Development) 2011*.

A copy of the development assessment report that has been provided to the Panel is appended to this report. It is recommended that the content of this report be noted.

217 RESOLVED (Arkan/Innes) that the content of this report be noted.

SC15/39 COFFS HARBOUR DEVELOPMENT CONTROL PLAN 2015

Executive Summary

The purpose of this report is to present to Council the results of the public exhibition of draft Coffs Harbour Development Control Plan (DCP) 2015 and to seek adoption of the finalised Coffs Harbour DCP 2015 in accordance with Part 3, Division 3, of the Environmental Planning and Assessment (EP&A) Regulation 2000.

This report includes a summary of submissions received and issues raised by the community and Government agencies (Attachment 2). An assessment of all submissions has been undertaken and is provided within Attachment 2.

Following adoption by Council, the DCP will apply to the entire Coffs Harbour Local Government Area (LGA), excluding land that is shown as a deferred matter under Coffs Harbour Local Environmental Plan (LEP) 2013.

SC15/39 Coffs Harbour Development Control Plan 2015 ...(Cont'd)

218 RESOLVED (Palmer/Degens):

1. That in accordance with Part 3, Division 3 of the Environmental Planning and Assessment Regulation 2000, Council adopt Coffs Harbour Development Control Plan 2015 as provided online (Attachment 1).
2. That public notice of Council's decision is given in accordance with Part 3, Division 3 of the Environmental Planning and Assessment Regulation 2000 and that the Coffs Harbour Development Control Plan 2013 take effect 14 days from the date of that notice.
3. That in accordance with Part 3, Division 4 of the Environmental Planning and Assessment Regulation 2000, Council repeals Coffs Harbour Development Control Plan 2013.
4. That parties who made a submission to draft Coffs Harbour Development Control Plan 2015 during the submission period be informed of Council's decision.
5. That Council notes the recommended future follow-up actions contained within Attachment 4 to this report.

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

SC15/40 DRAFT ON-SITE SEWAGE MANAGEMENT STRATEGY 2015

Executive Summary

The on-site sewage management strategy (the Strategy) has not been substantially reviewed since 2006. The current review of the Strategy has been undertaken to update and reflect current standards and best practice methods keeping in line with the overall goals of protecting human health and environmental standards.

The Strategy is an overarching document for use by Council staff in association with the assessment of applications, inspection of current on-site sewage management systems (OSSMSs) and all matters that pertain to the operation, installation and maintenance of OSSMSs in the Coffs Harbour Local Government Area (LGA). The document is also used as a valuable reference guide by property owners, system designers and installation and maintenance providers.

With the Strategy having been updated with input from key stakeholders, it is now considered appropriate that consultation be undertaken with the broader community prior to the matter being further considered for adoption.

SC15/40 Draft On-Site Sewage Management Strategy 2015 ...(Cont'd)

219 RESOLVED (Palmer/Townley):

1. That Council endorses release of the updated Draft On-Site Sewage Management Strategy 2015 for public exhibition and invite submissions for a period of 42 days.
2. That a report be brought back to Council on the On-Site Sewage Management Strategy 2015 following public exhibition.

SC15/41 COFFS CREEK FLYING-FOX CAMP STRATEGY AND VEGETATION MANAGEMENT PLAN - FINAL REPORT 2015

Executive Summary

The Coffs Creek Flying-fox Camp Strategy and Vegetation Management Plan (VMP) was adopted by Council on 7 June 2007. The Strategy represented four years of preparation and extensive community involvement and consultation.

The Strategy was delivered to Council by an established working group with representation from the community, Council and the then NSW Department of Environment and Conservation. The aims of the Strategy and VMP were to achieve an equitable balance between biodiversity conservation and the social, aesthetic and environmental health issues in order to assist in the long-term management of the Coffs Creek Reserve.

The attached *Coffs Creek Flying-fox Camp Strategy and Vegetation Management Plan – Final Report 2015* documents the achievements made to deliver the Strategy and Vegetation Management Plan over five years of operational implementation from 2007 – 2012. This final report will be included in a report to the Office of Environment and Heritage as part of the completion of a Certificate 95 License issued under the *Threatened Species Conservation Act 1995* conditioning the Coffs Creek Flying-fox Camp Strategy and Vegetation Management Plan 2007 implementation.

220 RESOLVED (Townley/Degens):

1. That Council note the Coffs Creek Flying-fox Camp Strategy and Vegetation Management Plan – Final Report 2015 as the final implementation report for the Coffs Creek Flying-fox Camp Strategy and Vegetation Management Plan 2007 (Attachment 1).
2. That a future report be presented to Council to develop a new Flying-fox Camp Management Strategy that focuses on operational management of the three local Flying-fox maternity camps and five temporary camps mapped in the Coffs Harbour Local Government Area, when funds become available.

**SC15/42 FREEDOM OF ENTRY TO THE CITY OF COFFS HARBOUR -
ROYAL AUSTRALIAN NAVY 725 SQUADRON**

Executive Summary

At its meeting of the 12 March 2015, Council resolved to adopt the Royal Australian Navy (RAN) 725 Squadron.

The 725 Squadron is based at the Naval Air Station at Nowra and in June 2015, Council representatives attended the re-commissioning ceremony for the squadron.

At the time of adopting the squadron, discussions had indicated a desire for the 725 Squadron personnel to support ANZAC services, community initiatives and, at a future date, Council consider granting the Freedom of Entry to the City of Coffs Harbour.

A further request to participate in the Freedom of Entry was made by the 725 Squadron representatives at the re-commissioning in June and this has recently been followed up by initial discussions with staff.

This report seeks to inform Council of this request, outlines details surrounding this event and the associated resourcing implications.

- 221 RESOLVED** (Innes/Degens) that Council notes the interest and, under the signature of the Mayor, invites the Royal Australian Navy 725 Squadron to be granted Freedom of Entry to the City of Coffs Harbour.

SUSTAINABLE INFRASTRUCTURE DEPARTMENT REPORTS

SI15/42 ALCOHOL FREE ZONES RE-ESTABLISHMENT

Executive Summary

The purpose of this report is to:

1. Detail the outcome of the community and stakeholder consultation in relation to the reestablishment of the Alcohol Free Zones throughout the City and to;
2. Recommend their establishment for a further four year period, commencing 30 September 2015.

The current Alcohol Free Zones are enforceable to 30 September 2015. Council has prepared a proposal in relation to the re-establishment of the existing Alcohol Free Zones. The proposal has been advertised in local newspapers and placed on the Council website. Consultation has been undertaken with the Coffs Clarence Local Area Command, licensed premises, the Coffs Harbour District Local Aboriginal Land Council and multicultural groups in accord with the requirements of the Local Government Act 1993.

Two submissions were received, both in favour of re-establishing the Alcohol Free Zone's.

222 RESOLVED (Palmer/Innes) that Council re-establish:

1. All existing Alcohol Free Zones (excluding any areas operating under a Council Outdoor Dining Licence) for a further period of four years to 30 September 2019 pursuant to the provisions of Section 644 of the Local Government Act as indicated on Maps 1–11.
2. The 24 hour Special Event Alcohol Free Zones for the Coffs Harbour Gold Cup Race Day for a further period of four years to 30 September 2019 pursuant to the provisions of Section 644 of the Local Government Act as indicated on Map 5.

SI15/43 TRAFFIC COMMITTEE NO. 4/2015

Executive Summary

To confirm Minutes of the informal Traffic Committee Meeting 2/2015.

223 RESOLVED (Palmer/Innes):

T.37 – Sandy Beach Public School Saye Close Sandy Beach Extension of School Bus Zone R.506560, 5654445

1. That no action be taken to extend the school Bus Zone in Saye Close, Sandy Beach north to 44m.
2. That approval be given to extend the No Parking zone Saye Close, Sandy Beach to 64m as per plan T.37-2015.

T.38 - Castle Street, Coffs Harbour - Additional Accessible Parking Spaces R.504130,5645679

That approval be given for the installation of an accessible parking bay, a bollard and 3 nose in motorcycle parking bays in Castle Street, Coffs Harbour, as per plan T.38-2015.

SI15/43 Traffic Committee No. 4/2015 ...(Cont'd)

T.39 - Castle Street Car Park, Castle Street Coffs Harbour - Restricted Parking Zones R.504130, 5714422

Background

That approval be given to install reviewed restricted parking zones and to trial 6 x 30 minute parking bays on level 4 in Castle Street car park, Coffs Harbour, as per plan T.39-2015.

Implementation of the plan is subject to agreement between Council and the CBD Master Plan Committee.

T.40 - Riding Lane Coffs Harbour – Accessible Parking R.510590, 5600724

That no action be taken to install 2 accessible parking bays in the small external car park in Riding Lane, Coffs Harbour to replace 3 x 2 hour parking bays.

T.41 - Thompsons Road, Coffs Harbour – Parking Issues R.500530, 5314354

That no action be taken to install a timed No Stopping zone to the northern side of Thompsons Road between the driveways to 96 and 98 Thompsons Road, Coffs Harbour.

T.42 - Menindee Circuit, Lakes Estate - No Stopping Zone 5716893

That no action be taken to install No Stopping along the eastern side of Menindee Circuit, North Boambee Valley.

T.43 - Scarba Street Coffs Harbour - Bus Shelter R.505900, 5513624

That approval be given to lengthen the existing bus zone adjacent 12 – 14 Scarba Street, Coffs Harbour to a total length of 22m (west) and removal of time restrictions for the bus zone as per plan T.43-2015.

T.44 - Queen Street Woolgoolga - Parking Times R.508860, 5651771

That approval be given to install 2 hour timed (8.30am – 6.00pm Mon – Fri; 8.30am – 12.30pm Sat) parking spaces on the east side of the Queen Street, between Beach and Market Street shopping precinct, Woolgoolga, as per plan T.44-2015.

T.45 - Curacoa Street/ Coff Street Coffs Harbour - Traffic Issues R.504200,R.504300, 5538707

That no action be taken to install a No Stopping zone opposite 29 Curacoa Street, Coffs Harbour.

SI15/43 Traffic Committee No. 4/2015 ...(Cont'd)

T.46 - Lyster Street Coffs Harbour - Signage R.505120, 5694964

That approval be given for the replacement of the No Parking, Police Vehicles Excepted and Loading zones with a timed (8.30am – 6.00pm Mon – Fri; 8.30am – 12.30pm Sat) 2 hour parking zone ending at the driveway to the former police station Lyster Street Coffs Harbour, as per plan T.46-2015.

T.47 - Ocean Parade Coffs Harbour - Traffic Issues, R.505540, 5340920

That no action be taken to install broken centre line to delineate path of travel in Ocean Parade, Coffs Harbour.

T.48 - Temporary Road Closure 26th September 2015 Woolgoolga Curryfest 3576345

That approval to be given to the temporary road closure between 5.00am to 7.00pm of the following roads:

- Beach Street from Wharf Street to Carrington Street, Woolgoolga
- Queen Street from Beach Street to Younger Lane, Woolgoolga (approximately 50m)

For the purpose of conducting the Woolgoolga Curryfest on Saturday 26th September 2015 subject to:

The road closure will be advertised and providing no substantive objections are received, the closure will be approved, subject to the following:

- (a) A Traffic Management Plan (TMP) incorporating a current Traffic Control Plan (TCP) and parking plan be submitted. The TCP shall be prepared by a person holding appropriate certification issued by Roads and Maritime Services (RMS) qualified in designing or modifying traffic control plans to an accepted standard. The TCP should be dated and signed by the accredited designer and also include their certificate number and expiry date. All plans to be submitted by 18 September 2015.
- (a) A current insurance Certificate of Currency for Public Liability Insurance for a minimum insured amount of \$10 million and noting Coffs Harbour City Council as an interested party for the event be submitted by 18 September 2015.
- (b) The organisers to notify affected traders and residents of the road closures.
- (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 clean up, including advertising.
- (e) The organisers to notify emergency services and public transport operators of the road closures.

SI15/43 Traffic Committee No. 4/2015 ...(Cont'd)

T.49 - NSW Great Endeavour Rally - 26-30 October 2015 5685442

That approval be given for the use of the following local roads to conduct the NSW Great Endeavour Rally on Monday 26 and Tuesday 27 October 2015, starting and finishing at the Coffs Harbour Showground, subject to RMS and Police agreement.

- a) The organisers and officials complying to conditions imposed by the Road and Maritime Services and Police, and take all reasonable measures to reduce obstruction to traffic during the course of the event.
- b) The provisions of the Australian Road Rules and relevant legislation being observed.
- c) Sufficient qualified marshals be made available to properly control the event.
- d) Participants are to comply with all road rules.

T.50 - Coffs Harbour Triathlon Club – Triathlon Season 2015/2016 Events 5656428

That approval be given for the use of Marina Drive, Harbour Drive, Hogbin Drive, Arthur Street, and Orlando Street, Coffs Harbour, on Sundays every two weeks from 6.30am – 9.30am from 13 September 2015 to 24 April 2016 to conduct the

Coffs Harbour Triathlon Club events for the 2015/16 triathlon season subject to the following:

- a) The organisers and officials complying to conditions imposed by the Road and Maritime Services and Police, and take all reasonable measures to reduce obstruction to traffic during the course of the event.
- b) The provisions of the Australian Road Rules and relevant legislation being observed.
- c) Sufficient qualified marshals be made available to properly control the event.
- d) That all affected residents and businesses be notified of the event.

T.51 - 2016 BCU Coffs Triathlon Temporary Road Closures - Saturday 5 & Sunday 6 March 2016 5614276

That approval be given for the following temporary road closures to conduct the Village Sports Fourth Annual BCU Coffs Tri on Saturday 5 March and Sunday 6 March 2016.

Saturday 5 March

- Jordan Esplanade - Marina Drive roundabout to Camperdown Street 7.00am to 6.30pm
- Jordan Esplanade - Camperdown Street Intersection to the Quarry 2.30pm to 3.15pm
- Jordan Esplanade - Camperdown Street Intersection to the Quarry 3.30pm to 4.15pm

SI15/43 Traffic Committee No. 4/2015 ...(Cont'd)

Sunday 6 March

- Jordan Esplanade 4.30am to 2.00pm
- Harbour Drive - Marina Drive to Salamander Street 5.30am to 11.00am
- Hogbin Drive - Rugby Club to Orlando Street 5.30 am to 11.30am

The road closure will be advertised and providing no substantive objections are received, the closure will be approved, subject to the following:

- a) Advertises to warn of traffic delays on all affected roads during the course of the event, particularly access to Hogbin Drive, Harbour Drive and Marina Drive.
- b) The organisers of the event liaise with affected traders and obtain traders approval including the local bus companies.
- c) The organisers are responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- d) The organisers are responsible for all costs associated with the temporary closures, including advertising.
- e) A current insurance Certificate of Currency for Public Liability Insurance for a minimum insured amount of \$10 million and noting that Coffs Harbour City Council as an interested party for the event be submitted by 18 January 2016.
- f) A Traffic Management Plan (TMP) incorporating a current Traffic Control Plan (TCP) and parking plan be submitted. The TCP shall be prepared by a person holding appropriate certification issued by Roads and Maritime Services (RMS) qualified in designing or modifying traffic control plans to an accepted standard. The TCP should be dated and signed by the accredited designer and also include their certificate number and expiry date. All plans to be submitted by 18 January 2016.

T.52 - Temporary Road Closure - Woolgoolga Tri Festival 20 September 2015 - 5555438

That approval be given for the temporary road closure of Beach Street, Woolgoolga between Bultitude Street and Pollack Esplanade from 5.30am and 12.00 noon on Sunday, 20 September 2015.

The road closure will be advertised and providing no substantive objections are received, the closure be approved subject to the following:

- a) A Traffic Management Plan (TMP) incorporating a current Traffic Control Plan (TCP) be submitted. The plan shall be prepared by a person holding appropriate certification issued by Roads and Maritime Services (RMS) qualified in designing or modifying traffic control plans to an accepted standard. Plans should be dated and signed by the accredited designer and also include their certificate number and expiry date.

SI15/43 Traffic Committee No. 4/2015 ...(Cont'd)

- b) A current insurance Certificate of Currency for Public Liability Insurance for a minimum insured amount of \$10 million and noting that Coffs Harbour City Council as an interested party for the event be submitted by 18 September 2015.
- c) The organisers to liaise with affected traders and emergency services.
- d) The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers ensuring they sign off on the Traffic Management Plan after the event.
- e) The organisers be responsible for all costs associated with the temporary closure.

T.53 - Coates Hire Rally Australia 2015 – Various Temporary Road Closures

Council notes temporary road closures and clearways will be installed on local roads for the Coates Hire Rally Australia, the Australian leg of the World Car Rally and a round of the East Coast Bullbars Australian Rally Championship from 10-13 September 2015. The approvals are managed by Transport for NSW and Rally Australia and signed off by the relevant State Minister in accord with the World Rally Act. Rally Australia and Transport for NSW are responsible for advertising all changes to traffic conditions as a result of this event. Further information may be found on their website <http://www.rallyaustralia.com.au/traffic-transport/> or on www.livetraffic.com.

SI15/44 GARAGE SALE TRAIL 2015

Executive Summary

On 9 July 2015 Council resolved to investigate further involvement with Garage Sale Trail. Investigations have revealed that it is more advantageous for Council to continue local reuse/waste avoidance/recycling programs in conjunction with Midwaste, than to continue involvement with Garage Sale Trail.

- 224 RESOLVED** (Degens/Townley) that the item be deferred subject to the briefing that was in the original Notice of Motion to Council be carried out.

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

SI15/45 DRAFT COFFS COAST REGION RESOURCE RECOVERY & WASTE MANAGEMENT STRATEGY 2015-2027

Executive Summary

The purpose of this report is to present the Draft Coffs Coast Region Resource Recovery & Waste Management Strategy 2015-2027 to Council.

In December 2014 the Council endorsed the Consultant's Brief for the Preparation of a Coffs Coast Region Resource Recovery & Waste Management Strategy. This Brief was further endorsed by Bellingen Shire and Nambucca Shire Councils at their meetings of 28th and 29th January 2015 respectively. Consequently, consultants Jacobs Group (Australia) Pty Ltd were engaged under the Brief in April 2015.

Since April, staff from the three Councils have worked with the consultants to develop the attached Draft Coffs Coast Region Resource Recovery & Waste Management Strategy 2015-2027.

Draft Coffs Coast Region Resource Recovery & Waste Management Strategy 2015-2027 is reported to Council for endorsement and to seek Council's approval to publicly exhibit the Draft Strategy for a period of 28 days.

225 RESOLVED (Palmer/Degens):

1. That Council approve the public exhibition of the Draft Coffs Coast Region Resource Recovery & Waste Management Strategy 2015-2027 (Attachment 1).
2. That following the additional endorsement of the Draft Coffs Coast Region Resource Recovery & Waste Management Strategy 2015-2027 by Bellingen Shire Council and Nambucca Shire Council, that Council, publicly exhibit and invite submissions on the draft Coffs Coast Region Resource Recovery & Waste Management Strategy 2015-2027 for a period of 28 days.
3. That a further report be presented to Council, following public exhibition of the Draft Coffs Coast Region Resource Recovery & Waste Management Strategy 2015-2027.
4. That an investigation and a briefing into waste to energy be organised at the earliest practicable time.

Cr Arkan left the meeting, the time being 8.27 pm.

Cr Arkan returned to the meeting, the time being 8.31 pm.

SI15/46 EXISTING CONTRACT FOR KERBSIDE WASTE COLLECTION AND RECYCLING

Executive Summary

The Kerbside Waste Collection and Recycling Contract is due to expire in May 2016. Due to extenuating circumstances (refer to recommendation 1 in Attachment 1), it is recommended that Coffs Harbour City Council does not tender the services under the Collection Contract at this time, but rather extends the current Kerbside Waste Collection and Recycling Contract as set out in recommendation 2. This will:

- Enable finalisation of the Waste Strategy, and for the waste collection services to be aligned with the Waste Strategy;
- Enable the scope of the Kerbside Waste Collection and Recycling Contract to be included in a broader waste services tender which is anticipated to achieve economies of scale; and
- Ensure continuity of the services under the Kerbside Waste Collection and Recycling Contract in the interim period.

226 RESOLVED (Townley/Innes):

1. That pursuant to Section 55(3)(i) of the Local Government Act, Coffs Harbour City Council does not call Tenders, at this time, for the Kerbside Waste Collection and Recycling Services (Contract 04/05-183-TO Part 1) due to extenuating circumstances comprising:
 - a) The need for the Regional Resource Recovery and Waste Management Strategy ('Waste Strategy') to be in place before further waste contracts are let to ensure that a cohesive, strategic approach is taken to the delivery of waste services, defining which approach represents best value for ratepayers.
 - b) Economies of scale that could be achieved by including the services under the Collection Contract as part of a future tender for broader waste services.
 - c) There is insufficient time to engage a contractor to ensure continuity of the service without an extension to the existing Contract.
2. That Council delegate to the General Manager the authority to negotiate with the incumbent Kerbside Collection and Recycling Contractor being Handybin Waste Services (Coffs Harbour) Pty Ltd, the intention being to extend the existing Collection Contract for an initial period of 1 year, with an option to extend for another period of up to 1 year, on notice from Coffs Harbour City Council to Handybin.
3. That subject to successful negotiations between Coffs Harbour City Council, Bellingen Shire Council, Nambucca Shire Council and Handybin, a further report be brought to Council for the endorsement of the extension of the term of the Collection Contract.
4. That a probity advisor is appointed, and adequate governance arrangements are put in place, by Coffs Harbour City Council, Bellingen Shire Council and Nambucca Shire Council, for the extension of the term of the Collection Contract.

SI15/47 EXISTING CONTRACT FOR PARKS AND LITTER BIN SERVICES

Executive Summary

The Collection Contract is due to very soon. Due to extenuating circumstances (refer to Recommendation 1 above), it is recommended that Coffs Harbour City Council does not tender the services under the Collection Contract at this time, but rather extends the current Collection Contract as set out in Recommendation 2. This will:

- a) Enable finalisation of the Waste Strategy and for the waste collection services to be aligned with the Waste Strategy;
- b) Enable the scope of the Collection Contract to be included in a broader waste services tender which is anticipated to achieve economies of scale; and
- c) Ensure continuity of the services under the Collection Contract in the interim period.

227 RESOLVED (Innes/Degens):

1. That pursuant to Section 55(3)(i) of the Local Government Act, Coffs Harbour City Council does not call Tenders, at this time, for the provision of Parks and Litter Bin Collection Services (Contract 04/05-183-TO) due to extenuating circumstances comprising:
 - a) The need for the Regional resource Recovery and Waste Management Strategy ('Waste Strategy') to be in place before further waste contracts are let to ensure that a cohesive, strategic approach is taken to the delivery of waste services, defining which approach represents best value for rate payers;
 - b) Economies of Scale that could be achieved by including the services under the Collection Contract as part of a future tender for broader waste services.
2. That Council delegate to the General Manager, the authority to negotiate with the incumbent Parks and Litter Bin Services Contractor (Pinerose Pty Ltd), the intention being to extend the existing Collection Contract for an initial period of 1 year, with options to extend for 2 more periods, each one of up to 1 year, on notice from Coffs Harbour City Council to Pinerose. These further periods of extension would enable the expiry of the Collection Contract to align with the expiry of the major waste contract for kerbside collections, and for all of these services to be included in a future tender for broader waste services.
3. That subject to successful negotiations between Coffs Harbour City Council and Pinerose, Council delegate to the General Manager, the authority to extend the term of the Collection Contract. Successful negotiations shall be defined as contract terms at least as favorable to Council as those in the attached 'Pinerose Contract Extension Term Sheet'.

TRUSTS REPORTS

T15/5 PROPOSED INCLUSION OF ARRAWARRA HEADLAND RESEARCH STATION R82766 INTO THE COFFS COAST STATE PARK TRUST

Executive Summary

Council, as Corporate Manager of the Woolgoolga Beach Reserve Trust, has been working with Marine Rescue Woolgoolga (MRW) and Woolgoolga Surf Life Saving Club (WSLSC) to secure suitable bases of operation for each organization. The WSLSC building no longer meets safety and operational requirements and the Trust has been assisting the club to secure an alternate location, within Woolgoolga Beach Reserve, for their clubhouse. Through ongoing discussions with WSLSC and MRW, it has been negotiated that MRW would be willing to vacate their base of operation at Woolgoolga Beach in lieu of being provided an alternate location, at no cost to their organisation, at Arrawarra Headland.

A suitable location for MRW has been found at the Arrawarra Headland Research Station which is a Crown Reserve currently under Corporate Management by the University of New England (UNE). The UNE has agreed in principle to a shared use arrangement with MRW and a Memorandum of understanding is currently being drafted for the shared use arrangement.

Council has consulted with Crown Lands with regards to the most appropriate and beneficial land tenure arrangements and it has been determined that the UNE would notify Crown Lands of its intent to relinquish Corporate Management of the Arrawarra Headland Research Station Trust and that Council request appointment as Corporate Manager of the Trust. The Trust would then be transferred into the Coffs Coast State Park Trust (CCSPT). The CCSPT would then issue a 10 year license to the UNE to facilitate ongoing use for educational purposes. The Crown would issue Marine Rescue NSW with a 34a license over the reserve as part of a state-wide Marine Rescue agreement.

The Crown now requires notification of the Trusts acceptance of the proposed inclusion of the Arrawarra Headland Research Station R82766 into the Coffs Coast State Park.

- 228 **RESOLVED** (Arkan/Innes) that Coffs Harbour City Council, as Corporate Manager for Coffs Coast State Park Trust accept the inclusion of Arrawarra Headland Research Station Reserve 82766 into the Coffs Coast State Park.

REQUESTS FOR LEAVE OF ABSENCE

No requests for leave of absence.

MATTERS OF AN URGENT NATURE

No matters of an urgent nature.

QUESTIONS ON NOTICE

QON15/5 INCOME AND EXPENSES OF THE A LEAGUE MATCH BETWEEN
WESTERN SYDNEY WANDERERS AND CENTRAL COAST
MARINERS

The report was noted.

The Mayor congratulated Nikki Greenwood and her team on their global award on the IFEA.

This concluded the business and the meeting closed at 8.53 pm.

Confirmed: 8 October 2015.

.....
Denise Knight
Mayor



REPORT TO ORDINARY COUNCIL MEETING

ADOPTION OF CODE OF MEETING PRACTICE - RESCISSION MOTION

Motion:

Councillors Arkan, Sultana and Cowling have given notice of their intention to move:

That the following Resolution number 213 of the Ordinary Meeting of 24 September 2015 be rescinded.

That Council adopts the attached Code of Meeting Practice.

If the above motion is successful, we intend to move the following;

That Council adopt the attached Code of Meeting Practice with the exception of point 8.13 which is to be deleted in full.



REPORT TO ORDINARY COUNCIL MEETING

ADOPTION OF CODE OF MEETING PRACTICE

REPORTING OFFICER: Group Leader Governance Services
DIRECTOR: General Manager
COFFS HARBOUR 2030: LC 3.1 Council Supports The Delivery Of High Quality,
Sustainable Outcomes For Coffs Harbour
ATTACHMENTS: ATT Code of Meeting Practice

Recommendation:

That Council adopts the attached Code of Meeting Practice.

EXECUTIVE SUMMARY

Council approved the draft Code of Meeting Practice for public exhibition at its meeting on 25 June 2015, for a public exhibition period of 42 days.

This report recommends that Council adopt this document, with amendments, following submissions received during this exhibition period.

REPORT

Description of Item:

The Code of Meeting Practice sets out the conduct for meetings of council and committees. Section 360 of the Local Government Act states:

s360 Conduct of meetings of councils and committees

- (1) *The regulations may make provision with respect to the conduct of meetings of councils and committees of councils of which all the members are councillors.*
- (2) *A council may adopt a code of meeting practice that incorporates the regulations made for the purposes of this section and supplements those regulations with provisions that are not inconsistent with them.*
- (3) *A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by it.*

On 25 June 2015 Council resolved:

134 RESOLVED (Innes/Arkan) that:

- 1. In accordance with Section 361 of the Local Government Act 1993, Council gives public notice of its intention to adopt the Code of Meeting Practice as attached and allow at least 42 days for the making of public submissions.*
- 2. Following the exhibition period, Council considers a further report including a summary of any submissions received.*

Issues:

During the exhibition period 16 submissions were received. All submissions, with the exception of one related to clause 8.13. As a result of the submissions, and further discussions with stakeholders, clause 8.13 has been amended to read:

8.13 Participating in the Debate and the Reading of Speeches

The common law rules of natural justice or procedural fairness require Councillors to approach their administrative decision making with an open mind to ensure that they act fairly and impartially, in good faith, listening to both sides of any argument that is put to them for consideration. With this in mind:

- 8.13.1 Reading of speeches is to be kept to a minimum. Councillors are bound to bring an open mind to the debate on an issue and an indicator of this is that despite having a preference for a particular outcome, the merits of the debate and individual views are considered within decision making and included in speeches.
- 8.13.2 An exception to this may be made in the case of the mover's original speech particularly if the item is technical and is presenting facts on which the subsequent debate will be based.

CHCC Policy/Protocol

A reference document published in 2013 by Local Government Victoria titled ‘Ensuring *Unbiased Democratic Council Decision Making*’ has provided guidance and also provided case law relevant to Council decision making. While this is a Victorian publication, strong similarities can be drawn. The link to the publication is:

http://www.dtpli.vic.gov.au/_data/assets/pdf_file/0009/244791/2013-Ensuring-Unbiased-Democratic-Council-Decision-Making-April-2013.pdf

A summary of the submissions received are:

	Issue Raised	Response
1.	<ul style="list-style-type: none"> ▪ Oppose clause 8.13.1 ▪ Councillors should be able to read prepared speeches ▪ Prepared to avoid excluding relevant facts ▪ Must be able to present our thoughts and requests through prepared speeches 	Clause 8.13 has been amended
2.	<ul style="list-style-type: none"> ▪ Support clause 8.13.1 ▪ Councillors should debate for & against motions & not listen to prepared speeches 	Clause 8.13 has been amended
3.	<ul style="list-style-type: none"> ▪ Support clause 8.13.1 ▪ Do not support prepared speeches ▪ Difficult to ascertain the provenance of the prepared speech 	Clause 8.13 has been amended
4.	<ul style="list-style-type: none"> ▪ Oppose clause 8.13.1 ▪ Clause aimed at ‘gagging’ Cr Cowling ▪ Cr Cowling goes to trouble to ensure her speeches include all relevant issues ▪ Clause fails to recognise that the Councillor may be the first person to speak on a motion ▪ Cr Cowling’s pertinent issues will not be raised ▪ Other Councillors and senior staff unhappy with Cr Cowling’s level of research ▪ Clause an attempt to limit free speech and democracy 	Clause 8.13 has been amended
5.	<ul style="list-style-type: none"> ▪ Opposed clause 8.13.1 ▪ Councillors should not be required to commit everything to memory ▪ Refusing note reading will result in information not being presented or expressed in correct detail ▪ Members of boards or CEO’s go to meetings with prepared material ▪ May stop the presentation of complex issues ▪ Proposed action may leave the Councillors open to potential legal action 	Clause 8.13 has been amended
6.	<ul style="list-style-type: none"> ▪ Oppose clause 8.13.1 ▪ Read speeches represent community concerns 	Clause 8.13 has been amended

7.	<ul style="list-style-type: none"> ▪ Oppose clause 8.13.1 ▪ Support Cr Cowling's request to read from written notes ▪ Important her views & opinions can be aired at Council meetings 	Clause 8.13 has been amended
8.	<ul style="list-style-type: none"> ▪ Oppose clause 8.13.1 ▪ Prepared speech makes for clarity and ensures topic is completely stated ▪ Speeches could be submitted to other Councillors beforehand, so that the Councillor then only needs to read a summary. 	Clause 8.13 has been amended
9.	<ul style="list-style-type: none"> ▪ Oppose clause 8.13.1 ▪ Believes it is aimed at Cr Cowling ▪ Implicit right to read to read speeches, made up of requests, information etc from community ▪ Represents the voters 	Clause 8.13 has been amended
10.	<ul style="list-style-type: none"> ▪ Oppose clause 8.13.1 ▪ Reading of notes shows Councillors have read their papers and care enough to respond to people's wishes 	Clause 8.13 has been amended
11.	<ul style="list-style-type: none"> ▪ Oppose clause 8.13.1 ▪ Appears to be a personality clash between Councillors ▪ Cr Cowling one of the most prepared for Council meetings ▪ Cr Cowling thoroughly researches agenda topics ▪ Relays the communities' concerns succinctly 	Clause 8.13 has been amended
12.	<ul style="list-style-type: none"> ▪ Support clause 8.13.1 ▪ Where Councillors read from or giving a speech during ordinary meetings – difficult to determine whose views are being expressed. ▪ Speeches could give political parties an avenue to express a set agenda. 	Clause 8.13 has been amended
13.	<ul style="list-style-type: none"> ▪ Support clause 8.13.1 ▪ Councillors reading from a speech – may not be expressing their own personal opinions. ▪ Expressing a pre-determined argument that may come from an outside source. 	Clause 8.13 has been amended
14.	<ul style="list-style-type: none"> ▪ Support clause 8.13.1 ▪ People reading from speeches during Council meetings may not reflect the thoughts & opinions of the individual but can be influenced by political parties. 	Clause 8.13 has been amended
15.	<ul style="list-style-type: none"> ▪ Support clause 8.13.1 ▪ Disagree with speeches being read at Council meetings ▪ Will result in hearing the views of political parties rather than the opinion of the individual ▪ Feels a recent speech may have been influenced by a political party 	Clause 8.13 has been amended

- **Economic**

- Broader Economic Implications**

- There are no broader economic implications as a result of this report.

- Delivery Program/Operational Plan Implications**

- There are no delivery program/operational plan implications as a result of this report.

- Risk Analysis:**

- Not applicable to this report.

- Consultation:**

- Consultation has occurred with Councillors and Executive Team to prepare the Draft Code of Meeting Practice. In accordance with resolution no. 134, the draft was put on public exhibition. Council received 17 submissions during the exhibition period.

- Related Policy, Precedents and / or Statutory Requirements:**

- s360 and s361 *Local Government Act (1993)* set out the statutory requirements of Council in adopting a Code of Meeting practice.

- The Office of Local Government has also released Practice Note 16 and Circular 10/10 as reference material for Councils in drafting a Code.

- Implementation Date / Priority:**

- Immediate.

- Conclusion:**

- The attached policy is presented following the statutorily required exhibition period. The policy has been amended to accommodate submissions received and is now presented for final determination.

Attachment 2



Code of Meeting Practice



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Coffs Harbour City Council Code of Meeting Practice

INTRODUCTION TO THE CODE

OBJECTIVES

The objectives of this Code of Meeting Practice are:

- to ensure that all meetings of Council and its Committees are conducted in an orderly and proper manner;
- to ensure that all meetings of Council and its Committees are conducted according to the principles of procedural fairness and due process;
- to increase Council's professionalism, transparency and accountability to the community;
- to ensure that all Councillors understand their rights and obligations during Council and Committee meetings;
- to ensure that all Councillors have an equal opportunity to participate fully in the meeting;
- to ensure that Councillors participate in meetings that engender a positive meeting environment that is without malice and avoids insulting, improper or defamatory statements; and
- to be an effective aid to good governance.

Council and Committee meetings comprising of Councillors only are to be conducted in accordance with this policy.

GUIDE TO REFERENCES IN THIS CODE

The Code consolidates provisions in relevant Acts, Regulations and the City's Supplementary Provisions which are specific meeting provisions for the Coffs Harbour City Council.

References to relevant sections in the *Local Government Act* and Regulations are included in the Code, however, these references are not necessarily verbatim.

Definitions:

LGA s.

Local Government Act 1993 – Section Number

Reg

Local Government Regulations 2005 – Regulation Number

DLG Prac note 16/2009

Division of Local Government Meetings Practice Note no 16 August 2009

DLG Circular 10-10

Division of Local Government Circular 10 – 21 May 2010

1.0 The Code of Meeting Practice

1.1 *Application of the Code*

Conduct of meetings of council and committees

- 1.1.1 The regulations of the Local Government Act may make provision with respect to the conduct of meetings of councils and committees of councils of which all the members are Councillors.
- 1.1.2 A council may adopt a code of meeting practice that incorporates the regulations made for the purposes of this section and supplements those regulations with provisions that are not inconsistent with them.
- 1.1.3 A council and a committee of the council of which all the members are Councillors must conduct its meetings in accordance with the code of meeting practice adopted by it.

LGA s.360

1.2 *Preparation of the Code of Meeting Practice*

Preparation, public notice and exhibition of draft code

- 1.2.1 Before adopting a code of meeting practice, a council must prepare a draft code.
- 1.2.2 The council must give public notice of the draft code after it is prepared.
- 1.2.3 The period of public exhibition must not be less than 28 days.
- 1.2.4 The public notice must also specify a period of not less than 42 days after the date on which the draft code is placed on public exhibition during which submissions may be made to the council.
- 1.2.5 The council must publicly exhibit the draft code in accordance with its notice.

LGA s.361

1.3 *Adoption of the Code*

Adoption of draft code

- 1.3.1 After considering all submissions received by it concerning the draft code, the council may decide:
 - (a) to amend those provisions of its draft code that supplement the regulations made for the purposes of Section 360 (Clause 1.1), or
 - (b) to adopt the draft code as its code of meeting practice

- 1.3.2 If the council decides to amend its draft code, it may publicly exhibit the amended draft in accordance with this Division (Part 1 of this Code) or, if the council is of the opinion that the amendments are not substantial, it may adopt the amended draft code without public exhibition as its code of meeting practice.

LGA s.362

A council may amend a code adopted under this Part (Part 1 of this Code) by means only of a code so adopted.

LGA s.363

1.4 Public Availability of the Code

- 1.4.1 The code of meeting practice adopted by a council must be available for public inspection free of charge at the office of the council during ordinary office hours.

- 1.4.2 Copies of the code must be available free of charge or, if the council determines, on payment of the approved fee.

Note: A copy of this Code is also available on Council's website www.coffsharbour.nsw.gov.au.

LGA s.364

2.0 Before Council Meetings

2.1 *Frequency of Meetings*

How often does the council meet?

The council is required to meet at least ten times each year, each time in a different month.

LGA s.365

Dates of council meetings

The council will meet on the second and fourth Thursday of each month for the purpose of holding its Ordinary and committee meetings. Meeting times and dates of committees will be determined on an annual basis by council for the ensuing year and will be set out in an adopted meeting schedule.

CHCC Resolution 177/2008

2.2 *Notice of Meetings to Councillors*

Notice of meetings

The General Manager of a council must send to each Councillor, at least three days before each meeting of the council (*or committee*), a notice specifying the time and place at which and date on which the meeting is to be held and the business proposed to be transacted at the meeting.

LGA s.367(1)

Days of Notice

The day of issue and the day of the meeting are not to be counted as days of notice.

(Sec 36 Interpretations Act 1987)

2.3 Notice for Extraordinary Meeting

Calling of extraordinary meeting on request by Councillors

At least two (2) councillors can make a written request to the mayor to hold an extraordinary council meeting. The mayor can be one of the two councillors, but the mayor cannot call extraordinary meetings by him or herself without having a written request with another councillor's signature. The mayor must then 'call' the meeting, which is to be held as soon as practical but within fourteen (14) days after the request is made

LGA s.366

Notice of meetings

Notice of less than three days may be given of an extraordinary meeting called in an emergency.

LGA s.367(2)

2.4 Public Notice of Meetings

Public notice of meetings

2.4.1 A council must give notice to the public of the times and places of its meetings and meetings of those of its committees of which all the members are Councillors.

LGA s.9(1)

2.4.2 A notice of a meeting of a council or of a committee must be published in a newspaper circulating in the area before the meeting takes place.

2.4.3 The notice must specify the time and place of the meeting.

2.4.4 Notice of more than one meeting may be given in the same notice.

2.4.5 This clause (*public notice requirements*) does not apply to an extraordinary meeting of a council or a committee.

Reg 232(2)-(5)

2.5 Security Arrangements at Meetings

- 2.5.1 The meeting space of the Council Chamber is to be physically divided from the public gallery by the erection of an appropriate barrier and installation of a sign on the barrier stating 'No Public Access'.
- 2.5.2 Security cameras and signage are installed in the Council Chamber, and are to be activated as deemed necessary by the General Manager.
- 2.5.3 A sign is installed and maintained in the Council Chambers, prohibiting unauthorised recording of council meetings in accordance with clause 273 of the Regulation.

CHCC Resolution 16-Aug-2007, clause 5 - 7

3.0 Quorum and Attendance

3.1 *Quorum for a Meeting*

What is the quorum for a meeting?

The quorum for a meeting of the council is a majority of the Councillors of the council who hold office for the time being and are not suspended from office.

LGA s.368

3.2 *Councillor Presence at Council Meetings*

Presence at council meetings

A Councillor cannot participate in a meeting of a council unless personally present at the meeting and is present in the meeting room.

Reg 235

3.3 *Quorum not Present*

What happens when a quorum is not present

- 3.3.1 A meeting of a council must be adjourned if a quorum is not present:
 - (a) within half an hour after the time designated for the holding of the meeting, or;
 - (b) at any time during the meeting.
- 3.3.2 In either case, the meeting must be adjourned to a time, date and place fixed:
 - (a) by the Chairperson, or;
 - (b) in his or her absence - by the majority of the Councillors present, or;
 - (c) failing that, by the General Manager.
- 3.3.3 The General Manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the Councillors present.

Reg 233

3.4 Councillor Attendance at Meetings

Councillor absence from meetings

A civic office becomes vacant if the holder (*Councillor*) is absent from three consecutive ordinary meetings of the council unless the holder is absent because he or she has been suspended from office under Section 482 of the Act (*Pecuniary interest disciplinary order*) without:

- (a) prior leave of the council, or
- (b) leave granted by the council at any of the meetings concerned.

LGA s.234(1)(d)

3.5 Application for Leave of Absence

3.5.1 For the purposes of Clause 3.4, a Councillor applying for a leave of absence from a meeting of a council does not need to make the application in person and the council may grant such leave in the absence of that Councillor.

LGA s.234(2)

3.5.2 A Councillor's application for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent.

Reg 235A(1)

3.6 Meeting Attendance while on Leave of Absence

3.6.1 If the holder of a civic office attends a council meeting (whether or not an ordinary meeting) despite having been granted leave of absence, the leave of absence is taken to have been rescinded as regards any future council meeting.

3.6.2 Subsection (3.6.1) above does not prevent the council from granting further leave of absence in respect of any future council meeting.

LGA s.234(3)-(4)

3.6.2 A Councillor who intends to attend a council meeting despite having been granted leave of absence should, if practicable, give the General Manager at least 2 days' notice of his or her intention to attend.

Reg 235A(2)

3.7 *Tendering an Apology*

The tendering of an apology is not the same as applying for a leave of absence.

The tendering of an apology is an accepted convention to notify those present at a meeting that the person tendering the apology will not be attending the meeting.

The acceptance of an apology is a positive acknowledgement of the courtesy of the person who tendered it. It does not amount to a grant of a leave of absence.

DLG practice note 16/2009

3.8 *Who is Entitled to Attend Council Meetings*

3.8.1 Except as provided by this Part:

- (a) everyone is entitled to attend a meeting of the council and those of its committees of which all the members are Councillors, and
- (b) a council must ensure that all meetings of the council and of such committees are open to the public.

3.8.2 However, a person (whether a Councillor or another person) is not entitled to be present at a meeting of the council or of such a committee if expelled from the meeting:

- (a) by a resolution of the meeting, or;
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

3.8.3 A person may be expelled from a meeting only on the grounds specified in, or in the circumstances prescribed by, the regulations.

LGA s.10

3.9 *Attendance of General Manager*

3.9.1 The General Manager is entitled to attend, but not to vote at a meeting of the council or a meeting of a committee of the council of which all the members are Councillors.

3.9.2 The General Manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

3.9.3 However, the General Manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the General Manager or the terms of the employment of the General Manager.

LGA s.376

3.10 *Attendance of Council Employees*

The General Manager shall arrange for the attendance of such council employees as are considered necessary by the General Manager for the transaction of the notified council business.

CHCC Policy/Protocol

4.0 Presiding over Meetings of Council

4.1 *Chairperson and Deputy Chairperson of Council*

Who presides at meetings of the council?

- 4.1.1 The Mayor, or at the request of or in the absence of the Mayor, the Deputy Mayor presides at meetings of the council. The Mayor is “first among equals” charged with carrying on the meeting so that business before the meeting is conducted in accordance with this Code.

CHCC Policy/Protocol

- 4.1.2 If the Mayor and the Deputy Mayor are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the council.

LGA s.369(1-2)

4.2 *Councillors to be Elected to Preside at Certain Meetings*

- 4.2.1 If no Chairperson is present at a meeting of a council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

- 4.2.2 The election must be conducted:

- (a) by the General Manager or, in his or her absence, an employee of the council designated by the General Manager to conduct the election, or
- (b) if neither of them is present at the meeting or there is no General Manager or designated employee – by the person who called the meeting or a person acting on his or her behalf

- 4.2.3 If, at an election of a Chairperson, two or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the Chairperson is to be the candidate whose name is chosen by lot.

- 4.2.4 For the purposes of subclause (3), the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 4.2.5 The candidate whose name is on the drawn slip is the candidate who is to be the Chairperson.

Reg 236

4.3 Chairperson to have Precedence

When the Chairperson rises during a meeting of a council:

- (a) any Councillor then speaking or seeking to speak must, if standing, immediately resume his or her seat, and
- (b) every Councillor present must be silent to enable the Chairperson to be heard without interruption.

Reg 237

4.4 Chairperson's Duty with Respect to Motions

- 4.4.1 It is the duty of the Chairperson at a meeting of a council to receive and to put to the meeting any lawful motion that is brought before the meeting.
- 4.4.2 The Chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful.
- 4.4.3 Any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been rejected.

Reg 238

4.5 Recognition of Chairperson

- 4.5.1 In addressing council, Councillors and other persons addressing the council shall at all times speak through the Chairperson.
- 4.5.2 Councillors and other persons addressing the council shall at all times show appropriate respect and observe the ruling of the Chairperson.
- 4.5.3 A Councillor, despite Clause 4.5.1 and Clause 4.5.2, may, through a motion of dissent, challenge a ruling from the Chairperson.

CHCC Policy/Protocol

4.6 Mode of Address

- 4.6.1 To facilitate debate Councillors, with the exception of the Chairperson, are to stand in their place when speaking at a meeting of council (except when prevented by disability or injury). This procedure does not need to be followed at meetings of committees, nor in circumstances where the Chairperson rules that standing is not required.
- 4.6.2 In addressing council, Councillors and other persons addressing the council will use the appropriate mode of address to the Mayor, Deputy Mayor, fellow Councillors, employees of council and members of the public in attendance.
- 4.6.3 Councillors shall refrain from the use of offensive or inappropriate words in reference to any Councillors, employees of council and members of the public consistent with the City's Code of Conduct.

- 4.6.4 Councillors shall not make imputations of improper motives or personal reflections on Councillors, employees of council and members of the public consistent with the Model Code of Conduct.

CHCC Policy/Protocol

4.7 *Protocols for Elected Members during Council Meetings*

- 4.7.1 No verbal or written communication is to be received by elected members from a member or members of the gallery during a Council meeting.
- 4.7.2 Elected members must switch off their mobile phones or switch it to silent mode (with the Chair's permission) prior to the commencement of the Council meeting and not switch them back on until the meeting has closed.

CHCC Policy/Protocol

5.0 Meeting Agenda and Business Papers

5.1 *Order of Business*

Order of Business

5.1.1 The order of business at Ordinary meetings of Council, other than extraordinary meeting shall be:

1. Opening of Ordinary Meeting
2. Acknowledgement of Country
3. Disclosures of Interest
4. Apologies
5. Public Addresses and /or Public Forum
6. Mayoral Minute
7. Mayoral Actions under Delegated Authority
8. Confirmation of Minutes of Ordinary Meeting
9. Rescission Motion
10. Notice of Motion – General
11. General Manager's Reports
12. Notice of Motion - Business Services
13. Directorate Reports - Business Services
14. Notice of Motion - Sustainable Communities
15. Directorate Reports - Sustainable Communities
16. Notice of Motion - Sustainable Infrastructure
17. Directorate Reports - Sustainable Infrastructure
18. Requests for Leave of Absence
19. Questions on Notice
20. Matters of an Urgent Nature
21. Consideration of Confidential Items
22. Close of Ordinary Meeting

5.1.2 The order of business fixed under subclause (1) may be altered if a motion to that effect is passed. Such a motion can be moved without notice.

5.1.3 Despite Reg. 250 (*Speaking to Motions*), only the mover of a motion referred to in subclause (2) may speak to the motion before it is put.

Reg 239

- 5.1.4 Where a Council meeting has not concluded by 10.00pm, the Mayor will move a Procedural Motion that the meeting be adjourned. In accordance with part 9 of this code, this motion will not require a seconder and debate will take place as to a date and time for the meeting to reconvene to consider all business not transacted at the adjourned meeting.

Council does not need to issue a new agenda and business paper for the adjourned meeting and business not already on the agenda could be dealt with only if the urgency procedure in clause 241(3) of the Regulation is followed.

If the meeting is adjourned to a different date or time, each Councillor and the public (where practicable) should be notified of the new date and time.

DLG practice note 16/2009 and Council protocol

5.2 Business Paper for Council Meetings

Agenda and business papers for council meetings

- 5.2.1 The General Manager must ensure that the agenda for a meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of former meetings of the council, and
 - (b) if the Mayor is the Chairperson - any matter or topic that the Chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) subject to subclause (2), any business of which due notice has been given.
- 5.2.2 The General Manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the General Manager, the business is (or the implementation of the business) would be unlawful. The General Manager must report (without giving details of the item of business) any such exclusion to the next meeting of the council.
- 5.2.3 The General Manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 5.2.4 The General Manager must ensure that the details of any item of business to which section 9 (2A) of the Act applies are included in a business paper for the meeting concerned.
- 5.2.5 Nothing in this clause limits the powers of the Chairperson under Regulation 243 (referring to a Mayoral Minute).

Reg 240

5.3 Removal of Items from the Agenda and Business Papers

- 5.3.1 Once the agenda for a meeting has been sent to Councillors an item of business on the agenda should not be removed from the agenda prior to the meeting.
- 5.3.2 If it is proposed that an item of business which is on the agenda not be dealt with at the meeting council should resolve to defer that business to another meeting or resolve not to consider the matter, as the case may be.

DLG Prac Note 16/2009

5.4 Distribution of Business Papers

Public notice of meetings

- 5.4.1 A council must give notice to the public of the times and places of its meetings and meetings of those of its committees of which all the members are Councillors.
- 5.4.2 A council and each such committee must have available for the public at its offices and at each meeting copies (for inspection or taking away by any person) of the agenda and the associated business papers (such as correspondence and reports) for the meeting.
 - 5.4.2(A) In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public:
 - (i) the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item), and
 - (ii) the requirements of subsection (5.4.2) with respect to the availability of business papers do not apply to the business papers for that item of business.
- 5.4.3 The copies are to be available to the public as nearly as possible to the time they are available to Councillors.
- 5.4.4 The copies are to be available free of charge.
- 5.4.5 A notice given under this section, or a copy of an agenda, or of a business paper made available under this section may in addition, be given or made available in electronic form.

LGA s.9(1)-(5)

Note: The agenda and business papers are available on Council's website www.coffsharbour.nsw.gov.au

5.5 Public Access to Correspondence and Reports

- 5.5.1 A council and a committee of which all the members are Councillors must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.
- 5.5.2 This section does not apply if the correspondence or reports:
 - (a) relate to a matter that was received or discussed, or
 - (b) were laid on the table at, or submitted to the meeting when the meeting was closed to the public.
- 5.5.3 This section does not apply if the council or committee resolves at the meeting, when open to the public, that the correspondence or reports, because they relate to a matter specified in section 10A (2) of the Act, are to be treated as confidential.

LGA s.11

5.6 Giving Notice of Business

A council must not transact business at a meeting of the council:

- 5.6.1 unless a Councillor has given notice of the business in writing within such time before the meeting as is fixed by the council's code of meeting practice; or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of the council, and;
- 5.6.2 unless notice of the business has been sent to the Councillors in accordance with section 367 of the Act (ie, an extraordinary meeting in an emergency).

Reg 241(1)

For the purposes of sub-section (1); Clause 8.1 of this Code specifies that formal notice of a motion put by a Councillor should be submitted to the General Manager 14 days before the meeting at which it is to be resolved.

CHCC Policy/Protocol

Subclause (5.6.1) and (5.6.2) do not apply to the consideration of business at a meeting if the business:

- (1) is already before, or directly relates to a matter that is already before, the council, or;
- (2) is the election of a Chairperson to preside at the meeting as provided by clause 4.2 of this Code, or;
- (3) is a matter or topic put to the meeting by the Chairperson in accordance with clause 5.8 of this Code, or;
- (4) is a motion for the adoption of recommendations of a committee of the council.

Reg 241(2)

5.7 *Dealing with Matters Without Notice*

Giving notice of business

- 5.7.1 Despite clause 5.6, business may be transacted at a meeting of a council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting, and
 - (b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.
 - (c) Such a motion can be moved without notice.
- 5.7.2 Despite clause 8.4 of this Code, only the mover of a motion referred to in subclause (1) can speak to the motion before it is put.

Reg 241(3)-(4)

5.8 *Mayoral Minute*

- 5.8.1 If the Mayor is the Chairperson at a meeting of a council, the Chairperson is, by minute signed by the Chairperson, entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the council or of which the council has official knowledge.
- 5.8.2 Such a minute, when put to the meeting, takes precedence over all business on the council's agenda (business paper) for the meeting. The Chairperson (but only if the Chairperson is the Mayor) may move adoption of the minute without the motion being seconded.
- 5.8.3 A recommendation made in a minute of the Chairperson (being the Mayor) or in a report made by a council employee is, so far as adopted by the council, a resolution of the council.

Reg 243

- 5.8.4 The Mayor may put to a meeting (without notice) any matter which the council is allowed to deal with or which the council officially knows about (cl.243(1) of the Regulation). This would cover any council function under the Act or other legislation, or any matter that has been brought to the council's attention, for example, by letter to the Mayor or the General Manager.

This power to make mayoral minutes recognises the special role of the Mayor. A mayoral minute overrides all business on the agenda for the meeting, and the Mayor may move that the minute be adopted without the motion being seconded.

Mayoral minutes should not be used to introduce, without notice, matters that are routine, not urgent, or need research or a lot of consideration by the councillors before coming to a decision. These types of matters would be better placed on the agenda, with the usual period of notice being given to the Councillors.

A mayoral minute may be altered, however any changes to a mayoral minute should avoid making changes that would introduce, without notice, matters which need research or a lot of consideration by the Councillors before coming to a decision.

DLG practice note 16/2009

5.9 *Agenda for Extraordinary Meeting*

The General Manager must ensure that the agenda for an extraordinary meeting of a council deals only with the matters stated in the notice of the meeting.

Reg 242(1)

5.10 *Dealing with Matters Without Notice at an Extraordinary Meeting*

5.10.1 Despite clause 5.9, business may be transacted at an extraordinary meeting of a council even though due notice of the business has not been given to the Councillors. However, this can happen only if:

- (a) a motion is passed to have the business transacted at the meeting, and
- (b) The business proposed to be brought forward is ruled by the chairperson to be of great urgency

5.10.2 Despite clause 8.4 of this Code only the mover of a motion referred to in subclause (1) can speak to the motion before it is put.

Reg 242(3)-(4D)

5.11 *Members of the Public Addressing Council*

Addressing council on matters listed before council and committee meetings

Any member of the public may address the council or any one of its committees at the commencement of ordinary meetings on matters listed before the council or committee of council subject to the following conditions:

- 5.11.1 The purpose of providing for public addresses is to allow representations to council on matters listed before the council or committee of council in the form of a full council report
- 5.11.2 Speakers must confine their comments to such matters.
- 5.11.3 The duration of a public address is limited to five minutes unless varied in limited circumstances, and solely at the discretion of the Chair.

- 5.11.4 Members of the public wishing to address the council or a committee are to nominate at least three days before the meeting and of the issue to be addressed.
- 5.11.5 Speakers and representatives either for or against a proposal be limited to the first meeting at which the report from council staff is presented for determination.
- 5.11.6 Public addresses are to be limited to two 'for' and two 'against' each proposal.
- 5.11.7 The order of speakers be strictly in order of request and where the issue addressed relates to an application before the council, the applicant be offered a right of reply.
- 5.11.8 Approval to late requests to address a meeting of the council or a committee be at the discretion of the Chairperson of the meeting or the General Manager.

CHCC Policy/Protocol

Public Forum

Any member of the public may address council at its 'Public Forum' at a time adopted by council during the first Ordinary meeting of the month on a matter not listed before the council, subject to conditions outlined above in 5.7 (Clause 1).

- (1) Speakers are not permitted to speak again at the Public Forum on that matter for a period of six months.
- (2) The public forum is not to be used as a mechanism for lodging a complaint or airing a grievance, where other avenues to lodge such issues exist within council's policies and procedures.

CHCC Policy/Protocol

Mode of Address

- (1) In addressing council, Councillors and other persons addressing the council will use the appropriate mode of address to the Mayor, Deputy Mayor, fellow Councillors, employees of council and members of the public in attendance.
- (2) All people addressing council shall refrain from the use of offensive or inappropriate words in reference to any Councillors, employees of council and members of the public consistent with City's Code of Conduct.
- (3) No person shall make imputations of improper motives or personal reflections on Councillors, employees of council, members of the public, or those which are inconsistent with the Model Code of Conduct.

CHCC Policy/Protocol

5.12 Public Recording of Meetings Prohibited Without Council Authority

- 5.12.1 A person may use a tape recorder to record the proceedings of a meeting of a council or a committee of a council only with the authority of the council or committee.
- 5.12.2 A person may, as provided by section 10 (2) (a) or (b) of the Act, be expelled from a meeting of a council or a committee of a council for using or having used a tape recorder in contravention of this clause.
- 5.12.3 If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.
- 5.12.4 In this clause, tape recorder includes a video camera and any electronic device capable of recording speech, photographic or video images, whether a magnetic tape is used to record or not.

Reg 273

- 5.12.5 The Chair of the meeting will make the following announcement at the commencement of the Council Meeting:
"Please note that this meeting is being recorded. No other recordings of this meeting are permitted."

CHCC Policy/Protocol

6.0 Declarations of Interests

6.1 *What is a Pecuniary Interest*

What is a “pecuniary interest”?

- 6.1.1 A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.
- 6.1.2 A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section 448 of the Act (Clause 6.3 below).

LGAs.442

6.2 *Pecuniary Interest and Conflicts of Interest*

Pecuniary Interests/Conflicts of Interest

- 6.2.1 The first item on the agenda for all council or committee meetings, other than that held annually for election of the Deputy Mayor, (after apologies/requests for leave of absence) shall be the declaring of pecuniary interests/conflicts of interest.
- 6.2.2 A Councillor who has a pecuniary interest or conflict of interest in any matter with which council is concerned and who is present at a meeting of council or a committee at which the matter is being considered must disclose the interest and the nature of the interest to the meeting as soon as practicable.
- 6.2.3 The Councillor or member must not be present at, or in sight of, the meeting of the council or committee:
- (a) at any time during which the matter is being considered or discussed by the council or committee, or
 - (b) at any time during which the council or committee is voting on any question in relation to the matter.
- LGAs.451(2)
- 6.2.4 Though a conflict of interest is not covered by the provisions of the Act, the Councillor must not be in the meeting room at the time the vote is taken as his/her presence and not voting is taken to be a vote in the negative.

Disclosures to be recorded

A disclosure made at a meeting of council or a committee must be recorded in the minutes of the meeting.

LGAs.453

6.3 *Interests that do not Require Disclosure*

Interests that do not require disclosure

The following interests do not have to be disclosed:

- 6.3.1 an interest as an elector,
- 6.3.2 an interest as a ratepayer or person liable to pay a charge,
- 6.3.3 an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Part,
- 6.3.4 an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to a relative of the person by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this Part,
- 6.3.5 an interest as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not),
- 6.3.6 an interest of a member of a council committee as a person chosen to represent the community or as a member of a non-profit organisation or other community or special interest group if the committee member has been appointed to represent the organisation or group on the committee,
- 6.3.7 an interest in a proposal relating to the making, amending, altering or repeal of an environmental planning instrument other than an instrument that effects a change of the permissible uses of:
 - (a) land in which the person or a person, company or body referred to in section 443 (1) (b) or (c) of the Act has a proprietary interest (which, for the purposes of this paragraph, includes any entitlement to the land at law or in equity and any other interest or potential interest in the land arising out of any mortgage, lease, trust, option or contract, or otherwise), or
 - (b) land adjoining, adjacent to or in proximity to land referred to in subparagraph (a), if the person or the person, company or body referred to in section 443 (1) (b) or (c) of the Act would by reason of the proprietary interest have a pecuniary interest in the proposal,
- 6.3.8 an interest relating to a contract, proposed contract or other matter if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company,
- 6.3.9 an interest of a person arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because a relative of the person is a shareholder (but not a director) of the corporation or is a member (but not a member of the committee) of the association or is a partner of the partnership,

- 6.3.10 an interest of a person arising from the making by the council of a contract or agreement with a relative of the person for or in relation to any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - (a) the performance by the council at the expense of the relative of any work or service in connection with roads or sanitation,
 - (b) security for damage to footpaths or roads,
 - (c) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council or by or under any contract,
- 6.3.11 an interest relating to the payment of fees to Councillors (including the Mayor and Deputy Mayor),
- 6.3.12 an interest relating to the payment of expenses and the provision of facilities to Councillors (including the Mayor and Deputy Mayor) in accordance with a policy under section 252 of the Act (Councillors' Expenses Policy),
- 6.3.13 an interest relating to an election to the office of Mayor arising from the fact that a fee for the following 12 months has been determined for the office of Mayor,
- 6.3.14 an interest of a person arising from the passing for payment of a regular account for wages or salary of an employee who is a relative of the person,
- 6.3.15 an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a Councillor or member of a council committee;
- 6.3.16 an interest arising from appointment of a Councillor to a body as representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

LGA s.448

6.4 Pecuniary Interest – Determination of Whether One Exists

- 6.4.1 A person has a pecuniary interest in a matter if the pecuniary interest is the interest of:
 - (a) the person, or
 - (b) the person's spouse or de facto partner or a relative of the person, or a partner or employer of the person, or
 - (c) a company or other body of which the person, or a nominee, partner or employer of the person, is a member.
- 6.4.2 However, a person is not taken to have a pecuniary interest in a matter as referred to in subsection (1) (b) or (c):
 - (a) if the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body or is employed by the Crown, or

- (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

LGA s.443

6.5 Disclosure of Pecuniary Interests and Presence in Meetings

- 6.5.1 A Councillor or a member of a council committee who has a pecuniary interest in any matter with which the council is concerned and who is present at a meeting of the council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- 6.5.2 The Councillor or member must not be present at, or in sight of, the meeting of the council or committee:
 - (a) at any time during which the matter is being considered or discussed by the council or committee, or
 - (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 6.5.3 For the removal of doubt, a Councillor or a member of a council committee is not prevented by this section from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the Councillor or member has an interest in the matter of a kind referred to in section 448 of the Act (Clause 6.3 of this Code.)

Note: The Code of Conduct adopted by a council may also impose obligations on Councillors, members of staff of councils and delegates of councils.

LGA s.451

6.6 Sufficient General Disclosure

A general notice given to the General Manager in writing by a Councillor or a member of a council committee to the effect that the Councillor or member, or the Councillor's or member's spouse, de facto partner or relative, is:

- 6.6.1 a member, or in the employment, of a specified company or other body, or
- 6.6.2 a partner, or in the employment, of a specified person, unless and until the notice is withdrawn, sufficient disclosure of the Councillor's or member's interest in the matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.

LGA s.454

6.7 Disclosure by Advisor

6.7.1 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee must disclose the nature of any pecuniary interest the person has in a matter to the meeting at the time the advice is given.

6.7.2 The person is not required to disclose the person's interest as an adviser.

LGA s.456

6.8 Circumstances where Disclosure Rules are not Breached

A person does not breach section 451 or 456 of the Act (*Clause 6.5 and Clause 6.7 of this Code*) if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

LGA s.457

6.9 Disclosure to be Recorded in Minutes

A disclosure made at a meeting of council or a council committee must be recorded in the minutes of the meeting.

LGA s.453

6.10 Disclosures to be in Writing and Tabled at Meetings

Disclosures of Pecuniary Interests and Non-Pecuniary Interests are to be made in writing and are to be tabled at the commencement of ordinary meetings, committee meetings and extra-ordinary meetings.

CHCC Policy/Protocol

7.0 Questions and Tabling of Matters

7.1 *Questions to Councillors and Employees*

- 7.1.1 A Councillor:
- (a) may, through the Chairperson, put a question to another Councillor, and;
 - (b) may, through the General Manager, put a question to a council employee.
- 7.1.2 However, a Councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents.
- 7.1.3 The Councillor must put every such question directly, succinctly and without argument.
- 7.1.4 The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or council employee under this clause.

Reg 249

7.2 *Questions on Notice*

- 7.2.1 Questions on Notice must be lodged in writing with the General Manager or specified delegate no later than Close of Business (COB) ten days preceding the meeting of council at which the Questions on Notice are to be considered.
- 7.2.2 Questions on Notice must directly relate to the business of council and must comply with the Local Government (General) Regulation 2005 which provides at Clause 249 that a "Councillor must put every such question directly, succinctly and without argument".
- 7.2.3 Questions should not contain:
- (a) statements of facts or names of persons unless they are strictly necessary to render the question intelligible and can be authenticated;
 - (b) argument;
 - (c) inference, or;
 - (d) imputation.

CHCC Policy/Protocol

7.3 *Matters for Tabling – Pecuniary Interests*

Register and tabling of returns

- 7.3.1 The General Manager must keep a register of returns required to be lodged with the General Manager under section 449 of the Act.

- 7.3.2 The returns required to be lodged with the General Manager under section 449 of the Act must be tabled at a meeting of the council, being:
- (a) in the case of a return lodged in accordance with section 449(1) – the first meeting held after the last day for lodgement under that subsection, or
 - (b) in the case of a return lodged in accordance with section 449(3) – the first meeting held after the last day for lodgement under that subsection, or
 - (c) in the case of a return otherwise lodged with the General Manager – the first meeting after the lodgement.

LGA s.450A

7.4 *Tabling a Report of Departmental Representative*

Report of a Departmental representative to be tabled at council meeting

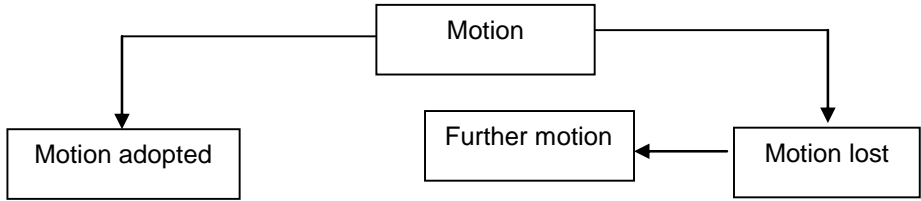
When a report of a Departmental representative has been presented to a meeting of a council in accordance with section 433 of the Act (*that is, investigation of council ordered by the Director General of the Department of Local Government*), the council must ensure that the report:

- 7.4.1 is laid on the table at that meeting, and
- 7.4.2 is subsequently available for the information of Councillors and members of the public at all reasonable times.

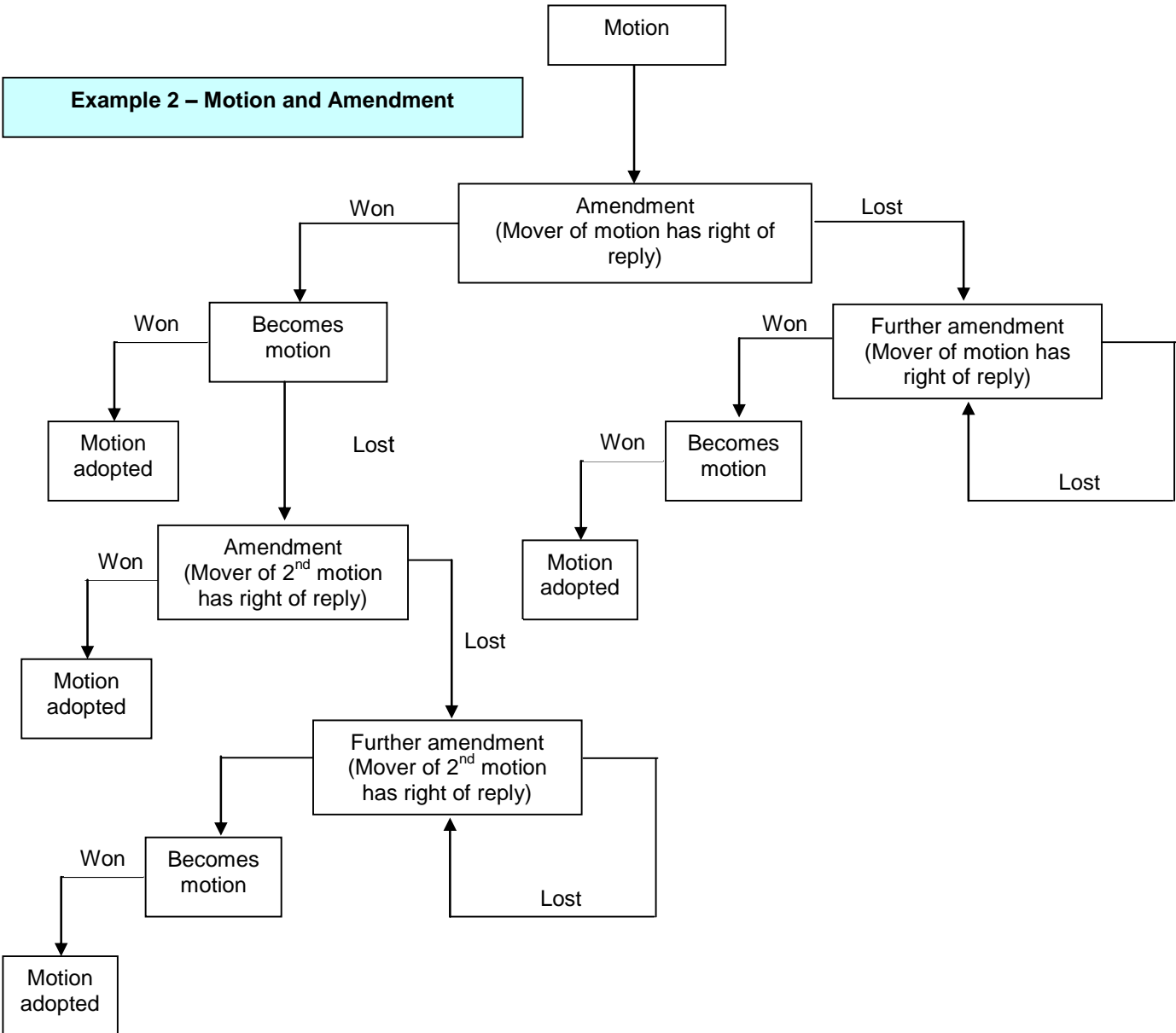
Reg 244

8.0 Motions – Process of Motions Flowchart

Example 1 – Motion Only



Example 2 – Motion and Amendment



8.1 Notice of Motion

Notices of Motion

Notices of Motion – Minimum Notice Required

- 8.1.1 A formal Notice of Motion by a Councillor, not being the Mayor, which is to be included in the General Manager’s report in a business paper, should be submitted in writing to the General Manager fourteen (14) days before the meeting at which it is to be resolved; unless the matter is of an urgent nature.
- 8.1.2 If the Mayor wishes, because of importance or urgency, he/she may include the matter in a Mayoral minute. If the Mayor refuses to accept the motion for inclusion in a Mayoral minute, such a refusal shall be noted in General Business and recorded in the minutes of the meeting.
- 8.1.3 Staff, through the General Manager, may provide factual information on a Councillor’s Notice of Motion, but shall not make a recommendation.
- 8.1.4 Presentation of the Notice of Motion shall not be delayed beyond the next Ordinary meeting of council without the consent of the Mayor and the Councillor lodging the Notice of Motion, or the council in meeting.
- 8.1.5 The Mayor may, at the request of the Councillor giving notice of motion or with his consent, present the Notice of Motion to council as a Mayoral minute.

CHCC Policy/Protocol

8.2 Notice of Motion - Absence of Mover

In the absence of a Councillor who has placed a notice of motion on the business paper for a meeting of a council;

- 8.2.1 Any other Councillor may move the motion at the meeting, or
- 8.2.2 The Chairperson may defer the motion until the next meeting of the council at which such motion can be considered.

Reg 245

- 8.2.3 No discussion on the notice of motion will occur in the absence of the Councillor to ensure that the Councillor has the opportunity to speak to the notice of motion and provide information that will allow informed debate to occur, unless the Councillor has specifically requested this to happen prior to the meeting commencing.

CHCC Policy/Protocol

8.3 Motions to be Seconded

A motion or an amendment cannot be debated unless or until it has been seconded. This clause is subject to clause 5.8(2) (*Mayoral Minute*) and clause 9.2(2) (*where a motion has been put*).

Reg 246

8.4 Speaking to Motions

- 8.4.1 A Councillor who, during a debate at a meeting of a council, moves an original motion has the right of general reply to all observations that are made by another Councillor during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment.
- 8.4.2 A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

Reg 250

8.5 Speaking to a Misrepresentation or Misunderstanding

- 8.5.1 A Councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than 5 minutes at any one time. However, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than 5 minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

Reg 250

- 8.5.2 Nothing in Clauses 8.4 or 8.5 affects questions being asked, with the leave of the Chairperson, relevant to any matter under discussion at a meeting.

CHCC Policy/Protocol

8.6 Variations to Motions

A Councillor may seek to vary a motion by:

- 8.6.1 obtaining the unanimous consent of council; or
- 8.6.2 proposing an amendment to the Motion

CHCC Policy/Protocol

8.7 Variations by Consent

- 8.7.1 If a Councillor, including the seconder to the original motion, proposes a variation to a motion, the Chairperson shall ask whether any Councillor objects to the variation.
- 8.7.2 If there is no objection, the proposed variation is adopted into the motion by consent of the council.
- 8.7.3 If there is an objection, the proposed variation must be dealt with as an amendment and seconded and voted on accordingly.

- 8.7.4 If the variation is proposed by the seconder to the original motion, but not accepted by Councillors, then a new seconder should be sought for the original motion.

Note: The intention of a variation by consent is to enable a change to a motion that is non-contentious, improves clarity or effects a correction. This is also consistent with the common law rule that a seconder to a motion cannot move an amendment but enables a seconder to move a variation.

CHCC Policy/Protocol

8.8 Amendments to Motions

- 8.8.1 An amendment is a proposition to alter a motion that is under consideration by the meeting and is not subject to the notice of motion requirements set out at Clause 8.1.
- 8.8.2 An amendment must be moved and seconded.
- 8.8.3 To be accepted as an amendment, it must relate to the motion.
- 8.8.4 The amendment must also be moved before the debate on the motion has been concluded and the right of reply of the mover of the motion has been exercised.
- 8.8.5 An amendment cannot be accepted if it is a direct rebuttal of the motion it seeks to amend.
- 8.8.6 An amendment should not be moved that is substantially the same as an earlier rejected amendment on the motion.
- 8.8.7 An amendment that is in opposition to an amendment already accepted should not be moved or accepted for debate.
- 8.8.8 In the situation where a number of amendments have been foreshadowed, it is important that they should be considered in due succession ensuring the practicality of the motion.
- 8.8.9 Each amendment is separately considered and voted on.
- 8.8.10 Only one amendment may be considered by the meeting at any one time. Debate is confined to the amendment under consideration although during debate a Councillor may foreshadow a motion or amendment.
- 8.8.11 Once an amendment has been moved and seconded, it cannot be withdrawn without the consent of the meeting.

CHCC Policy/Protocol

8.9 How Subsequent Amendments may be Moved

If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one motion and one proposed amendment can be before the council at any one time.

Reg 247

8.10 *Foreshadowed Motions or Amendments*

- 8.10.1 Foreshadowed motions and amendments will be considered in the order they were notified to the meeting.
- 8.10.2 The Chairperson may exercise discretion and recommend to the meeting a change of order for foreshadowed motions or amendments.
- 8.10.3 Foreshadowed motions or amendments are still subject to the Clause 8.3 (to be moved and seconded).

CHCC Policy/Protocol

8.11 *Motions Without Notice*

Giving notice of business

- 8.11.1 Despite subclause 8.1.1 (Notice of Motion requirements), business may be transacted at a meeting of a council even though due notice of the business has not been given to the Councillors. However, this may only occur if:
 - (a) a motion is passed to have the business transacted at the meeting, and
 - (b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.
- 8.11.2 Subject to the conditions of subclause (1) above being fulfilled then a motion can be moved without notice.
- 8.11.3 If, after the Councillor has addressed the council, the Chairperson has ruled the matter is of great urgency, then the motion is moved, seconded, debated and voted on.
- 8.11.4 If the Chairperson rules the motion is not urgent, then no further debate on the matter is to be permitted.
- 8.11.5 If the Chairperson rules the motion is not urgent, a Councillor may move a Motion of Dissent.

Reg 241(3)

CHCC Policy/Protocol

8.12 *Motions following a Question on Notice*

Where an answer has been provided to a question on notice and a Councillor seeks to move a motion arising from that question and considered by Council, notice should be given to the General Manager in the usual way. The General Manager can include the item on the agenda for the next meeting. If the matter is urgent, it could be dealt with as in 8.11 above.

8.13 Participating in the Debate and the Reading of Speeches

The common law rules of natural justice or procedural fairness require Councillors to approach their administrative decision making with an open mind to ensure that they act fairly and impartially, in good faith, listening to both sides of any argument that is put to them for consideration.¹ With this in mind:

- 8.13.1 Reading of speeches is to be kept to a minimum. Councillors are bound to bring an open mind to the debate on an issue and an indicator of this is that despite having a preference for a particular outcome, the merits of the debate and individual views are considered within decision making and included in speeches.

- 8.13.2 An exception to this may be made in the case of the mover's original speech particularly if the item is technical and is presenting facts on which the subsequent debate will be based.

CHCC Policy/Protocol

¹ Ensuring Unbiased Democratic Council Decision Making – 2013, cl F. Published by Local Government Victoria

9.0 Procedural Motions

9.1 *Motions of Dissent*

- 9.1.1 A Councillor can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 9.1.2 If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 9.1.3 Despite clause 8.4 of this Code, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Reg 248

Note:The Chairperson shall put the motion as “that the Chairperson’s ruling be upheld”.

9.2 *Putting the Motion or Amendment*

Limitation as to number of speeches

- 9.2.1 A Councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or
 - (b) if at least 2 Councillors have spoken in favour of the motion or amendment and at least 2 Councillors have spoken against it.
- 9.2.2 The Chairperson must immediately put to the vote, without debate, a motion moved. A seconder is not required for such a motion.
- 9.2.3 If a motion that the original motion or an amendment be now put is passed, the Chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised his or her right of reply.
- 9.2.4 If a motion that the original motion or an amendment be now put is rejected, the Chairperson must allow the debate on the original motion or the amendment to be resumed.

Reg 250(4)-(7)

10.0 Order at Meetings

10.1 Questions of Order

The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so.

- 10.1.1 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the Chairperson to the matter.
- 10.1.2 The Chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 10.1.3 The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Reg 255

10.2 Act of Disorder by Councillor

- 10.2.1 A Councillor commits an act of disorder if the Councillor, at a meeting of a council or a committee of a council:
 - (a) contravenes the Act or any regulation in force under the Act, or
 - (b) assaults or threatens to assault another Councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or committee, or addresses or attempts to address the council or committee on such a motion, amendment or matter, or
 - (d) insults or makes personal reflections on or imputes improper motives to any other Councillor, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or committee into contempt.
- 10.2.2 The Chairperson may require a Councillor:
 - (a) to apologise without reservation for an act of disorder referred to in subclause (1) (a) or (b), or
 - (b) to withdraw a motion or an amendment referred to in subclause (1) (c) and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for an act of disorder referred to in subclause (1) (d) or (e).
- 10.2.3 A Councillor may, as provided by section 10 (2) (a) or (b) of the Act, be expelled from a meeting of a council having failed to comply with a requirement under subclause (2). The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

Reg 256

10.3 Act of Disorder by Others not being Councillors

The definitions of “disorder” and “disorderly conduct” for the purpose of the Act and Regulation will be that of “behaviour which causes disturbance or annoyance to others present or any breach of decorum which tends to disturb the peace or interfere with the comfort of people”.

CHCC Resolution 99/2007

10.4 Disorder at Meetings – Adjournment/Expulsion

How disorder at a meeting may be dealt with

- 10.4.1 If disorder occurs at a meeting of a council, the Chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the Chair. The council, on reassembling, must, on a question put from the Chairperson, decide without debate whether the business is to be proceeded with or not. This subclause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.
- 10.4.2 A member of the public may, as provided by section 10 (2) (a) or (b) of the Act, be expelled from a meeting of a council for engaging in or having engaged in disorderly conduct at the meeting.

Reg 257

10.5 Effect of Expulsion

A person (whether a Councillor or another person) is not entitled to be present at a meeting of the council or committee if expelled from the meeting:

- 10.5.1 by resolution of the meeting, or
- 10.5.2 by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

LGA s.10 (2) (a-b)

10.6 Power to Remove Persons from Council Meeting

- 10.6.1 The power to expel a person or persons from a meeting of council, or from a committee of council of which all members are Councillors, may be exercised by any person presiding at that meeting.

CHCC Resolution 99/2007

- 10.6.2 If a Councillor or a member of the public fails to leave the place where a meeting of a council is being held:
- (a) immediately after the council has passed a resolution expelling the Councillor or member from the meeting, or
 - (b) where the council has authorised the person presiding at the meeting to exercise the power of expulsion - immediately after being directed by the person presiding to leave the meeting

A police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the Councillor or member from that place and, if necessary, restrain the Councillor or member from re-entering that place.

Reg 258

- 10.6.3 For the purposes of sub-section (2), a person authorised to enforce a decision of expulsion will mean the Rangers, private security guards, General Manager, or his delegate, and that all these persons are authorised to remove the person subject to an expulsion decision from the meeting, without prior consultation or delegation by council or the person presiding at that meeting.

CHCC Resolution 99/2007

- 10.6.4 To assist in the enforcement of expulsion powers as may be exercised by duly authorised persons, professional security personnel will attend council meetings as deemed necessary by, and at the discretion of, the General Manager.

CHCC Resolution 99/2007

11.0 Closed Meetings

11.1 *Motion to Close Part of the Meeting*

Which parts of a meeting can be closed to the public?

A council, or a committee of the council of which all the members are Councillors, may close to the public so much of its meeting as comprises:

- (a) the discussion of any of the matters listed in subclause (1) – (*Clause 11.2*), or
- (b) the receipt or discussion of any of the information so listed.

LGA s.10A(1)

A motion to move to closed session to deal with the item for the specific reason from Section 10A(2) of the Act may be moved

The motion when put, if carried, requires the Chairperson inform the press and public to depart the Chamber. If lost, the matter can rest or a motion to deal with the information in open meeting can be moved. (A cautionary note is offered that the debate is restricted to the motion not the content of the confidential information).

The agenda must give sufficient information for the public to be aware of what is to be discussed in closed session and specifically refer to the reason for dealing with the matter by identifying it from LGA s. 10A (2)(a) to (g) of the Act.

DLG Practice Note 16/2009

11.2 *Grounds to Close Meetings*

11.2.1 The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than Councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (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,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, Councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.

- 11.2.2 A council, or a committee of the council of which all the members are Councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

LGA s.10A(2)-(3)

11.3 Limitations to Closing Meetings

A meeting is not to be closed during the discussion:

- 11.3.1 except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- 11.3.2 if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

LGA s.10B(1)

11.4 Discussion of Legal Matters

A meeting is not to be closed during the receipt and consideration of information or advice referred to in Section 10A(2)(g) of the Act unless the advice concerns legal matters that:

- 11.4.1 are substantial issues relating to a matter in which the council or committee is involved, and
- 11.4.2 are clearly identified in the advice, and
- 11.4.3 are fully discussed in that advice.

LGA s.10B(2)

11.5 Motions to Close other Parts of a Meeting

If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in Section 10A (3) of the Act), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is a matter referred to in Section 10A (2) of the Act).

LGA s.10B(3)

11.6 Matters of Public Interest

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- 11.6.1 a person may misinterpret or misunderstand the discussion, or

11.6.2 the discussion of the matter may:

- (a) cause embarrassment to the council or committee concerned, or to Councillors or to employees of the council; or
- (b) cause a loss of confidence in the council or committee.

LGA s.10B(4)

11.7 Department Guidelines for Meeting Closure

In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must have regard to any relevant guidelines issued by the Director-General.

LGA s.10B(5)

11.8 Representation by Public Before a Council Meeting is Closed

11.8.1 A council, or a committee of council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

LGA s.10A(4)

11.8.2 A representation at a council meeting by a member of the public as to whether a part of the meeting should be closed to the public can only be made for a fixed period immediately after the motion to close the part of the meeting is moved and seconded.

11.8.3 That period is as fixed by the council's code of meeting practice. (if the council does not have a code of meeting practice or its code of meeting practice does not fix that period) as fixed by resolution of the council. Different periods can be fixed according to the different types of matters to be discussed or received and discussed at closed parts of meetings.

Reg 252(1)-(2)

11.9 Specifying Grounds for Closing Meetings

11.9.1 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.

11.9.2 The grounds must specify the following:

- (a) the relevant provision of Section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

LGA s.10D(1)-(2)

11.10 Notice of Closure not required in Urgent Cases

Part of a meeting of a council, or of a committee of the council of which all the members are Councillors, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed, but only if:

11.10.1 it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in section 10A (2) of the Act, and

11.10.2 the council or committee, after considering any representations made under section 10A (4) of the Act, resolves that further discussion of the matter:

- (a) should not be deferred (because of the urgency of the matter), and;
- (b) should take place in a part of the meeting that is closed to the public.

LGA s.10C

11.11 Conclusion of Closed Meeting

At the conclusion of business in closed Council, Council must resolve that the meeting be open to the public.

DLG Prac Note 16/2009

11.12 Resolutions to be Made Public

If a council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must make the resolution public as soon as practicable after the meeting or part of the meeting has ended.

Reg 253

12.0 Voting and Decisions of Council

12.1 *What Constitutes a Decision of the Council?*

A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

LGA s.371

- 12.1.1 The names of those who voted for the motion and those who vote against it will be recorded in the minutes for all matters before council.

CHCC Policy/Protocol

12.2 *Invalidation of Council and Committee Decisions*

Proceedings at a meeting of a Council or a Council Committee are not invalidated because of:

- 12.2.1 a vacancy in a civic office, or
- 12.2.2 a failure to give notice of the meeting to any Councillor or Committee member, or
- 12.2.3 any defect in the election or appointment of a Councillor or Committee member, or
- 12.2.4 a failure of a Councillor or Committee member to disclose a pecuniary interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council meeting in accordance with Section 451 of the Local Government Act, or
- 12.2.5 a failure to comply with the Code of Meeting Practice.

LGA s. 374

12.3 *Voting Entitlements of Councillors and Chairperson's Casting Vote*

What are the voting entitlements of Councillors?

Each Councillor is entitled to one vote. If the voting on a matter is equal, the chairperson has a second or 'casting' vote. This is in addition to any vote the chairperson has as a Councillor.

There is nothing in the legislation to say how a casting vote is to be used. The chairperson does not need to vote the same way on their first and second vote.

LGA s.370

DLG practice note 16/2009

12.4 *Abstentions to be Counted*

Voting at council meetings

- 12.4.1 A Councillor who is present at a meeting of a council but who fails to vote on a motion put to the meeting is taken to have voted against the motion. (This subclause does not apply to a Councillor who does not vote because he or she has a pecuniary interest in the subject matter of the motion.)
- 12.4.2 If a Councillor who has voted against a motion put at a council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the council's minutes.

Reg 251

12.5 *Divisions*

Conducting a Division

- 12.5.1 The decision of the Chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than 2 Councillors rise and demand a division.
- 12.5.2 When a division on a motion is demanded, the Chairperson must ensure that the division takes place immediately.
- 12.5.3 The General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the council's minutes.

Reg 251

12.6 *Planning Decisions – Division Required*

A division is always required whenever a motion for a planning decision is put to the vote at a meeting of Council or a meeting of a council committee.

LGAs.375A

12.7 *Voting at Council Excepting Elections*

Voting at a council meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the council may resolve that the voting in any election by Councillors for Deputy Mayor is to be by secret ballot.

Reg 251(5)

12.8 Items by Exception (en globo)

- 12.8.1 Council may deal with officers reports individually or by exception (en globo). This is where Council adopts the recommendation contained within the officers reports with no discussion on the matter.
To enable Council to expedite its business, Council may, by resolution, deal with its business *En Globo*
- 12.8.2 The Chairperson requests each Councillor to call for consideration any officers reports on the agenda they wish to discuss, then by a Council resolution each of the recommendations in the remaining staff reports (those not called) are adopted en globo.
- 12.8.3 All officers reports can be dealt with by exception including confidential reports after which, in accordance with clause 11.12, the General Manager will read out the resolutions of those confidential reports.
- 12.8.4 Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a report, that Councillor must leave the Council Chamber and not vote on the resolution to adopt the reports en globo.
- 12.8.5 The items dealt with by exception will be adopted unanimously unless any Councillor, at the time of voting, clearly indicates that he/she wants his/her name counted in the vote against a particular item.

CHCC Policy/Protocol

12.9 Voting at Committees

Voting procedure in committees

- 12.9.1 Subject to subclause (3), each committee of a council may regulate its own procedure.
- 12.8.2 Without limiting subclause (1), a committee of a council may decide that, whenever the voting on a motion put to a meeting of the committee is equal, the Chairperson of the committee is to have a casting vote as well as an original vote.
- 12.9.3 Voting at a committee meeting is to be by open means (such as on the voices or by show of hands).

Reg 265

12.10 Rescinding or Altering Resolutions of the Council

- 12.10.1 A resolution passed by a council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with the regulations made under section 360 of the Act and, if applicable, the council's code of meeting practice.
- 12.10.2 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Attachment 2

- 12.10.3 If a motion has been negated by a council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with the council's code of meeting practice.
- 12.10.4 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negated by the council, must be signed by 3 Councillors if less than 3 months has elapsed since the resolution was passed, or the motion was negated, as the case may be.
- 12.10.5 If a motion to alter or rescind a resolution has been negated, or if a motion which has the same effect as a previously negated motion, is negated, no similar motion may be brought forward within 3 months. This subsection may not be evaded by substituting a motion differently worded, but in principle the same.
- 12.10.6 A motion to which this section applies may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.
- 12.10.7 The provisions of this section concerning negated motions do not apply to motions of adjournment.

LGA s.372

13.0 Committees of Council

13.1 *Committee of Whole of Council*

Committee of council

13.1.1 A council may resolve itself into a committee to consider any matter before the council.

LGA s.373

13.1.2 Committees of council which membership consists of the full council will:

- (a) Commence as a full council meeting.
- (b) Resolve into committee of the whole for the purpose of considering the committee's report.
- (c) Recommend to return to full council to adopt or reject the recommendations of the committee of the whole.

13.1.3 Committees of council which membership does not consist of the full council, will make recommendations or pass resolutions (pursuant to approved delegations), for either adoption or confirmation at the next meeting of council, where practical.

CHCC Policy/Protocol

13.2 *Committee of the Whole*

13.2.1 All the provisions of this Regulation relating to meetings of a council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provision limiting the number and duration of speeches.

13.2.2 The General Manager or, in the absence of the General Manager, an employee of the council designated by the General Manager is responsible for reporting to the council proceedings in committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.

13.2.3 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

Reg 259

13.3 *Functions of the Committees*

A council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Reg 261

13.4 Notice of Committee Meetings to be Given

- 13.4.1 The General Manager of a council must send to each Councillor, at least 3 days before each meeting of the committee, a notice specifying:
- (a) the time and place at which and the date on which the meeting is to be held, and
 - (b) the business proposed to be transacted at the meeting.
- 13.4.2 However, notice of less than 3 days may be given of a committee meeting called in an emergency.

Reg 262

13.5 Councillors Entitled to Attend Committee Meetings

Non-members entitled to attend committee meetings

- 13.5.1 A Councillor who is not a member of a committee of a council is entitled to attend, and to speak at, a meeting of the committee.
- 13.5.2 However, the Councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Reg 263

13.6 Chairperson and Deputy Chairperson of Committees

- 13.6.1 The Chairperson of each committee of the council must be:
- (a) the Mayor, or;
 - (b) if the Mayor does not wish to be the Chairperson of a committee - a member of the committee elected by the council, or;
 - (c) if the council does not elect such a member - a member of the committee elected by the committee.
- 13.6.2 A council may elect a member of a committee of the council as deputy Chairperson of the committee. If the council does not elect a deputy Chairperson of such a committee, the committee may elect a deputy Chairperson.
- 13.6.3 If neither the Chairperson nor the deputy Chairperson of a committee of a council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting Chairperson of the committee.
- 13.6.4 The Chairperson is to preside at a meeting of a committee of a council. If the Chairperson is unable or unwilling to preside, the deputy Chairperson (if any) is to preside at the meeting, but if neither the Chairperson nor the deputy Chairperson is able or willing to preside, the acting Chairperson is to preside at the meeting.

Reg 267

13.7 Representation by Public Before Closure of Committee Meeting

13.7.1 A representation at a committee meeting by a member of the public as to whether a part of the meeting should be closed to the public can only be made for a fixed period immediately after the motion to close the part of the meeting is moved and seconded.

13.7.2 That period is as fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that period) as fixed by resolution of council. Different periods can be fixed according to the different types of matters to be discussed or received and discussed at closed parts of committee meetings.

Reg 264

Reg 265

13.8 Absence from Committee Meetings

13.8.1 A member (other than the Mayor) ceases to be a member of a committee if the member:

- (a) has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

13.8.2 Subclause (1) does not apply in respect of a committee that consists of all of the members of the council.

Reg 268

Note: The expression *year* means the period beginning 1 July and ending the following 30 June as noted in the Dictionary to the Local Government Act.

13.9 Disorder in Committee Meetings

The provisions of the Act and of the Regulation relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Reg 270

13.10 Certain Persons may be Expelled from Council Committee meetings

13.10.1 If a meeting or part of a meeting of a committee of a council is closed to the public in accordance with section 10A of the Act, any person who is not a Councillor may be expelled from the meeting as provided by section 10 (2) (a) or (b) of the Act.

13.10.2 If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is

being held, a police officer, or any person authorised for the purpose by the council, committee or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.

Reg 271

13.11 Committees to Keep Minutes

13.11.1 Each committee of a council must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) details of each motion moved at a meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment is passed or lost.

13.11.2 As soon as the minutes of an earlier meeting of a committee of the council have been confirmed at a later meeting of the committee, the person presiding at the later meeting must sign the minutes of the earlier meeting.

Reg 266

13.12 Reports of Committees

13.12.1 If in a report of a committee of the council distinct recommendations are made, the decision of the council may be made separately on each recommendation.

13.12.2 The recommendations of a committee of the council are, so far as adopted by the council, resolutions of the council.

13.12.3 If a committee of a council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must:

- (a) make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and;
- (b) report the resolution or recommendation to the next meeting of the council.

Reg 269

14.0 Minutes and Access to Information

14.1 Minutes of Meeting

14.1.1 The council must ensure that full and accurate minutes are kept of the proceedings of a meeting of the council.

14.1.2 The minutes must, when they have been confirmed at a subsequent meeting of the council, be signed by the person presiding at that subsequent meeting.

LGA s.375

14.2 Matters to be included in Minutes of Council Meeting

The General Manager must ensure that the following matters are recorded in the council's minutes:

14.2.1 details of each motion moved at a council meeting and of any amendments moved to it,

14.2.2 the names of the mover and seconder of the motion or amendment,

14.2.3 whether the motion or amendment is passed or lost.

Reg 254

14.2.4 the circumstances and reasons relating to the absence of a quorum together with the names of the councillors present.

Reg 233 (3)

14.2.5 the dissenting vote of a councillor, if requested.

Reg 251 (2)

14.2.6 the grounds for closing part of a meeting to the public.

LGASec10D

14.2.7 the report of a council committee leading to a rescission or alteration motion.

LGASec 372 (6)

14.2.8 the disclosure to a meeting by a councillor of a pecuniary interest.

LGASec 453

14.2.9 a report of the proceedings of the committee of the whole, including any recommendations of the committee.

Reg 259 (3)

14.2.10 sufficient detail to indicate the nature of any resolution made in a closed part of a meeting

DLG Prac Note 16/2009

Note: Section 375(1) of the Act requires a council to ensure that full and accurate minutes are kept of the proceedings of a meeting of the council (other provisions of this Regulation and of the Act require particular matters to be recorded in a council's minutes).

14.3 Inspection of the Minutes of a Council or Committee Meeting

- 14.3.1 An inspection of the minutes of a council or committee of a council is to be carried out under the supervision of the General Manager or an employee of the council designated by the General Manager to supervise inspections of those minutes.
- 14.3.2 The General Manager must ensure that the minutes of the council and any minutes of a committee of the council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

Reg 272

Note: The Government Information (Public Access) Act 2009 confers a right (restricted in the case of closed parts of meetings) to inspect the minutes of a council or committee of a council.

The minutes of a meeting of Council will be made available on Council's website at www.coffsharbour.nsw.gov.au as soon as practicable after the Council meeting.

CHCC Policy/Protocol

14.4 Disclosure and Misuse of Information

- 14.4.1 A person must not disclose any information obtained in connection with administration or execution of the Act unless that disclosure is made:
 - (a) with the consent of the person from whom the information was obtained; or
 - (b) in connection with the administration or execution of the Act, or
 - (c) for the purposes of any legal proceedings arising out of the Act or of any report of any such proceedings, or
 - (d) in accordance with a requirement imposed under the *Ombudsman Act 1974* or the *Government Information (Public Access) Act 2009*, or
 - (e) with other lawful excuse.
- 14.4.2 In particular, if part of a meeting of a council or a committee of a council is closed to the public in accordance with Section 10A(1) of the Act, a person must not, without the authority of the council or the committee, disclose (otherwise than to the council or a Councillor of the council) information with respect to the discussion at, or the business of, the meeting.
- 14.4.3 Subsection (2) does not apply to:
 - (a) the report of a committee of a council after it has been presented to the council, or
 - (b) disclosure made in any of the circumstances referred to in subsection (1)(a)-(e), or
 - (c) disclosure made in circumstances prescribed by the regulations, or
 - (d) any agenda, resolution or recommendation of a meeting that a person is entitled to inspect in accordance with the Government Information (Public Access) Act 2009.

- 14.4.4 A person acting in the administration or execution of this Act must not use, either directly or indirectly, information acquired by the person in that capacity, being information that is not generally known, for the purpose of gaining either directly or indirectly a financial advantage for the person, the person's spouse or de facto partner or a relative of the person.
- 14.4.5 A person acting in the administration or execution of this Act, and being in a position to do so, must not, for the purpose of gaining either directly or indirectly an advantage for the person, the person's spouse or de facto partner or a relative of the person, influence:
 - (a) the determination of an application for an approval, or
 - (b) the giving of an order.

LGA s.664

14.5 Recording of Meetings by the Council

- 14.5.1 The proceedings, including all debate, of all Council and Standing Committee Meetings in Open Session shall be suitably tape recorded.
- 14.5.2 Reproductions of the proceedings in Open Session shall be placed on Council's website.
- 14.5.3 Written transcriptions of such proceedings shall not be available.
- 14.5.4 Reproductions of Meetings shall be stored in accordance with the State Records General Disposal Authority – Local Government Records – GDA10 may be destroyed two (2) years after the date of the Meeting.

CHCC Policy/Protocol

15.0 Workshops/Briefings

15.1 Attendance at Workshops

Council can hold workshops (or briefing sessions), involving Councillors, staff and invited participants to provide background information to Councillors on issues. These workshops are informal gatherings and should not be used for detailed or advanced discussions. Workshops are a means which enable Councillors to bring an informed mind to the appropriate decision-making forum.

DLG practice note 16/2009

Workshops are to be chaired by the General Manager or another senior council officer and are not compulsory for Councillors to attend, though every Councillor should be invited. Any information distributed at a workshop, must also be distributed to any Councillor who is not present.

DLG Circ 10/10

All matters and discussions at Councillor briefings / workshops which on the day are stated as confidential are to be treated as confidential by all participants. Any confidential documents distributed are to be marked as 'confidential'. In accordance with Coffs Harbour City Council's Code of Conduct section 10.5, the information is only to be used for the purpose it is intended to be used.

CHCC Policy/Protocol



REPORT TO ORDINARY COUNCIL MEETING

ASSISTANCE FOR COFFS COAST REGIONAL DISABILITY ASSOCIATION

Motion:

Cr Cowling has given notice of her intention to move the following:

That the Council supply help with the minutes, a meeting room and the funds to Department of Fair Trading for the Annual Statement of the Coffs Coast Regional Disability Association.

Rationale:

The Disability Association has a fantastic group of people that are prepared to advocate for those that are not able to. The group are asking for these things to make life easier not harder for themselves. The amount being asked for is not an impossible task as can be seen from the list

Staff Comment:

Council has up until recently provided secretariat resourcing and a meeting room to the Coffs Coast Regional Disability Association (CCRDA).

These secretariat arrangements are under review as Council does not currently provide this level of secretariat support to other incorporated associations in the local government area due to available resources.

The CCRDA Committee are recommended to apply to Council's Donation Program for consideration of payment of the annual fee estimated in the range of \$54-\$87 if they do not have funds available.

Staff have been part of discussions with the CCRDA to explore partnerships with other local disability advocacy organisations.

Council staff will be available to continue to facilitate and provide guidance to the CCRDA to explore any potential partnerships with other community organisations/groups should the CCRDA wish to progress this option.

Council is at this time able to continue to supply a meeting room for the CCRDA on a monthly basis.



REPORT TO ORDINARY COUNCIL MEETING

2015 DISCLOSURE OF INTEREST BY COUNCILLORS AND DESIGNATED PERSONS

REPORTING OFFICER: Group Leader Governance Services
DIRECTOR: General Manager
COFFS HARBOUR 2030: LC 3.1 Council Supports the Delivery of High Quality, Sustainable Outcomes for Coffs Harbour
ATTACHMENTS: Nil

Recommendation:

That the Register of Disclosures by Councillors and designated persons for the period July 2014 – June 2015, as tabled, be noted.

EXECUTIVE SUMMARY

Section 449(3) of the Local Government Act 1993 requires councillors (and designated persons) who hold that position on 30 June in each year to lodge a "*Disclosures by Councillors and Designated Persons Return*". All current Councillors who held office at 30 June and have been re-elected, and designated officers, should have lodged such a return with their General Managers by 30 September 2015. These returns are to be tabled at the first meeting following the last day for lodgement.

This report is to advise of the tabling of these returns.

REPORT

Description of Item:

To table the Register of Returns received in accordance with s450A *Local Government Act* (1993).

Councillors, General Managers, Senior Staff and other designated persons as at 30 June 2015, are required to lodge a completed Disclosure Return by 30 September 2015 of pecuniary interests and other matters.

Designated persons identified by Council include the General Manager, all Directors and Managers, staff authorised to order goods over \$20,000, staff involved in strategic planning, staff involved in assessing/issuing consents to development applications, staff involved in compliance activities or the issuing of orders and staff involved in contractual functions.

In addition, s449 (1) of the Local Government Act states:

- (1) *A councillor or designated person must complete and lodge with the general manager, within 3 months after becoming a councillor or designated person, a return in the form prescribed by the regulations.*

The following positions have been identified with a requirement to complete the return:

Airport Manager
Biodiversity Officer
Building & Development Officer
Compliance Officer - Swimming Pool Inspector
Coordinator Plant
Coordinator Plant Administration
Councillors
Developer Contributions Coordinator
Development, Building & Compliance Officer
Director – Business Services
Director Sustainable Communities
Director Sustainable Infrastructure
EHO Coordinator Onsite Sewerage Management Systems
Environmental Health Officer
Gallery & Museum Curator - Director
General Manager
Group Leader Asset Construction & Maintenance
Group Leader Business Systems
Group Leader Community & Cultural Services
Group Leader Customer Services
Group Leader Financial Management
Group Leader Governance Services
Group Leader Organisation Development
Group Leader Strategic Asset Management
Group Leader Sustainable Places
Inspector - Onsite Sewerage Management Systems

Inspector - Onsite Sewerage Management Systems / EHO
Inventory Supply Officer
Manager - Holiday Parks & Reserves
Manager Business Transformation
Manager Environmental Laboratory
Manager Telecommunications & New Technology
Planner - Development Assessment
Project Engineer
Project Manager Development
Property Development Manager
Property Manager
Purchasing & Supply Manager
Purchasing Officer
Ranger - Multi Function
Ranger - Single Function
Risk Coordinator
Roads Program Engineer
Section Leader Asset Planning & Projects
Section Leader Community Programs
Section Leader Compliance & Regulatory Enforcement
Section Leader Customer Experience
Section Leader Development Assessment
Section Leader Financial Planning
Section Leader Financial Services
Section Leader Industry & Destination Development
Section Leader Infrastructure Construction
Section Leader Infrastructure Maintenance – Roads & Open Space
Section Leader Infrastructure Maintenance Water & Sewer
Section Leader Local Planning
Section Leader Mechanical & Electrical
Senior Development, Building & Compliance Officer
Senior Engineering Inspector
Senior Purchasing Officer
Senior Ranger
Senior Weeds Inspector
Strategic Planner
Strategic Planning Engineer – Water
Sub Division Contracts Inspector
Team Leader - Building Services
Team Leader - Environmental Health
Team Leader - Planner Development Assessment
Team Leader - Rangers
Team Leader - Strategic Planner
Team Leader Biodiversity Officer
Team Leader Lifeguard Services
Team Leader Waste Services

Team Leader Water
Weeds Inspector

Issues:

A register containing all disclosures will be tabled at this meeting for inspection by any Councillors.

The register will now be held as a permanent record and available for public inspection.

Options:

Adopt the recommendation provided to Council.

Sustainability Assessment:

- **Environment**

This is not applicable to this report.

- **Social**

This is not applicable to this report.

- **Civic Leadership**

The purpose of these provisions is to ensure transparency and accountability in local government decision making. This is consistent with the *Coffs Harbour 2030 Community Strategic Plan strategy LC3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour*. The obligations upon Councillors, General Manager, Senior Staff and other designated persons are as much a protection for them as it is for the community in the review of Council's decisions, and one of the important mechanisms in enhancing public confidence in local administration.

- **Economic**

Broader Economic Implications

This is not applicable to this report.

Delivery Program/Operational Plan Implications

This is not applicable to this report.

Risk Analysis:

This is not applicable to this report.

Consultation:

This is not applicable to this report.

Related Policy, Precedents and / or Statutory Requirements:

Sections 449 and 450A of the Local Government Act 1993 cover the compulsory lodgment of Pecuniary Interest annual returns. The Act details specific responsibilities of the General Manager in relation to the collection, reporting, tabling and public accessibility of the returns.

Implementation Date / Priority:

Implementation is immediate.

Conclusion:

That the tabling of the Disclosure of Interest returns for 2015 be noted.



REPORT TO ORDINARY COUNCIL MEETING

PLANNING PROPOSAL PP_2015_COFFS_003_00 - REVIEW OF COFFS HARBOUR LOCAL ENVIRONMENTAL PLAN 2013

REPORTING OFFICER:	Sustainable Planning Officer
DIRECTOR:	Director, Sustainable Communities
COFFS HARBOUR 2030:	LC3.1 Council supports the diversity of high quality, sustainable outcomes for Coffs Harbour
ATTACHMENTS:	ATT1 LEP 2013 Review – Revised Planning Proposal ATT1A LEP 2013 Review – Land Zoning Maps ATT1B LEP 2013 Review – Lot Size Maps ATT1C LEP 2013 Review – Floor Space Ratio Maps ATT1D LEP 2013 Review – Heritage Maps ATT1E LEP 2013 Review – Height of Buildings Maps ATT1F LEP 2013 Review – Additional Permitted Uses Maps ATT1G LEP 2013 Review – Issues Summary ATT2 LEP 2013 Review – Gateway Determination ATT3 CONFIDENTIAL LEP 2013 Review – Submissions ATT4 LEP 2013 Review – Submission Responses

Recommendation:

1. That Council endorse and forward a revised Planning Proposal PP_2015_Coffs_003_00 - Review of Coffs Harbour Local Environmental Plan 2013 to NSW Planning and Environment, seeking an amended “Gateway Determination” for the correction of minor provisions in Coffs Harbour Local Environmental Plan 2013 (Attachment 1).
2. That Council request that the Secretary of the NSW Department of Planning and Environment endorse the continuation of a “Written Authorisation to Council to Exercise Delegation” of the plan making functions under section 59 of the Environmental Planning and Assessment Act in respect of the revised Planning Proposal.
3. That the NSW Department of Planning and Environment be advised that due to the minor nature of the objections received during the consultation period, Council does not consider it necessary to publicly re-exhibit the revised Planning Proposal.
4. That should the NSW Department of Planning and Environment issue an amended Gateway Determination with a written authorisation to exercise delegation, that Council delegates to the General Manager the authority issued by the NSW Department of Planning and Environment to exercise the functions of the Minister under Section 59 of the Environmental Planning and Assessment Act 1979 for the purposes of finalising this Planning Proposal.
5. That Council continues to consult with the NSW Department of Planning and Environment on the terms of the amendment to Coffs Harbour Local Environmental Plan 2013, to ensure its consistency with the objectives, outcomes and provisions of the Planning Proposal.
6. That the landowners and where relevant, their consultant/s, be informed of Council’s decision.



REPORT TO ORDINARY COUNCIL MEETING

EXECUTIVE SUMMARY

The objective of this report is to provide Council with a review of submissions received during the exhibition period for Planning Proposal (PP) PP_2015_Coffs_003_00, being the first of a planned series of regular performance reviews of Coffs Harbour Local Environmental Plan (LEP) 2013.

The review of Coffs Harbour LEP 2013 is considered necessary to ensure that it provides the most up to date and accurate information as it applies to development in the Coffs Harbour local government area (LGA).

Council has received seven submissions (including five objections) during the consultation period of this PP. While the initial PP proposed 25 minor amendments to Coffs Harbour LEP 2013, the revised PP presented in this report proposes 24 minor amendments to Coffs Harbour LEP 2013.

As a result, in order to progress the PP Council needs to write to the NSW Department of Planning and Environment (P&E) and request the issue of an amended Gateway Determination.

REPORT

Description of Item:

Coffs Harbour LEP 2013 was made by P&E on 27 September 2013. Coffs Harbour LEP 2013 replaced LEP 2000 as the primary planning tool to shape the future of local development in the LGA. A Strategic Management Plan (SMP) was also prepared to inform the transition between LEP 2000 and Coffs Harbour LEP 2013. One of the recommendations of the SMP was to monitor and conduct a regular review of the new LEP.

Since the gazettal of Coffs Harbour LEP 2013, a number of drafting anomalies and issues relating to legislative changes have become apparent. This is the first of a planned series of regular reviews of this kind under Coffs Harbour LEP 2013.

There are numerous changes proposed in the review. The proposals are recommended to keep the LEP up-to-date and accurate and to provide the best balance in effective planning to achieve and facilitate good development outcomes.

• Gateway Determination

The PP was reported to Council on 12 March 2015, with Council resolving as follows:

1. *Council endorse, and forward the subject Planning Proposal to NSW Planning and Environment, seeking a "gateway determination" for the amendment of minor provisions to Coffs Harbour Local Environmental Plan 2013, as shown in Attachment 1 of this report.*
2. *Council request that the Secretary of the NSW Department of Planning and Environment issue a Written Authorisation to Council to Exercise Delegation of the plan making functions under section 59 of the Environmental Planning and Assessment Act in respect of the Planning Proposal.*
3. *Following the gateway determination by the NSW Department of Planning and Environment, Council resolve to publicly exhibit the Planning Proposal.*
4. *A further report be considered by Council following the public exhibition.*

The PP was progressed to NSW Planning and Environment (P&E) on 17 March 2015. P&E issued a Gateway Determination (Attachment 2) on 10 April 2015 allowing for the public exhibition of the PP.

• Consultation Period

The PP was placed on public exhibition from 10 June 2015 to 8 July 2015 for a period of 28 days. Seven submissions were received as part of the public exhibition process (see Attachment 3).

The PP has been revised as a result of the issues raised during the consultation period. A revised PP is now recommended for endorsement by Council, and Council must decide whether to support the final revised PP by adopting the draft maps shown in Attachment 1A-F. P&E would then have to issue an amended Gateway Determination for the PP to proceed.

Issues:

• **Issues Surrounding Coffs Harbour LEP 2013 Maps, Clauses and Schedules**

The proposed amendments seek to keep Coffs Harbour LEP 2013 up-to-date and accurate. The issues that have led to the amendments to Coffs Harbour LEP 2013 are further summarised in an “Issue Summary Document”, included as Appendix B to the revised Planning Proposal (see Attachment 1G).

• **Submissions Received during Consultation Period**

As mentioned above, the PP was placed on public exhibition from 10 June 2015 to 8 July 2015 for a period of 28 days. Seven submissions were received as part of the public exhibition process (see Confidential Attachment 3), with a breakdown of submissions as follows:

- three objections from the public,
- one objection from the NSW Office of Environment and Heritage,
- one objection from NSW Roads and Maritime Services,
- one neutral submission (no issues) from the NSW National Parks and Wildlife Service, and
- one neutral submission (no issues) from the NSW Rural Fire Service.

The issues raised within the submissions are discussed in Attachment 4 – Submission Responses.

• **Amended Gateway Determination**

Consideration of the issues raised during the public exhibition period of this PP has resulted in a suggested reduction in the number of proposed amendments (25 reduced to 24). Should Council support this reduction in the number of proposed amendments, the Gateway Determination will need to be amended as it specifically refers to “25” amendments. Council will have to write to P&E and request the issue of an amended Gateway Determination. This would also require Council to request the continuation of a “Written Authorisation to Council to Exercise Delegation” in order for Council to continue to exercise the functions of the Minister for Planning in respect to the administration of this PP.

Council will also need to advise P&E that due to the minor nature of the objections received during the consultation period, Council does not consider it necessary to publicly re-exhibit the Planning Proposal.

Options:

Council has the following options available to progress this matter:

1. Consult with P&E as outlined above and proceed with the preparation of the revised PP as recommended.
2. Proceed with the preparation of the PP with further amendments or alternatives to the contents of the report.
3. Not proceed with the preparation of the PP.

Sustainability Assessment:

Any amendment to Coffs Harbour LEP 2013 needs to address environmental, social, civic leadership and economic sustainability criteria as follows:

- **Environment**

Coffs Harbour LEP 2013 continues to provide greater certainty and transparency as to where development opportunities exist. The identification of environmental hazards, such as acid sulfate soils and flood-prone lands, has directed development away from these sensitive areas as well as providing a clear direction for investment opportunities.

The PP aims to ensure the City's development is carried out in an environmentally sustainable manner.

- **Social**

Although it is difficult to measure the success of the social and cultural sustainability principles of Coffs Harbour LEP 2013 thus far, Council is continuing the use of new and innovative measures in its program to improve the well-being of the people in the LGA. For example, by continuing to encourage shop top housing in business zones, particularly the City Centre, and providing flexible options for secondary dwellings in residential zones, Council facilitates options for affordable housing initiatives.

- **Civic Leadership**

Council has continued to demonstrate strong civic leadership and governance under Coffs Harbour LEP 2013. In this regard, Council's strategic planning documents ensure transparency and accountability in local government. Their implementation enables Council to identify and respond to community issues and concerns.

The PP process will be undertaken in accordance with the provisions of the EP&A Act 1979, as well as the EP&A Regulation 2000.

- **Economic**

Broader Economic Implications

The review of Coffs Harbour LEP 2013 aims to ensure clarity of requirements for development which in turn assists the local economy.

Delivery Program/Operational Plan Implications

The PP is being resourced by internal staff with no additional resource required.

Risk Analysis:

The LEP review process outlined in this report supports a mechanism to reduce risk to Council and the community. By reviewing and amending Coffs Harbour LEP 2013 where necessary to address anomalies and account for changes in Council policy and procedure, as well as accommodating legislative changes, Council lessens the likelihood of risk in planning related decision making.

Consultation:

The Gateway Determination issued by P&E stipulated that the PP be publicly exhibited for a minimum of 28 days. P&E determined that consultation was also required with the following public authorities under section 56(2)(d) of the EP&A Act:

- NSW Rural Fire Service;
- NSW Trade & Investment, Crown Lands;
- Office of Environment and Heritage – National Parks and Wildlife Service; and
- Transport for NSW – Roads and Maritime Services.

The draft documents and maps were placed on public exhibition from 10 June 2015 to 8 July 2015. Seven submissions were received in response to the exhibition (Confidential Attachment 3).

A full copy of all of the submissions is a confidential attachment to this report as the submissions may contain personal or private information or other considerations against disclosure as prescribed under the *Government Information (Public Access) Act 2009*.

The contents of the submissions are discussed in detail in Attachment 4 to this report.

Related Policy, Precedents and / or Statutory Requirements:

Council is undertaking this process in accordance with the NSW P&E's guidelines associated with PPs.

The statutory process under the EP&A Act 1979 and Regulations 2000 must be followed in the preparation of the PP and its exhibition, including compliance with the following documents:

- Standard Instrument (Local Environmental Plan Order 2006);
- Mid North Coast Regional Strategy and Growth Area Maps 2009;
- State Environmental Planning Policies;
- Planning Practice Notes issued by NSW P&E.
- Directions issued by the Minister for Planning under Section 117(2) of the EP&A Act 1979; and
- EP&A Act 1979 and Regulations 2000.

The following Council planning strategy documents are relevant to this report, and have been addressed by the PP:

- Coffs Harbour LEP 2013;
- Coffs Harbour 2030 Plan;
- Local Growth Management Strategy (LGMS) (Our Living City Settlement Strategy 2009);
- LGMS (Industrial Lands Strategy 2009);
- LGMS (Coffs Harbour Rural Residential Strategy);
- LGMS (Business Centres Hierarchy Review 2011); and
- LGMS (Employment Lands Strategy 2008).

Implementation Date / Priority:

The timeframe for a PP is outlined in the Gateway Determination from P&E; i.e. '*the timeframe for completing the LEP is to be nine months from the week following the date of the Gateway Determination*'. Thus the LEP is to be completed by 17 January 2016. An amended Gateway Determination may include a later completion date.

Conclusion:

This report has provided Council with:

- a review of the submissions received during the exhibition period of this PP; and
- a recommendation to request the issue of an amended Gateway Determination from P&E, and if appropriate progress a revised final version of the PP in accordance with the delegation of plan making powers under section 23 of the EP&A Act 1979 (that is, to make the Plan).

The final revised PP includes a number of drafting and mapping anomalies to LEP 2013 for correction. Council and the community will benefit from the PP as it will assist in the ongoing effective implementation of Coffs Harbour LEP 2013.

PLANNING PROPOSAL

COFFS HARBOUR CITY COUNCIL

Planning Proposal
Review of Coffs Harbour Local Environmental Plan 2013

Amended Gateway Determination

October 2015

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INTRODUCTION

Purpose

The purpose of this report is to present the first evaluation of the Coffs Harbour City Local Environmental Plan (LEP) 2013, and an accompanying Planning Proposal (PP) to action the findings of the review.

The report incorporates a number of amendments to LEP 2013 as a result of a “housekeeping” style review. The aim of the review is to improve the overall efficiency and legibility of LEP 2013, and to correct a number of anomalies discovered in the document since its inception on the 27 September 2013.

Property details

In addition to LEP written document amendments, the PP involves some mapping corrections and therefore affects a wide range of private and public property within the Coffs Harbour LGA. The map sheets in Appendix A identify the area of land that is affected by the PP. This is the land to which the PP applies.

PART 1 - OBJECTIVES OR INTENDED OUTCOMES

The objective of this PP is to provide a mechanism to review and amend Coffs Harbour LEP 2013 where necessary to ensure that it provides the most up to date and accurate information as it applies to development in the Coffs Harbour local government area (LGA).

PART 2 - EXPLANATION OF PROVISIONS

In total, the report proposes 24 amendments to LEP 2013, which have been identified as necessary by Council staff in the ongoing implementation of LEP 2013. These issues have been identified in a range of ways (through Development Application assessments, landowner enquiries, internal reviews etc) and have been systematically logged to enable an update of the LEP. Given the complexity of the LEP and associated mapping, this is an important continuous improvement process.

ISSUES SURROUNDING LEP 2013 CLAUSES AND SCHEDULES

The proposed amendments seek to:

- 1) Incorporate a temporary events clause into LEP 2013 to allow temporary events for limited periods to be permitted without development consent.

Note: In accordance with the recommendations contained within the summary of submissions received during the public exhibition period of this Planning Proposal, this item has been amended to include an addition to the clause objective and a note stating that the clause does not apply to E2 zoned land.

- 2) Amend existing clause 4.2B to permit dwelling houses with consent on lots created by LEP 2013 in accordance with Clauses 4.1, 4.1AA and 4.1A of the LEP.

- 3) Expand the earthworks sub-clause 7.2(2) to include works that are minor in nature and amend Schedule 2 Exempt Development to make certain earthworks exempt development.
Amend Schedule 2 Exempt Development to include the revised provisions from Coffs Harbour DCP 2013 – Minor Earthworks Requirements.
- 4) Amend the E2 Environmental Conservation land use table to ‘permit without consent’ *environmental protection works*.
- 5) Add enabling clause in Schedule 1 to permit *shops* in the SP2 Tourist zone on the Big Banana site (Lot 4 DP 270533).
- 6) Add Lot 5 DP 90246 to Schedule 1 to permit a *community facility* (Men’s Shed) only on this SP2 zoned land.

ISSUES SURROUNDING LEP 2013 MAPPING

The proposed amendments seek to:

- 7) Amend the Land Zoning map (LZN_006C) and Lot Size map (LSZ_006C) to apply E2 to Lot 19, DP1126372, 45 Rutland Street, Bonville; apart from the approved development foot print and APZ at the southern end of the approved development.
- 8) Amend LEP 2013 to be consistent with the Adopted Jetty4Shore Concept Plan, and remove Item 7 from Schedule 1 – Additional Permitted Uses, and remove item 7 from the Additional Permitted Uses Map (APU_006D). Amend the Height Of Building map (HOB_006D) from 11m to 5.4m.
- 9) Amend inaccuracies in Schedule 5 and associated heritage maps being:
 - Add item 55 (14 Ford Street Red Rock) - **HER_004**
 - Amend the description of Item 92 (Upper Orara War Memorial) separate from Upper Orara Hall (Lot 1 DP 127149) and renumber items 93 to 97 - **HER_006 & HER_005F**
 - Amend Sawtell Heritage Conservation Area to include properties north of Second Avenue, Sawtell - **HER_006C**
 - Renumber the Woolgoolga Buoys to Item 95 and amend the map to correct land parcel – **HER_005F**
 - Renumber items 13, 14, 18 & 19 to reflect sequence
 - Amend the lot description of item 34 to Lot 4 DP 1196909 which has had a boundary adjustment applied.
- 10) Amend cadastral mapping at 7 - 31 Cavanaghs Road, Lowanna (**LZN_001A**) so that the R2 zone aligns with the lot boundaries.
- 11) Amend Minimum Lot Size map (**LSZ_006D**) applying to a MLS of 400(sq m) to 10-20 Bray St Coffs Harbour, in the R2 Low Density Zone.
- 12) Amend the Minimum Lot Size map (**LSZ_005C**) as it applies to Lot 1 DP 1152336, 111 Bruxner Park Road Korora from 2ha to 1ha.
- 13) Remove all floor space ratio controls for R4 High Density Residential zoned areas at land surrounding Korfe Street, Hill Street and Albany Street, Coffs Harbour (**FSR_006D**).
- 14) Amend Height of Building map (**HOB_006D**) at 81 Ocean Parade Coffs Harbour from 22m to 40m in accordance with Council resolution (13 December 2012).
- 15) Amend the Land Zoning Map (**LZN_004B**) for part of Lot 372 DP 1026829, 97 Pacific Street Corindi Beach RU2 Rural Landscape to B1 Neighborhood Centre zone, applying only to the commercial development already present on the site.
Amend the Lot Size Map (**LSZ_004B**) by removing the minimum lot size and the Floor Space Ratio map (**FSR_004B**) to show 0.5:1 for the site.

Note: In accordance with the recommendations contained within the summary of submissions received during the public exhibition period of this Planning Proposal, this item has been amended by expanding the B1 zoned portion of the site, as well as the lot size map and floor space ratio map. The expansion increases the area from 1012 sqm to 1360 sqm.

- 16) Amend the Land Zoning map (**LZN_006A**) at Lot 71 DP 1203025, 180 Shephards Lane, Coffs Harbour from an R2 Low Density Residential and E2 Environmental Conservation to RE1 Public Recreation to reflect current land use and remove the minimum lot size from the Lot Size Map (**LSZ_006A**).

Note: In accordance with the recommendations contained within the summary of submissions received during the public exhibition period of this Planning Proposal, this item has been amended to restore the E2 zoned portion of the site and the minimum lot size provisions.

- 17) Amend the zoning at Lot 100 DP 1052469, 22 Duke Street, Coffs Harbour on the Land Zoning Map (**LZN_006D**) so that it better reflects the actual use of the land.
- 18) Amend the zoning at Junction of High Tech Drive and Hogbin Drive, Toormina (**LZN_006B**) and Height of Building limit (**HOB_006B**) to 1-8.5m to match the zone of Hogbin Drive.
- 19) Amend the zoning at Pacific Bay West, Pacific Highway (**LZN_005C**) to rectify a zoning anomaly.
- 20) Amend the zoning at Shephards Lane Coffs Harbour (**LZN_005**) to E2, the Lot Size map (**LSZ_005**) to AB-40(ha) and Height of Building Map (**HOB_005**) as 1-8.5m.
- 21) Amend the zoning at 544-590 Solitary Islands Way, Moonee Beach (**LZN_005D**) and Lot Size map (**LSZ_005D**) so that it better reflects the actual use of the land.
- 22) Amend the zoning at Arrawarra Road & The Boulevard, Mullaway (**LZN_004A**) so that it better reflects the actual use of the land.
- 23) Amend the zoning at Pacific Highway & Unwins Road Woolgoolga (**LZN_005F**) so that it better reflect the actual use of the land. Also amend the Lot Size Map (**LSZ_005F**).
- 24) Amend the zoning at 63A-760 Dairyville Road, Upper Orara/ Dairyville (**LZN_001 & LZN_002**) so that it better reflects the actual use of the land.

The above issues are further summarised in an "Issue Summary Document", included as Appendix B to this Planning Proposal.

PART 3 – JUSTIFICATION

Section A - Need for the planning proposal

1. Is the planning proposal a result of any strategic study or report?

Yes. LEP 2013 was made by the NSW Department of Planning and Environment (P&E) Minister on 27 September 2013. LEP 2013 replaced LEP 2000 as the primary planning tool to shape the future of local development in the LGA. A Strategic Management Plan (SMP) was also prepared to inform the transition between LEP 2000 and LEP 2013. One of the recommendations of the SMP was to monitor and conduct a regular review the new LEP.

2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

Yes. A PP is considered to be the most appropriate and efficient way of correcting the various anomalies identified as part of this LEP review process, it will ensure that future development applications are made in the context of good quality information and are assessed against relevant and up to date planning criteria. This should ensure better planning and development outcomes for both applicants and council.

3. Is there a net community benefit?

Council and the community will benefit from the LEP review as it will correct inaccuracies in LEP 2013 enabling a fairer and more efficient application of the LEP document.

Section B - Relationship to strategic planning framework.

4. Is the planning proposal consistent with the objectives and actions contained within the applicable regional or sub-regional strategy (including the Sydney Metropolitan Strategy and exhibited draft strategies)?

The Mid North Coast Regional Strategy (MNCRS) applies to the Coffs Harbour LGA.

The performance review of LEP 2013 contained within this PP plays an important role in the process of ensuring that Council's strategic documents align with the objectives and actions contained in the MNCRS.

5. Is the planning proposal consistent with the local council's Community Strategic Plan, or other local strategic plan?

In 2009 Council adopted a 20 year *Community Strategic Plan (2030)*. The plan is based on five key themes being: Learning and Prospering, Places for Living, Moving Around, Looking After our Community, and Looking After our Environment.

The planning proposal is generally consistent with the following relevant Objectives:

OBJECTIVE: LC3 We have strong civic leadership and governance.
STRATEGY: LC3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour.

By implementing the recommendations contained in this planning proposal, Council demonstrates strong civic leadership under LEP 2013. The 2030 Community Strategic Plan process, the LGMS process, as well as the Business Centres Hierarchy Review have helped to reinforce the various roles and functions of the different localities in the LGA. In this regard, Council's strategic planning documents ensure transparency and accountability in local government. Their implementation enables Council to identify and respond to community issues and concerns.

6. Is the planning proposal consistent with applicable state environmental planning policies (SEPP)?

The State Environmental Planning Policies (SEPP) relevant to the planning proposal are identified in Table 1 and discussed in the following section.

Table 1: Consistency with SEPP’s

State Environmental Planning Policy	Consistency
SEPP No 1 – Development Standards	N/A (repealed for CH)
SEPP No 4 – Development Without Consent and Miscellaneous Exempt and Complying Development	N/A (substantially repealed for CH)
SEPP No 6 – Number of Storeys in a Building	N/A
SEPP No 10 – Retention of Low Cost Rental Accommodation	N/A
SEPP No 14 – Coastal Wetlands	N/A
SEPP No 15 – Rural Land-sharing Communities	N/A
SEPP No 19 – Bushland in Urban Areas	N/A
SEPP No 21 – Caravan Parks	N/A
SEPP No 22 – Shops and Commercial Premises	N/A
SEPP No 26 – Littoral Rainforests	N/A
SEPP No 29 – Western Sydney Recreation Area	N/A
SEPP No 30 – Intensive Agriculture	N/A
SEPP No 32 – Urban Consolidation (Redevelopment of Urban Land)	Consistent. See additional comment below
SEPP No 33 – Hazardous and Offensive Development	N/A
SEPP No 36 – Manufactured Home Estates	Consistent. See additional comment below
SEPP No 39 – Spit Island Bird Habitat	N/A
SEPP No 41 – Casino Entertainment Complex	N/A
SEPP No 44 – Koala Habitat Protection	N/A
SEPP No 47 – Moore Park Showground	N/A
SEPP No 50 – Canal Estate Development	N/A
SEPP No 52 – Farm Dams and Other Works in Land and Water Management Plan Areas	N/A
SEPP No 53 – Metropolitan Residential Development	N/A
SEPP No 55 – Remediation of Land	N/A
SEPP No 59 – Central Western Sydney Regional Open Space and Residential	N/A
SEPP No 60 – Exempt and Complying Development	N/A (repealed for CH)

State Environmental Planning Policy	Consistency
SEPP No 62 – Sustainable Aquaculture	N/A
SEPP No 64 – Advertising and Signage	N/A
SEPP No 65 – Design Quality of Residential Flat Development	N/A
SEPP No 70 – Affordable Housing (Revised Schemes)	N/A
SEPP No 71 – Coastal Protection	Consistent. See additional comments below
SEPP (Affordable Rental Housing) 2009	N/A
SEPP (Building Sustainability Index: BASIX) 2004	N/A
SEPP (Exempt and Complying Development Codes) 2008	N/A
SEPP (Housing for Seniors or People with a Disability) 2004	N/A
SEPP (Infrastructure) 2007	Consistent. See additional comment below
SEPP (Kosciuszko National Park – Alpine Resorts) 2007	N/A
SEPP (Major Development) 2005	N/A
SEPP (Mining, Petroleum Production and Extractive Industries) 2007	Consistent. See additional comments below
SEPP (Rural Lands) 2008	N/A
SEPP (Sydney Region Growth Centres) 2006	N/A
SEPP (Temporary Structures) 2007	N/A
SEPP (Western Sydney Employment Area) 2009	N/A
SEPP (Western Sydney Parklands) 2009	N/A
SEPP (North Coast REP), 1988	N/A (repealed for CH)

SEPP No 32 – Urban Consolidation (Redevelopment of Urban Land)

This SEPP aims to promote the orderly and economic use and development of land by enabling urban land which is no longer required for the purpose for which it is currently zoned or used to be redeveloped for multi-unit housing and related development.

Whilst urban lands are identified within this Planning Proposal, the proposed changes relate to a performance review of LEP 2013 only.

The planning proposal is therefore considered to be consistent with the SEPP.

SEPP No 36 – Manufactured Home Estates

This SEPP aims to facilitate the establishment of manufactured home estates as a contemporary form of medium density residential development that provides an alternative to traditional housing arrangements.

The changes proposed in this Planning Proposal do not affect the establishment of manufactured home estates in the Coffs Harbour local government area.

The planning proposal is consistent with the SEPP.

SEPP No 64 – Advertising and Signage

SEPP No 64 applies to advertising and signage within NSW and the relevant aims of the policy as it applies to this PP are:

- (1) This Policy aims:
 - (a) to ensure that signage (including advertising):
 - (i) is compatible with the desired amenity and visual character of an area, and
 - (ii) provides effective communication in suitable locations, and
 - (iii) is of high quality design and finish, and
 -
 - (d) to regulate the display of advertisements in transport corridors, and
 - (e) to ensure that public benefits may be derived from advertising in and adjacent to transport corridors.

As there are no amendments relating to advertising or signage, the PP is considered to be consistent with the SEPP.

SEPP No 71 – Coastal Protection

Some of the land affected by this PP is within the coastal zone identified in this SEPP. The key aims of the SEPP are:

- to manage the coastal zone in accordance with the principles of ecologically sustainable development; and
- to encourage a strategic approach to coastal management.

The PP is consistent with these aims.

In preparing the PP Council must consider a range of matters identified in clause 8 of the SEPP. A brief response to those is as follows:

- The PP will not affect public access to the coastal foreshore or generate the need to provide new access;
- It will not result in impacts upon the scenic qualities of the coast or any animals or fish that occur along the coast.

The PP is consistent with the relevant parts of the SEPP.

SEPP (Infrastructure) 2007

SEPP (Infrastructure) is a wide ranging document that covers a myriad of issues and processes. None of the actions within this planning proposal are directly affected by this SEPP and therefore the PP is considered to be consistent with the SEPP.

7. Is the planning proposal consistent with applicable Ministerial Directions (s.117 directions)?

Consistency with the s117 Directions is assessed in the following Table 2.

Table 2 Consistency with s117(2) Directions

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
1. Employment and Resources			
1.1 Business and Industrial Zones	Applies when a relevant planning authority prepares a planning proposal that will affect land within an existing or proposed business or industrial zone (including the alteration of any existing business or industrial zone boundary).	<p>This planning proposal will rezone a small portion (1012m²) of land from a RU2 Rural Landscape zone to a B1 Neighbourhood Centre zone under LEP 2013. It will alter the floor space controls or height limits.</p> <p>This planning proposal is not consistent with this Direction as the rezoning is not supported by a strategy. However, the proposal only rezones a small area of land that comprises the curtilage of a constructed commercial development - Development consent was issued by another local government authority (prior to amalgamation).</p> <p>An approval for a variation to this 117 Direction is considered to be reasonable under the circumstances and it is noted that an approval for a variation to this 117 Direction has been received as part of the Gateway Determination dated 10 April 2015.</p>	Justifiably inconsistent for reasons listed
1.2 Rural Zones	Applies when a relevant planning authority prepares a planning proposal that will affect land within an existing or proposed	This planning proposal will rezone a small portion (1012m ²) of land from a RU2 Rural Landscape zone to a B1	Justifiably inconsistent for reasons

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	<p>rural zone (including the alteration of any existing rural zone boundary).</p> <p>Under this direction a planning proposal must:</p> <p>(a) not rezone land from a rural zone to a residential, business, industrial, village or tourist zone.</p> <p>(b) not contain provisions that will increase the permissible density of land within a rural zone (other than land within an existing town or village).</p>	<p>Neighbourhood Centre zone under LEP 2013. It will not increase the permissible density of development within rural zoned land.</p> <p>An approval for a variation to this 117 Direction is considered to be reasonable under the circumstances and it is noted that an approval for a variation to this 117 Direction has been received as part of the Gateway Determination dated 10 April 2015.</p>	<p>listed</p>
<p>1.3 Mining, Petroleum Production and Extractive Industries</p>	<p>Applies when a relevant planning authority prepares a planning proposal that would have the effect of:</p> <p>(a) prohibiting the mining of coal or other minerals, production of petroleum, or winning or obtaining of extractive materials, or</p> <p>(b) restricting the potential development of resources of coal, other minerals, petroleum or extractive materials which are of State or regional significance by permitting a land use that is likely to be incompatible with such development.</p>	<p>Nothing in this planning proposal will prohibit or restrict exploration or mining.</p>	<p>Consistent</p>
<p>1.4 Oyster Aquaculture</p>	<p>Applies when a relevant planning authority prepares any planning proposal that proposes a change in land use which could result in:</p> <p>(a) adverse impacts on a Priority Oyster Aquaculture Area or a “current oyster aquaculture lease in the national parks estate”; or</p> <p>(b) incompatible use of land between oyster aquaculture in a Priority Oyster Aquaculture Area or a “current oyster aquaculture lease in the</p>	<p>This planning proposal does not impact on a Priority Oyster Aquaculture Area.</p>	<p>N/A</p>

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	national parks estate” and other land uses.		
1.5 Rural Lands	<p>Applies when:</p> <p>(a) a relevant planning authority prepares a planning proposal that will affect land within an existing or proposed rural or environment protection zone (including the alteration of any existing rural or environment protection zone boundary) or</p> <p>(b) a relevant planning authority prepares a planning proposal that changes the existing minimum lot size on land within a rural or environment protection zone.</p> <p>A planning proposal to which clauses (a) and (b) apply must be consistent with the Rural Planning Principles listed in <i>State Environmental Planning Policy (Rural Lands) 2008</i>.</p> <p>A planning proposal to which clause (b) applies must be consistent with the Rural Subdivision Principles listed in <i>State Environmental Planning Policy (Rural Lands) 2008</i>.</p>	<p>This planning proposal does apply to land located in an E2 Environmental Conservation zone. However it is consistent with the planning principles in SEPP (Rural Lands) and no subdivision controls are proposed to be altered in LEP 2013.</p> <p>No extra dwelling entitlements will result from the planning proposal.</p>	Consistent
2. Environment and Heritage			
2.1 Environment Protection Zones	<p>(4) A planning proposal must include provisions that facilitate the protection and conservation of environmentally sensitive areas.</p> <p>(5) A planning proposal that applies to land within an environment protection zone or land otherwise identified for environment protection purposes in a LEP must not reduce the environmental protection standards that apply to the land (including by modifying development</p>	<p>This planning proposal removes an environmental protection zone.</p> <p>The E1 National Parks and Nature Reserves zone was demonstrated to be incorrectly applied in this case. The E1 zone was incorrectly shown over a waterway and has therefore been changed to a W1 Natural Waterways zone.</p> <p>It is noted that an approval for a variation to this 117 Direction has been received</p>	Justifiably inconsistent for reasons listed

Attachment 1

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	standards that apply to the land). This requirement does not apply to a change to a development standard for minimum lot size for a dwelling in accordance with clause (5) of Direction 1.5 "Rural Lands".	as part of the Gateway Determination dated 10 April 2015.	
2.2 Coastal Protection	<p>Direction applies when a relevant planning authority prepares a planning proposal that applies to land in the coastal zone.</p> <p>(4) A planning proposal must include provisions that give effect to and are consistent with:</p> <p>(a) the NSW Coastal Policy: A Sustainable Future for the New South Wales Coast 1997, and</p> <p>(b) the Coastal Design Guidelines 2003, and</p> <p>(c) the manual relating to the management of the coastline for the purposes of section 733 of the Local Government Act 1993 (the NSW Coastline Management Manual 1990).</p>	<p>Land that applies to this planning proposal is partially located within the coastal zone.</p> <p>The planning proposal will give effect to the NSW Coastal Policy. It will not affect public access to the coastal foreshore or generate the need to provide new access; it will not result in impacts upon the scenic qualities of the coast or any animals or fish that occur along the coast.</p> <p>The planning proposal will not alter the relevance or effect of the Coastal Design Guidelines.</p>	Consistent
2.3 Heritage Conservation	<p>A planning proposal must contain provisions that facilitate the conservation of:</p> <p>(a) items, places, buildings, works, relics, moveable objects or precincts of environmental heritage significance to an area, in relation to the historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value of the item, area, object or place, identified in a study of the environmental heritage of the area,</p> <p>(b) Aboriginal objects or Aboriginal places that are protected under the <i>National Parks and Wildlife Act 1974</i>, and</p>	Nothing in this planning proposal will stop or inhibit the conservation of heritage items, places or relics or Aboriginal objects or places.	Consistent

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	<p>(c) Aboriginal areas, Aboriginal objects, Aboriginal places or landscapes identified by an Aboriginal heritage survey prepared by or on behalf of an Aboriginal Land Council, Aboriginal body or public authority and provided to the relevant planning authority, which identifies the area, object, place or landscape as being of heritage significance to Aboriginal culture and people.</p>		
<p>2.4 Recreation Vehicle Areas</p>	<p>A planning proposal must not enable land to be developed for the purpose of a recreation vehicle area (within the meaning of the <i>Recreation Vehicles Act 1983</i>):</p> <p>(a) where the land is within an environmental protection zone,</p> <p>(b) where the land comprises a beach or a dune adjacent to or adjoining a beach,</p> <p>(c) where the land is not within an area or zone referred to in paragraphs (4)(a) or (4)(b) unless the relevant planning authority has taken into consideration:</p> <ul style="list-style-type: none"> i) the provisions of the guidelines entitled <i>Guidelines for Selection, Establishment and Maintenance of Recreation Vehicle Areas, Soil Conservation Service of New South Wales, September, 1985</i>, and ii) the provisions of the guidelines entitled <i>Recreation Vehicles Act, 1983, Guidelines for Selection, Design, and Operation of Recreation Vehicle Areas, State</i> 	<p>The proposal does not enable land to be developed for the purpose of a recreation vehicle area.</p>	<p>N/A</p>

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	<p><i>Pollution Control Commission, September 1985.</i></p>		
<p>3. Housing, Infrastructure and Urban Development</p>			
<p>3.1 Residential Zones</p>	<p>(3) This direction applies when a relevant planning authority prepares a planning proposal that will affect land within:</p> <ul style="list-style-type: none"> (a) an existing or proposed residential zone (including the alteration of any existing residential zone boundary), (b) any other zone in which significant residential development is permitted or proposed to be permitted. <p>(4) A planning proposal must include provisions that encourage the provision of housing that will:</p> <ul style="list-style-type: none"> (a) broaden the choice of building types and locations available in the housing market, and (b) make more efficient use of existing infrastructure and services, and (c) reduce the consumption of land for housing and associated urban development on the urban fringe, and (d) be of good design. <p>(5) A planning proposal must, in relation to land to which this direction applies:</p> <ul style="list-style-type: none"> (a) contain a requirement that residential development is not permitted until land is adequately serviced (or arrangements satisfactory to the council, or other appropriate authority, have been made to service 	<p>The planning proposal does affect some small areas of residential zoned land.</p> <p>However it will not facilitate new residential development or directly affect any existing zone boundaries, permitted uses or density controls.</p>	<p>Consistent</p>

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	<p>it), and</p> <p>(b) not contain provisions which will reduce the permissible residential density of land.</p>		
<p>3.2 Caravan Parks and Manufactured Home Estates</p>	<p>Applies when a relevant planning authority prepares a planning proposal.</p> <p>In identifying suitable zones, locations and provisions for caravan parks in a planning proposal, the relevant planning authority must:</p> <p>(a) retain provisions that permit development for the purposes of a caravan park to be carried out on land, and</p> <p>(b) retain the zonings of existing caravan parks, or in the case of a new principal LEP zone the land in accordance with an appropriate zone under the Standard Instrument (Local Environmental Plans) Order 2006 that would facilitate the retention of the existing caravan park.</p> <p>In identifying suitable zones, locations and provisions for manufactured home estates (MHEs) in a planning proposal, the relevant planning authority must:</p> <p>(a) take into account the categories of land set out in Schedule 2 of SEPP 36 as to where MHEs should not be located,</p> <p>(b) take into account the principles listed in clause 9 of SEPP 36 (which relevant planning authorities are required to consider when assessing and determining the development and subdivision proposals), and</p> <p>(c) include provisions that the subdivision of MHEs by long term lease of up to 20 years or</p>	<p>This proposal does not seek to permit or prohibit development for the purposes of a caravan park or manufacture homes estate.</p>	<p>Consistent</p>

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	under the <i>Community Land Development Act 1989</i> be permissible with consent.		
3.3 Home Occupations	Planning proposals must permit home occupations to be carried out in dwelling houses without the need for development consent.	This proposal does not affect home occupation provisions under LEP 2013.	N/A
3.4 Integrating Land Use and Transport	Applies when a relevant planning authority prepares a planning proposal that will create, alter or remove a zone or a provision relating to urban land, including land zoned for residential, business, industrial, village or tourist purposes. A planning proposal must locate zones for urban purposes and include provisions that give effect to and are consistent with the aims, objectives and principles of: (a) <i>Improving Transport Choice – Guidelines for planning and development</i> (DUAP 2001), and (b) <i>The Right Place for Business and Services – Planning Policy</i> (DUAP 2001).	The planning proposal does alter some land use zones in LEP 2013. It will not affect transport infrastructure.	Consistent
3.5 Development Near Licensed Aerodrome	Applies when a relevant planning authority prepares a planning proposal that will create, alter or remove a zone or a provision relating to land in the vicinity of a licensed aerodrome.	This proposal does not affect land in proximity to Coffs Harbour airport and therefore will not facilitate inappropriate development in proximity to the airport.	Consistent
3.6 Shooting Ranges	Applies when a relevant planning authority prepares a planning proposal that will affect, create, alter or remove a zone or a provision relating to land adjacent to and/ or adjoining an existing shooting range.	The planning proposal does not alter any land use zones in LEP 2013. It will not affect any shooting ranges in Coffs Harbour LGA.	N/A
4. Hazard and Risk			
4.1 Acid Sulfate Soils	Applies when a relevant planning authority prepares a planning proposal that will apply to land	Some of the land subject to this planning proposal is identified on the Coffs	Consistent

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	<p>having a probability of containing acid sulfate soils as shown on the Acid Sulfate Soils Planning Maps.</p>	<p>Harbour LEP 2013 Acid Sulfate Soils map as containing acid sulfate soils.</p> <p>The acid sulfate soil provisions of the LEP will apply unchanged.</p>	
<p>4.2 Mine Subsidence and Unstable Land</p>	<p>Applies when a relevant planning authority prepares a planning proposal that permits development on land that:</p> <p>(a) is within a mine subsidence district, or</p> <p>(b) has been identified as unstable in a study, strategy or other assessment undertaken:</p> <p>i) by or on behalf of the relevant planning authority, or</p> <p>ii) by or on behalf of a public authority and provided to the relevant planning authority.</p>	<p>This proposal does not impact on any mine subsidence area.</p>	<p>N/A</p>
<p>4.3 Flood Prone Land</p>	<p>Applies when a relevant planning authority prepares a planning proposal that creates, removes or alters a zone or a provision that affects flood prone land.</p> <p>A planning proposal must include provisions that give effect to and are consistent with the NSW Flood Prone Land Policy and the principles of the <i>Floodplain Development Manual 2005</i> (including the <i>Guideline on Development Controls on Low Flood Risk Areas</i>).</p> <p>A planning proposal must not rezone land within the flood planning areas from Special Use, Special Purpose, Recreation, Rural or Environmental Protection Zones to a Residential, Business, Industrial, Special Use or Special Purpose Zone.</p> <p>A planning proposal must not contain provisions that apply to</p>	<p>Some of the land affected by this planning proposal is flood affected.</p> <p>However, the planning proposal:</p> <ul style="list-style-type: none"> • will not permit development on flood prone land • will not change the zone of any flood affected land • will not generate additional spending on flood mitigation measures, infrastructure or services; and • no additional development is proposed without consent. 	<p>Consistent</p>

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	<p>the flood planning areas which:</p> <ul style="list-style-type: none"> (a) permit development in floodway areas, (b) permit development that will result in significant flood impacts to other properties, (c) permit a significant increase in the development of that land, (d) are likely to result in a substantially increased requirement for government spending on flood mitigation measures, infrastructure or services, or (e) permit development to be carried out without development consent except for the purposes of agriculture (not including dams, drainage canals, levees, buildings or structures in floodways or high hazard areas), roads or exempt development. <p>A planning proposal must not impose flood related development controls above the residential flood planning level for residential development on land, unless a relevant planning authority provides adequate justification for those controls to the satisfaction of the Director-General (or an officer of the Department nominated by the Director-General).</p> <p>For the purposes of a planning proposal, a relevant planning authority must not determine a flood planning level that is inconsistent with the Floodplain Development Manual 2005 (including the <i>Guideline on Development Controls on Low Flood Risk Areas</i>) unless a relevant planning authority provides adequate justification for the proposed departure from that Manual to the satisfaction of the Director-General (or an officer of the Department nominated by the</p>		

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	Director-General).		
4.4 Planning for Bushfire Protection	<p>Applies when a relevant planning authority prepares a planning proposal that will affect, or is in proximity to land mapped as bushfire prone land.</p> <p>In the preparation of a planning proposal the relevant planning authority must consult with the Commissioner of the NSW Rural Fire Service following receipt of a gateway determination under section 56 of the Act, and prior to undertaking community consultation in satisfaction of section 57 of the Act, and take into account any comments so made,</p> <p>A planning proposal must:</p> <ul style="list-style-type: none"> (a) have regard to <i>Planning for Bushfire Protection 2006</i>, (b) introduce controls that avoid placing inappropriate developments in hazardous areas, and (c) ensure that bushfire hazard reduction is not prohibited within the APZ. <p>A planning proposal must, where development is proposed, comply with the following provisions, as appropriate:</p> <ul style="list-style-type: none"> (a) provide an Asset Protection Zone (APZ) incorporating at a minimum: <ul style="list-style-type: none"> i) an Inner Protection Area bounded by a perimeter road or reserve which circumscribes the hazard side of the land intended for development and has a building line consistent with the incorporation of an APZ, within the property, and ii) an Outer Protection Area managed for hazard reduction and located on 	<p>The proposal will affect areas of land identified as being bushfire prone. However, it will not impact on the existing planning controls that address the issue of bushfire hazard on this land.</p> <p>Council has also received a response from the NSW Rural Fire Service dated 9 June 2015 stating that they raise no concerns or issues in relation to bush fire.</p> <p>An approval for a variation to this 117 Direction is requested.</p>	Justifiably inconsistent for reasons listed

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	<p>the bushland side of the perimeter road,</p> <p>(b) for infill development (that is development within an already subdivided area), where an appropriate APZ cannot be achieved, provide for an appropriate performance standard, in consultation with the NSW Rural Fire Service. If the provisions of the planning proposal permit Special Fire Protection Purposes (as defined under section 100B of the <i>Rural Fires Act 1997</i>), the APZ provisions must be complied with,</p> <p>(c) contain provisions for two-way access roads which links to perimeter roads and/or to fire trail networks,</p> <p>(d) contain provisions for adequate water supply for firefighting purposes,</p> <p>(e) minimise the perimeter of the area of land interfacing the hazard which may be developed,</p> <p>(f) introduce controls on the placement of combustible materials in the Inner Protection Area.</p>		
5. Regional Planning			
5.1 Implementation of Regional Strategies	Planning proposals must be consistent with a regional strategy released by the Minister for Planning.	The planning proposal is consistent with the Mid North Coast Regional Strategy (MNCRS).	Consistent
5.2 Sydney Drinking Water Catchments	Applies when a relevant planning authority prepares a planning proposal that applies to the hydrological catchment.	The proposal is not within this catchment.	N/A
5.4 Commercial and Retail Development along the Pacific	Applies when a relevant planning authority prepares a planning proposal for land in the vicinity of the existing and/or proposed	This proposal will not affect commercial and retail land along the Pacific Highway	N/A

Attachment 1

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
Highway, North Coast	<p>alignment of the Pacific Highway.</p> <p>(5) A planning proposal that applies to land located on “out-of-town” segments of the Pacific Highway must provide that:</p> <p>(a) new commercial or retail development must not be established near the Pacific Highway if this proximity would be inconsistent with the objectives of this Direction.</p> <p>(b) development with frontage to the Pacific Highway must consider impact the development has on the safety and efficiency of the highway.</p> <p>(c) For the purposes of this paragraph, “out-of-town” means areas which, prior to the draft local environmental plan, do not have an urban zone (e.g.: “village”, “residential”, “tourist”, “commercial”, “industrial”, etc) or are in areas where the Pacific Highway speed limit is 80km/hour or greater.</p> <p>(6) Notwithstanding the requirements of paragraphs (4) and (5), the establishment of highway service centres may be permitted at the localities listed in Table 1, provided that the Roads and Traffic Authority is satisfied that the highway service centre(s) can be safely and efficiently integrated into the Highway interchange(s) at those localities.</p>	North Coast.	
6. Local Plan Making			
6.1 Approval and Referral Requirements	<p>A planning proposal must:</p> <p>(a) minimise the inclusion of provisions that require the concurrence, consultation or referral of development applications to a Minister or public authority, and</p>	The planning proposal will not include provisions that require the concurrence, consultation or referral of development applications to a Minister or public authority.	N/A

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	<p>(b) not contain provisions requiring concurrence, consultation or referral of a Minister or public authority unless the relevant planning authority has obtained the approval of:</p> <ul style="list-style-type: none"> i) the appropriate Minister or public authority, and ii) the Director-General of the Department of Planning (or an officer of the Department nominated by the Director-General), <p>prior to undertaking community consultation in satisfaction of section 57 of the Act, and</p> <p>(a) not identify development as designated development unless the relevant planning authority:</p> <ul style="list-style-type: none"> (i) can satisfy the Director-General of the Department of Planning (or an officer of the Department nominated by the Director-General) that the class of development is likely to have a significant impact on the environment, and (ii) has obtained the approval of the Director-General of the Department of Planning (or an officer of the Department nominated by the Director-General) prior to undertaking community consultation in satisfaction of section 57 of the Act. 		
6.2 Reserving Land for Public Purposes	(4) A planning proposal must not create, alter or reduce existing zonings or reservations of land for public purposes without the approval of the relevant	<p>The planning proposal does create additional land reserved for a public purpose (parkland).</p> <p>The additional land relates to</p>	Justifiably inconsistent for reasons listed

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	<p>public authority and the Director-General of the Department of Planning (or an officer of the Department nominated by the Director-General).</p>	<p>a parcel of residue residential zoned land donated to Council by the developer specifically for use as a park.</p> <p>Approval from the Director-General of the Department of Planning (or an officer of the Department nominated by the Director-General) is requested.</p> <p>An approval for a variation to this 117 Direction is also requested.</p>	
<p>6.3 Site Specific Provisions</p>	<p>Applies when a relevant planning authority prepares a planning proposal that will allow a particular development to be carried out.</p> <p>(4) A planning proposal that will amend another environmental planning instrument in order to allow a particular development proposal to be carried out must either:</p> <p>(a) allow that land use to be carried out in the zone the land is situated on, or</p> <p>(b) rezone the site to an existing zone already applying in the environmental planning instrument that allows that land use without imposing any development standards or requirements in addition to those already contained in that zone, or</p> <p>(c) allow that land use on the relevant land without imposing any development standards or requirements in addition to those already contained in the principal environmental planning instrument being amended.</p>	<p>The planning proposal does not allow a particular development or contain drawings that show details of a particular development.</p>	<p>N/A</p>

S117 Direction	Application	Relevance to this planning proposal	Consistency with direction
	(5)A planning proposal must not contain or refer to drawings that show details of the development proposal.		

Section C - Environmental, social and economic impact

8. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

No. The planning proposal will not alter any zones or development controls in a manner such that there could be adverse impacts on threatened species, populations, or ecological communities.

9. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

No. The amended LEP maps and clauses will not create opportunities for substantial development that are not already permitted by the existing zones under LEP 2013. It cannot therefore be considered to have any environmental effects.

10. How has the planning proposal adequately addressed any social and economic effects?

- **Social**

Aims:

The particular aims of LEP 2013 from a social perspective are as follows:

- “(b) to provide a high level of social, physical and cultural amenity by promoting a strong sense of community, identity and place,*
- (e) to create a highly liveable urban place, through the promotion of design excellence in all elements of the built environment and public domain,*
- (f) to allow for the equitable provision of social services and facilities,*
- (g) to encourage a mix of housing types to meet the existing and future needs of the community,”*

Strategies: The implementation of the following strategies under LEP 2013 has assisted in achieving social/cultural sustainability in the LGA:

- establishing a long term socially responsible strategic vision for the growth of the LGA through the Local Growth Management Strategy and 2030 Community Strategic Plan process;
- encouraging major housing and cultural uses to be located within or near the City Centre;
- continuing heritage provisions including protection of heritage items and conservation areas; and
- limiting business activities in residential zones to low impact uses such as home offices and home occupations.

Comment: Although it is difficult to measure the success of the social and cultural sustainability principles of LEP 2013 thus far, Council is including new and innovative measures in its program to improve the well-being of the people in the LGA. For example, by continuing to encourage shop top housing in business zones, particularly the City Centre, Council facilitates options for affordable housing initiatives. This will improve the housing choice available to various groups in the community and increase vitality in the City Centre. In addition, by clearly reinforcing a business hierarchy, business centres such as Woolgoolga, the City Centre and Sawtell, have a clarified role and function that assists in their revitalisation as community places.

- **Civic Leadership**

Aims:

The particular aims of LEP 2013 from a civic leadership perspective are as follows:

“(I) to give effect to the desired outcomes, strategic principles, policies and actions contained in the Council’s adopted strategic planning documents.”

Strategies: The implementation of the following strategies under LEP 2013 has assisted in achieving sound governance in the Local Government Area (LGA):

- establishing a long term strategic vision for the responsible growth of the LGA through the 2030 Community Strategic Plan process and the Local Growth Management Strategy process;
- the consolidation of business centres by the continuation of more restrictive residential zones that prohibit shops, offices and industry, but allow for home businesses;
- the promotion of high density housing areas in and around the City Centre; and
- continuing to permit housing development within business zones.

Comment: Council has continued to demonstrate civic leadership under LEP 2013. The 2030 Community Strategic Plan process, the Local Growth Management Strategy process, as well as the Business Centres Hierarchy Review has helped to reinforce the various roles and functions of the different localities in the LGA. In this regard, Council’s strategic planning documents ensure transparency and accountability in local government. Their implementation enables Council to identify and respond to community issues and concerns.

This review of LEP 2013 seeks to implement appropriate and relevant strategies of the Coffs Harbour 2030 Plan and a number of its objectives.

The Planning Proposal process will be undertaken in accordance with the provisions of the Environmental Planning and Assessment (EP&A) Act 1979, as well as the EP&A Regulation 2000.

- **Economic**

Broader Economic Implications

Aims:

- “(a) to provide for sustainable economic growth and development that supports a strong and diverse local economy*
- (c) to provide for a business hierarchy that encourages a range of employment opportunities and appropriate tourism development,*
- (d) to maintain the Coffs Harbour Central Business District as the principal business, office and retail hub of the city centre while supporting the objectives of other business zones,”*

Strategies: The implementation of the following strategies under LEP 2013 has assisted in achieving economic sustainability in the Local Government Area (LGA):

- establishing a long term strategic vision for the responsible economic growth of the LGA through the Local Growth Management Strategy process;
- the consolidation of business centres by reinforcing a business centres hierarchy; and
- the responsible use of revenue to promote the growth of the LGA.

Comment: By ensuring the continuation of a stricter land use strategy (originally implemented under LEP 2000) resulting in more consolidated business centres, rewards such as infrastructure savings and increased energy efficiency can be achieved. This also enhances the importance and appearance of these centres.

The single approvals system, which includes a comprehensive DCP, has assisted to provide more certainty and transparency for investment opportunities.

Delivery Program/Operational Plan Implications

In relation to the matters involving Council owned land, there is no significant economic or financial impact or benefit for Council, associated with the proposed changes.

This LEP review process has been specifically included in Council’s Delivery Plan as follows:

THEME: LOOKING AFTER OUR COMMUNITY - Our Community is healthy, informed and engaged		
OBJECTIVE: LC3 We have strong civic leadership and governance		
STRATEGY: LC3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour		
SERVICE NAME	ACTION	DESCRIPTION
Sustainable Planning (S14)	P14.08 Housekeeping LEP	Prepare a planning proposal under LEP 2013 to review anomalies

Section D - State and Commonwealth interests.

11. Is there adequate public infrastructure for the planning proposal?

This planning proposal will not in itself generate the need for public infrastructure as it does not alter the underlying land use zones or the suite or permitted land uses. In the long term it may influence decision making on some public infrastructure that will save public money and increase the life span and usefulness of that infrastructure.

12. What are the views of State and Commonwealth public authorities consulted in accordance with the gateway determination?

This planning proposal has been referred to State Government agencies as stipulated in the Gateway Determination dated 10 April 2015. The contents of the agencies’ submissions are discussed in detail in the Council report.

There was no requirement to consult with Commonwealth public authorities under the Gateway Determination.

PART 4 – COMMUNITY CONSULTATION

The Gateway Determination dated 10 April 2015 specified the community consultation to be undertaken on the planning proposal. Consequently, the planning proposal was exhibited for 28 days. The planning proposal was placed on public exhibition from 10 June 2015 to 8 July 2015. Consultation was also undertaken with relevant public authorities as advised in the Gateway Determination. Seven submissions were received as part of the public exhibition process (see Attachment 4 within the Council report), with a breakdown of submissions as follows:

- Three objections from the public,
- one objection from the NSW Office of Environment and Heritage,
- one objection from NSW Roads and Maritime Services,
- one neutral submission (no issues) from the NSW National Parks and Wildlife Service, and
- one neutral submission (no issues) from the NSW Rural Fire Service.

The contents of the submissions are discussed in detail in the Council report.

Appropriate modifications have been made to the planning proposal as a result of the issues raised during exhibition and consultation.

PART 5 – INDICATIVE TIMETABLE

The table 3 outlines the indicative timeframe for this planning proposal:

Table 3 Indicative timetable

Task	Estimated timeframe
Decision by CHCC to proceed	March 2015
Gateway Determination	April 2015
Finalisation of additional information as requested by Council and Gateway Determination	May 2015
Review and update of the planning proposal	May 2015
Public exhibition of PP for not less than 28 days	May – June 2015
Agency consultation	May – June 2015
Review submissions	June - July 2015
Report to Council	September 2015
Preparation of a final Planning Proposal for submission to the Planning & Infrastructure requesting the LEP amendment to be made	October 2015
Submission to Planning Minister	November 2015
Responses to Ministerial comments	November - December 2015

SUMMARY AND CONCLUSIONS

Coffs Harbour City Council has initiated a planning proposal to review and amend Coffs Harbour Local Environmental Plan (LEP) 2013 where necessary to ensure that it provides the most up to date and accurate information as it applies to development in the Coffs Harbour local government area (LGA).

Council and the community will benefit from the LEP review as it will correct inaccuracies in LEP 2013 enabling a fairer and more efficient application of the LEP document.

In total, the report proposes 24 amendments to LEP 2013, which have been demonstrated as appropriate and necessary by Council staff in the ongoing implementation of LEP 2013. These issues have been identified in a range of ways (through Development Application assessments, landowner enquiries, internal reviews etc.) and have been systematically logged to enable an update of the LEP. Given the complexity of the LEP and associated mapping, this is an important continuous improvement process.

The planning proposal is consistent with the Mid North Coast Regional Strategy and mostly consistent with all relevant SEPP's and Section 117 Directions, apart from some minor inconsistencies as discussed elsewhere in this report. An approval for a variation to 117 Direction No. 4.4 Planning for bushfire protection and No. 6.2 Reserving land for public purposes is requested. It is also consistent with Council's Community Strategic Plan 2030.

It will ensure that Council has adequate information on which to base its development decisions. The proposals are recommended to keep the LEP up-to-date and accurate and to provide the best balance in effective planning to achieve and facilitate good development outcomes.

APPENDICES

- A – Planning Proposal Maps
- B – Issue Summary Document



**Coffs Harbour
Local Environmental
Plan 2013**

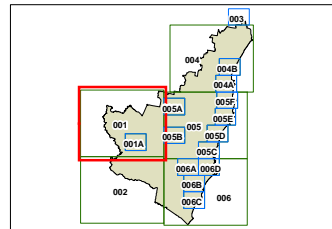
**Land Zoning Map -
Sheet LZN_001**

Zone

- B1 Neighbourhood Centre
- B2 Local Centre
- B3 Commercial Core
- B4 Mixed Use
- B5 Business Development
- B6 Enterprise Corridor
- E1 National Parks and Nature Reserves
- E2 Environmental Conservation
- IN1 General Industrial
- IN3 Heavy Industrial
- IN4 Working Waterfront
- R1 General Residential
- R2 Low Density Residential
- R3 Medium Density Residential
- R4 High Density Residential
- R5 Large Lot Residential
- RE1 Public Recreation
- RE2 Private Recreation
- RU2 Rural Landscape
- RU3 Forestry
- SP1 Special Activities
- SP2 Infrastructure
- SP3 Tourist
- W1 Natural Waterways
- W2 Recreational Waterways
- W3 Working Waterways
- DM Deferred Matter

Cadastre

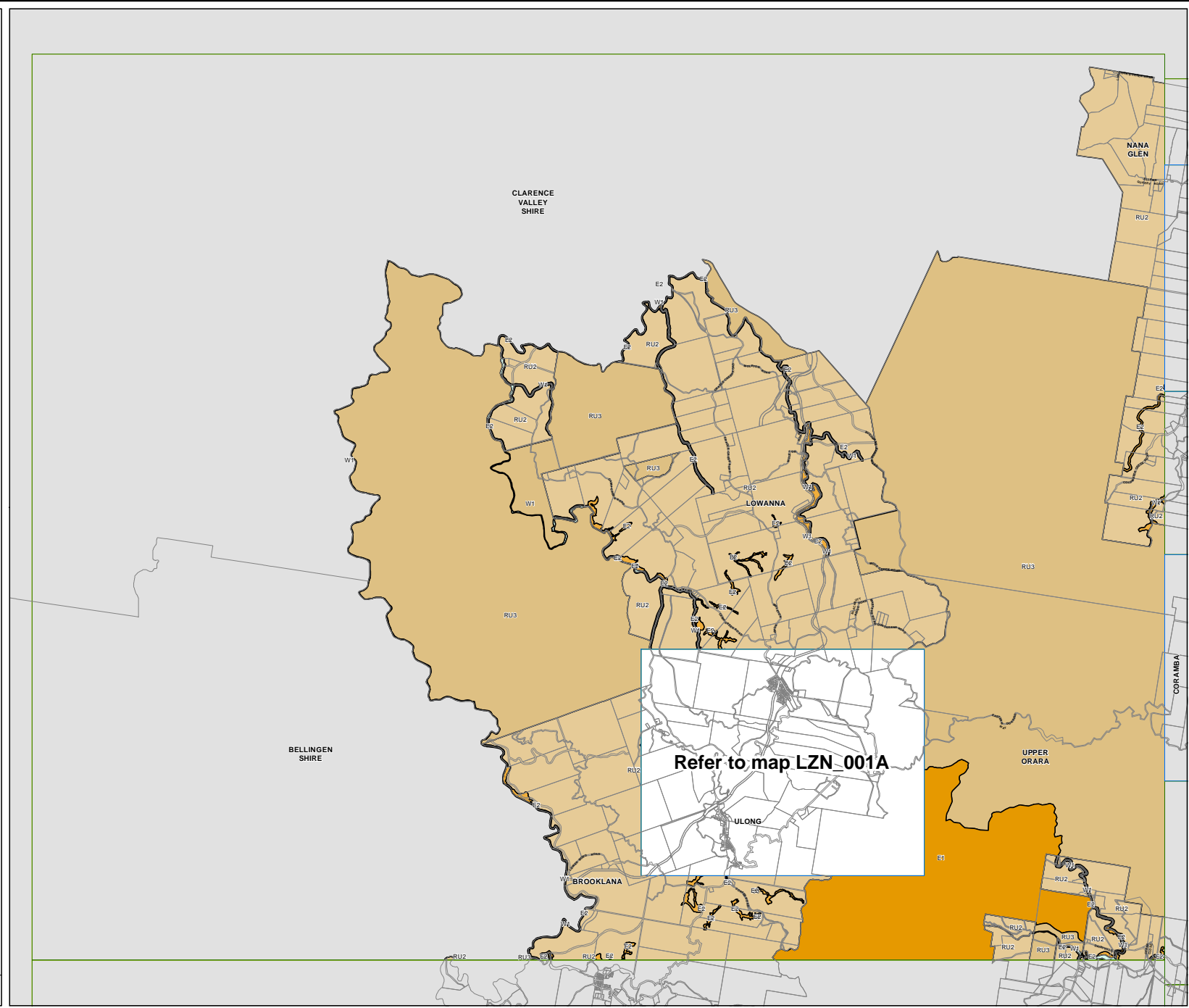
Base Data 1990 © Land and Property Information
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Projection: GDA 1994
MGA Zone 56 Scale: 1:80,000 @ A3

Map identification number: 1800_COM_LZN_01_080_20150112





**Coffs Harbour
Local Environmental
Plan 2013**

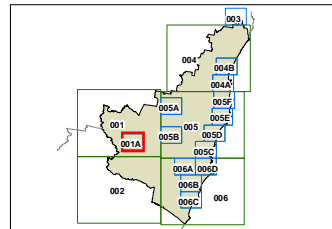
**Land Zoning Map -
Sheet LZN_001A**

Zone

- B1 Neighbourhood Centre
- B2 Local Centre
- B3 Commercial Core
- B4 Mixed Use
- B5 Business Development
- B6 Enterprise Corridor
- E1 National Parks and Nature Reserves
- E2 Environmental Conservation
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- R1 General Residential
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- R4 High Density Residential
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- RE2 Private Recreation
- RU2 Rural Landscape
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- SP1 Special Activities
- SP2 Infrastructure
- SP2 Tourist
- W1 Natural Waterways
- W3 Working Waterways
- W2 Recreational Waterways
- DM Deferred Matter

Cadastre

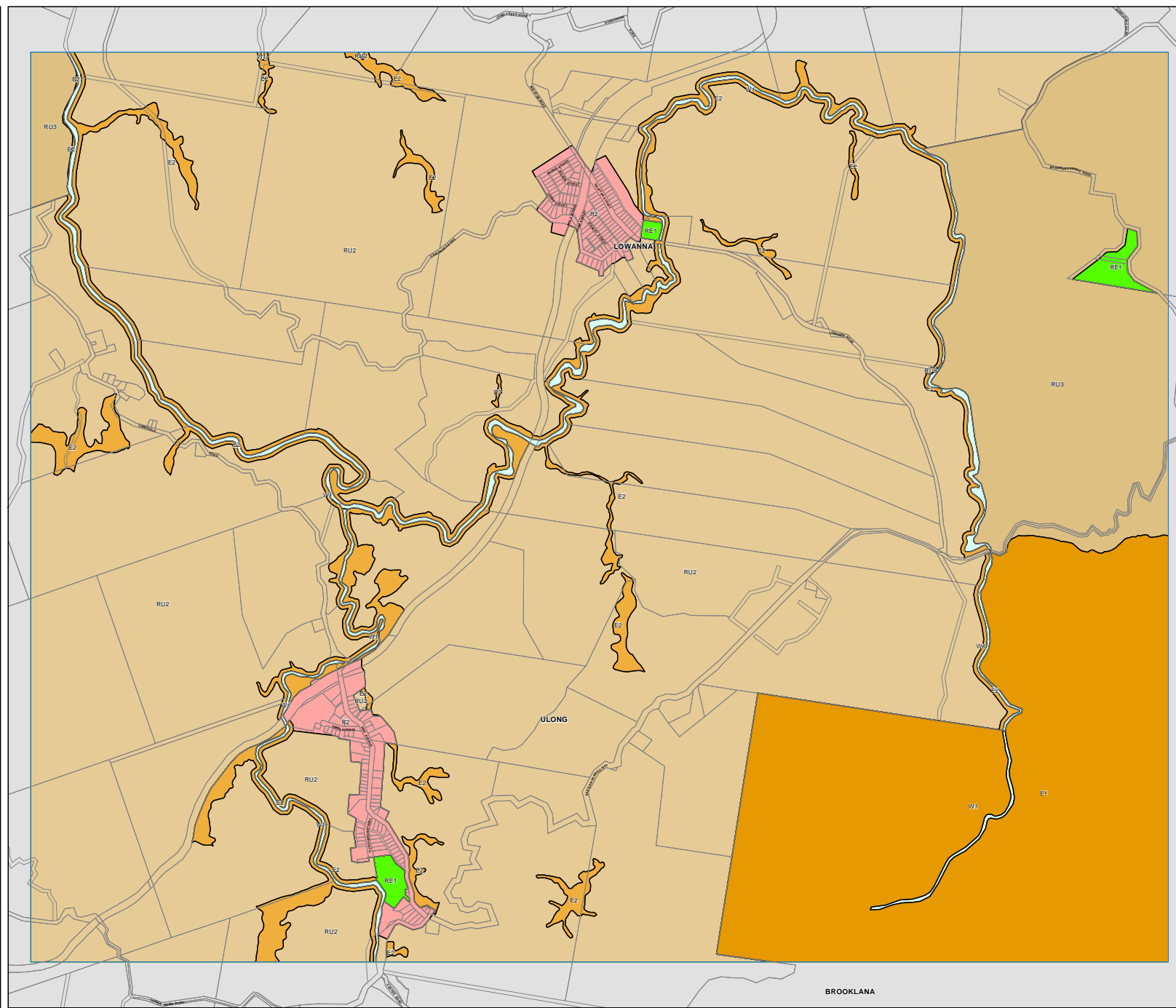
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Map identification number: 1800_COM_LZN_001A_020_20150112





**Coffs Harbour
Local Environmental
Plan 2013**

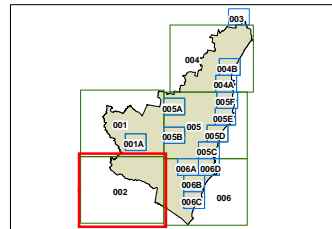
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Zone

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- B2 Local Centre
- B3 Commercial Core
- B4 Mixed Use
- B5 Business Development
- B6 Enterprise Corridor
- E1 National Parks and Nature Reserves
- E2 Environmental Conservation
- IN1 General Industrial
- IN3 Heavy Industrial
- IN4 Working Waterfront
- R1 General Residential
- R2 Low Density Residential
- R3 Medium Density Residential
- R4 High Density Residential
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- RE1 Public Recreation
- RE2 Private Recreation
- RU2 Rural Landscape
- RU3 Forestry
- SP1 Special Activities
- SP2 Infrastructure
- SP3 Tourist
- W1 Natural Waterways
- W2 Recreational Waterways
- W3 Working Waterways
- DM Deferred Matter

Cadastral

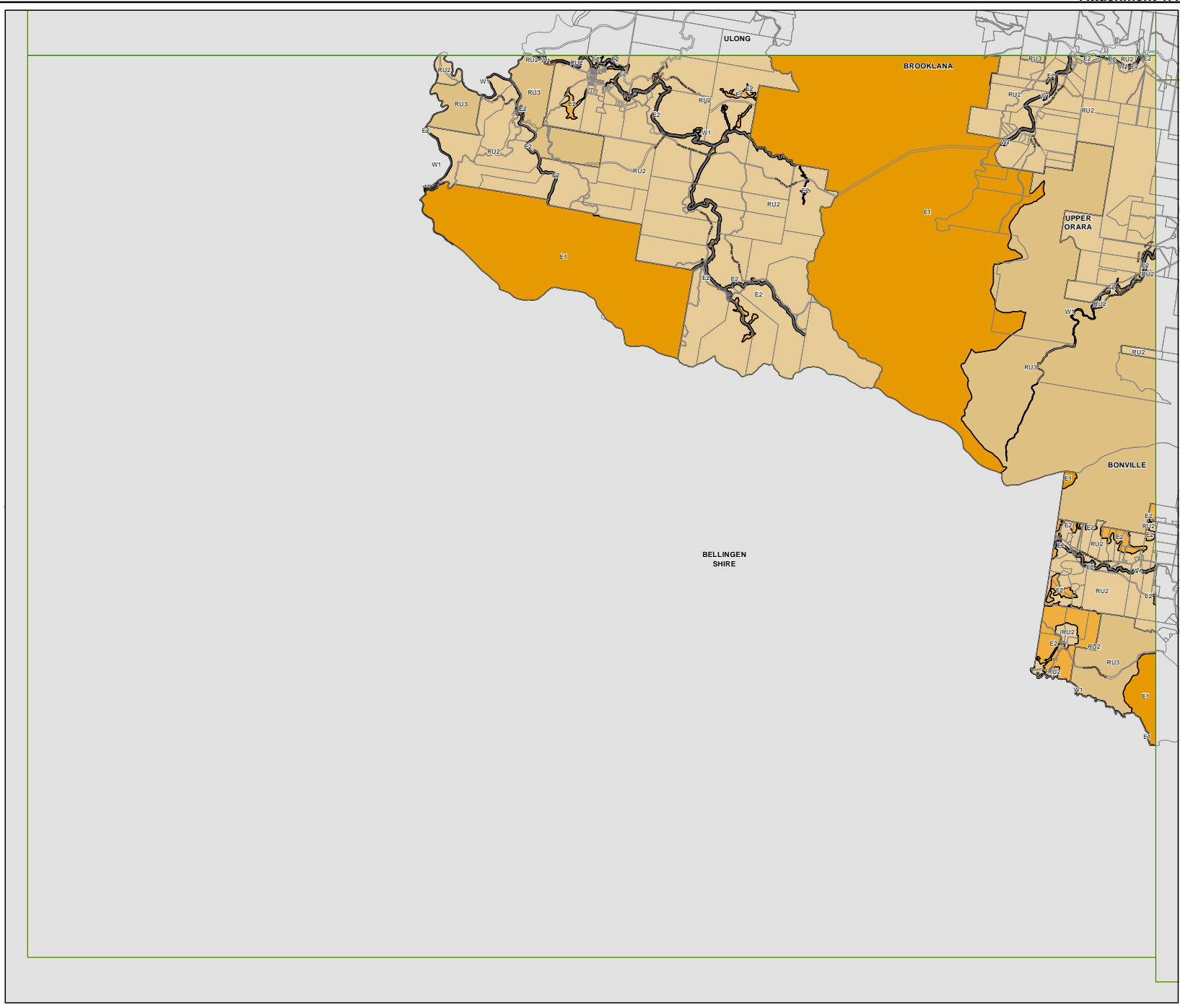
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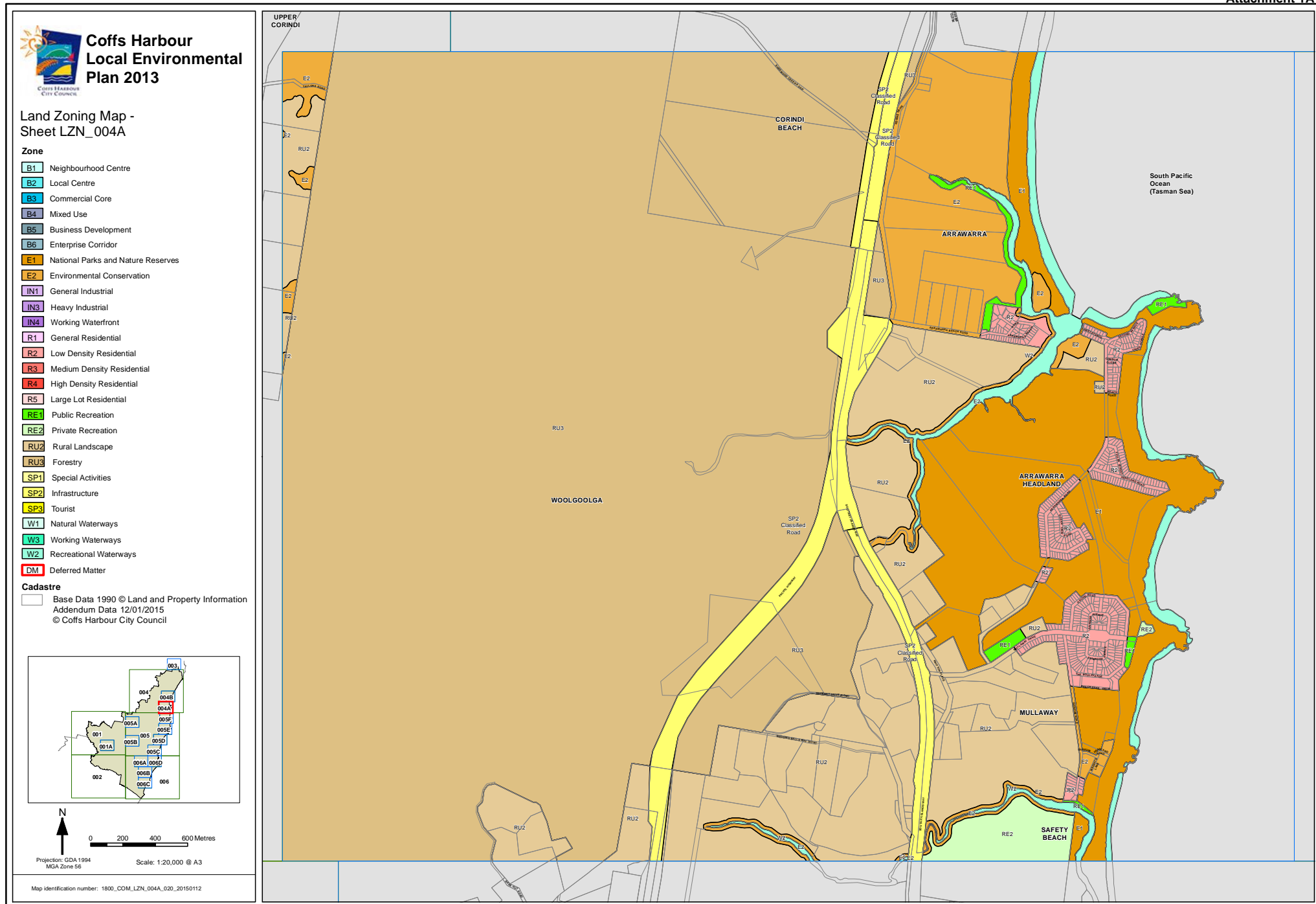


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Local Environmental
Plan 2013**

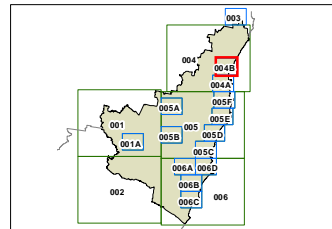
**Land Zoning Map -
Sheet LZN_004B**

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- B4 Mixed Use
- B5 Business Development
- B6 Enterprise Corridor
- E1 National Parks and Nature Reserves
- E2 Environmental Conservation
- IN1 General Industrial
- IN3 Heavy Industrial
- IN4 Working Waterfront
- R1 General Residential
- R2 Low Density Residential
- R3 Medium Density Residential
- R4 High Density Residential
- R5 Large Lot Residential
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- RU3 Forestry
- SP1 Special Activities
- SP2 Infrastructure
- SP3 Tourist
- W1 Natural Waterways
- W3 Working Waterways
- W2 Recreational Waterways
- DM Deferred Matter

Cadastre

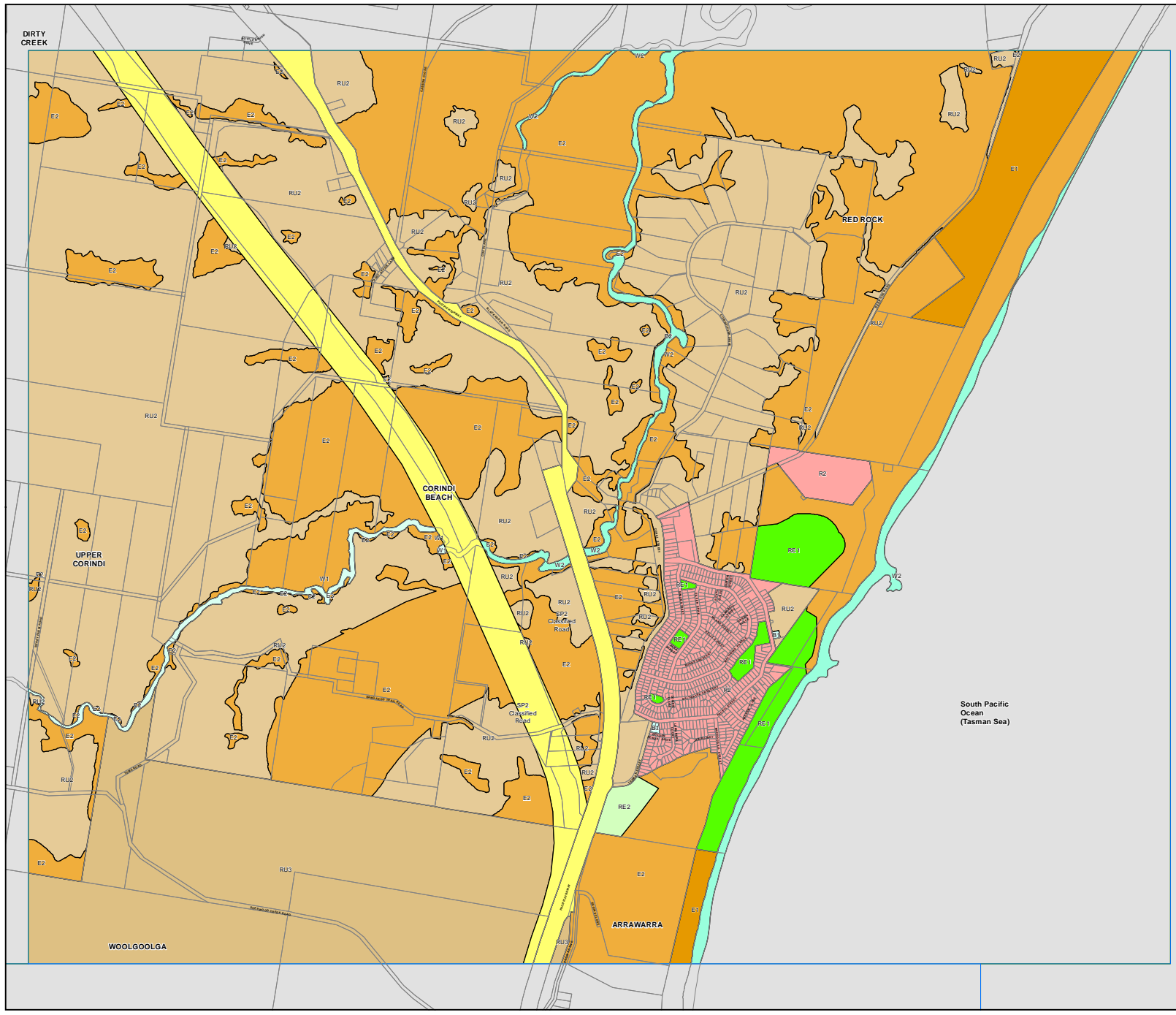
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Local Environmental
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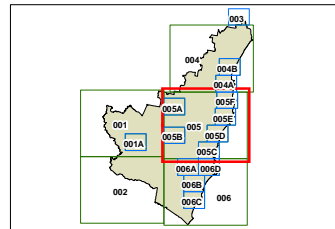
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- E1 National Parks and Nature Reserves
- E2 Environmental Conservation
- IN1 General Industrial
- IN3 Heavy Industrial
- IN4 Working Waterfront
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- RU3 Forestry
- SP1 Special Activities
- SP2 Infrastructure
- SP3 Tourist
- W1 Natural Waterways
- W2 Recreational Waterways
- W3 Working Waterways
- DM Deferred Matter

Cadastre

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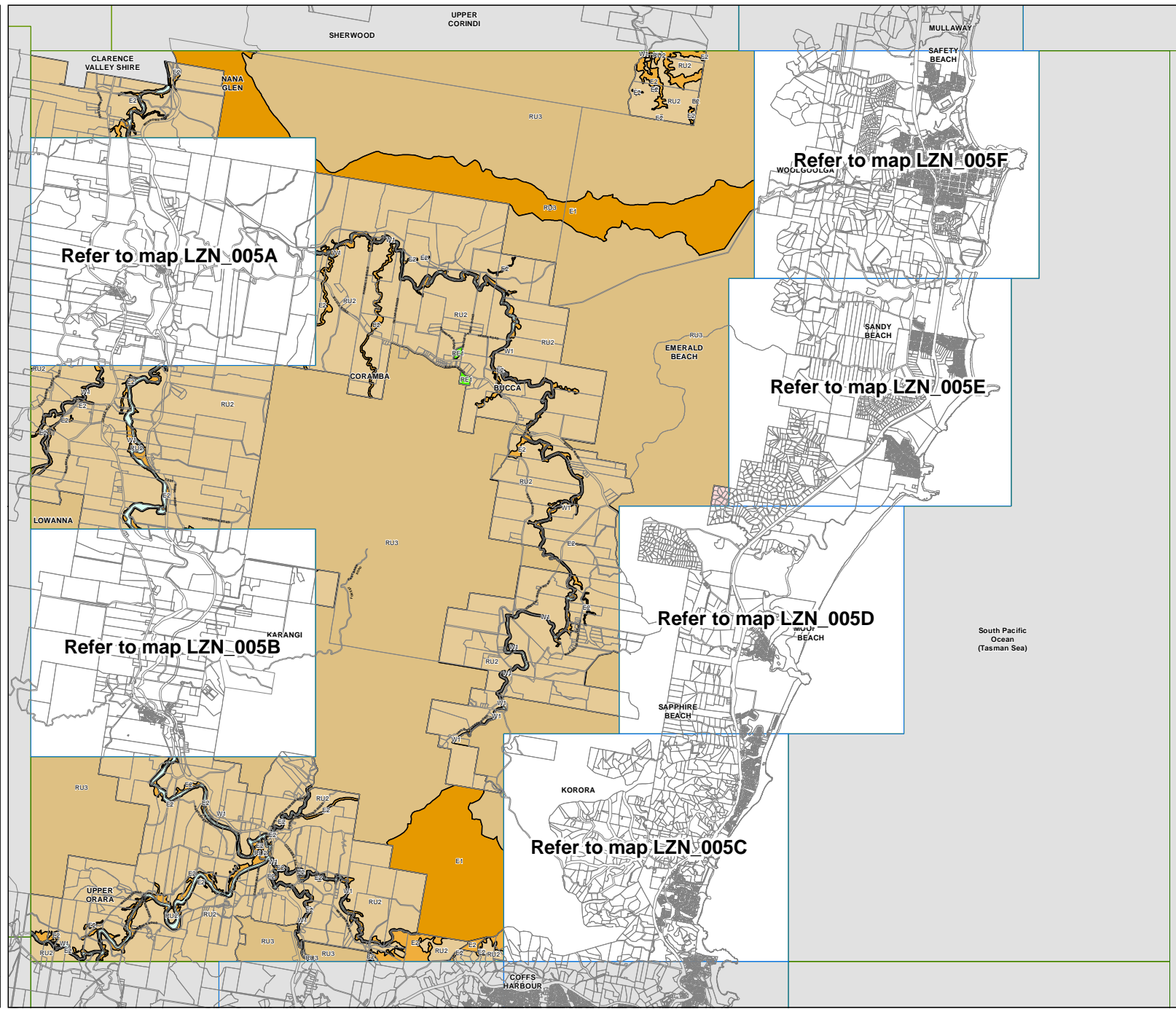


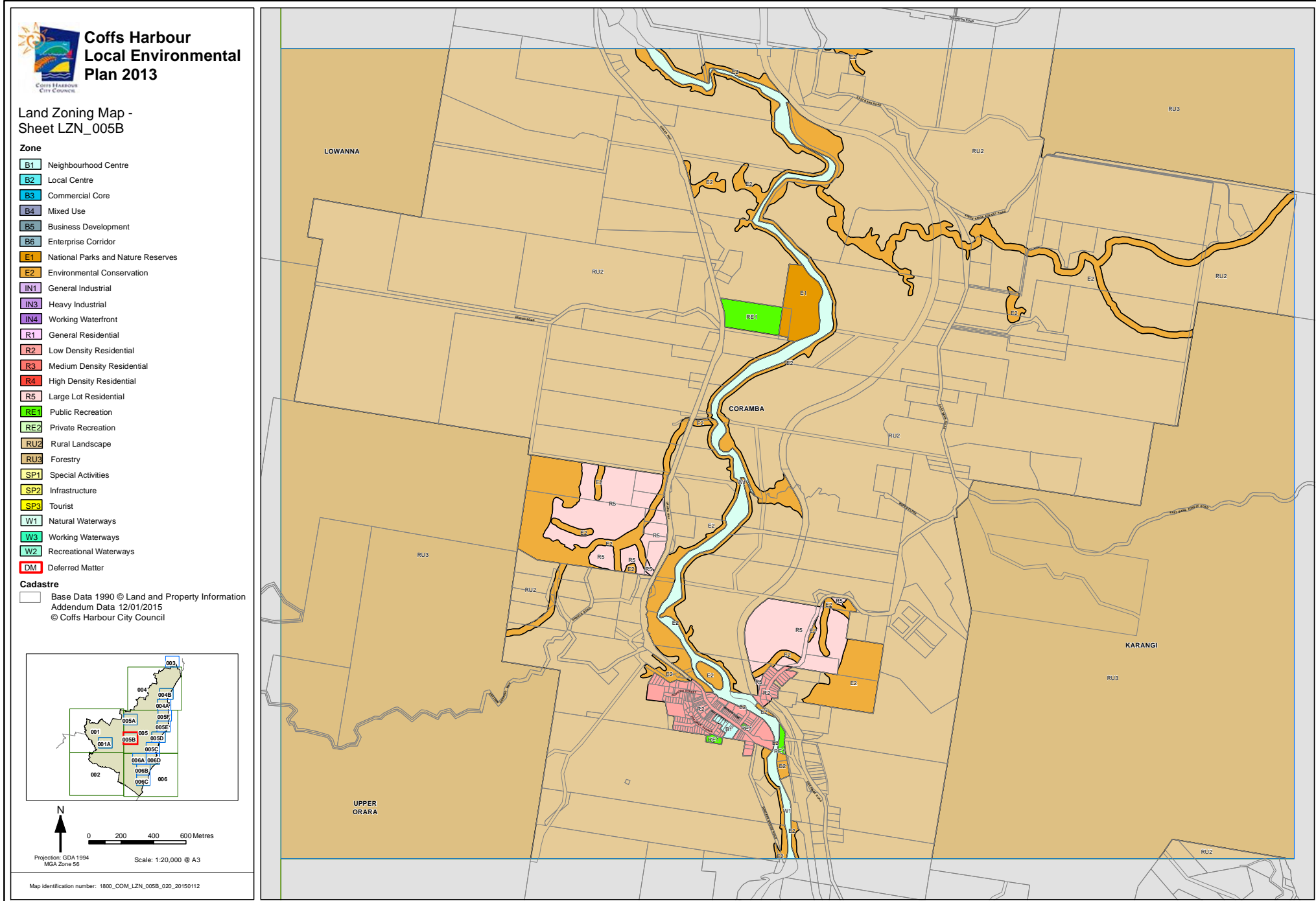
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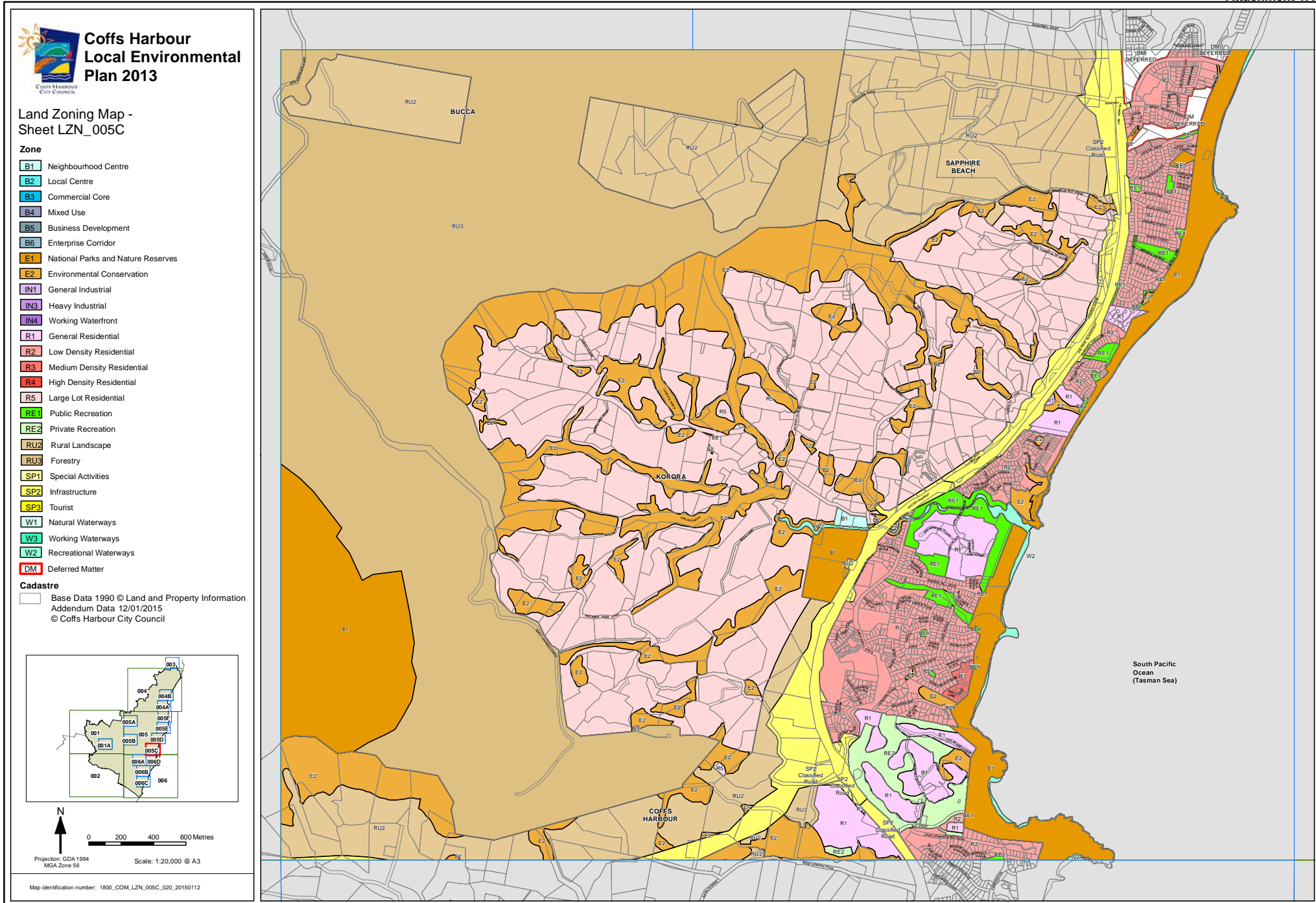
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**Coffs Harbour
Local Environmental
Plan 2013**

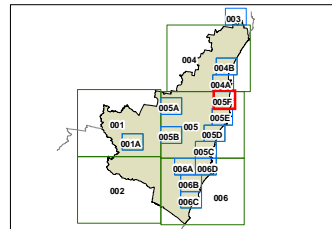
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Sheet LZN_005F**

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- B2 Local Centre
- B3 Commercial Core
- B4 Mixed Use
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- E1 National Parks and Nature Reserves
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- SP1 Special Activities
- SP2 Infrastructure
- SP2 Tourist
- W1 Natural Waterways
- W3 Working Waterways
- W2 Recreational Waterways
- DM Deferred Matter

Cadastre

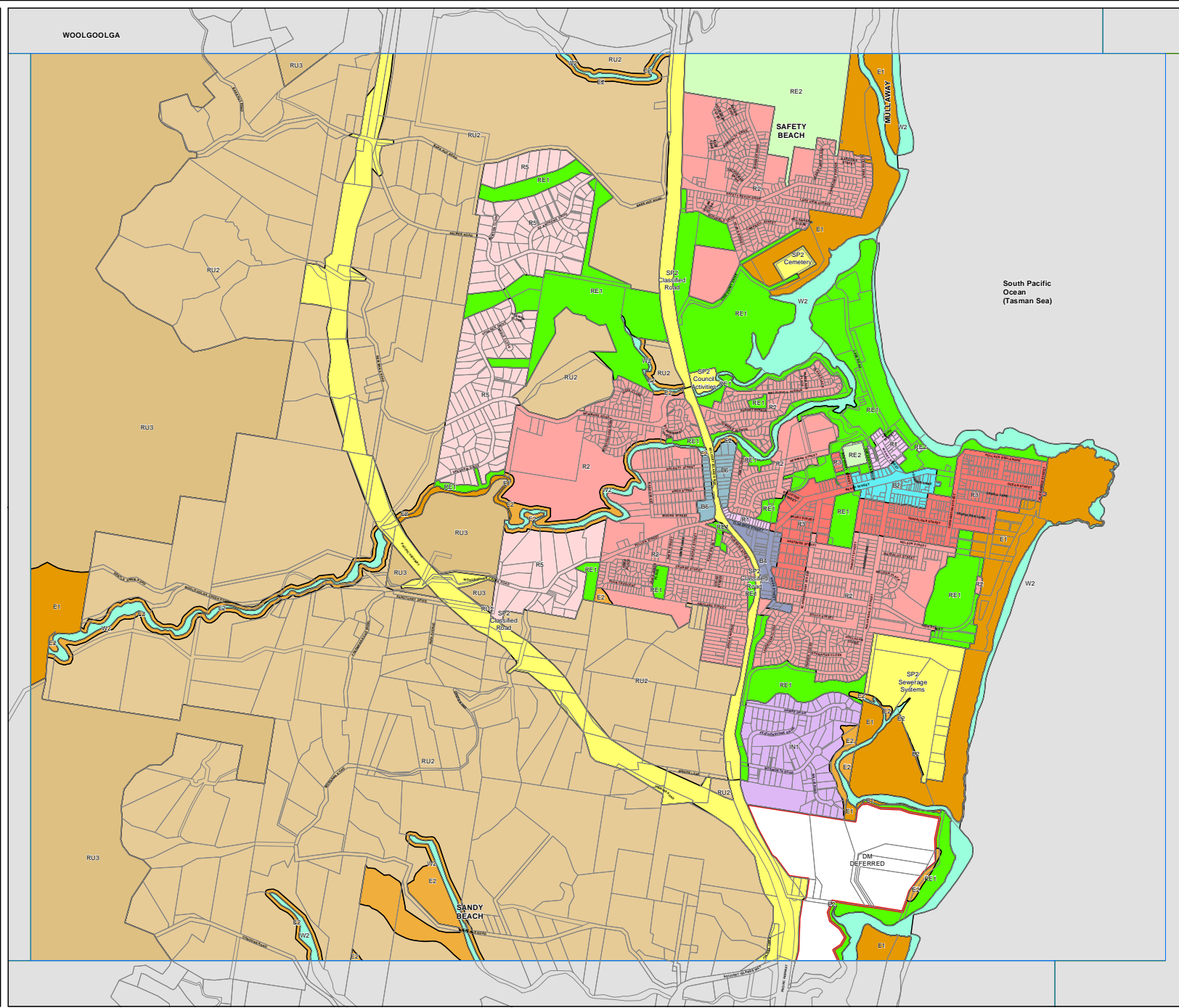
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Map identification number: 1800_COM_LZN_005F_020_20150112





**Coffs Harbour
Local Environmental
Plan 2013**

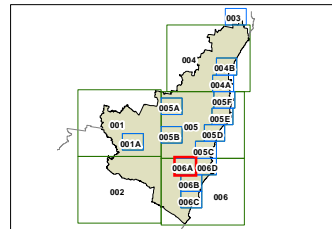
**Land Zoning Map -
Sheet LZN_006A**

Zone

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- B2 Local Centre
- B3 Commercial Core
- B4 Mixed Use
- B5 Business Development
- B6 Enterprise Corridor
- E1 National Parks and Nature Reserves
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- W1 Natural Waterways
- W3 Working Waterways
- W2 Recreational Waterways
- DM Deferred Matter

Cadastre

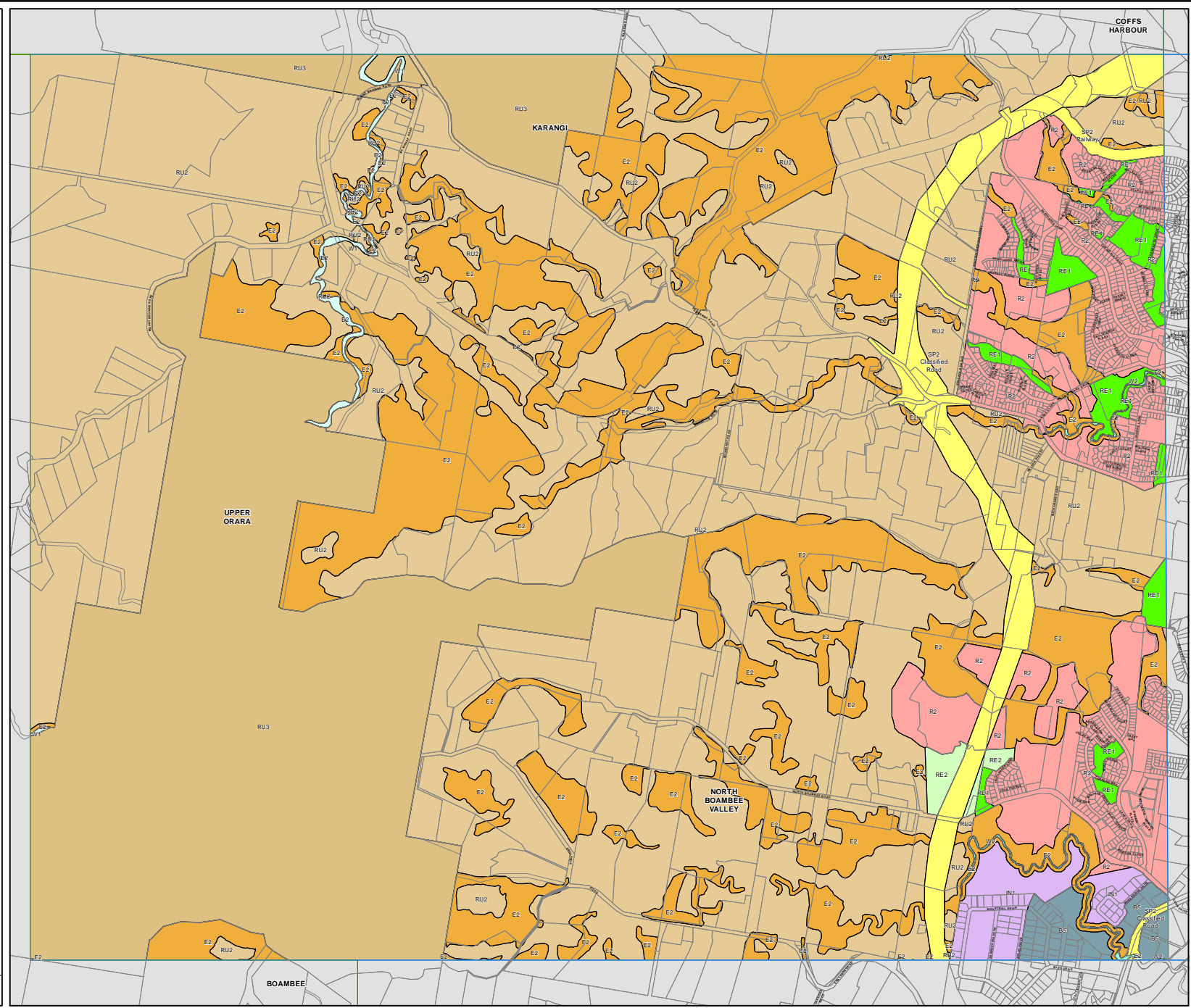
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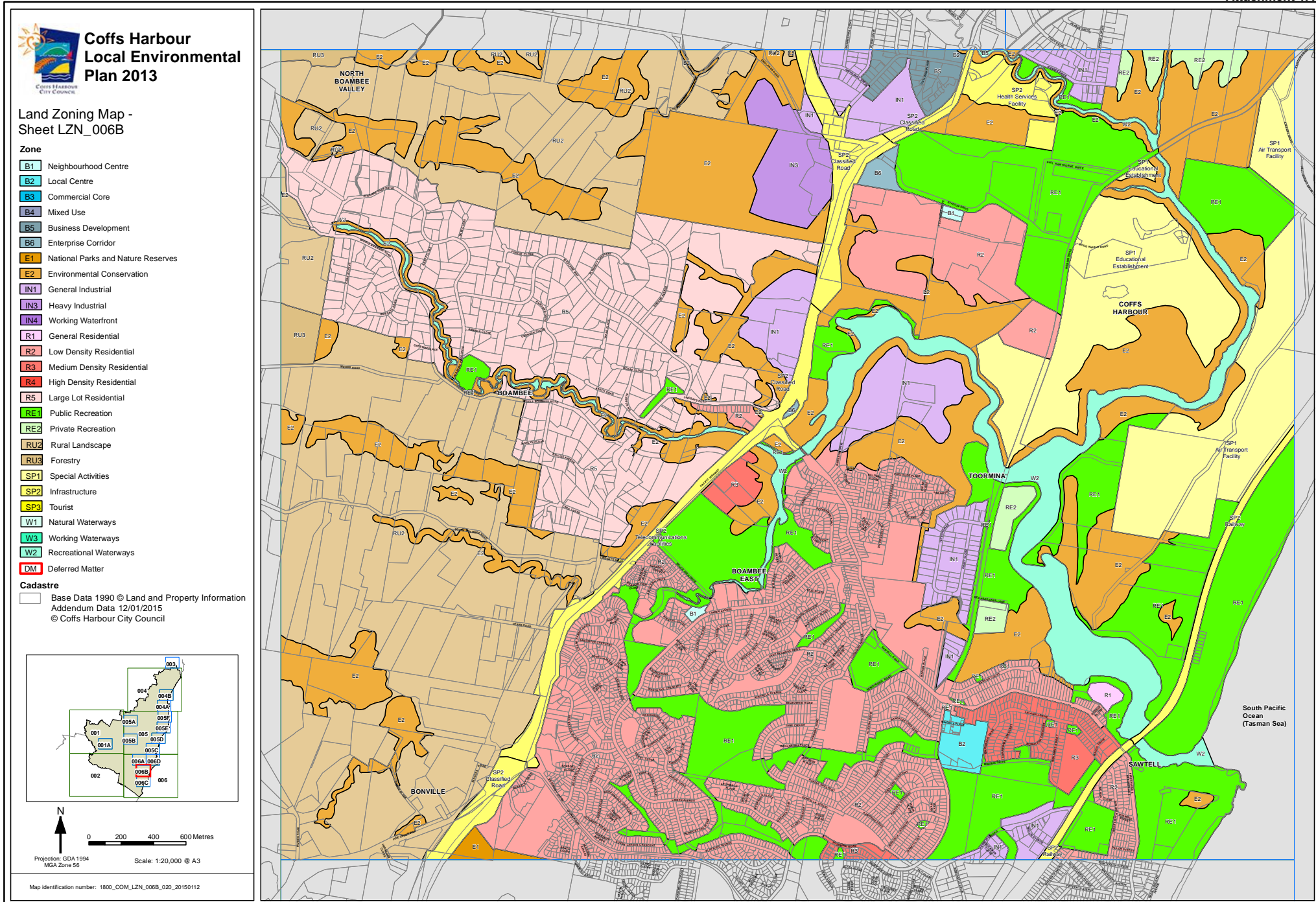


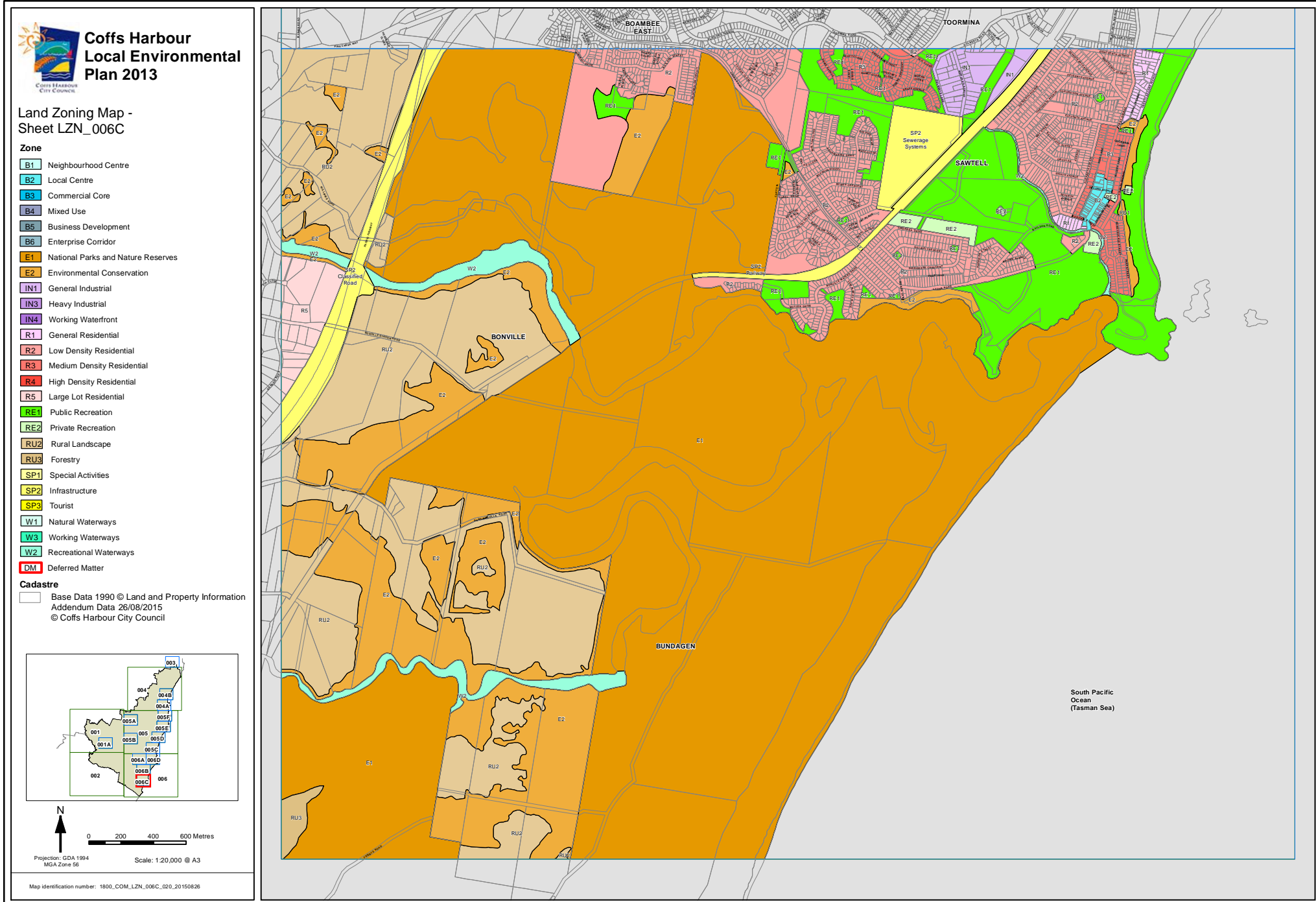
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Local Environmental
Plan 2013**

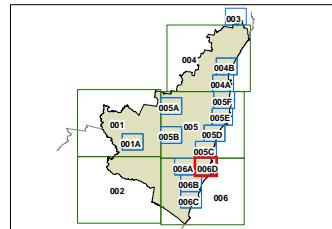
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- B3 Commercial Core
- B4 Mixed Use
- B5 Business Development
- B6 Enterprise Corridor
- E1 National Parks and Nature Reserves
- E2 Environmental Conservation
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- RU3 Forestry
- SP1 Special Activities
- SP2 Infrastructure
- SP2 Tourist
- W1 Natural Waterways
- W3 Working Waterways
- W2 Recreational Waterways
- DM Deferred Matter

Cadastre

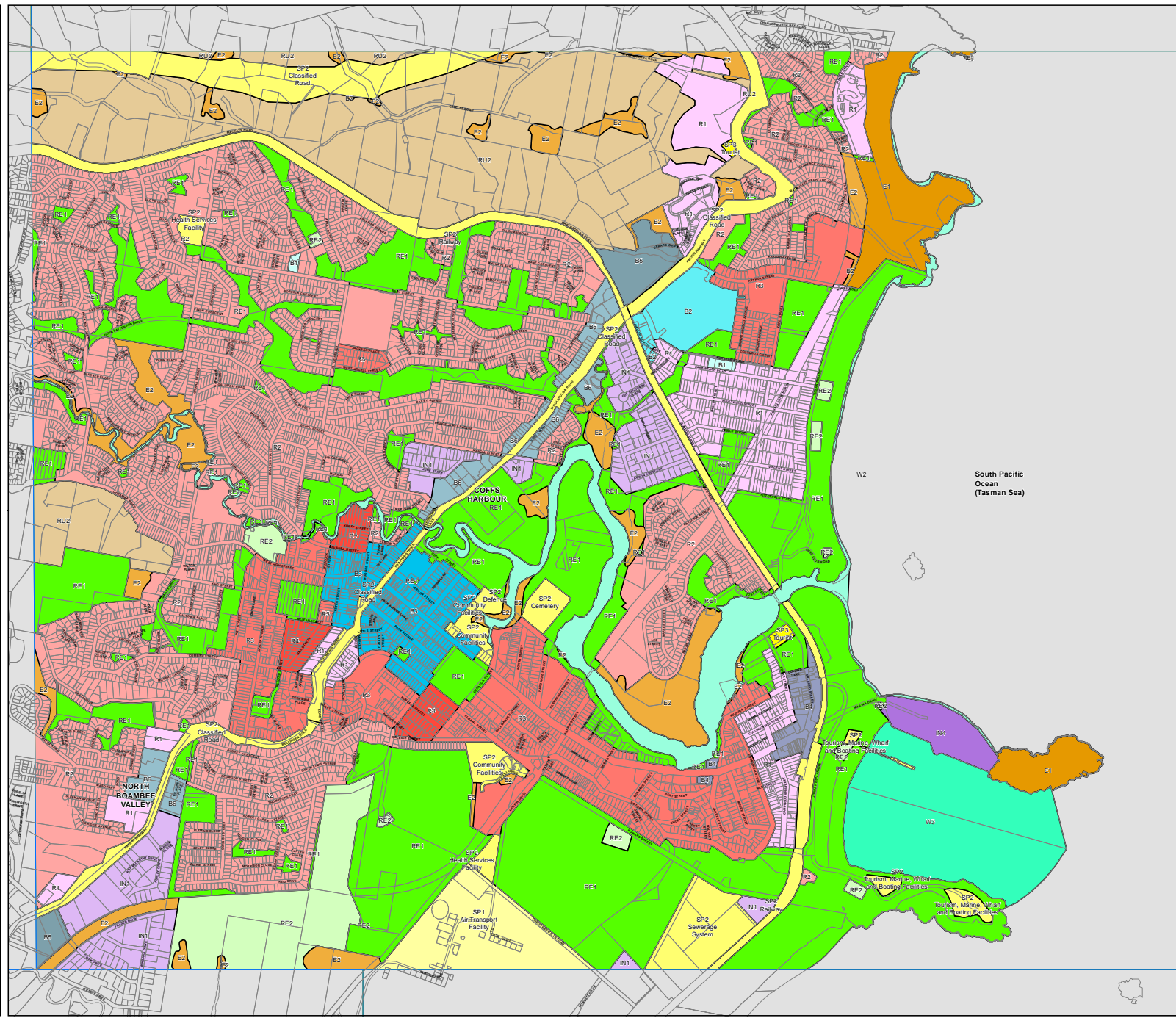
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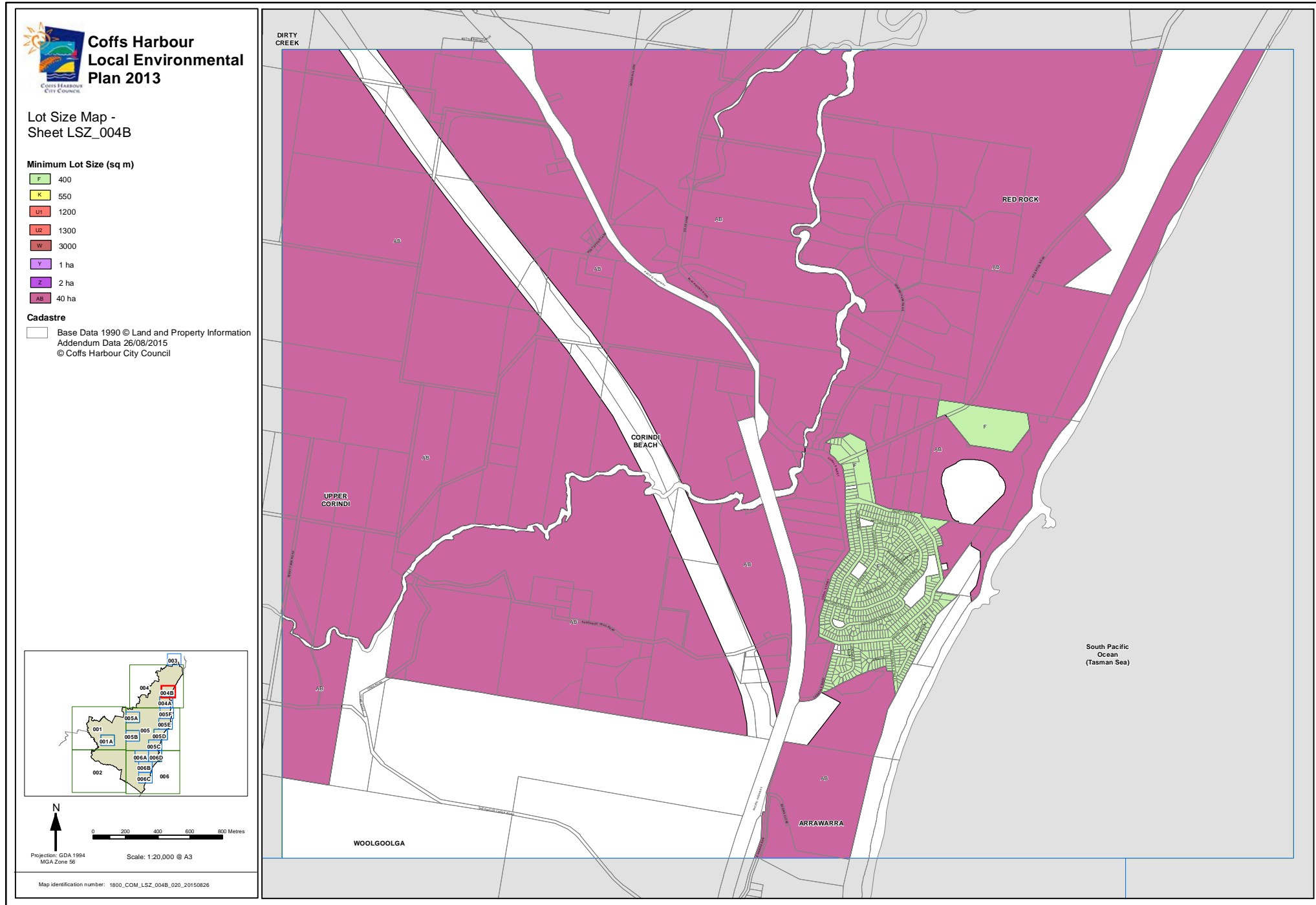
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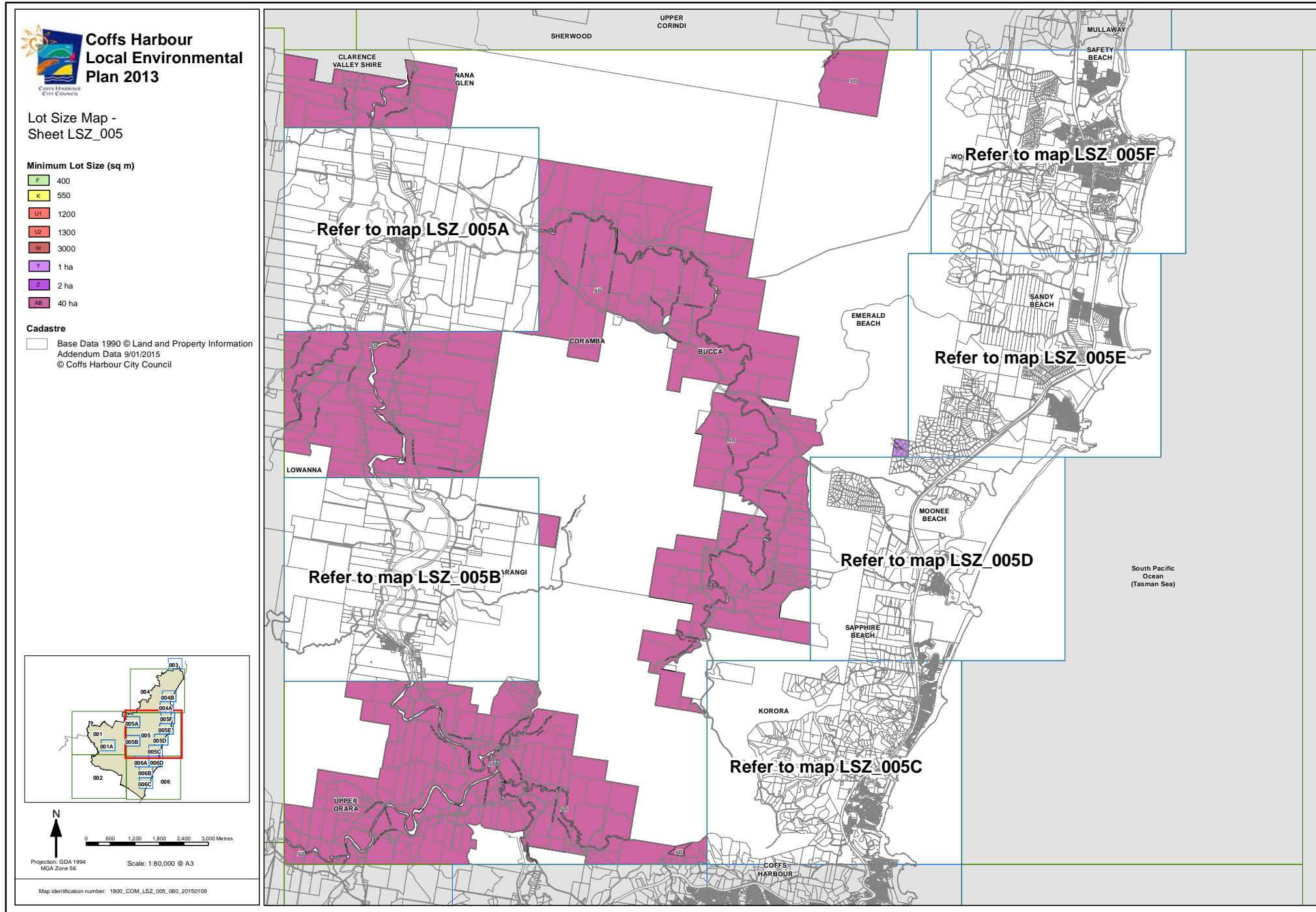
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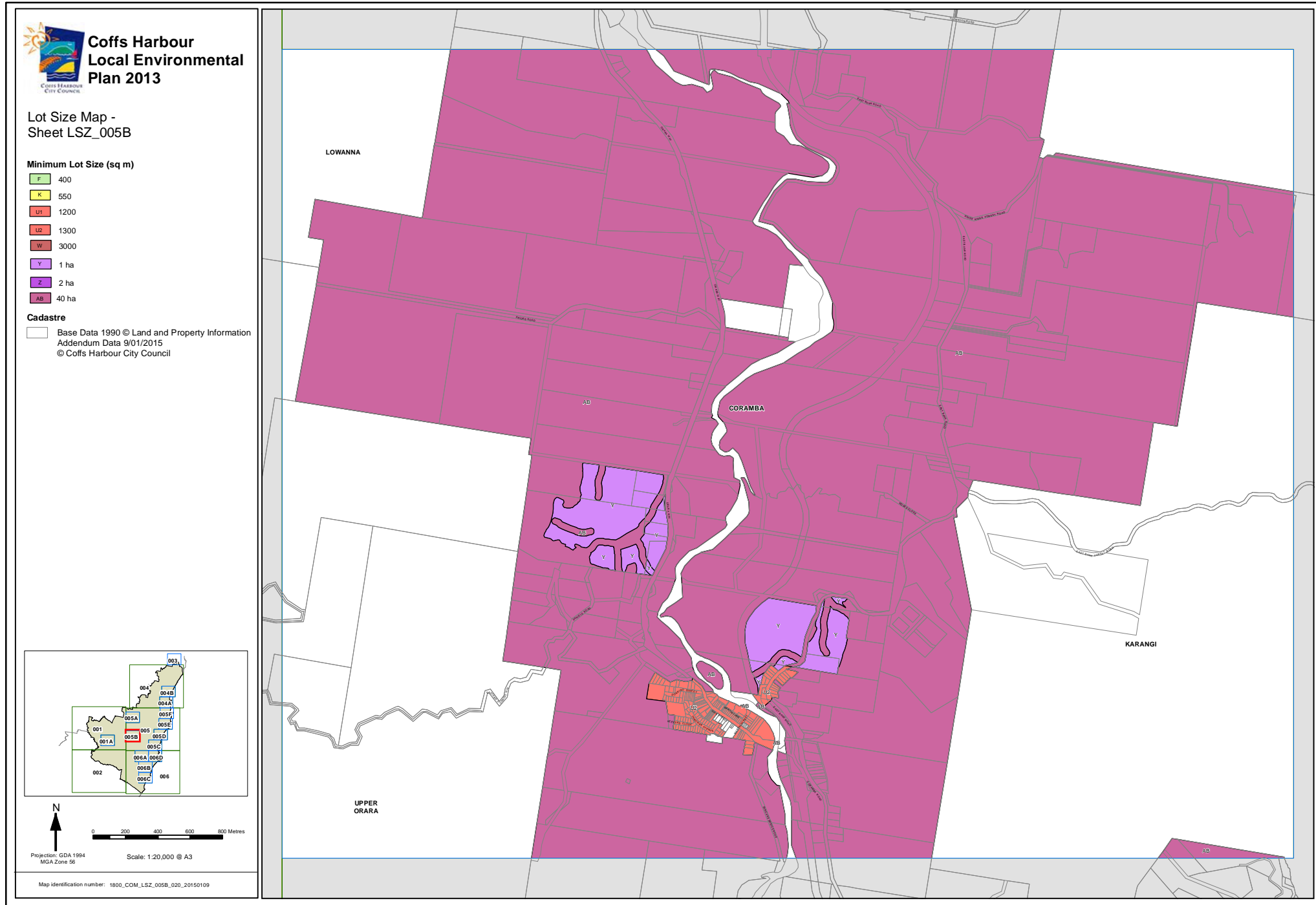
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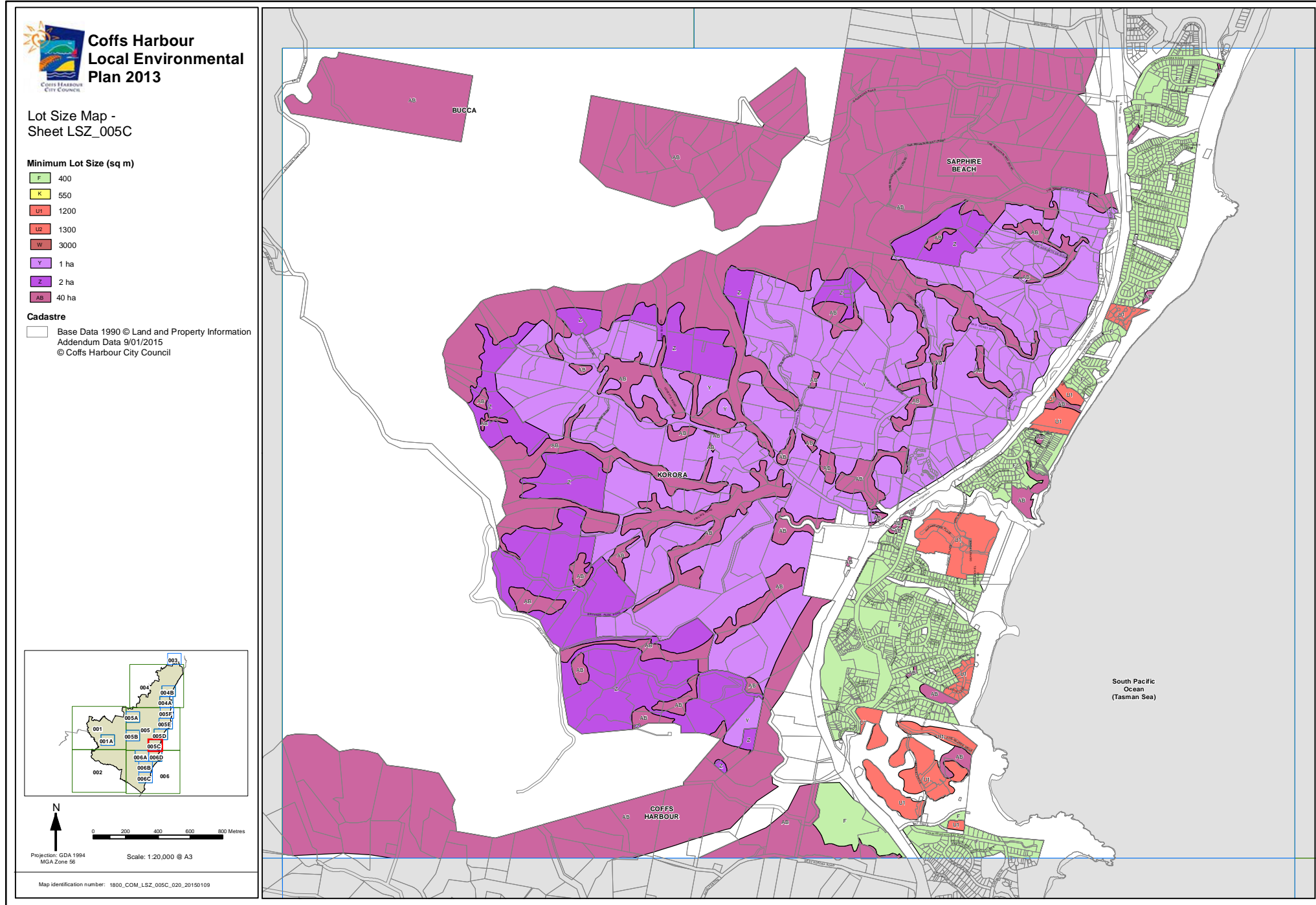


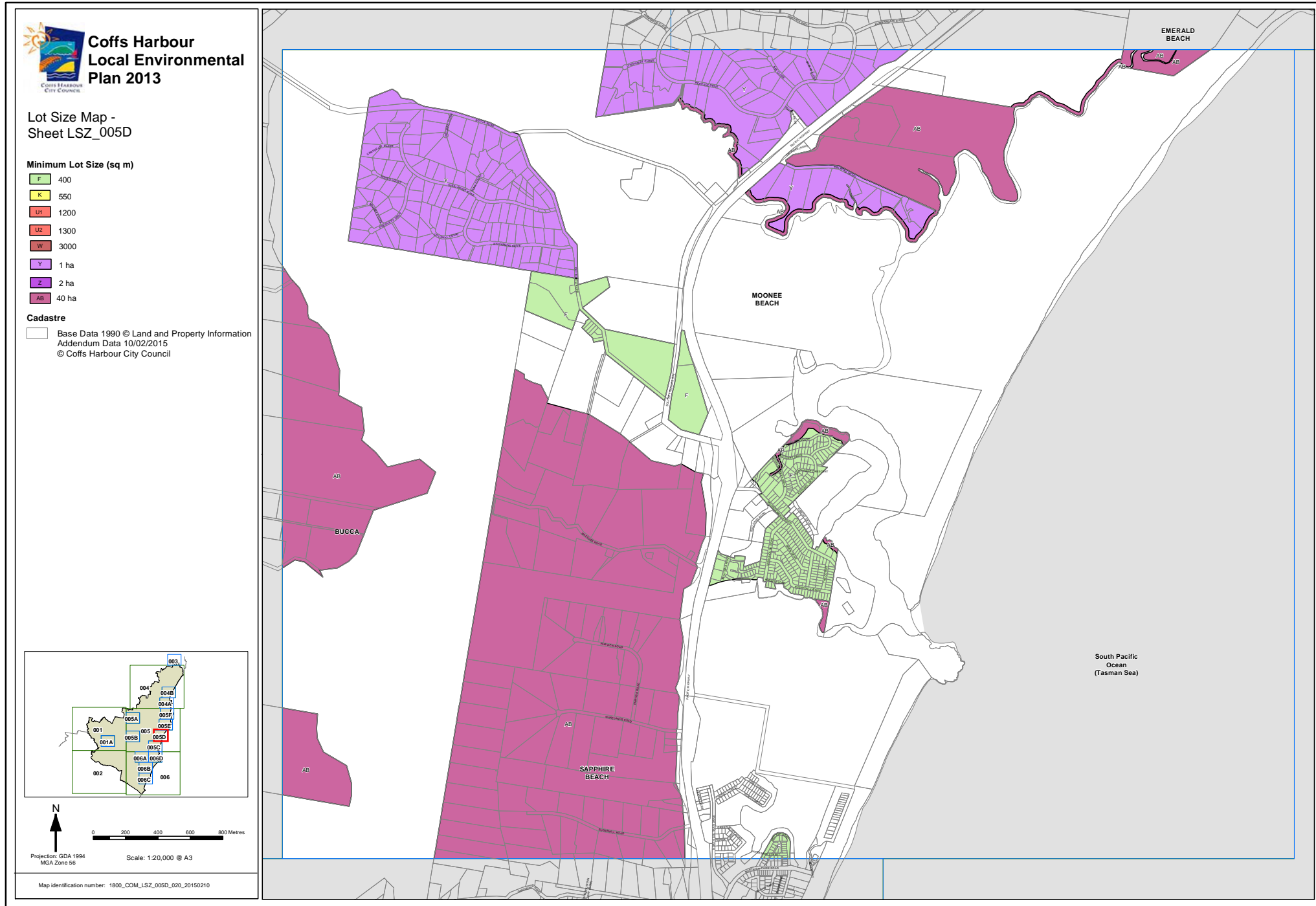














**Coffs Harbour
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Plan 2013**

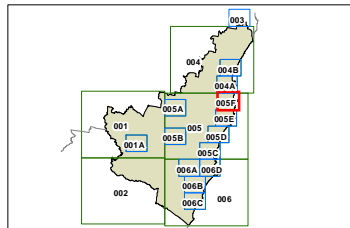
**Lot Size Map -
Sheet LSZ_005F**

Minimum Lot Size (sq m)

F	400
X	550
U1	1200
U2	1300
W	3000
Y	1 ha
Z	2 ha
AB	40 ha

Cadastre

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Addendum Data 9/01/2015
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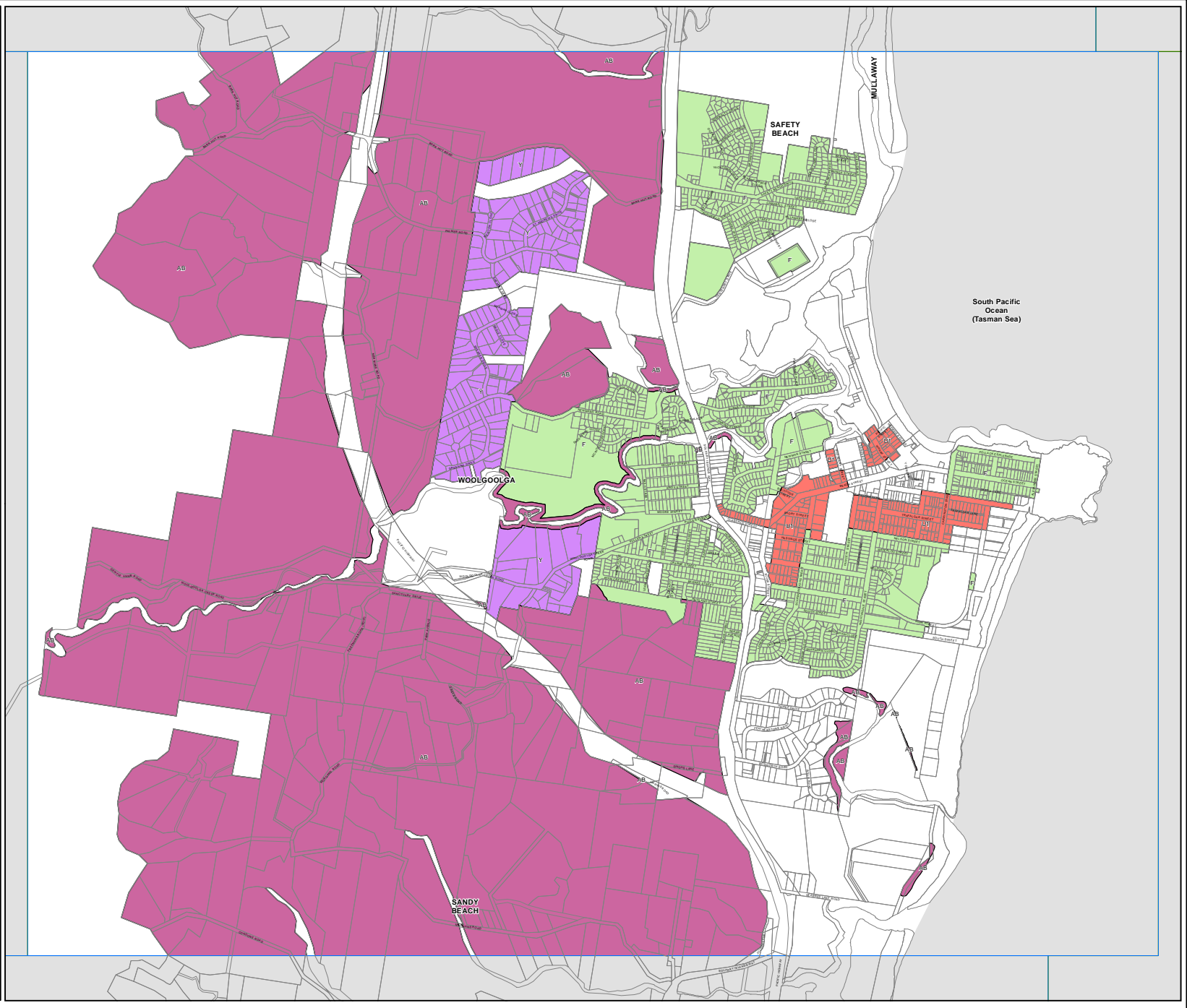


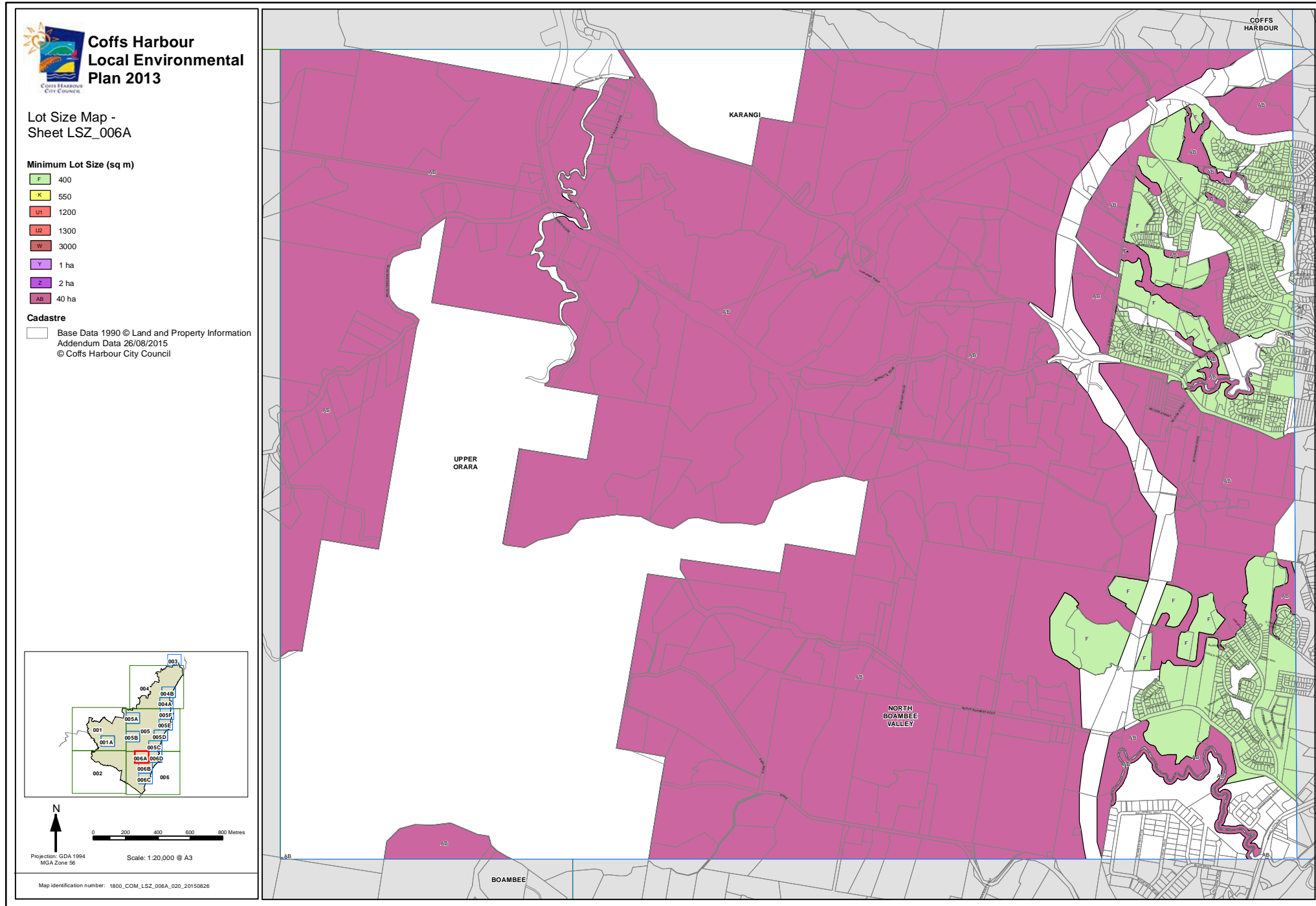
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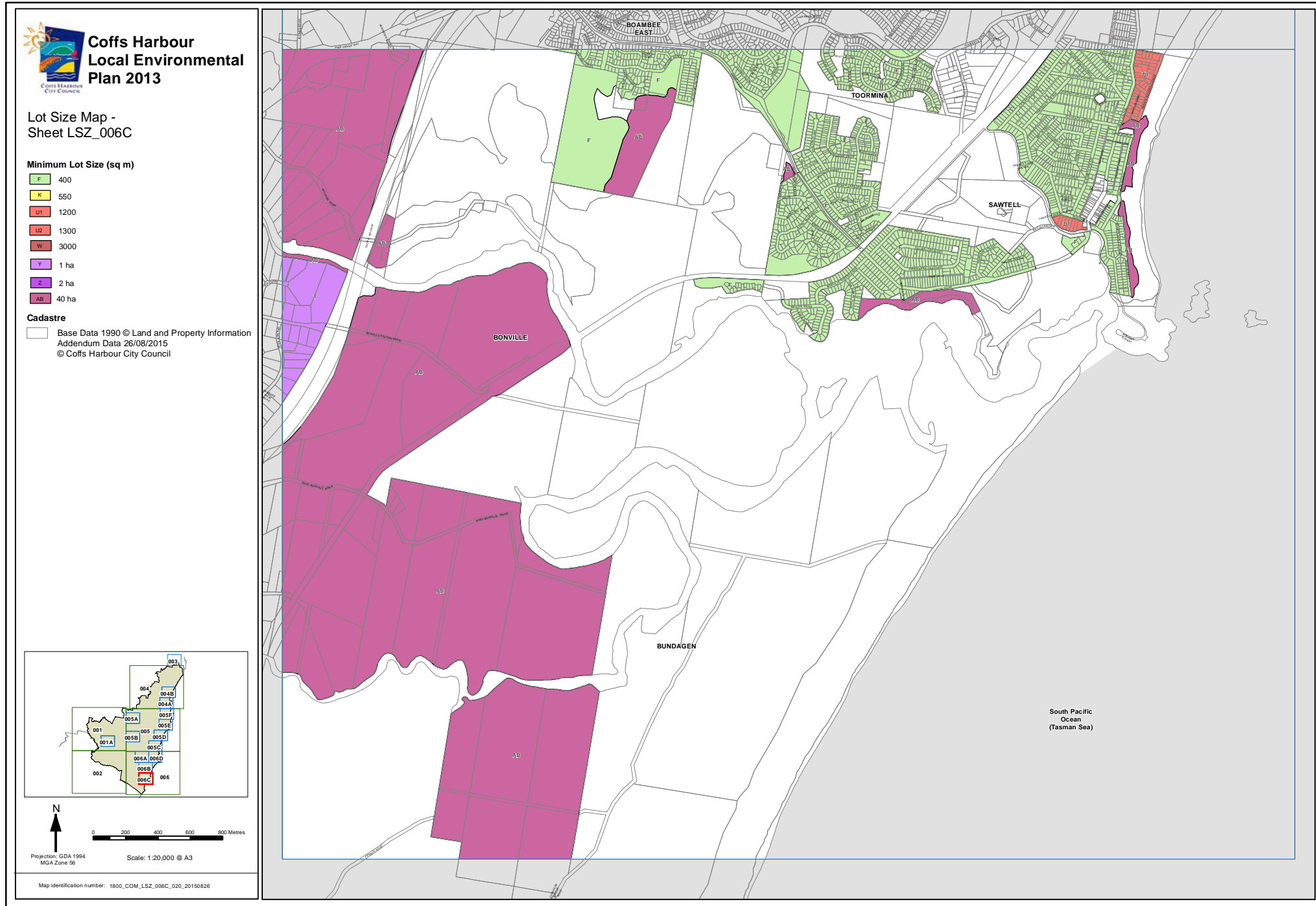
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**Coffs Harbour
Local Environmental
Plan 2013**

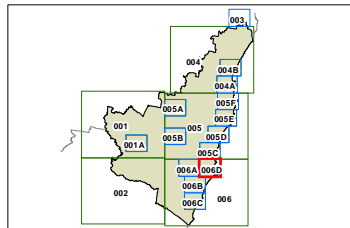
**Lot Size Map -
Sheet LSZ_006D**

Minimum Lot Size (sq m)

- F 400
- X 550
- U1 1200
- U2 1300
- W 3000
- Y 1 ha
- Z 2 ha
- AB 40 ha

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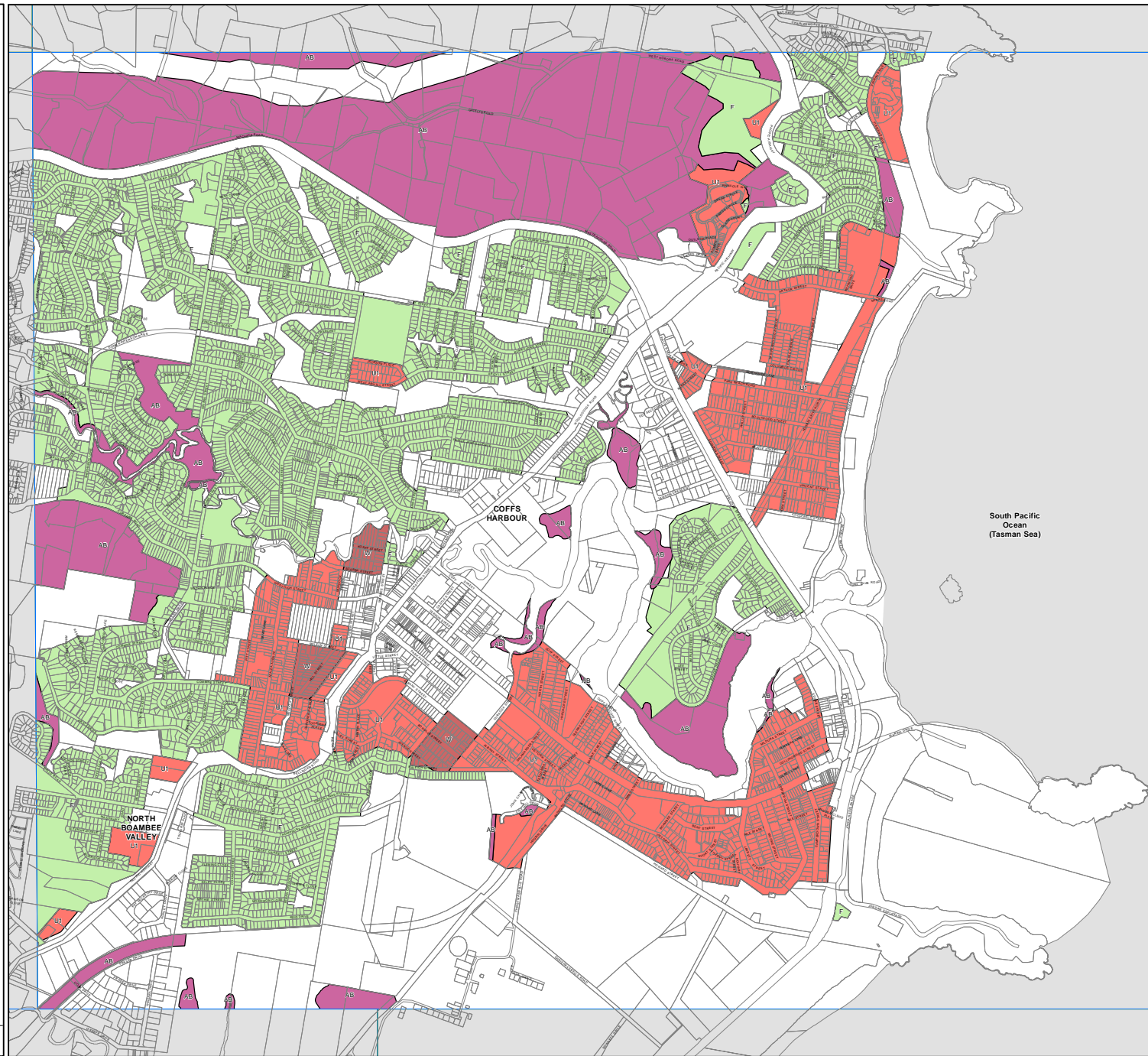


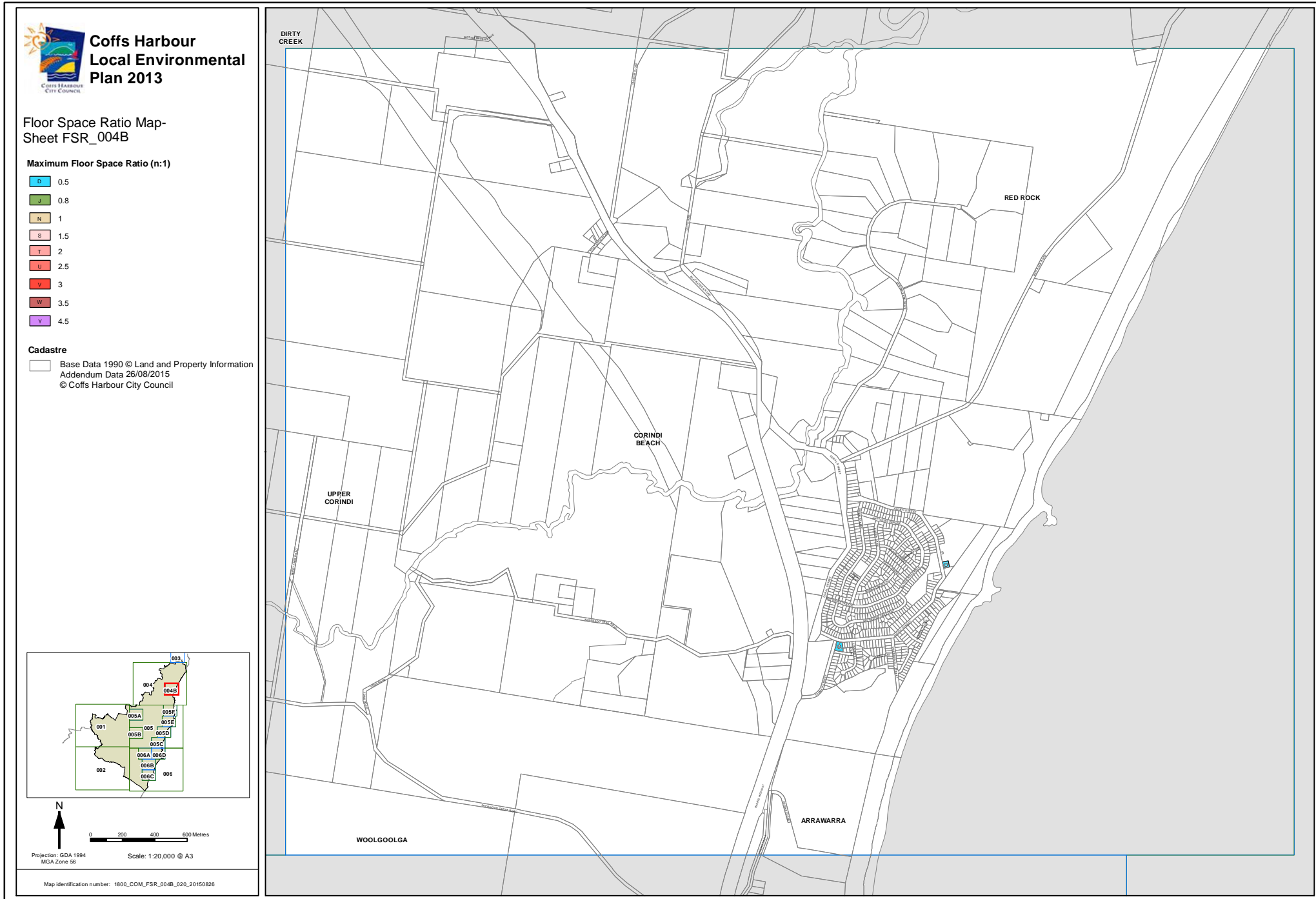
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MGA Zone 56

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**Coffs Harbour
Local Environmental
Plan 2013**

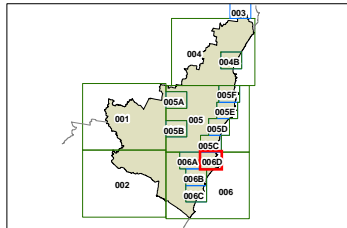
Floor Space Ratio Map-
Sheet FSR_006D

Maximum Floor Space Ratio (n:1)

D	0.5
J	0.8
N	1
S	1.5
T	2
U	2.5
V	3
W	3.5
Y	4.5

Cadastre

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Addendum Data 8/01/2015
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Projection: GDA 1994
MGA Zone 56 Scale: 1:20,000 @ A3

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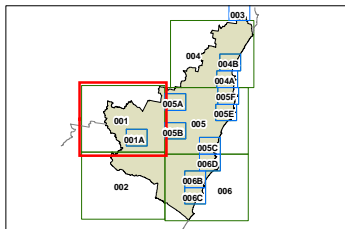
Heritage Map - Sheet HER_001

Heritage

- Conservation Area - General
- Item - General

Cadastre

- Base Data 1990 © Land and Property Information
Addendum Data 5/02/2015
© Coffs Harbour City Council

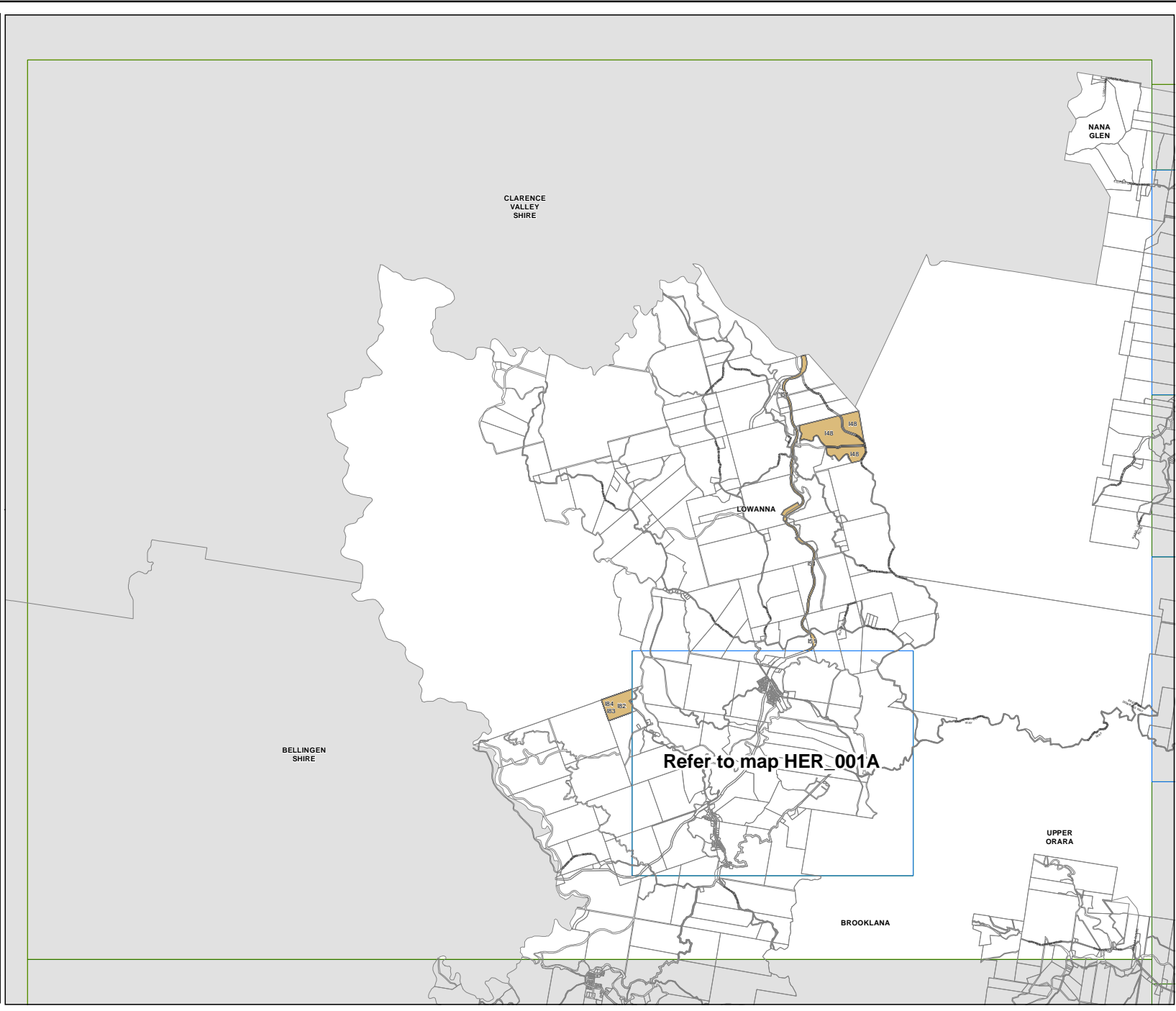


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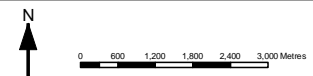
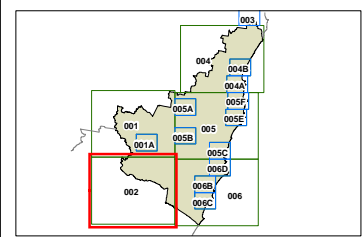
Heritage Map - Sheet HER_002

Heritage

- Conservation Area - General
- Item - General

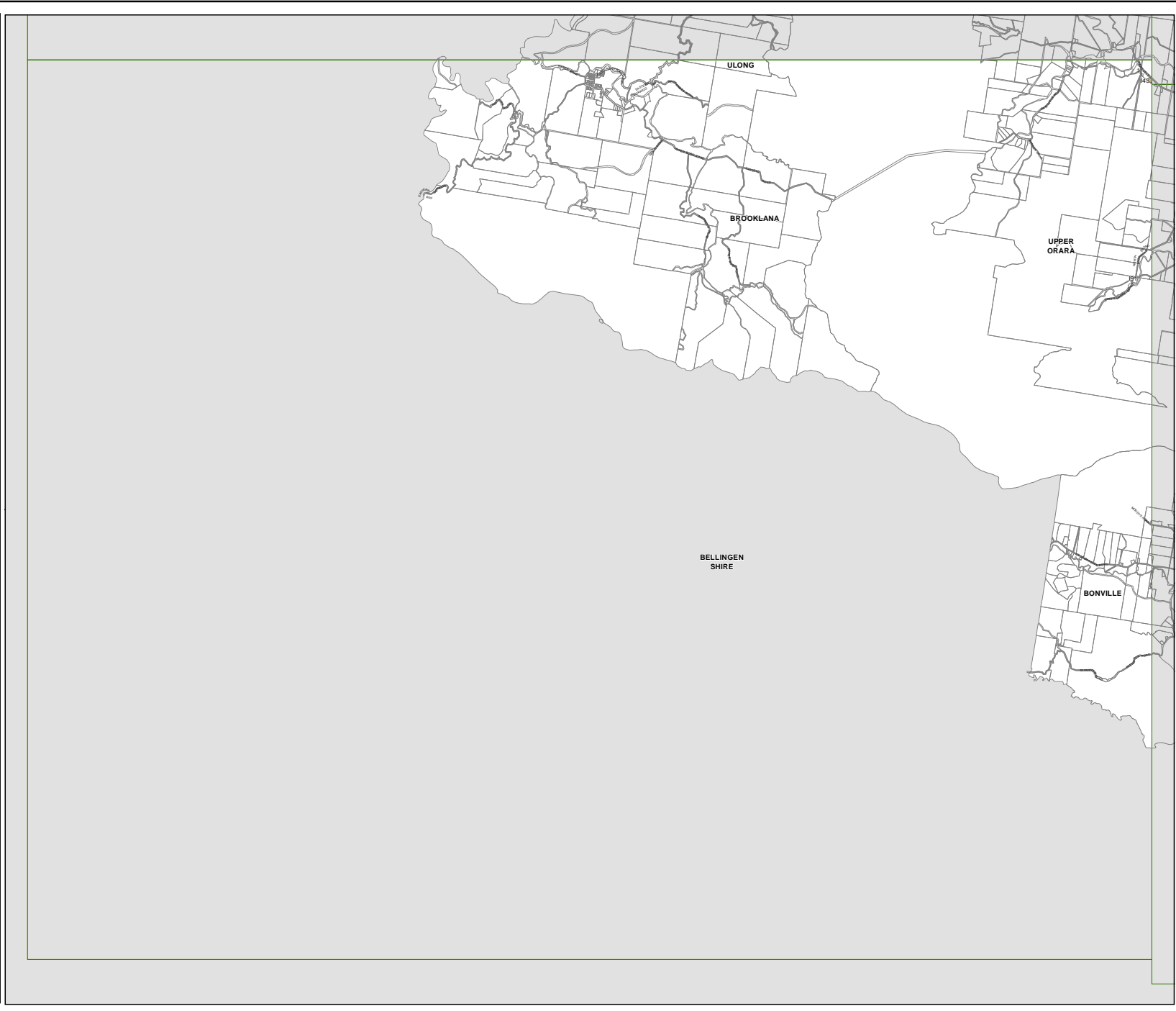
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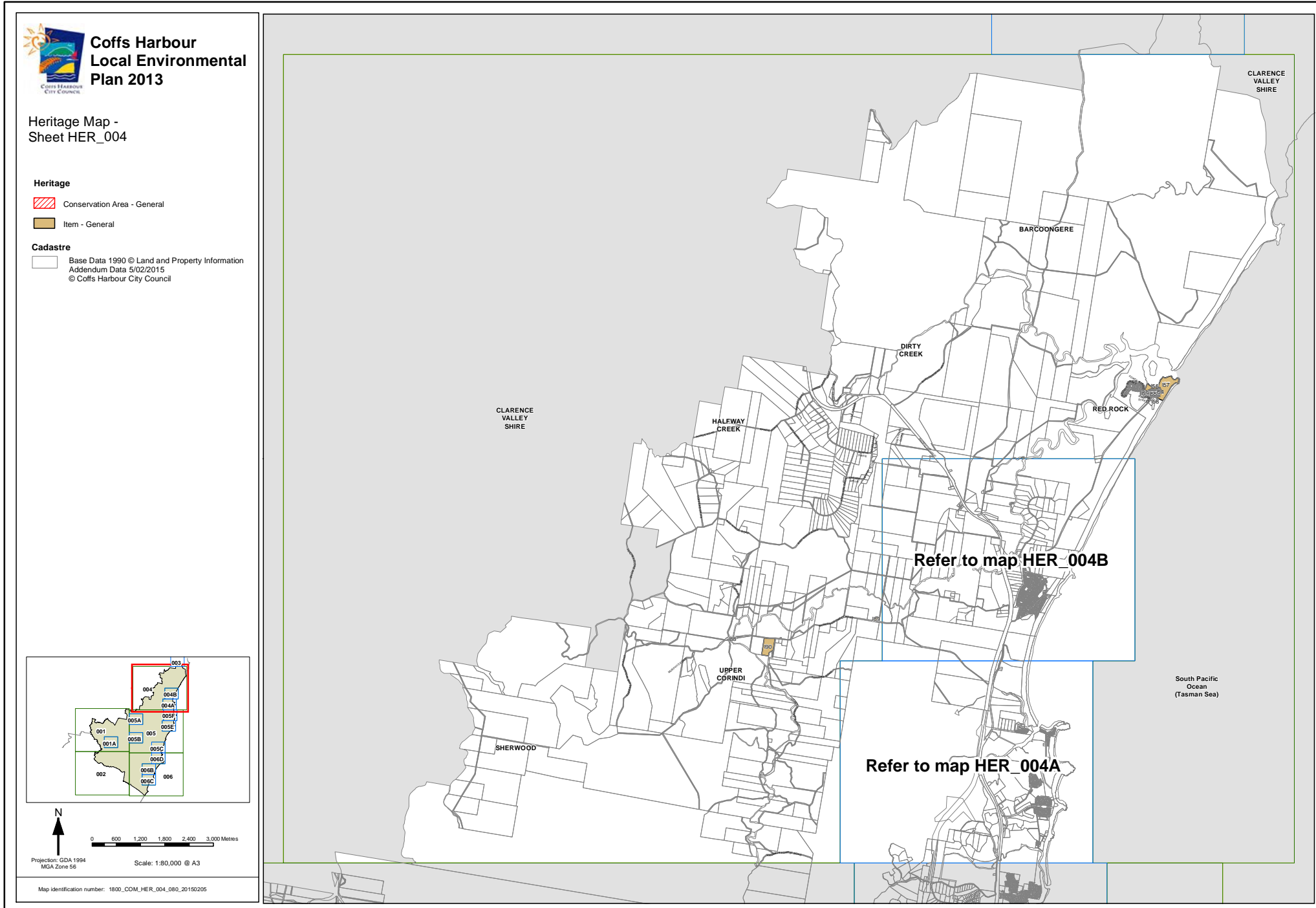
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Addendum Data 5/02/2015
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Map identification number: 1600_COM_HER_002_080_20150205









**Coffs Harbour
Local Environmental
Plan 2013**

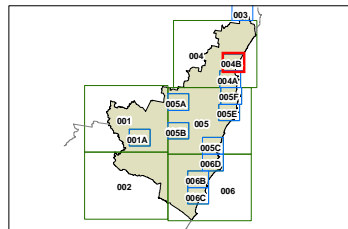
Heritage Map -
Sheet HER_004B

Heritage

-  Conservation Area - General
-  Item - General

Cadastre

-  Base Data 1990 © Land and Property Information
Addendum Data 5/02/2015
© Coffs Harbour City Council

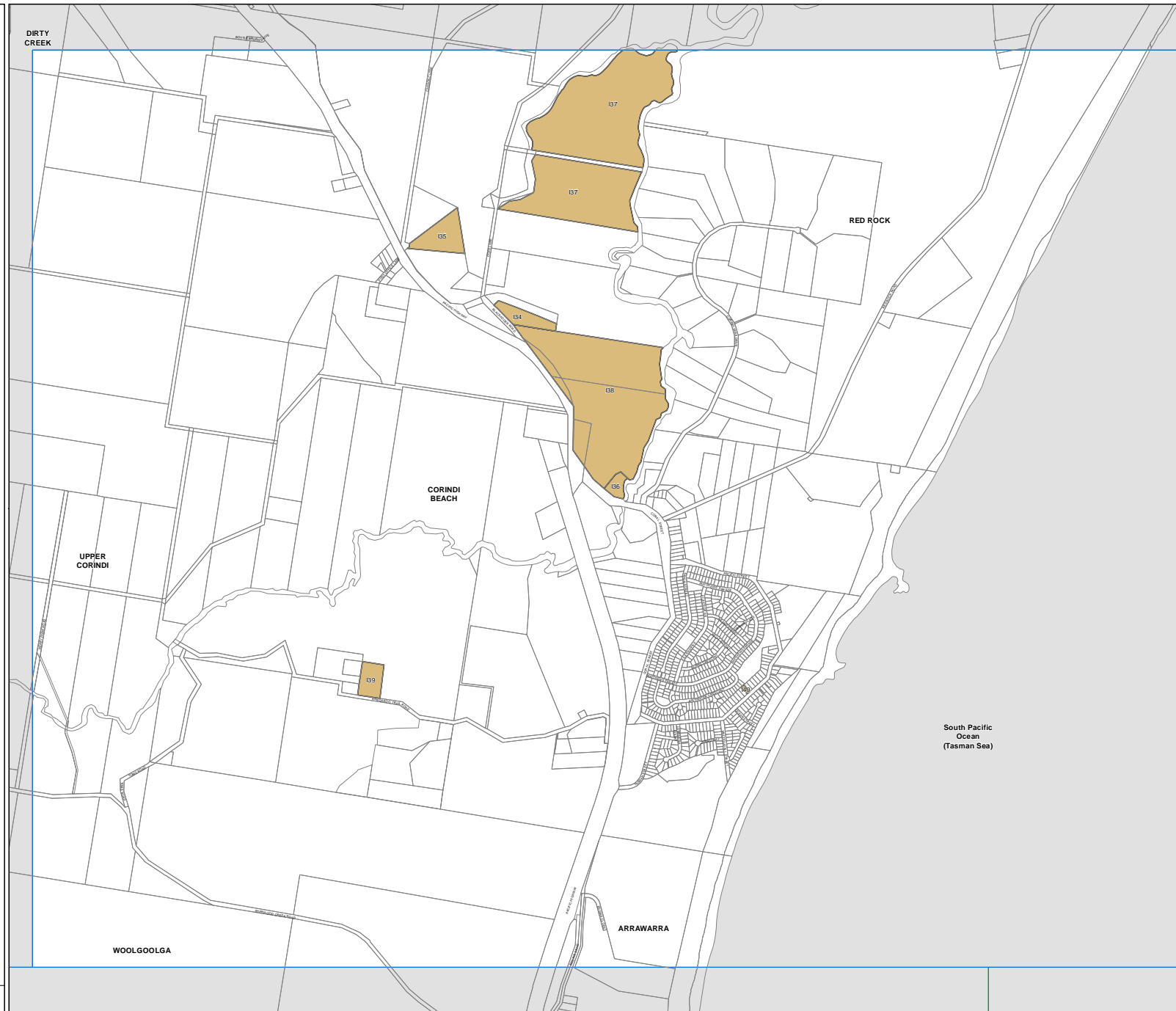


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MGA Zone 56

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Map identification number: 1600_COM_HER_004B_020_20150205





**Coffs Harbour
Local Environmental
Plan 2013**

Heritage Map -
Sheet HER_005F

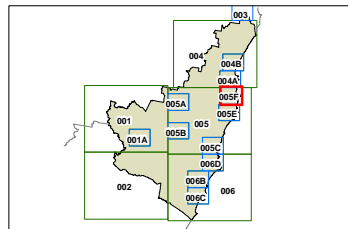
Heritage

Conservation Area - General

Item - General

Cadastre

Base Data 1990 © Land and Property Information
Addendum Data 5/02/2015
© Coffs Harbour City Council

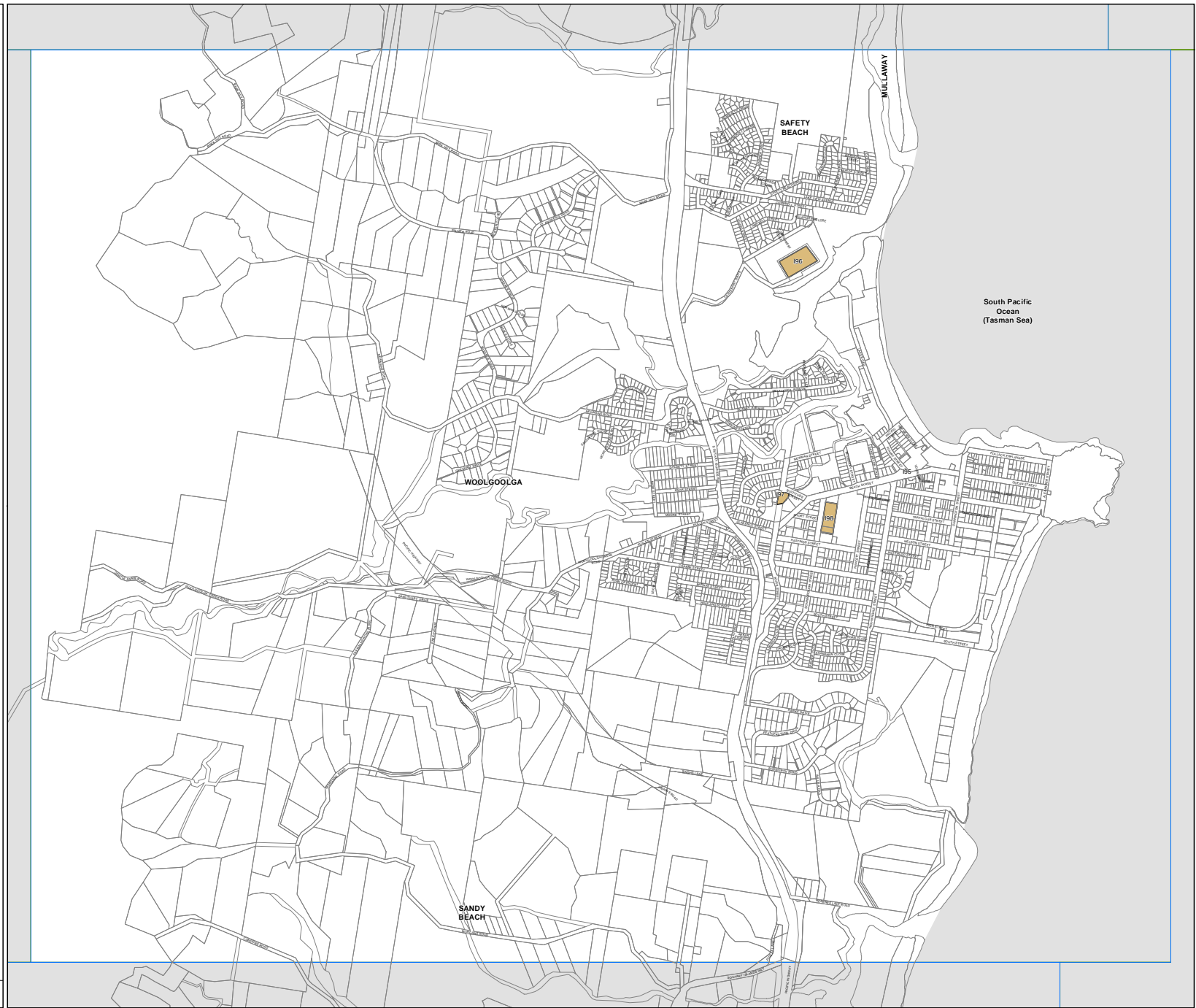


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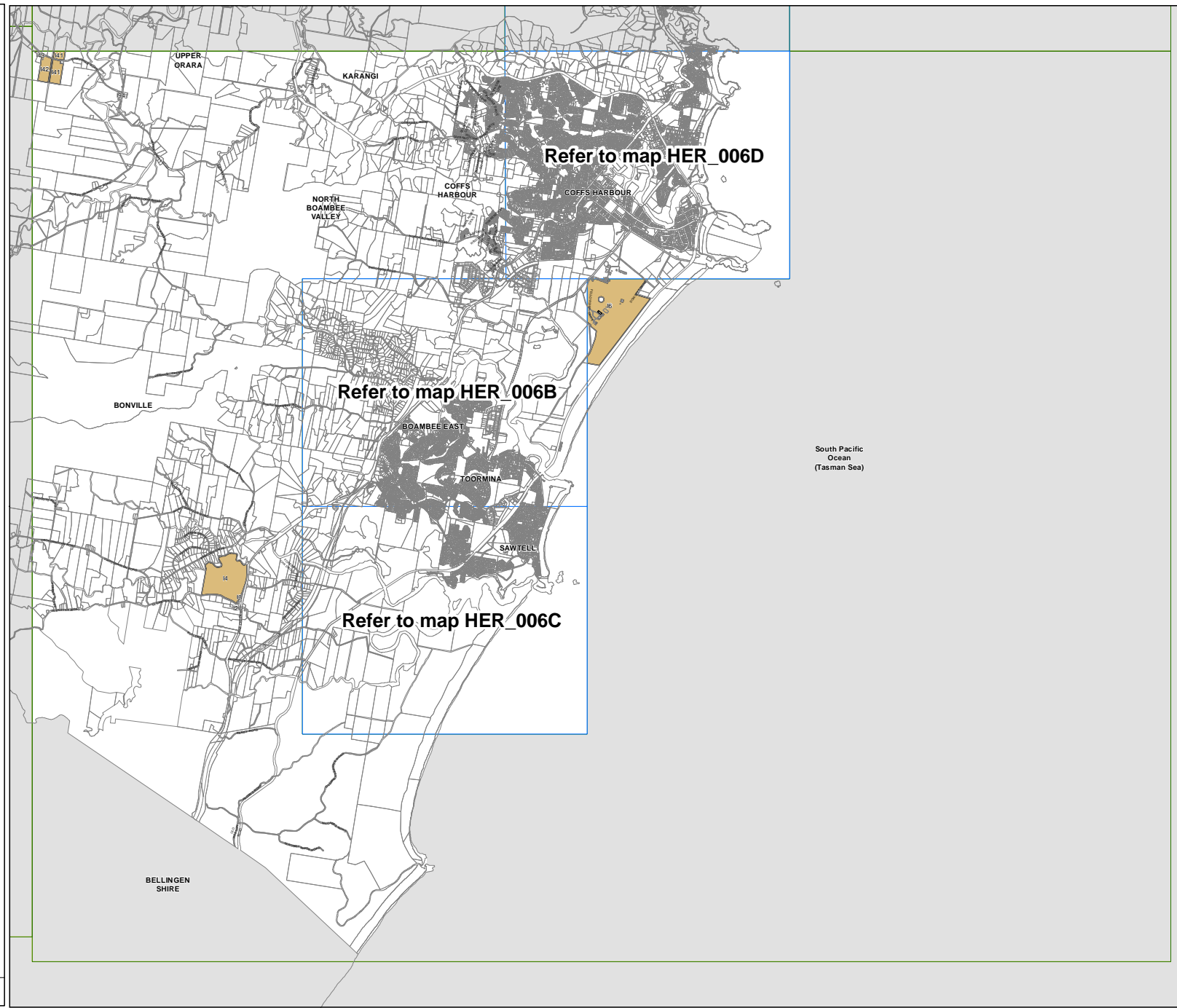
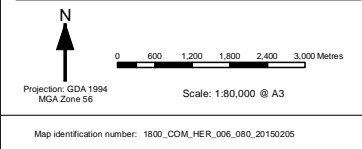
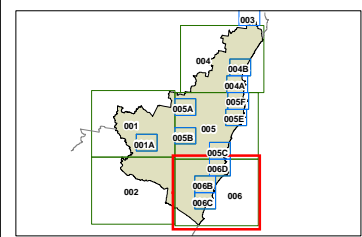
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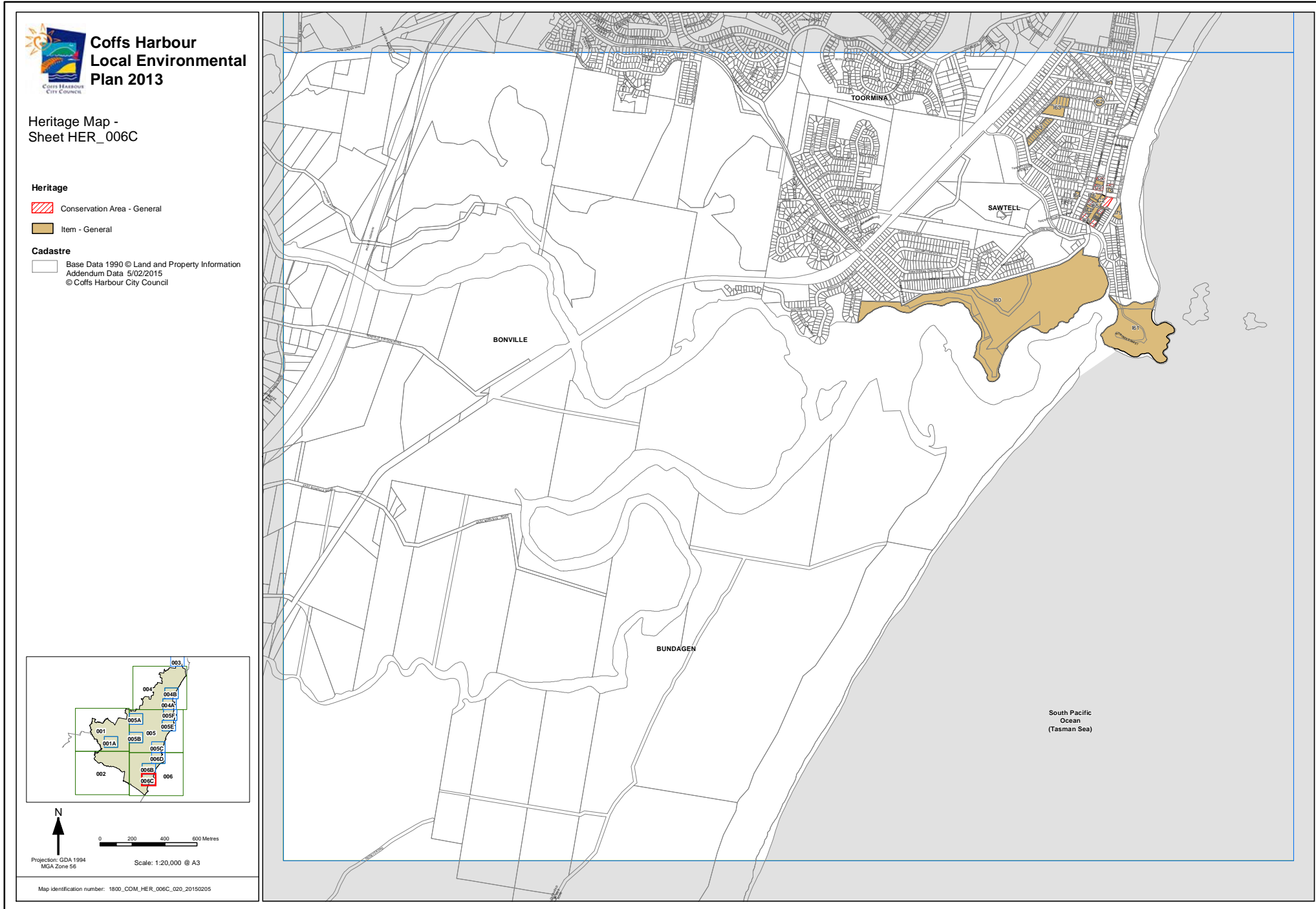




Heritage Map - Sheet HER_006

- Heritage**
- Conservation Area - General
 - Item - General
- Cadastre**
- Base Data 1990 © Land and Property Information
 - Addendum Data 5/02/2015
 - © Coffs Harbour City Council









**Coffs Harbour
Local Environmental
Plan 2013**

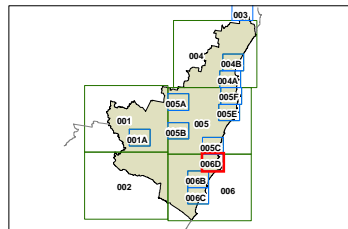
Heritage Map -
Sheet HER_006D

Heritage

-  Conservation Area - General
-  Item - General

Cadastre

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Addendum Data 5/02/2015
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Projection: GDA 1994
MGA Zone 56

Scale: 1:20,000 @ A3

Map identification number: 1600_COM_HER_006D_020_20150205





**Coffs Harbour
Local Environmental
Plan 2013**

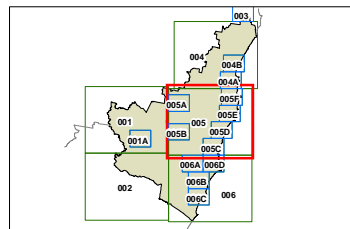
Height of Buildings Map -
Sheet HOB_005

Maximum Building Height (m)

- C 5.4
- I 8.5
- L 11
- O 15.5
- P1 17
- P2 17.5
- Q 19
- R 22
- T 28
- W 40

Cadastral

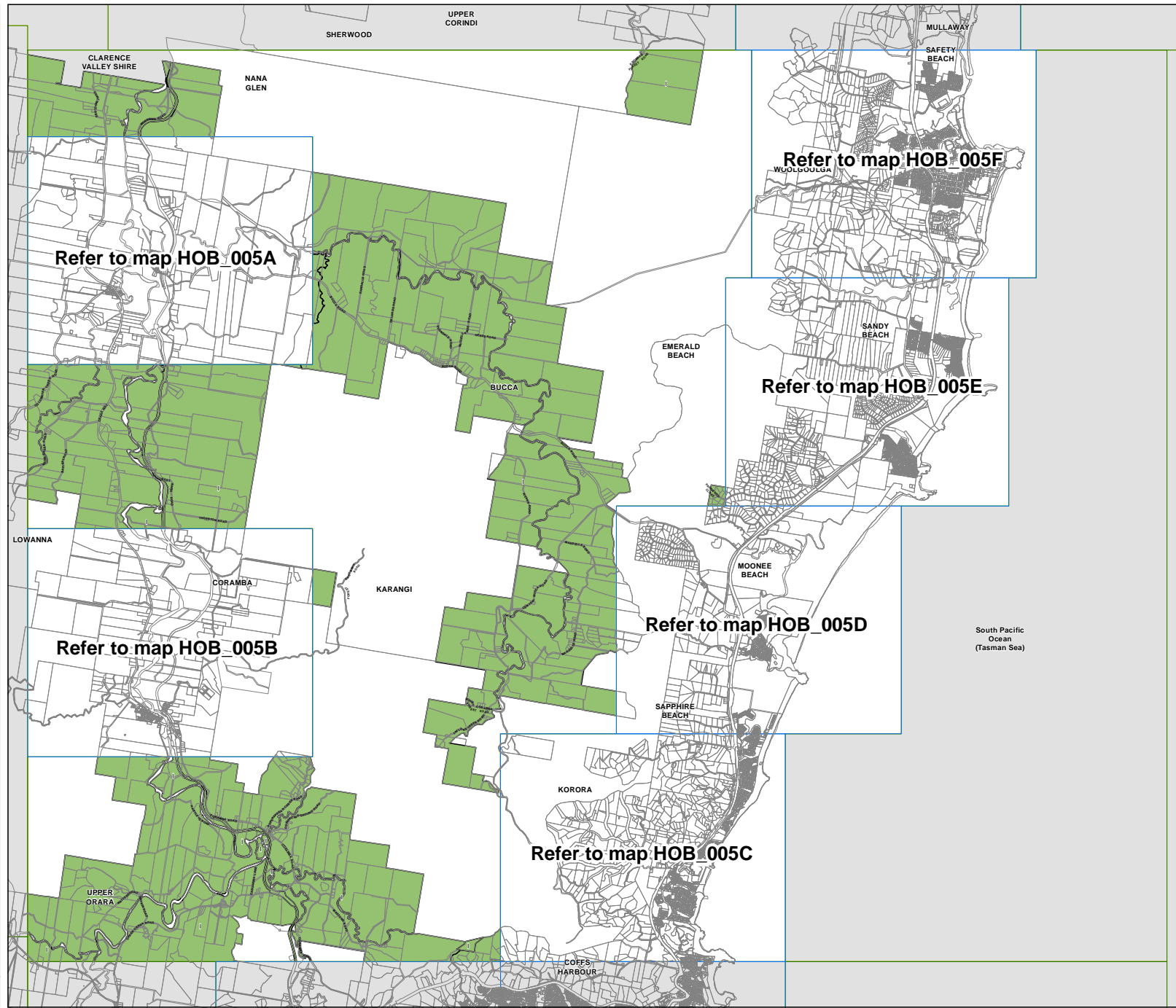
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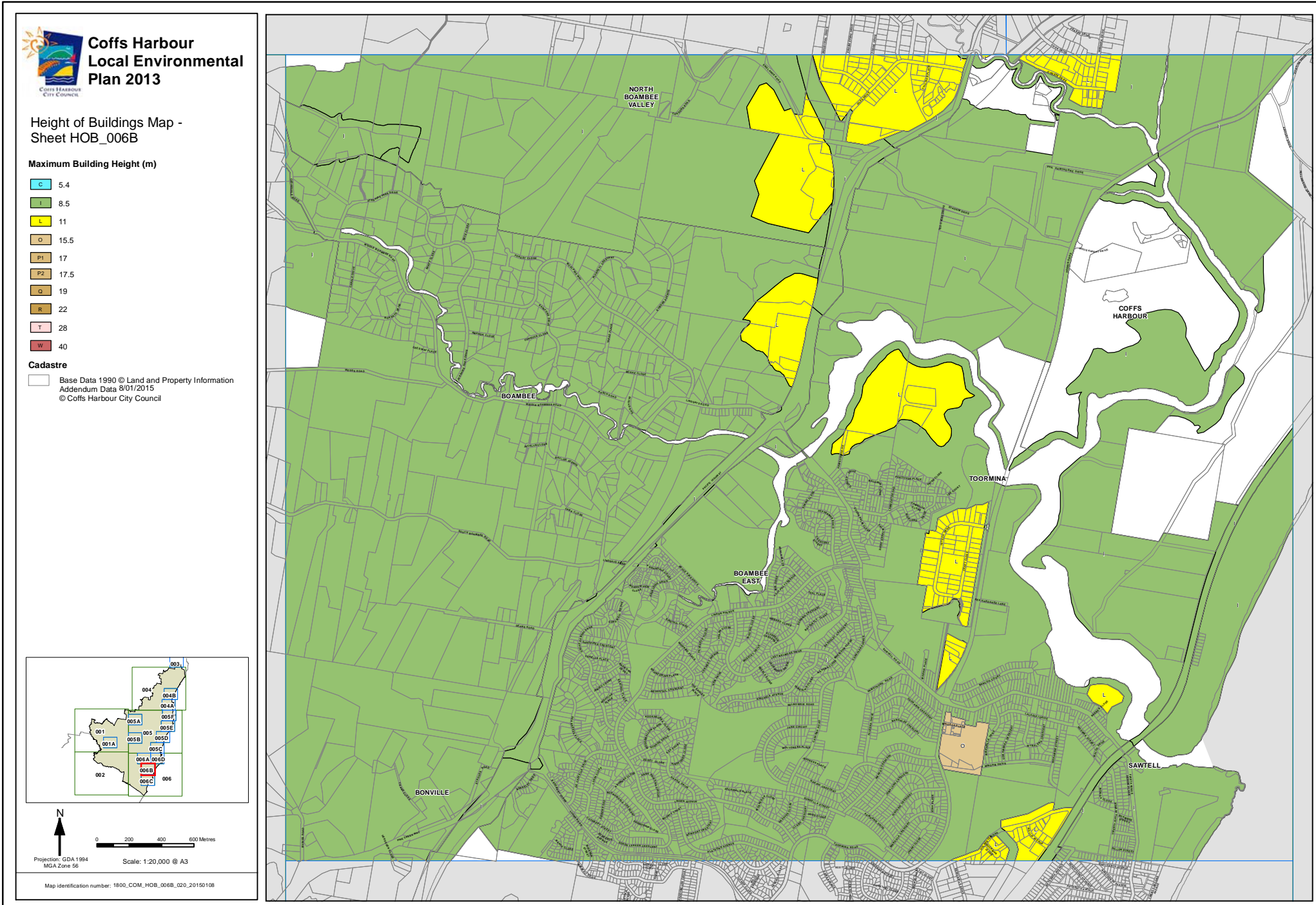


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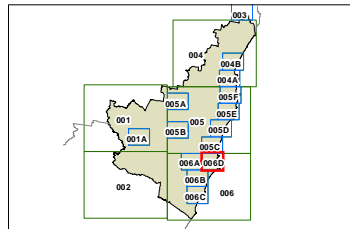
Height of Buildings Map -
Sheet HOB_006D

Maximum Building Height (m)

C	5.4
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L	11
O	15.5
P1	17
P2	17.5
O	19
R	22
T	28
W	40

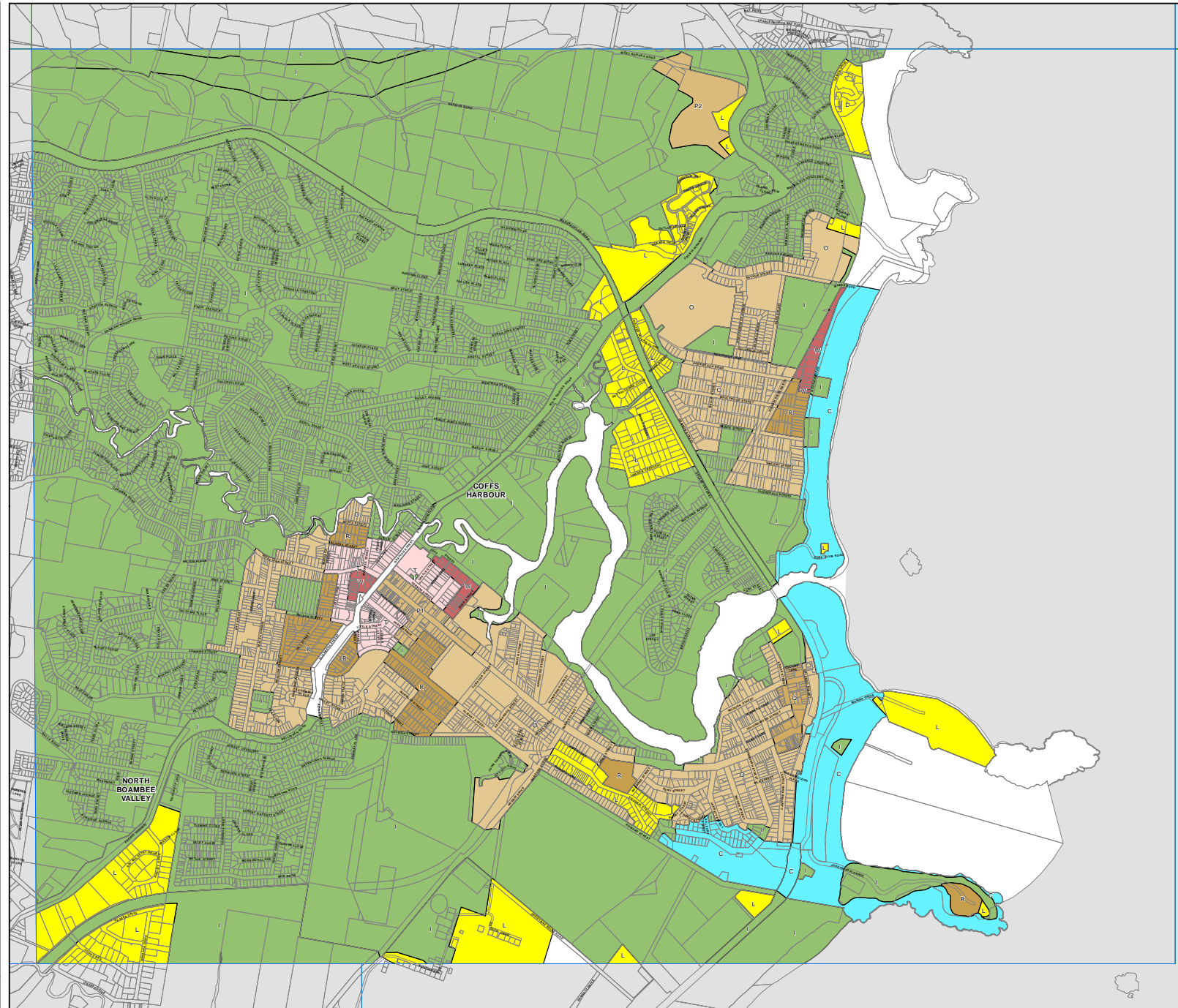
Cadastre

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Projection: GDA 1994
MGA Zone 56
Scale: 1:20,000 @ A3

Map identification number: 1800_COM_HOB_006D_020_20150108






**Coffs Harbour
Local Environmental
Plan 2013**

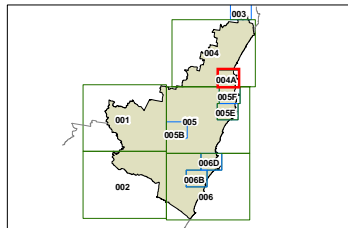
**Additional Permitted Uses Map -
Sheet APU_004A**

Additional Permitted Uses

 Additional Permitted Uses

Cadastre

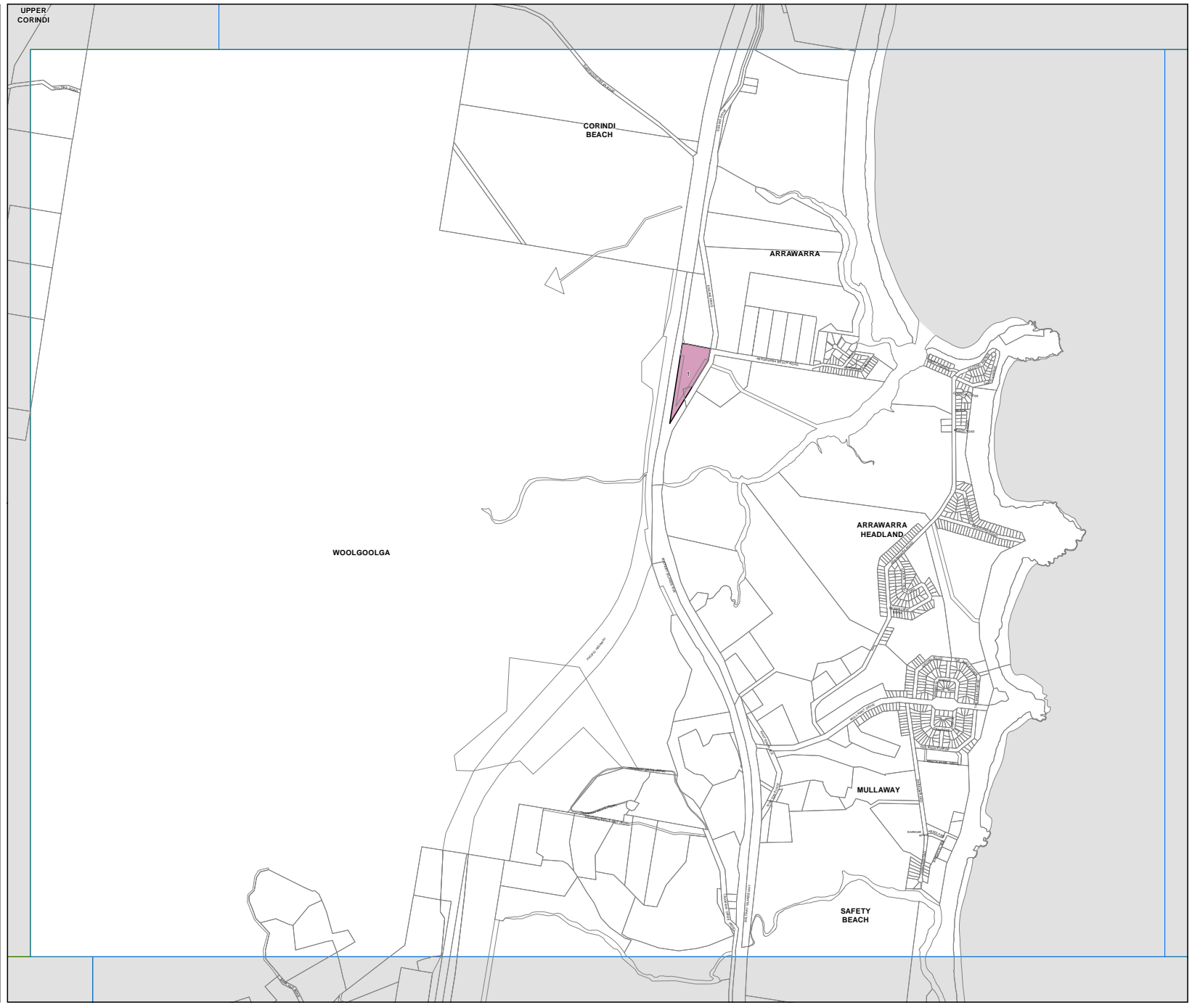
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Addendum Data 29/01/2015
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Projection: GDA 1994
MGA Zone 56
Scale: 1:20,000 @ A3

Map identification number: 1800_COM_APU_004A_020_20150129






**Coffs Harbour
Local Environmental
Plan 2013**

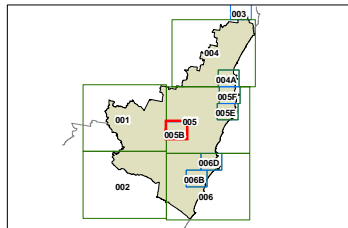
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Additional Permitted Uses

 Additional Permitted Uses

Cadastre

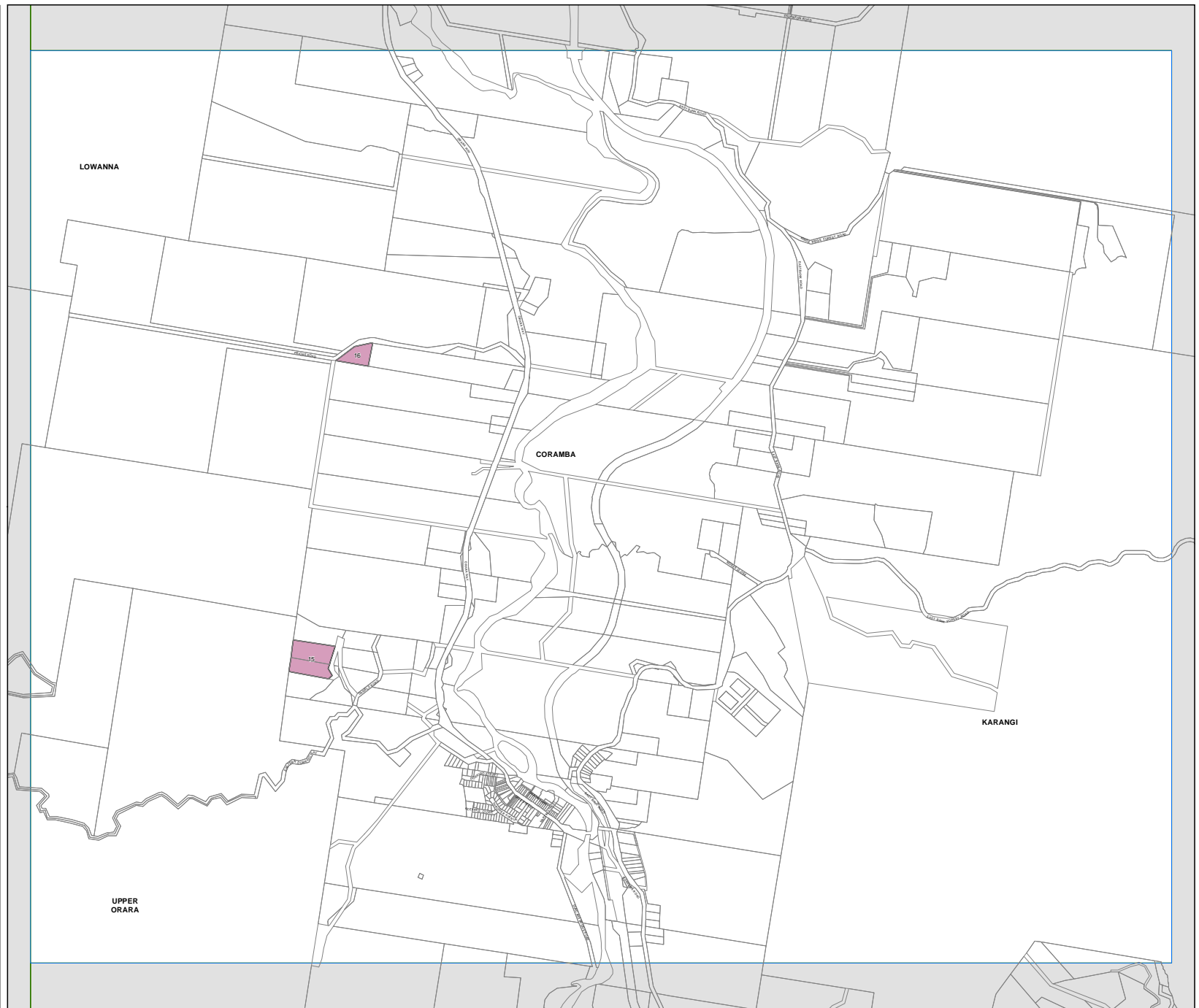
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MGA Zone 56
Scale: 1:20,000 @ A3

Map identification number: 1800_COM_APU_005B_020_20150129





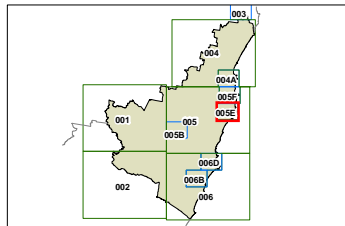
Additional Permitted Uses Map -
Sheet APU_005E

Additional Permitted Uses

Additional Permitted Uses

Cadastre

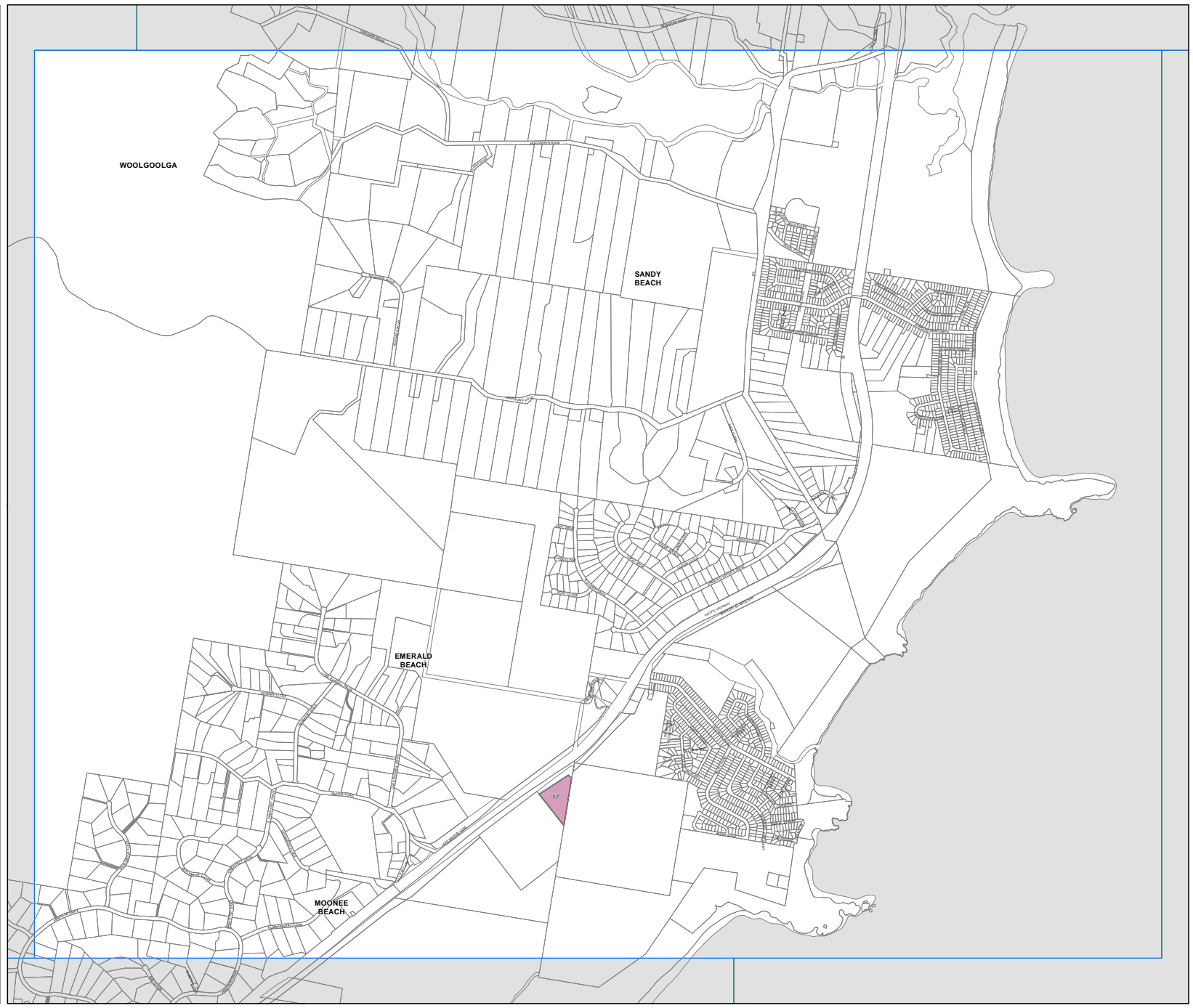
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Projection: GDA 1994
MGA Zone 56
Scale: 1:20,000 @ A3


Map identification number: 1800_COM_APU_005E_020_20150129





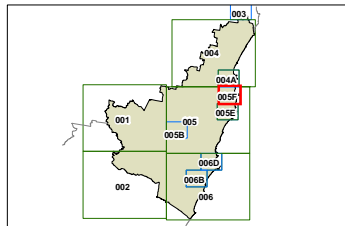
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Sheet APU_005F**

Additional Permitted Uses

 Additional Permitted Uses

Cadastre

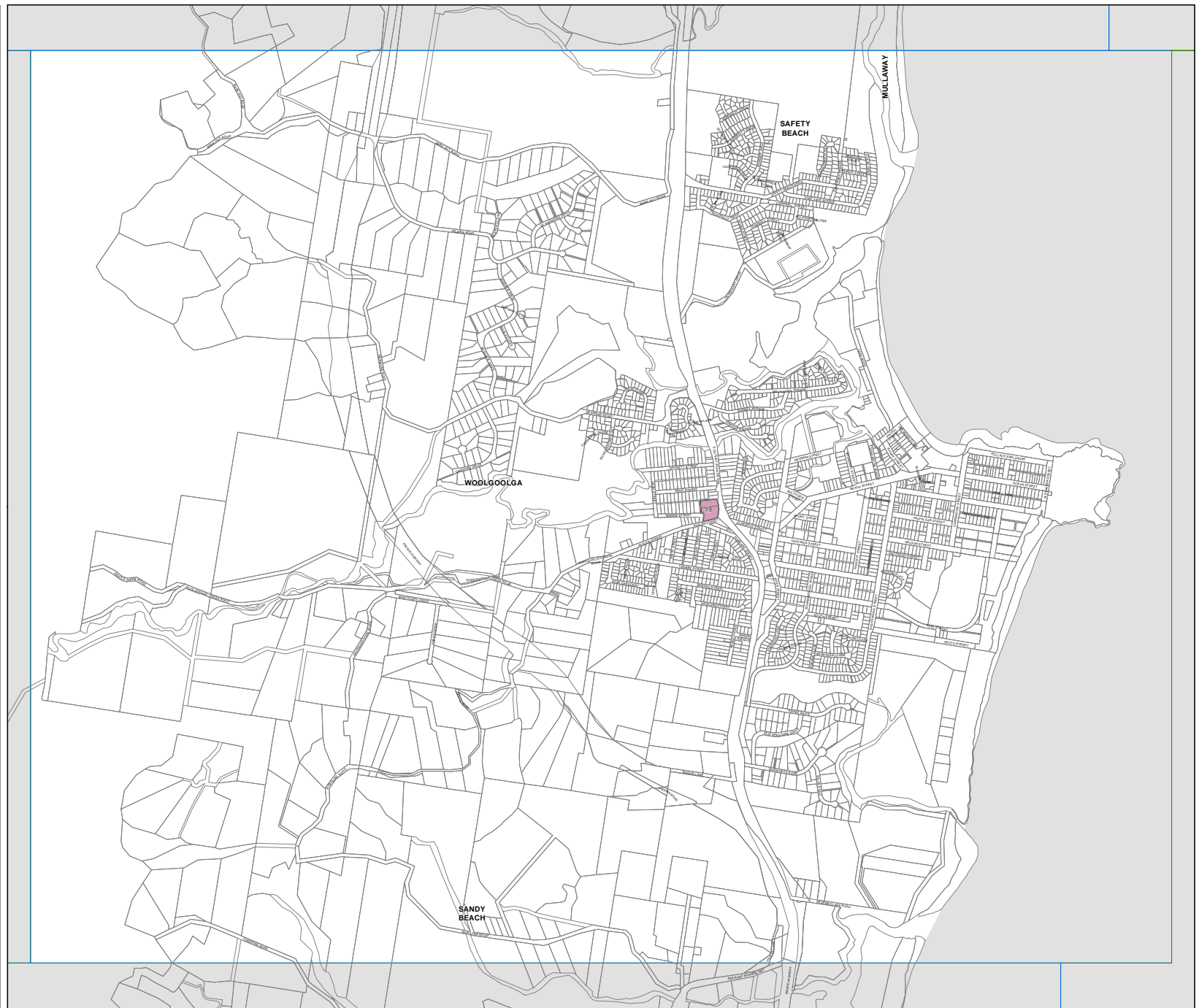
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MGA Zone 56
Scale: 1:20,000 @ A3


Map identification number: 1800_COM_APU_005F_020_20150129





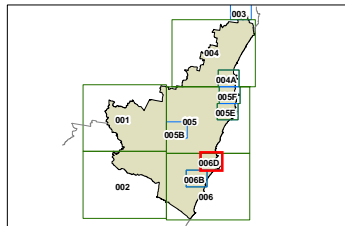
**Additional Permitted Uses Map -
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Additional Permitted Uses

 Additional Permitted Uses

Cadastre

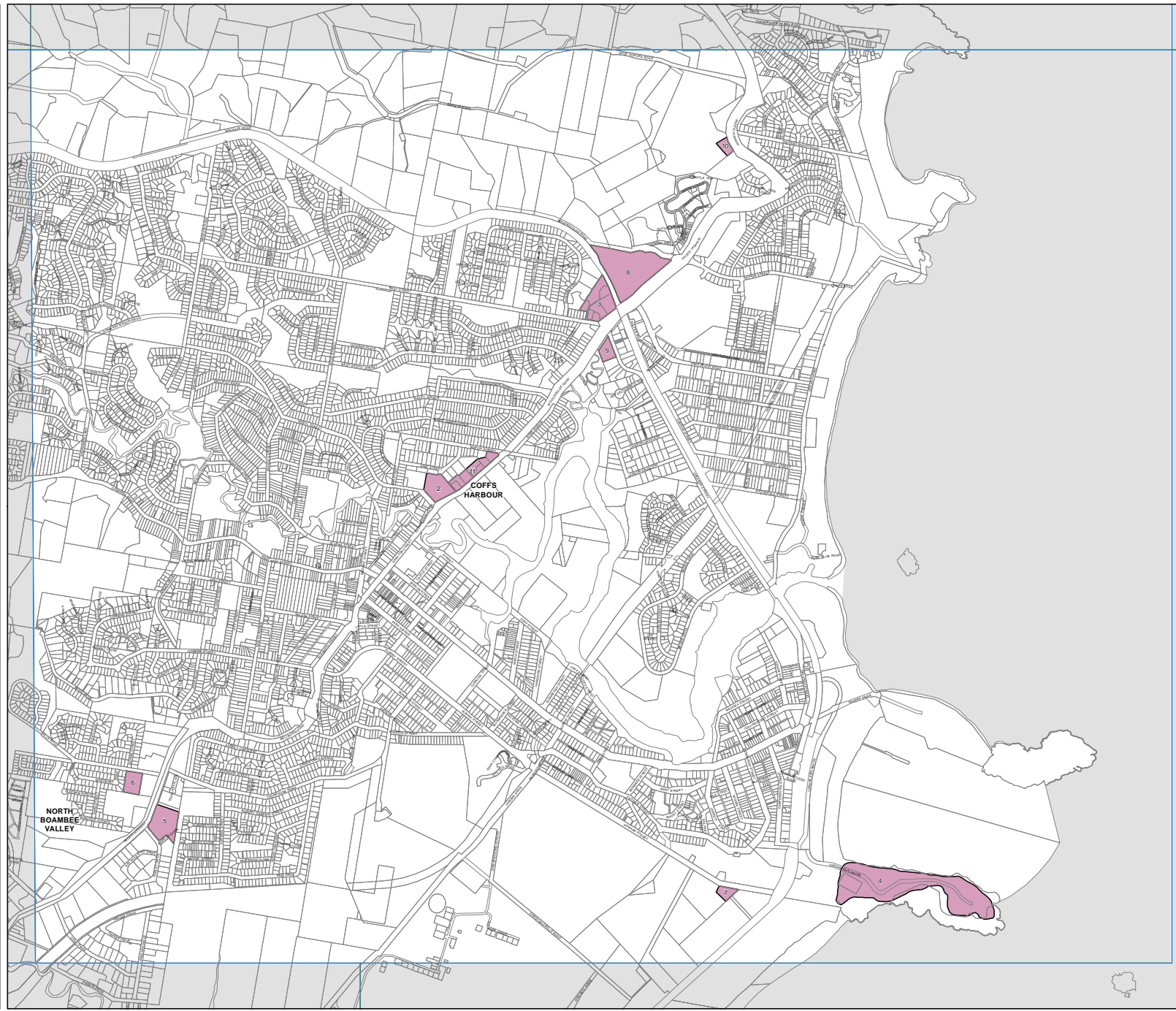
 Base Data 1990 © Land and Property Information
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0 200 400 600 800 Metres

Projection: GDA 1994
MGA Zone 56
Scale: 1:20,000 @ A3

Map identification number: 1800_COM_APU_006D_020_20150129



ISSUES SUMMARY

HOUSEKEEPING – COFFS HARBOUR LOCAL ENVIRONMENTAL PLAN (LEP) 2013 PERFORMANCE REVIEW NO. 1

**SUMMARY OF ALL ITEMS CONSIDERED AS PART OF LEP
2013 PERFORMANCE REVIEW NO.1**

October 2015

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ISSUES SURROUNDING LEP 2013 CLAUSES AND SCHEDULES

ITEM NO. 1 – INCLUSION OF TEMPORARY EVENTS CLAUSE IN LEP 2013

In accordance with the recommendations contained within the summary of submissions received during the public exhibition period of this Planning Proposal, this item has been amended by expanding the objective and including an additional note

LEP 2013 Provision / Clause / Zone	Potential clause allowing events without development consent (temporary events) within LEP 2013.
Issue/s Raised:	<p>This issue concerns the inclusion of a clause within LEP 2013 allowing events without development consent (temporary events).</p> <p>Coffs Harbour LEP 2013 does not contain a temporary events clause. An example of a temporary events clause that has been used in other regional Councils in NSW reads as follows:</p> <p>Events permitted without development consent</p> <p>(1) <i>The objective of this clause is to provide for the temporary use of public reserves and public roads for exhibitions, meetings, concerts or events if the use does not have detrimental economic, social, amenity or environmental effects on the land.</i></p> <p>(2) <i>Despite any other provision of this Plan, development (including any associated temporary structures) for the purpose of a temporary event may be carried out on a public reserve or public road without development consent.</i></p> <p><i>Note 1. Other approvals may be required, and must be obtained, under other Acts, including the Local Government Act 1993, the Roads Act 1993 and the Crown Lands Act 1989.</i></p> <p>Note 2. This clause does not apply to land zoned E2 Environmental Conservation.</p> <p>(3) <i>State Environmental Planning Policy (Temporary Structures) 2007 does not apply to development to which this clause applies.</i></p> <p>(4) <i>In this clause:</i></p> <p>public reserve has the same meaning as in the Local Government Act 1993.</p> <p>temporary event means an exhibition, meeting, concert or other event that is open to the public for which land is used for a period of not more than xx days (whether or not consecutive) in any period of 12 months.</p>
Comment:	<p>The temporary events clause provides a documented process on how event organisers may hold an event on public land in Coffs Harbour. The clause identifies that public reserves and roads may be used for exhibitions, meetings, concerts or events without development consent. The clause provides the necessary documentation to determine what activities can and cannot occur.</p> <p>Clause 2.8 of LEP 2013 includes provisions that allow the temporary use of land with development consent on any land subject to requirements including a maximum period of 30 days in any 12 month period. Any additional clause should be consistent with this maximum time period.</p>
Recommendation:	<p>It is recommended that the following amendments be made to Coffs Harbour LEP 2013 as a result of this issue:</p> <p>That a temporary events clause, similar to that outlined above, be incorporated into</p>

the Coffs Harbour City LEP 2013 as clause 7.11 as follows:

7.11 Events permitted without development consent

(1) *The objective of this clause is to provide for the temporary use of public reserves and public roads for exhibitions, meetings, concerts or events.*

(2) *Despite any other provision of this Plan, development (including any associated temporary structures) for the purpose of a temporary event may be carried out on a public reserve or public road without development consent.*

Note. Other approvals may be required, and must be obtained, under other Acts, including the Local Government Act 1993, the Roads Act 1993 and the Crown Lands Act 1989.

(3) *State Environmental Planning Policy (Temporary Structures) 2007 does not apply to development to which this clause applies.*

(4) *In this clause:*

public reserve *has the same meaning as in the Local Government Act 1993.*

temporary event *means an exhibition, meeting, concert or other event that is open to the public for which land is used for a period of not more than 30 days (whether or not consecutive) in any period of 12 months.*

Subsequent clauses in Part 7 Additional Local Provisions be re-numbered to allow for the new clause 7.11 as outlined above.

ITEM NO. 2 – ADDITIONS TO CLAUSE 4.2B OF LEP 2013

LEP 2013 Provision / Clause / Zone	LEP 2013 Clause 4.2B - Erection of dwelling houses on land in certain rural and environment protection zones.
Issue/s Raised:	This issue highlights the fact that Clause 4.2B of LEP 2013 should contain a provision that relates to lots created under LEP 2013.
Comment:	The existing clause 4.2B does not address lots created under LEP 2013, and should have a requirement as follows - 'is a lot created in accordance with Clause 4.1, 4.1AA and 4.1A of this plan'
Recommendation:	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • Remove the full stop at the end of 4.2B(3)(e)(iii), and insert in its place “, or”; and • Insert a new clause - 4.2B(3)(f) is a lot created in accordance with Clause 4.1, 4.1AA and 4.1A of this plan.

ITEM NO. 3 – ADDITIONS TO CLAUSE 7.2 EARTHWORKS AND SCHEDULE 2 EXEMPT DEVELOPMENT

<p>LEP 2013 Provision / Clause / Zone</p>	<p>LEP 2013 - Clause 7.2 - Earthworks Provision, additions to address “minor development”</p>
<p>Issue/s Raised:</p>	<p>This issue considers a review of earthworks provisions within LEP 2013 (clause 7.2), and suggests including requirements for earthworks in Schedule 2 (exempt development) of LEP 2013. Council has also received legal advice regarding clause 7.2 of LEP 2013.</p> <p>LEP 2013 includes clause 7.2 which addresses earthworks. Sub-clauses 7.7 (2) (a) & (b) read as follows:</p> <p><i>2) Development consent is required for earthworks unless:</i></p> <p>a) the earthworks are exempt development under this Plan or another applicable environmental planning instrument, or</p> <p>b) the earthworks are ancillary to development that is permitted without consent under this Plan or to development for which development consent has been given.</p> <p>Legal opinion has advised Council that <i>“if it is Council’s intent that earthworks of a minor nature should not require development consent, then clause 7.7(2)(now clause 7.2(2) under the adopted LEP) should be amended to include a subclause along the following terms:</i></p> <p><i>Development consent is required for earthworks unless:</i></p> <p>...</p> <p><i>c) the work is of a minor nature.”</i></p> <p>The legal advice goes on to say:</p> <p><i>“If the Draft DCP (now the adopted DCP 2013) serves a definitional purpose, those considerations set out in the Draft DCP for determining what is “minor” should be set out in the Draft LEP itself”</i></p>
<p>Comment:</p>	<p>As a result, it has been recommended that sub-clause 7.2(2) is expanded to include a point c) as follows:</p> <p><i>2) Development consent is required for earthworks unless:</i></p> <p>....</p> <p><i>c) The work is of a minor nature, as outlined in Schedule 2 of this plan.</i></p> <p>Further, Schedule 2 Exempt Development should be expanded to include revised provisions of Component C6 of DCP 2013. The revisions are to ensure that the new LEP provisions comply with standard terminology.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • Clause 7.2(2) of LEP 2013 be amended to include a point c) as follows: <ul style="list-style-type: none"> c) The work is of a minor nature, as outlined in Schedule 2 of this plan. • Schedule 2 (Exempt Development) of LEP 2013 include the following provisions (inserted alphabetically) into the schedule:

	<p>i) Earthworks restricted to the following criteria are considered to be minor in nature and do not require the approval of the Consent Authority.</p> <p>ii) Minor earthworks must:</p> <ul style="list-style-type: none"> • be for agricultural, industrial or commercial purposes only; • be located at least 900mm from each lot boundary; • if a retaining wall: <ul style="list-style-type: none"> – be not higher than one metre (including the height of any batters) above existing natural ground level; – if it is on a sloping site and stepped to accommodate the fall in the land, not be higher than one metre above existing natural ground level at each step; – have adequate drainage lines behind it; • be on land possessing a slope less than 15%; • not involve more than 100m³ of material in an Environmental Protection zone or 1,000m³ of material in any other zone; • not involve greater than one metre cut or fill at any point below or above the existing natural ground profile; • not redirect the flow of surface water onto an adjoining property; • cause surface water to be disposed of without causing a nuisance to adjoining owners; • be located at least one metre from any registered easement, sewer main or water main; • be located at least 40 metres from a river, creek or stream; • not be located on flood-prone land, adjoining the Solitary Islands Marine Park, or east of the foreshore building line; • not be constructed or installed on or in a heritage item or a draft heritage item; • not be located on land identified by the <u>Environment Protection Authority</u> or the Consent Authority as potentially contaminated or containing Class 1 or Class 2 acid sulphate soil; and • incorporate appropriate controls so that there are no adverse erosion and sedimentation issues.
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ITEM NO. 4 – ALLOW ENVIRONMENTAL PROTECTION WORKS AS DEVELOPMENT PERMITTED WITH CONSENT IN THE E2 ENVIRONMENTAL CONSERVATION ZONE

<p>LEP 2013 Provision / Clause / Zone</p>	<p>Under LEP 2013, <i>environmental protection works</i> means works associated with the rehabilitation of land towards its natural state or any work to protect land from environmental degradation, and includes bush regeneration works, wetland protection works, erosion protection works, dune restoration works and the like, but does not include coastal protection works.</p>
<p>Issue/s Raised:</p>	<p>This issue gives consideration to environmental protection works as development permitted without consent in the E2 Environmental Conservation zone.</p>
<p>Comment:</p>	<p>Under LEP 2000 – Environmental protection works were permitted without consent. Under LEP 2013 Environmental protection works are permitted with consent. The two definitions (LEP 2000 and LEP 2013) are identical, although the LEP 2013 definition includes specific examples.</p> <p>Council staff state that it is impractical for Council to receive DA’s for landholders trying to rehabilitate their E2 zoned land i.e. removal of camphor, privet etc. This would also create a lot of unnecessary paperwork for established environmental programs including Jaliigirr, Orara and Environmental Levy projects.</p> <p>According to LEP Practice Note PN09, environmental protection works may be permitted with or without consent.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • That the LEP 2013 written instrument be amended to include environmental protection works as development permitted without consent in the E2 Environmental Conservation zone.

ITEM NO. 5 – ADDITIONS TO SCHEDULE 1 ADDITIONAL PERMITTED USES OF LEP 2013


<p>LEP 2013 Provision / Clause / Zone</p>	<p>Inclusion of additional item to LEP 2013 - Schedule 1 Additional permitted uses</p>
<p>Issue/s Raised:</p>	<p>This issue examines the existing density controls relating to the shop contained within the Big Banana site located at 351 Pacific Highway Coffs Harbour. These controls are currently outlined in the Coffs Harbour Development Control Plan (DCP) 2013 and should be removed from the DCP and included as an addition to Schedule 1 of LEP 2013.</p>
<p>Comment:</p>	<p>The North Coffs DCP came into force on the 1 June 2012 however this Plan was not subsequently included within the <i>Coffs Harbour DCP 2013</i>.</p> <p>As part of the DCP review process, the controls within the North Coffs DCP have been considered for inclusion within the revised DCP (<i>Coffs Harbour DCP 2014</i>).</p> <p>The density controls within the North Coffs DCP include the following provision: <i>- Retail development is limited to 200m² per shop with a provision for two shops to have an individual floor space of 500m².</i></p> <p>The Big Banana Site (the main tourist component adjoining the Pacific Highway) is zoned SP3 Tourist under the <i>Coffs Harbour LEP 2013</i>. Shops are not permissible within this zone under this Plan.</p> <p>In this regard, the above density provision would have no effect as it is inconsistent with the provisions of the <i>Coffs Harbour LEP 2013</i>. Given that <i>Coffs Harbour DCP 2014</i> is subservient to the <i>Coffs Harbour LEP 2013</i>, it is recommended that the above control is included within the <i>Coffs Harbour LEP 2013</i>.</p> <p>Such inclusion should be via an enabling clause (Schedule 1 – Additional Permitted Uses) as shops are not an appropriate land use for the only other land parcel zoned SP3 Tourist under the <i>Coffs Harbour LEP 2013</i> (Pet Porpoise Pool).</p> <p>Caution should be applied when drafting this enabling clause so that it applies only to the land zoned SP3 Tourist under the <i>Coffs Harbour LEP 2013</i> within Lot 4 DP 270533 (the Big Banana site).</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <p>WRITTEN INSTRUMENT:</p> <ul style="list-style-type: none"> • Schedule 1 Additional permitted uses - insert the Big Banana site retail development provision as outlined above as item number 10 and re-number all items occurring thereafter in Schedule 1 of LEP 2013. <p>MAP:</p> <ul style="list-style-type: none"> • That Additional Permitted Uses Map – Sheet APU_006B - insert Item 10 (as identified above) on the Additional Permitted Uses Map, and re-number additional permitted uses maps accordingly

ITEM NO. 6 – ADDITIONS TO SCHEDULE 1 ADDITIONAL PERMITTED USES OF LEP 2013

<p>LEP 2013 Provision / Clause / Zone</p>	<p>Inclusion of additional item to LEP 2013 - Schedule 1 Additional permitted uses</p>
<p>Issue/s Raised:</p>	<p>This issue surrounds Schedule 1 of LEP 2013, and suggests that it be amended to allow land contained within the SP2 Infrastructure zone at Howard Street, Coffs Harbour to be used as a community facility (prohibited use in the SP2 zone).</p> <p>The issue has been identified by the Coffs Harbour Men’s Shed (MS) who currently have a licence for 20 years to occupy and develop a different site, however the use of this land is not consistent with plans for the development of a depot at this site. Relocation of the MS to a different site is desirable.</p> <p>To do this Council has needed to find an alternative site for the MS.</p> <p>Numerous potential sites/layouts have been identified at the end of Howard street, and the preferred land comprises LEP 2013 zones SP2 Infrastructure (lot 5 DP 90246) and IN1 General Industrial (lot 2 DP 555949).</p>
<p>Comment:</p>	<p>The preferred licence area for the MS from an operational point of view straddles both the IN1 and SP2 land. Development of the SP2 zone must be consistent with the LEP 2013 land use table for the SP2 zone. In this instance it is restricted to use for the Sewage Treatment works, and therefore Council cannot process and approve a Development Application (DA) for the MS on the SP2 zoned land. CHCC could process a DA for the MS if the work was contained entirely on the IN1 land.</p> <p>To facilitate development on the SP2 land LEP2013 will need to be amended to include this as an additional permitted use.</p> <p>A rezoning of lot 5 DP 90246 (Howard Street Coffs Harbour) was identified as being inappropriate as this is not supported by the Local Growth Management Strategy (Industrial Lands, Our Living City Settlement Strategy), and rezoning a small piece of the adjoining land is also not a preferred course of action.</p> <p>The most appropriate way forward was determined to be through an addition to Schedule 1 of LEP 2013 which would recognise that a defined area of the land was able to be used for a use (Community Facility) that was otherwise not permissible in the SP2 zone.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <p>WRITTEN INSTRUMENT:</p> <ul style="list-style-type: none"> • Schedule 1 Additional permitted uses - insert the Howard Street site as outlined above as item number 7 and re-number all items occurring thereafter in Schedule 1 of LEP 2013. <p>MAP:</p> <ul style="list-style-type: none"> • That Additional Permitted Uses Map – Sheet APU_oo6B - insert Item 7 (as identified above) on the Additional Permitted Uses Map, and re-number additional permitted uses maps accordingly

LEP 2013 MAPPING ISSUES

ITEM NO. 7 – AMEND E2 ENVIRONMENTAL CONSERVATION ZONE BOUNDARY AT 45 RUTLAND STREET, BONVILLE.

<p>LEP 2013 Provision / Clause / Zone</p>	<p>Amendment of E2 Environmental Conservation zone at Lot 19 DP 1126372 at 45 Rutland Street, Bonville, as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue concerns the zoning of land at Lot 19, DP 1126372 - 45 Rutland Street, Bonville.</p> <p>Development Application No. 876/12 for subdivision into one residential torrens title lot, plus 13 residential community title lots and 1 community lot at this location was approved by the Land and Environmental Court on 31 October 2014. The conditions of approval also referred to a bio-banking agreement.</p> <p>Resolution CP14/6 of the Council meeting held on 27 February 2014 also required the E2 zoning to be reviewed on the subject site, as per Council’s resolution of 15 June 2006.</p>
<p>Comment:</p>	<p>Resolution CP14/6 of the Council meeting held on 27 February 2014 related to an assessment of DA 876/12, being a subdivision of the Rutland Street land, and further required - <i>“That zoning review of the subject land, as per Council’s resolution of 15 June 2006, be progressed.”</i></p> <p>The adopted minutes of the Planning, Environment and Development Committee meeting held on 15 June 2006 stated the following:</p> <p>“T18 RECOMMENDED (Hogbin/Palmer) that</p> <ol style="list-style-type: none"> 1. That Council note the advice of the Department of Planning in relation to LEP 30. 2. That Council, in accordance with Section 54 of the Environmental Planning and Assessment Act 1979, and as advised by the Department of Planning, prepare two separate Draft Local Environmental Plans (Amendments 30 and 35) to address a number of minor amendments to Coffs Harbour City Local Environmental Plan 2000. 3. That the Department of Planning be advised that in the view of the minor matters contained in the Draft Plan, Council does not consider that a Local Environmental Study is necessary. 4. That Council seek authority from the s.54 Planning Review Panel to permit issue, under delegation, a certificate under Section 65 of the Environmental Planning and Assessment Act 1979, to allow the Draft Local Environmental Plans LEP 30 and LEP 35 to be exhibited. 5. That the Draft Local Environmental Plan 2000 (Amendments 30 and 35) be exhibited in accordance with the ‘Best Practice Guidelines for LEPs and Council

Land' prepared by planningNSW.

6. *That all persons directly affected by the Draft Plan be advised of Council's decision."*

The above minutes (which considered a range of issues within a housekeeping LEP 2000 review process – LEP 30) did not contain a specific reference to a review of the environmental protection zoning on the subject site. However the body of the report included the following statement, intended to be read in the context of why the Department (of Planning) did not support that particular rezoning at the time:

"2. The proposed amendment is inconsistent with Clause 9 of the North Coast Regional

Environmental Plan, which requires detailed analysis for alteration of Environmental Protection Zones.

Comment

The alteration of Environmental Protection Zones encompasses three of the proposed map amendments (re-zonings). Of those three proposed map amendments, all 7A zonings have been demonstrated to be inappropriately applied in each circumstance. It is proposed to provide additional specific information on each of the proposed altered Environmental Protection Zones.

With regard to the addition of land on Lyons Road (45 Rutland Street) into the Environmental Protection 7A Zone, this report will remove the proposed amendment from LEP30. This is due to the lack of detailed analysis undertaken at this point in time specifically to this proposed amendment. The issue of zoning of this and other properties in the immediate area will be examined in the review of zonings in the North Bonville area."

The rezoning in 2006 was not supported by the then Department of Planning as it was inconsistent with Clause 9 of the North Coast Regional Environmental Plan, a document which no longer applies to the Coffs Harbour local government area. The rezoning of 45 Rutland Street, which was included as part of the current housekeeping LEP review that received a Gateway Determination on 10 April 2015 with no objection to the proposed rezoning raised by the Department.

The development application recently approved by the Land and Environment Court (DA 876/12) was submitted with a BioBanking statement issued by the NSW Office of Environment and Heritage under Section 127D of the *Threatened Species Conservation Act 1995*. The proposed biobank area consists of approximately 1.63ha of native vegetation.

Council's mapping indicates that the site (Lot 19 DP 1126372) contains high value habitat including an Endangered Ecological Community (EEC) - Swamp Sclerophyll Forest, and primary koala habitat, and is also mapped as an 'over-cleared vegetation type'. Council would have ordinarily required an assessment of the impacts of the development on biodiversity, under Section 5A of the Environmental Planning and Assessment Act 1979, to determine if it was likely that the development would have a significant effect on threatened species, population or ecological communities or its habitat. However, the effect of the BioBanking statement on the assessment of the development application was that the Council was not required to take into consideration the likely impact of the development on biodiversity values. On 21 July 2015, the BioBanking Agreement was entered into with the Minister.

The BioBanking Agreement does not preclude Council considering an environmental zone over the land as proposed, and the proposed E2 Environmental Conservation zone does not adversely affect any parts of the site approved for subdivision works

under DA 876/12.

According to the OEH, management actions carried out under a BioBanking agreement are exempt from the requirement for development consent under the EP&A Act. And the current house-keeping LEP review also includes inserting environmental protection works as development that is permitted without consent in the land use table for the E2 Environmental Conservation zone (see item No. 4 in this issue summary document).

The BioBanking assessment also involved an application for a red flag determination. This involves identifying possible red flag areas, which are those areas that are important for biodiversity conservation and that cannot be easily replaced. The site contains red flag areas.

It is also noted in the GHD Red Flag Assessment Area report of April 2013 submitted as part of DA 876/12 that – *“The development site has connectivity to offsite vegetation to the south which then connects to larger tracts of vegetation associated with Bongil Bongil National Park. The site is part of a vegetated patch approximately 300 ha in area of which approximately 71 ha is either Swamp Mahogany forest or other Paperbark swamp forest based on GHD and EcoLogical (2005) mapping.”* This statement further suggests the environmental importance of the site.

The intent of the zoning review mentioned in Council’s resolution of 27 February 2014 was to rezone the land E2 Environmental Conservation. Given the existing information contained in Council’s KPOM and fine scale vegetation mapping, as well as information contained within supporting documentation to DA 876/12, it was considered that the rezoning of the land was able to be included in the current housekeeping LEP review.

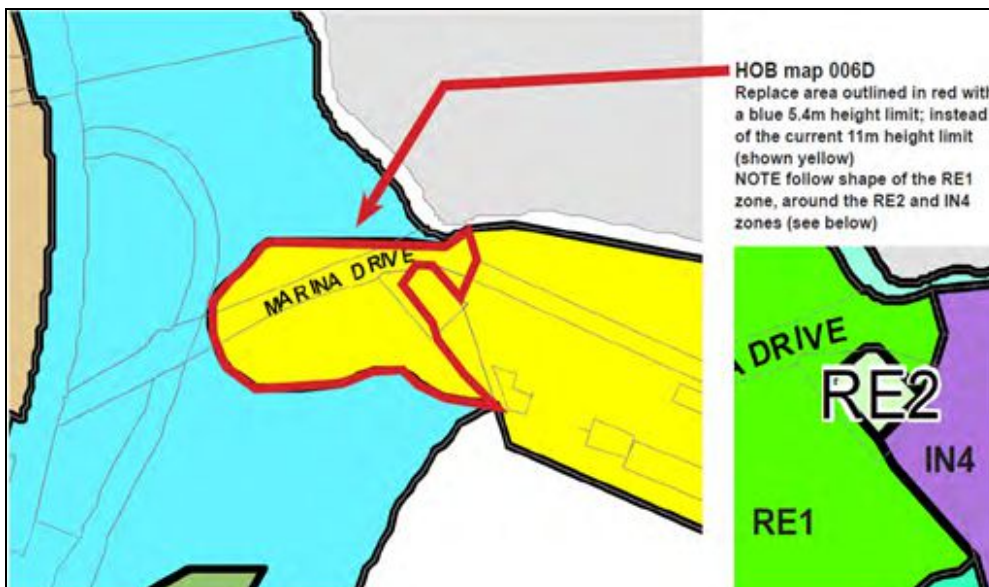
Recommendation:

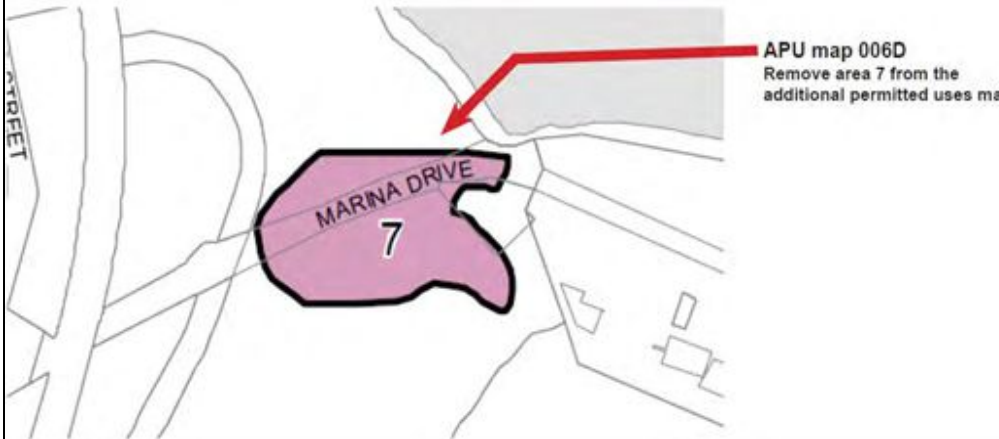
It is recommended that the following amendments be made to LEP 2013 as a result of this issue:

- That Land Zoning Map – **Sheet LZN_006C** be amended to show the E2 zone applied to the whole of the site, apart from the approved development footprint and APZ including the boundary road at the southern extent of the approved development, as shown below; and
- That Lot Size Map – **Sheet LSZ_006C** be amended to show the extents of the E2 zone at 45 Rutland Street Bonville as minimum lot size data of AB – 40ha.



ITEM NO. 8 - MAPPING AMENDMENTS TO CONFORM TO JETTY4SHORES PROJECT



LEP 2013 Provision / Clause / Zone	Amendment to Coffs Harbour LEP 2013, in accordance with Council resolution CP 13/36, meeting of Council on 24 October 2013, Resolution 267, item 9.
Issue/s Raised:	<p>This issue surrounds an amendment to LEP 2013 to address inconsistencies between the LEP and the Jetty4Shores Concept Plan.</p> <p>An amendment to Coffs Harbour LEP 2013 is required in order to address the inconsistency between the Jetty4Shores Concept Plan (which provides for public domain improvements) and existing LEP provisions (which provides for residential built form) for the RE1 Public Recreation Zone within the study area.</p> <p>REQUESTED AMENDMENTS:</p> <p>WRITTEN INSTRUMENT:</p> <p>Schedule 1 - remove item 7 (AND THEN RE-NUMBER ALL OTHER ITEMS AND RE-DO MAP NUMBERS), which reads:</p> <p style="padding-left: 40px;">7 Use of certain land at Marina Drive, Coffs Harbour</p> <p style="padding-left: 40px;">(1) This clause applies to land at Marina Drive, Coffs Harbour, being Part Lot 21, DP 850150 (Marina Drive Coffs Harbour Jetty Foreshore), shown as “7” on the Additional Permitted Uses Map.</p> <p style="padding-left: 40px;">(2) Development for the purposes of hotel or motel accommodation, serviced apartments, shops and wharf or boating facilities that support tourism, marine and wharf or boating activities is permitted with development consent.</p> <p>MAPS (see images below):</p> <p>HOB map 006D - amend height of buildings back to 5.4 metres over Marina Drive to accord with the RE1,RE2 and IN4 shapes</p> <p>APU map 006D - remove Item 7 (as identified below) from the Additional Permitted Uses Map</p>  <p>HOB map 006D Replace area outlined in red with a blue 5.4m height limit; instead of the current 11m height limit (shown yellow) NOTE follow shape of the RE1 zone, around the RE2 and IN4 zones (see below)</p>

	
<p>Comment:</p>	<p>The amendment as illustrated above will address the inconsistency between the Council’s adopted Jetty4Shores Concept Plan and the LEP. Area 7 (see above) currently incorporates RE1 Public Recreation, RE2 Private Recreation and IN4 Working Waterfront land zones. An 11 metre height limit applies to each of the zones within area 7. However, a 5.4 metre (blue) height limit applies to development in the immediate surrounding area despite sharing the same zone. As part of the Jetty4Shores Concept Plan it is important that building heights are amended back to 5.4 metres over Marina Drive to accord with the RE1, RE2 and IN4 shapes.</p> <p>Remove item 7 from the additional permitted uses map.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue.</p> <p>WRITTEN INSTRUMENT</p> <ul style="list-style-type: none"> • Schedule 1 - remove item 7, and re-number all other items occurring thereafter in Schedule 1 of LEP 2013, and re-number additional permitted uses map accordingly. <p>MAPS (see images above):</p> <ul style="list-style-type: none"> • That Height of Buildings Map – Sheet HOB map 006D – be amended to show height of buildings back to 5.4 metres over Marina Drive to accord with the RE1,RE2 and IN4 shapes. • That Additional Permitted Uses Map – Sheet APU map 006D - be amended to remove Item 7 (as identified below) from the Additional Permitted Uses Map.

ITEM NO. 9 – CORRECT HERITAGE MAP INACCURACIES & CLARIFICATION OF SCHEDULE 5 OF LEP 2013

<p>LEP 2013 Provision / Clause / Zone</p>	<p>LEP Mapping (Heritage Maps HER004 & HER006) & Schedule 5 of LEP 2013.</p>
<p>Issue/s Raised:</p>	<p>This issue surrounds the content of Schedule 5 of LEP 2013, and the associated heritage layer map:</p> <ul style="list-style-type: none"> • I55 (14 Ford Street Red Rock) is missing from the heritage layer map (HER004); • I92 (Upper Orara War Memorial) is inaccurately described in Schedule 5 of LEP 2013 as being on the same property as the Upper Orara Hall, and subsequently located with the Upper Orara community hall on the heritage layer map (HER006). The war memorial is correctly located on Lot 1 DP 127149; • The Sawtell Heritage Conservation Area as shown on the heritage layer map does not include properties to the north of Second Avenue Sawtell (as shown in Schedule 6, diagram 1 of LEP 2000); • I94 (Woolgoolga Buoys) are shown on the wrong Beach Street road reserve land parcel; and • I3, I4, I8 & I9 are out of order as shown in Schedule 5 of LEP 2013. • I34 has been subject to subdivision (boundary adjustment) and is now known as Lot 4 DP1196909.
<p>Comment:</p>	<p>The corrections to Schedule 5 of LEP 2013, as outlined above should be corrected as part of the house-keeping review.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • Insert item I55 (14 Ford Street Red Rock) on heritage layer map Sheet HER map_004; • Insert the Upper Orara War Memorial as a separate item in Schedule 5 of LEP 2013 (as I92 – Upper Orara Road / Lot 1 DP 127149) and re-number items I93-I97 accordingly, and amend the heritage layer maps (HER006 & HER005F) accordingly; • Extend the coverage of the Sawtell Heritage Conservation Area as shown on the heritage layer map (Sheet HER map_006C) to include properties to the north of Second Avenue Sawtell (L100 DP 1165632, L8 DP 857331, L19 DP 659125 & LB DP 420494); • Change the heritage layer map (Sheet HER map_005F) to show item I94 (I95 after amendment) (Woolgoolga Buoys) on the correct Beach Street road reserve land parcel; and • Change the map numbers / locations of items (to reflect their sequence in Schedule 5 of LEP 2013) of I3 – I20 on the LEP 2013 heritage maps.

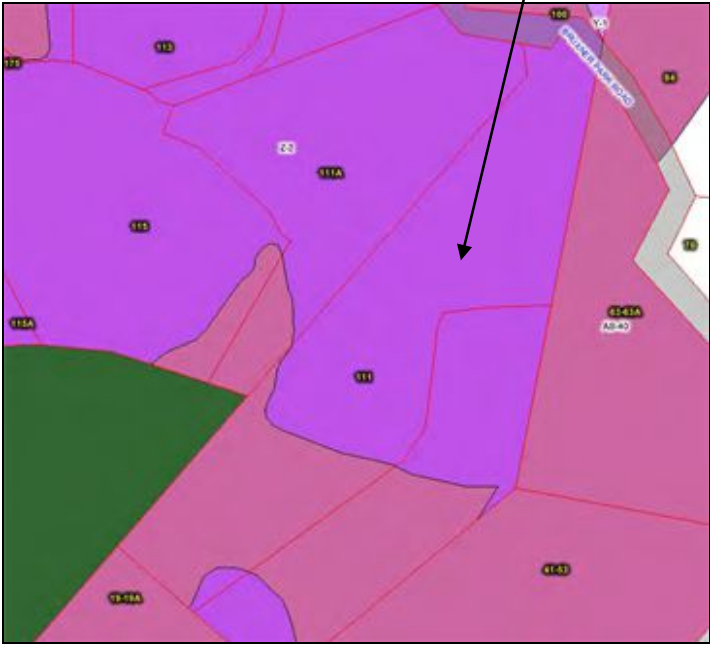
ITEM NO. 10 – MATCH ZONING WITH CADASTRE AT 7-31 CAVANAGHS RD LOWANNA

<p>LEP 2013 Provision / Clause / Zone</p>	<p>Zone boundaries of land located at 7 - 31 Cavanaghs Road Lowanna, as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue examines cadastral mapping that does not match the zone boundaries at 7 - 31 Cavanaghs Road Lowanna.</p>
<p>Comment:</p>	<p>GIS amendment is required.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to Coffs Harbour LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • That Land Zoning Map – Sheet LZN_001A be amended to match the zone boundaries of the various land parcels with the cadastral boundaries, as shown below: 


ITEM NO. 11 – AMENDMENT TO MINIMUM LOT SIZE MAP AT 10-20 BRAY STREET COFFS HARBOUR

<p>LEP 2013 Provision / Clause / Zone</p>	<p>Bray Street Lands zoned R2 – No minimum lot size shown for properties at 10-20 Bray Street Coffs Harbour, as shown below:</p>
	<p>The map displays a residential area with various lot numbers and street names including Grant Close, Berwick Close, Talcum Road, Y Street, Elm Street, Argyll Street, Rocky Goolgoolga Road, Pacific Highway, and Orlando Street. A legend on the left identifies zoning categories such as Selection, Property House Numbers, Road Names, Roads, Creeks, and Part 4 - Minimum Lot Size (with sub-categories like A1 40m, F 400m, K 500m, U1 1200m, U1 1300m, W 2000m, Y 1ha, Z 2ha, State Forest, and National Parks). A black rectangular box highlights a cluster of lots near Talcum Road and Y Street, with an arrow pointing to it from the text above.</p>
<p>Issue/s Raised:</p>	<p>This issue surrounds the fact that there are currently no minimum lot sizes for a number of properties on the Lot Size Map LSZ_006D. The missing detail is part of land zoned R2 Low Density Residential.</p>
<p>Comment:</p>	<p>A number of lots at 10-20 Bray Street Coffs Harbour do not contain relevant minimum lot size data. The lots identified above are part of a R2 Low Density Residential Zone. They should therefore have a minimum lot size of 400 (sq m).</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to Coffs Harbour LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • That Lot Size Map – Sheet LSZ_006D be amended to show the lots located at 10-20 Bray Street Coffs Harbour as minimum lot size data of F 400m.


ITEM NO. 12 – AMENDMENT TO MINIMUM LOT SIZE MAP AT 111 BRUXNER PARK RD KORORA

<p>LEP 2013 Provision / Clause / Zone</p>	<p>Amendment to the Minimum lot size map as it relates to Lot 1 DP1152336 (111 Bruxner Park Road Korora), as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue concerns a change to the minimum lot size map for this land. The proposed change is from a 2 hectare minimum lot size to a 1 hectare minimum lot size.</p>
<p>Comment:</p>	<p>The Korora Rural Residential Development Control Plan came into force on 27 February 2004. One of the controls contained within the Korora DCP was the application of a minimum subdivision lot size of either 1 or 2 hectares depending on the slope of the land in that particular location. On steeper slopes (generally >15%), minimum sized lots were required to be 2 ha, and lots <15% could be as low as 1ha.</p> <p>An examination of issues such as land slope, effluent disposal, visual amenity and the minimum lot size standard of other lots in the immediate vicinity of the subject land has been provided at the landowner expense.</p> <p>A stand-alone single site related Planning Proposal is not considered necessary in this case. The extensive infrastructure works that has already occurred on the land, coupled with the justification that the landowner submission provides, including slope analysis (generally <15% across the corresponding land), Council can support progressing the request.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • That Lot Size Map – Sheet LSZ_005C be amended from Z - 2 ha to Y – 1ha as it applies to Lot 1 DP1152336 (111 Bruxner Park Road Korora).

ITEM NO. 13 – REMOVAL OF FLOOR SPACE RATIO CONTROLS AT LAND SURROUNDING KORFE ST, HILL ST AND ALBANY ST COFFS HARBOUR

<p>LEP 2013 Provision / Clause / Zone</p>	<p>Removal of floor space ratio controls from R4 High Density Residential zone areas, located at and surrounding Korfe Street, Hill Street and Albany Street Coffs Harbour, as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue examines the floorspace ratio controls for the R4 High Density Residential zoned areas located within Coffs Harbour.</p>
<p>Comment:</p>	<p>Under early iterations of the then draft <i>Coffs Harbour LEP 2013</i>, floor space ratio (FSR) controls applied to residential zoned land. However it was later determined that such controls should be removed from residential zoned land due to the presence of other development controls attempting to achieve a similar outcome.</p> <p>As part of the initial DCP 2013 review process it had been identified that FSR controls were relevant and should apply to land zoned R4 High Density Residential under the <i>Coffs Harbour LEP 2013</i>.</p> <p>Due to existing height controls within the <i>Coffs Harbour LEP 2013</i> and proposed controls within the <i>Coffs Harbour DCP 2014</i> in relation to density and setbacks, it has now been determined that FSRs are not required for land zoned R4 High Density Residential under the <i>Coffs Harbour LEP 2013</i>.</p> <p>It is therefore recommended that floorspace ratio controls should be removed from the R4 High Density Residential zoned areas located within Coffs Harbour.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendment be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • That the Floor Space Ratio Map – Sheet FSR_006D be amended by removing all floor space ratio controls for the R4 High Density Residential zoned areas as shown above.

ITEM NO. 14 – AMEND HEIGHT OF BUILDING CONTROLS AT 81 OCEAN PARADE COFFS HARBOUR


<p>LEP 2013 Provision / Clause / Zone</p>	<p>Amend Height of Building controls at 81 Ocean Parade Coffs Harbour – Lot 100 DP 747702, as shown below:</p>  <p>The height controls are proposed to be amended from R-22 to W-40.</p>
<p>Issue/s Raised:</p>	<p>This issue examines height of building controls at 81 Ocean Parade Coffs Harbour. The proposed change is also in accordance with an adopted Council resolution.</p>
<p>Comment:</p>	<p>The Council report (and resolution) which adopted LEP 2013 dated 13 December 2012 included the following about the subject land:</p> <ul style="list-style-type: none"> <p>Submission P23: 83 - 85 Ocean Parade, Coffs Harbour</p> <p><i>The site be afforded additional height and FSR controls to what is currently permitted on the land and it includes the narrow block of land to the south of the site (being Lot 100, DP747702, 81 Ocean Parade).</i></p> <p><i>The submission states that the site was previously identified as a pivotal ‘gateway’ site under the Park Beach DCP 2003, and as such, it was afforded similar development controls (building height restrictions of 21 metres) to that land opposite it on the northern side of Park Beach Road (being 87 Ocean Parade). Now the land at 87 Ocean Parade to the north is permitted to be developed to a 40 metre height, but the subject site at 83 - 85 Ocean Parade is now limited to a 22 metre height.</i></p> <p><i>Council has no readily accessed height information for the existing high-rise buildings on lands to the north and south of the subject site; however, heights can generally be determined from number of storeys in a building.</i></p> <p><i>Council must therefore decide what extent of added height is feasible. The draft LEP as exhibited allows for 22 metres (say six storey residential); the submission requests 40 metres (say 11 storey residential over a permissible commercial use at street level, acting as a gateway entry into the precinct); the building to the south is roughly 30 metres (eight storey residential). It is therefore considered that somewhere between 30 (eight storey) and 40 metres (12 storey) would be</i></p>

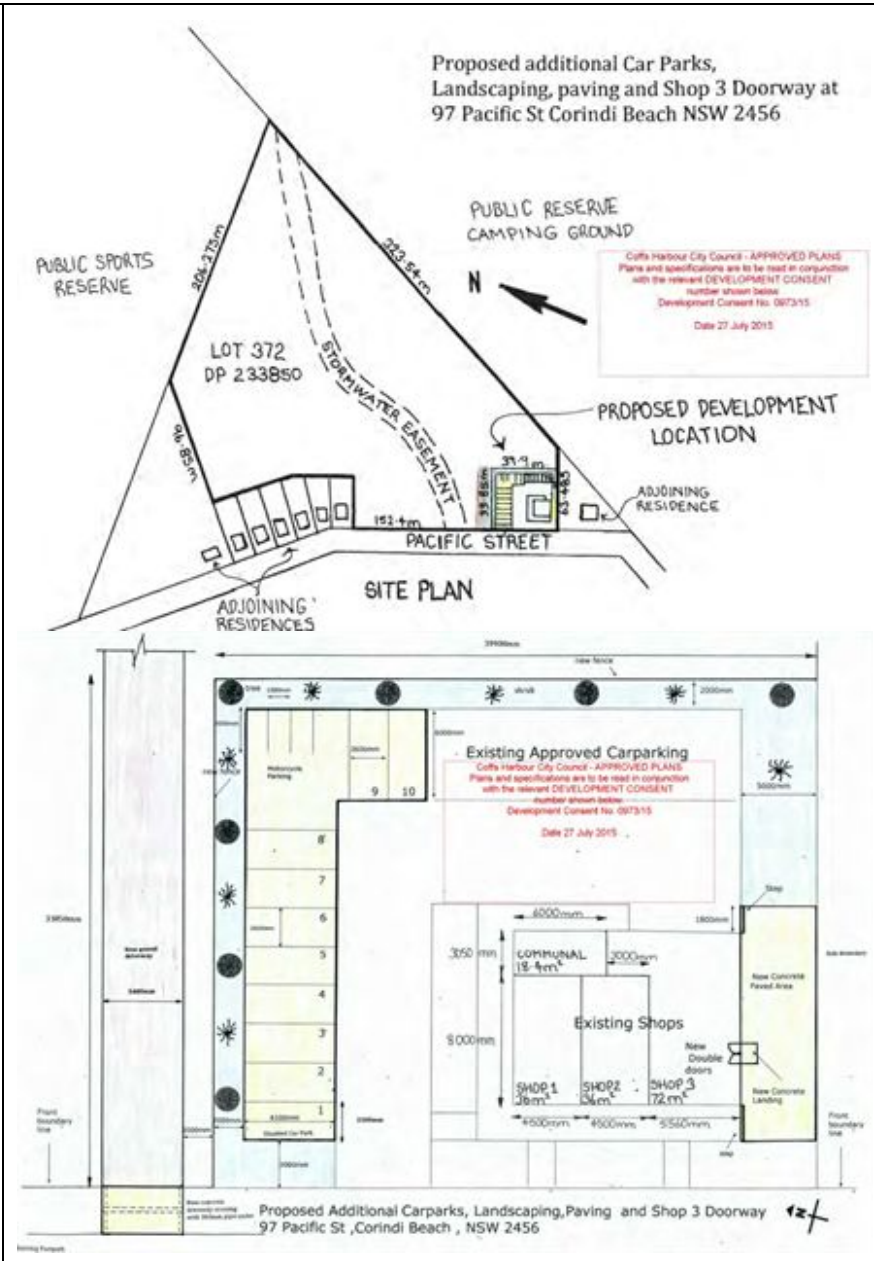
	<p><i>acceptable. Given the Obstacle Height Limitation Surface over the centre of the site is 48 metres, a building height of 40 metres would be acceptable.</i></p> <p><i>It is recommended that:</i></p> <ol style="list-style-type: none"> <i>1. The Height of Buildings Map (Sheet HoB_006D) be amended to show Lots 8 and 9, DP17053 and Lot 100, DP747702 with a building height of 40 metres.</i> <i>2. A statement be made to NSW P&E (contained within the Section 68 Report which requests that the Plan be made) that the inconsistency with 117(2) Direction 4.3 is justified in the circumstances.</i> <p>Council subsequently endorsed these actions at this meeting.</p> <p>Despite the above, Lot 100 DP 747702 remained R-22 (22 metres). It is therefore recommended that given the information above, and in accordance with Council's resolution at the meeting dated 13 December 2012, the Height of Buildings map should be amended as part of the LEP 2013 housekeeping review.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendment be made to LEP 2013 as a result of this issue:</p> <p>That the Height of Buildings Map – Sheet HOB_006D be amended from R-22 to W-40 at Lot 100 DP 747702 (81 Ocean Parade, Coffs Harbour).</p>

ITEM NO. 15 - REZONING FROM RU2 RURAL LANDSCAPE ZONE TO B1 NEIGHBOURHOOD CENTRE ZONE AT 97 PACIFIC ST CORINDI BEACH

In accordance with the recommendations contained within the summary of submissions received during the public exhibition period of this Planning Proposal, this item has been amended to include the following recommendations:

- That Land Zoning Map – **Sheet LZN_004B** be further amended to show a B1 Neighbourhood Centre zone applied to the extents and curtilage of the business development as approved in DA0973/15, and shown below, at land located at Lot 372 DP 1026829, 97 Pacific Street Corindi Beach;
- That Lot Size Map – **Sheet LSZ_004B** be further amended by removing the minimum lot size provisions for the corresponding parts of the site as approved in DA0973/15; and
- That Floor Space Ratio map – **Sheet FSR_004B** be further amended to show D – 0.5:1 for the corresponding parts of the site as approved in DA0973/15.

<p>LEP 2013 Provision / Clause / Zone</p>	<p>Review of the zone that applies to 97 Pacific Street Corindi Beach – Lot 372 DP 1026829, as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue examines the RU2 Rural Landscape zone that applies to Lot 372 DP 1026829, and looks to include part of the subject property as a business zone.</p> <p>This issue relates to the rezoning of part of the site to a B1 Neighbourhood Centre zone. The owner/s of the site have requested that a 2 hectare portion of the site be rezoned to a B1 zone, stating that the growing needs of the Corindi Beach area justify the 2ha sized area.</p> <p>Council has previously committed to considering a rezoning to a B1 zone for the area covered by the shops and curtilage of a site at Corindi - Lot 372 DP 1026829 (97 Pacific Street Corindi Beach).</p> <p>The land in question is currently zoned RU2 Rural Landscape, and benefits from an approval to construct shops on the land (see plan below) issued under a previous Planning Instrument (in an adjacent Council area, prior to realignment of LGA boundaries). A Business zone will more appropriately reflect the actual land use of that part of the site.</p> <p>The site has since received an additional development approval for a Cafe (change of use including parking, landscaping and fencing), which has enlarged the footprint of the commercial development – see below.</p>



Comment:

There are currently only three lots in Corindi Beach zoned B1 Neighbourhood Centre. These three lots are currently undeveloped and are located along Tasman Street, Corindi Beach. The subject land is removed from the highway, and is located well beyond the current B1 zone. The site is positioned at Corindi’s most North East point, and is subsequently surrounded by a number of different zones, including R2 Low Density Residential, RE1 Public Recreation and E2 Environmental Conservation.

The Business Lands Hierarchy Review (2011) suggests that a B1 Neighbourhood Centre Zone is appropriate in outer-lying centres such as this as they will provide commercial services to the local neighbourhood. It is considered that this zone, if applied to the extents and curtilage of the business development approved on the site will provide more appropriate land use controls to lot 372 than its current RU2 Rural Landscape zoning.

A request has been received to zone a larger area (up to 2 ha) of the land to a business zoning but a rezoning of that size is considered to be outside the scope of this “housekeeping” Planning Proposal process.

Recommendation:

It is recommended that the following amendments be made to LEP 2013 as a result of this issue:

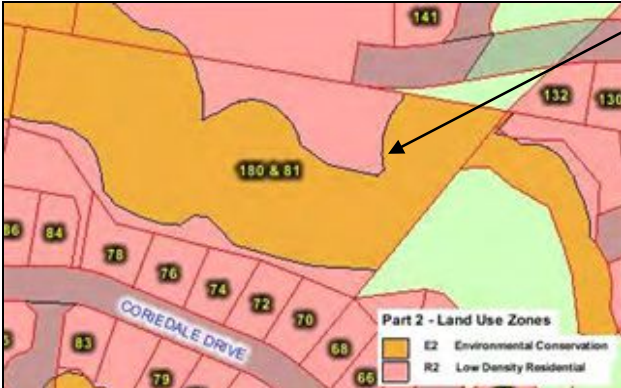
- That Land Zoning Map – **Sheet LZN_004B** be further amended to show a B1 Neighbourhood Centre zone applied to the extents and curtilage of the business development as approved in DA0973/15, and shown below, at land located at Lot 372 DP 1026829, 97 Pacific Street Corindi Beach;
- That Lot Size Map – **Sheet LSZ_004B** be further amended by removing the minimum lot size provisions for the corresponding parts of the site as approved in DA0973/15; and
- That Floor Space Ratio map – **Sheet FSR_004B** be further amended to show D – 0.5:1 for the corresponding parts of the site as approved in DA0973/15.

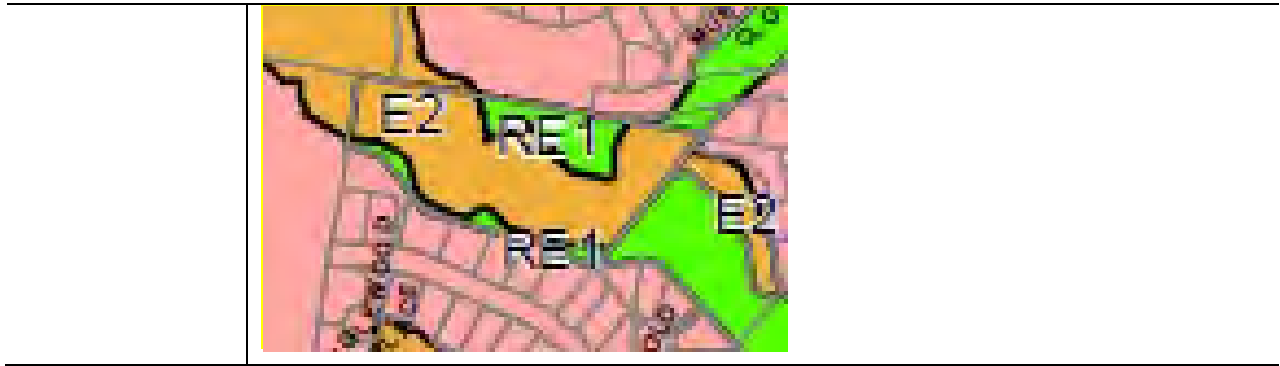


ITEM NO. 16 - REZONING FROM R2 LOW DENSITY RESIDENTIAL / E2 ENVIRONMENTAL CONSERVATION TO RE1 PUBLIC RECREATION AT 180 SHEPHARDS LANE COFFS HARBOUR



In accordance with the recommendations contained within the summary of submissions received during the public exhibition period of this Planning Proposal, this item has been amended to include the following recommendations:

- That Land Zoning Map – **Sheet LZN_006A** be amended to show the portion of Lot 71 DP1203025 that is zoned R2 Low Density Residential as a RE1 Public Recreation zone, as shown below; and
- That the attributes from Lot Size Map – **Sheet LSZ_006A** be removed from the resulting RE1 zoned portion of Lot 71 DP1203025.



<p>LEP 2013 Provision / Clause / Zone</p>	<p>Review of the zones that apply to Lot 71 DP1203025, including a change from an R2 / E2 zone to an RE1 zone at 180 Shephards Lane, Coffs Harbour.</p> 
<p>Issue/s Raised:</p>	<p>This issue looks to review the zoning of the subject land in response to the land being dedicated to Council for use as a park.</p> <p>The land formed part of residue allotment from a residential subdivision and was recently dedicated to Council for use as parkland.</p>
<p>Comment:</p>	<p>The land contains riparian vegetation as indicated by the former E2 zoned land over the site. Consultation with Council’s Property and Recreational Services sections confirm that the most appropriate zone for the land post dedication is RE1 Public Recreation. This will see the inclusion of the land in Council’s Open Space Strategy which includes appropriate protection and management strategies for significant vegetation within public open space areas.</p>
<p>Recommendation</p>	<p>It is recommended that the following amendments be made to Coffs Harbour LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • That Land Zoning Map – Sheet LZN_006A be amended to show the portion of Lot 71 DP1203025 that is zoned R2 Low Density Residential as a RE1 Public Recreation zone, as shown below; and • That the attributes from Lot Size Map – Sheet LSZ_006A be removed from the resulting RE1 zoned portion of Lot 71 DP1203025.



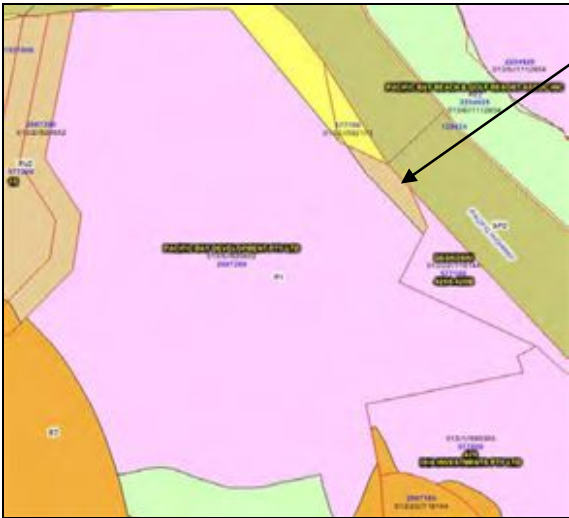

ITEM NO. 17 – INCORRECT ZONING AT 22 DUKE ST COFFS HARBOUR

<p>LEP 2013 Zone</p>	<p>Review of zone at Lot 100 DP 1052469 – 22 Duke Street, Coffs Harbour (Council Car Park) as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue looks to review the zone that applies to the subject land to better reflect the actual use of the land.</p> <p>Memo from Executive Manager, Business Units:</p> <p><i><u>“It has come to my attention that the above land which Council purchased from Defence some years ago has been incorrectly zoned SP1 Defence.</u></i></p> <p><i><u>Would you please list the land to be rezoned at the first opportunity that presents itself.”</u></i></p>
<p>Comment:</p>	<p>The subject property (L 100 DP 1052469) is currently included within the SP2 Infrastructure Zone.</p> <p>The Defence land located to the north (L 101 DP 1052469) is also zoned SP2.</p> <p>The Council / Crown lands located to the south of the site (L102 DP 1058414) is also zoned SP2.</p> <p>Proclaim includes all the above land as simply SP2 zone with no reference to specific use at all.</p> <p>The “as gazetted maps” include the subject land as being in the SP2 Defence zone.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • That Land Zoning Map – Sheet LZN_006D be amended to show Lot 100 DP 1052469 – 22 Duke Street, Coffs Harbour as SP2 Community Facilities, as shown below. 

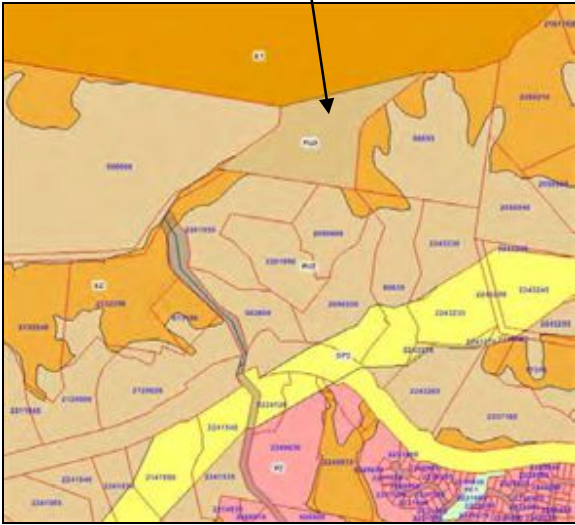
ITEM NO. 18 – INCORRECT ZONING AT THE JUNCTION OF HIGH TECH DVE AND HOGBIN DVE TOORMINA

<p>LEP 2013 Zone</p>	<p>Review of zone of road reserve at the junction of High-Tech Drive and Hogbin Drive as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue examines the zone that applies to the road reserve at the junction of High-Tech Drive and Hogbin Drive.</p>
<p>Comment:</p>	<p>The land is currently included in the IN1 zone, and should be zoned the same as the land contained in the Hogbin Drive road corridor i.e. RE1 Public Open Space as this will match the zone that extends along the edge of Hogbin Drive.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • That Land Zoning Map – Sheet LZN_006B be amended to show the road reserve at the junction of High-Tech Drive and Hogbin Drive as shown above as RE1 Public Open Space, as shown below; and • The Height of Buildings Map – Sheet HOB_6B be amended to include the land as 1 - 8.5m. 

ITEM NO. 19 – INCORRECT ZONING AT PACIFIC HIGHWAY COFFS HARBOUR (PACIFIC BAY WEST)



<p>LEP 2013 Provision / Clause / Zone</p>	<p>Review of zone at (part of) Lot 5 DP 820652, as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue examines the zoning on the subject land.</p> <p>The majority of the Pacific Bay (western lands) property is zoned R1 General Residential. A zoning anomaly has been identified where a small portion of the land that fronts the Pacific Highway is zoned RU2 Rural Landscape as shown above.</p>
<p>Comment:</p>	<p>The RU2 zoned portion of the land does not sit over any particular rural activity. The section of land has essentially the same attributes as the rest of the R1 zoned land. The land should therefore be zoned the same as the rest of the R1 zoned land ie. R1 General Residential.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> That Land Zoning Map – Sheet LZN_005C be amended to show (part of) Lot 5 DP 820652 as R1 General Residential, as shown below. 

ITEM NO. 20 – INCORRECT ZONING AT SHEPHARDS LANE COFFS HARBOUR



<p>LEP 2013 Provision / Clause / Zone</p>	<p>Review of zone applying to crown reserve 63790, located at Shephards Lane Coffs Harbour as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue examines the zoning on the subject land.</p> <p>NSW Crown Lands have contacted Council stating that fire trail construction work is proposed on a Crown Reserve at Shephards Lane, Coffs Harbour. The Department intends constructing the proposed trail as per section 48 of the Infrastructure SEPP 2007.</p> <p>In checking the mapping of the Coffs Harbour LEP 2013 it was noted that Crown Reserve 63790 is zoned RU3 – Forestry, however the land is not a State Forest having been revoked by gazette on the 15 February 1929. They have requested that the issue is addressed in any future updates to the LEP.</p>
<p>Comment:</p>	<p>A number of ecological values have been identified on the subject land, including endangered ecological communities and high value arboreal habitat.</p> <p>It is recommended that the land therefore be zoned E2 Environmental Conservation.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • That Land Zoning Map – Sheet LZN_005 be amended to show the land as E2 Environmental Conservation as shown over the page, • The Lot Size Map – Sheet LSZ_005 be amended to include the land as AB – 40 (ha), • The Maximum Building Height Map – Sheet HOB_005 be amended to include the land as I – 8.5 (m), and • the “state forest” polygon be removed from the cadastral map attributes on Council’s mapping system.





ITEM NO. 21 – INCORRECT ZONING AT 544-590 SOLITARY ISLANDS WAY MOONEE BEACH

<p>LEP 2013 Provision / Clause / Zone</p>	<p>Review of zone at Lot 7 DP 1140702 and Lot 1 DP 1142657 (544-590 Solitary Islands Way Moonee Beach), as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue looks to review the zone applying to the subject land.</p> <p>This land was zoned Residential 2A Low Density under LEP 2000, and was then rezoned to SP2 Infrastructure under LEP 2013 to accord with the then use of the land as part of the Pacific Highway upgrade project. The land is now not required as part of the recently completed Highway upgrade and should be zoned to the equivalent of its original zoning under LEP 2000.</p>
<p>Comment:</p>	<p>Given the recent completion of the Pacific Highway upgrade from Sapphire Beach to Arrawarra, the land is no longer needed for infrastructure purposes, and the land should therefore be zoned as per the zone that applied prior to the highway upgrade project (R2 Low Density Residential). An R2 zone is also consistent with adjacent R2 Low Density Residential zoned land.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • That Land Zoning Map – Sheet LZN_005D be amended to show land located at Lot 7 DP 1140702 and Lot 1 DP 1142657 as R2 Low Density Residential, as shown below. • That Lot Size Map – Sheet LSZ_005D be amended to show Lot 7 DP 1140702 and Lot 1 DP 1142657 as minimum lot size data of F-400. 



ITEM NO. 22 – INCORRECT ZONING AT ARRAWARRA RD & THE BOULEVARDE MULLAWAY

<p>LEP 2013 Provision / Clause / Zone</p>	<p>Review of zone at Lot 43 DP 816998 (Arrawarra Road, Mullaway) and Lot 1 DP 1197028 (The Boulevarde Mullaway), as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue looks to review the zone applying to the subject lands.</p> <p>Both parcels of land were zoned RE1 Public Recreation under LEP 2013 and Open Space 6A Public Recreation under LEP 2000. The land is now under the ownership of the Minister administering the National Parks and Wildlife Act 1974 and should be included in the E1 National Parks and Nature Reserves zone.</p>
<p>Comment:</p>	<p>An E1 zone is appropriate given the adjacent zoning of land under the same ownership. The use of adjacent land is also of a similar nature.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendment be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> That Land Zoning Map – Sheet LZN_004A be amended to show the land located at Lot 43 DP 816998 and Lot 1 DP 1197028 as E1 National Parks and Nature Reserves, as shown below: 

ITEM NO. 23 – INCORRECT ZONING AT PACIFIC HWY & UNWINS RD WOOLGOOLGA

<p>LEP 2013 Provision / Clause / Zone</p>	<p>Review of zone of Part Lot 59 DP 1145438 (Pacific Highway Woolgoolga) and Lot 104 DP 1144462 (Unwins Road Woolgoolga), as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue looks to review the zone applying to the subject lands.</p> <p>The two parcels of land were zoned Rural 1A Agriculture under LEP 2000, and were then rezoned to SP2 Infrastructure under LEP 2013 to accord with the then use of the land as part of the Pacific Highway upgrade project. The land is now not required as part of the recently completed Highway upgrade and should be zoned to the equivalent of its original zoning under LEP 2000.</p>
<p>Comment:</p>	<p>Given the recent completion of the Pacific Highway upgrade from Sapphire Beach to Arrawarra, the land is no longer needed for infrastructure purposes, and the land should therefore be zoned as per the zone that applied prior to the highway upgrade project (RU2 Rural Landscape). An RU2 zone is also consistent with adjacent R2 Low Density Residential zoned land.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendments be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • That Land Zoning Map – Sheet LZN_005F be amended to show the land located at Part Lot 59 DP 1145438 and Lot 104 DP 1144462 as RU2 Rural Landscape, as shown below. • That Lot Size Map – Sheet LSZ_005F be amended to show Part Lot 59 DP 1145438 and Lot 104 DP 1144462as minimum lot size data of AB-40. 

ITEM NO. 24 – INCORRECT ZONING OF WATERWAY FRONTING LAND AT 63A-760 DAIRYVILLE RD UPPER ORARA / DAIRYVILLE

<p>LEP 2013 Provision / Clause / Zone</p>	<p>Review of zone applied over a waterway (the Urumbilum River) that fronts 63A – 760 Dairyville Road Upper Orara / Dairyville, as shown below:</p> 
<p>Issue/s Raised:</p>	<p>This issue looks to review the zone applying to the waterway mentioned above. Part of this waterway located in the Orara Valley, adjacent to Dairyville Road has been incorrectly zoned E1 National Parks and Nature Reserves under LEP 2013 and should be included in the W1 Natural Waterways zone.</p>
<p>Comment:</p>	<p>This is a recently identified error. The E1 zone has been incorrectly applied and should be rezoned to W1 Natural Waterways.</p>
<p>Recommendation:</p>	<p>It is recommended that the following amendment be made to LEP 2013 as a result of this issue:</p> <ul style="list-style-type: none"> • That Land Zoning Map – Sheet LZN_001 & Sheet LZN_002 be amended to show the portion of the waterway located in the Orara Valley, adjacent to Dairyville Road, as shown above and currently zoned E1 National Parks and Nature Reserves, be changed to W1 Natural Waterways, as shown below: 



Mr S McGrath
 General Manager
 Coffs Harbour City Council
 Locked Bag 155
 COFFS HARBOUR NSW 2450

Our ref: PP_2015_COFFS_003_00 (15/05320)

Dear Mr McGrath

Planning proposal to amend Coffs Harbour Local Environmental Plan (2013)

I am writing in response to your Council's letter dated 20 March 2015 requesting a Gateway determination under section 56 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) in respect of the planning proposal to make 25 housekeeping amendments.

As delegate of the Minister for Planning, I have now determined the planning proposal should proceed subject to the conditions in the attached Gateway determination.

I have also agreed, as delegate of the Secretary, the planning proposal's inconsistencies with S117 Directions 1.1 Business and Industrial Zones, 1.2 Rural Zones, 1.5 Rural Lands and 2.1 Environmental Protection Zones are of minor significance. No further approval is required in relation to these Directions.

Council may still need to obtain the agreement of the Department's Secretary to comply with the requirements of relevant S117 Directions 4.4 Planning for Bushfire Protection and 6.2 Reserving Land for Public Purposes. Council should ensure this occurs prior to the plan being made.

Plan making powers were delegated to councils by the Minister in October 2012. It is noted that Council has requested to be issued with delegation for this planning proposal. I have considered the nature of Council's planning proposal and have decided to issue an authorisation for Council to exercise delegation to make this plan.

The amending Local Environmental Plan (LEP) is to be finalised within 9 months of the week following the date of the Gateway determination. Council should aim to commence the exhibition of the planning proposal as soon as possible. Council's request to draft and finalise the LEP should be made directly to Parliamentary Counsel's Office 6 weeks prior to the projected publication date. A copy of the request should be forwarded to the Department of Planning and Environment for administrative purposes.

The State Government is committed to reducing the time taken to complete LEPs by tailoring the steps in the process to the complexity of the proposal, and by providing clear and publicly available justification for each plan at an early stage. In order to meet these commitments, the Minister may take action under section 54(2)(d) of the EP&A Act if the time frames outlined in this determination are not met.

Attachment 2

Should you have any queries in regard to this matter, I have arranged for Ms Jenny Johnson of the Department's regional office to assist you. Ms Johnson can be contacted on (02) 6641 6614 (Tuesday to Friday).

Yours sincerely

 10 April 2015
Stephen Murray
General Manager, Northern Region
Planning Services

Encl:
Gateway Determination
Written Authorisation to Exercise Delegation
Attachment 5 – Delegated Plan Making Reporting Template



Gateway Determination

Planning proposal (Department Ref: PP_2015_COFFS_003_00): to make 25 housekeeping amendments.

I, the General Manager, Northern Region at the Department of Planning and Environment as delegate of the Minister for Planning, have determined under section 56(2) of the *Environmental Planning and Assessment Act 1979* (EP&A Act) that an amendment to the Coffs Harbour Local Environmental Plan (LEP) (2013) to make 25 housekeeping amendments should proceed subject to the following conditions:

1. Prior to exhibition amend the planning proposal to include:
 - (a) a detailed 'Explanation of Provisions'; and
 - (b) reference to the Coffs Harbour LEP 2013 Performance Review dated March 2015 within the planning proposal, and attached as an appendix.

2. Consultation is required, prior to public exhibition, with the following public authorities under section 56(2)(d) of the EP&A Act and/or to comply with the requirements of relevant S117 Directions:
 - NSW Rural Fire Service
 - NSW Trade & Investment, Crown Lands
 - Office of Environment & Heritage – National Parks and Wildlife Service
 - Transport for NSW – Roads and Maritime Services

Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material, and given at least 21 days to comment on the proposal.

3. Lodgement of the revised planning proposal under section 57(2) of the EP&A Act for approval by the Secretary's delegate, of the form and content of the planning proposal prior to community consultation.

4. Community consultation is required under sections 56(2)(c) and 57 of the EP&A Act as follows:
 - (a) the planning proposal must be made publicly available for a minimum of **28 days**; and
 - (b) the relevant planning authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 5.5.2 of *A Guide to Preparing LEPs (Department of Planning and Infrastructure 2013)*.



**Planning &
Environment**

5. A public hearing is not required to be held into the matter by any person or body under section 56(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
6. The timeframe for completing the LEP is to be **9 months** from the week following the date of the Gateway determination.

Dated *10th* day of *April* 2015

A handwritten signature in black ink, appearing to read 'Stephen Murray'.

Stephen Murray
General Manager, Northern Region
Planning Services
Department of Planning and Environment

Delegate of the Minister for Planning



WRITTEN AUTHORISATION TO EXERCISE DELEGATION

Coffs Harbour City Council is authorised to exercise the functions of the Minister for Planning under section 59 of the *Environmental Planning and Assessment Act 1979* that are delegated to it by instrument of delegation dated 14 October 2012, in relation to the following planning proposal:

Number	Name
PP_2015_COFFS_003_00	Planning proposal to make 25 housekeeping amendments



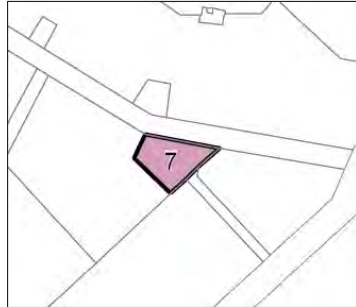
In exercising the Minister’s functions under section 59, the Council must comply with the Department of Planning and Environment’s “*A guide to preparing local environmental plans*” and “*A guide to preparing planning proposals*”.

Dated 10 April 2015


 Stephen Murray
 General Manager, Northern Region
 Planning Services
 Department of Planning and Environment

Delegate of the Minister for Planning

No.	Issues Raised	Comments / Recommendations
1.	<ul style="list-style-type: none"> Objection from the Office of Environment and Heritage (OEH) to allowing temporary events to occur on public land where that land is zoned E2 Environmental Conservation without development consent (item 2 within Appendix B of the original PP). OEH would support the use of an amended clause that excluded temporary events on E2 zoned land. 	<ul style="list-style-type: none"> Clause 2.8 of LEP 2013 requires consent for the temporary use of <i>non-public</i> land and the objective of that clause includes a statement that the temporary use should not adversely impact on any environmental attributes or features of the land. This submission is considered reasonable as this would allow the potential impacts on the environmental (and economic, social or amenity) attributes of public land to be properly assessed. The submission is therefore supported with the inclusion of an expanded objective, and a second note to clause (2) as highlighted below. <p>Recommendation</p> <p>That the proposed clause be amended by adding a second note as shown in the following:</p> <p>Events permitted without development consent</p> <p>(1) <i>The objective of this clause is to provide for the temporary use of public reserves and public roads for exhibitions, meetings, concerts or events if the use does not have detrimental economic, social, amenity or environmental effects on the land.</i></p> <p>(2) <i>Despite any other provision of this Plan, development (including any associated temporary structures) for the purpose of a temporary event may be carried out on a public reserve or public road without development consent.</i></p> <p>Note 1. <i>Other approvals may be required, and must be obtained, under other Acts, including the Local Government Act 1993, the Roads Act 1993 and the Crown Lands Act 1989.</i></p> <p>Note 2. <i>This clause does not apply to land zoned E2 Environmental Conservation.</i></p> <p>(3) <i>State Environmental Planning Policy (Temporary Structures) 2007 does not apply to development to which this clause applies.</i></p> <p>(4) <i>In this clause:</i></p> <p>public reserve <i>has the same meaning as in the Local Government Act 1993.</i></p> <p>temporary event <i>means an exhibition, meeting, concert or other event that is open to the public for which land is used for a period of not more than 30 days (whether or not consecutive) in any period of 12 months.</i></p>

No.	Issues Raised	Comments / Recommendations
•	<p>OEH also object to the proposed addition to schedule 1 – Additional Permitted Uses of LEP 2013 (item 7 within Appendix B of the original PP) permitting a Men’s Shed on land zoned SP2 at Lot 5 DP 90246. The OEH states that they would support the use of the land for this purpose if the location is restricted to the north-eastern corner of the lot, as this part of the lot is already largely cleared of native vegetation.</p>	<p>The area identified by the Coffs Harbour Men’s Shed as desired to house their facility (see map below) is in the cleared area located in the north-eastern corner of the SP2 zoned portion of the lot subject to the enabling clause. The additional permitted uses map APU_6D shown below also shows that this is the area subject to the enabling clause. Therefore the existing enabling clause is able to satisfy both the request from the Coffs Harbour Men’s Shed as well as the submission request to restrict the applicable area to the north-eastern corner of the SP2 zoned portion of the lot. No amendment to the PP is necessary in this instance.</p>
		
<p>Location of proposed Men’s Shed at Lot 5, DP90246, Howard Street, Coffs Harbour</p>	<p>Location of Men’s Shed within SP2 zone at Lot 5, DP90246, Howard Street, Coffs Harbour</p>	<p>Location of Men’s Shed as shown on APU_6D at Lot 5, DP90246, Howard Street, Coffs Harbour</p>
<p>Recommendation</p>	<p>That no amendments be made to item 7 within Appendix B of the original PP as a result of this issue.</p>	
<p>The OEH support the expanded earthworks site clause 7.2 (2) (item 4 within Appendix B of the original PP) and also recommends that additional words should be added to Schedule 2(ii) to ensure that minor earthworks can only be undertaken in an E1 zone in accordance with the provisions of the National Parks and Wildlife Act 1974 (NPW Act).</p>	<p>The OEH support is noted, however as E1 (National Parks and Nature Reserves) zoned land is owned and controlled by the Crown, any earthworks are likely to be carried out by the Crown in accordance with the provisions of the NPW Act.</p>	
<p>Recommendation</p>	<p>That no amendments be made to item 4 within Appendix B of the original PP as a result of this issue.</p>	

No.	Issues Raised	Comments / Recommendations
	<ul style="list-style-type: none"> The OEH support the proposed change to amend the E2 Environmental Conservation zone land use table (item 5 within Appendix B of the original PP) to permit without consent environmental protection works, however they suggest that clarification be provided within LEP 2013 on the potential need for further licenses prior to rehabilitation works proceeding. The OEH supports the proposal to rezone land to an RE1 Public Recreation zone at 180 Shephards Lane, Coffs Harbour (item 17 within Appendix B of the original PP), however they suggest that a Plan of Management be prepared for this portion of public open space and should include requirements for rehabilitation and ongoing management of the existing native forest that occurs on site. 	<ul style="list-style-type: none"> The OEH support is noted, however the insertion of advisory information into the land use table of LEP 2013 does not comply with the format of the Standard Instrument LEP Template and therefore this suggestion is not supported. <p>Recommendation</p> <p>That no amendments be made to item 5 within Appendix B of the original PP as a result of this issue.</p> <ul style="list-style-type: none"> The OEH support is noted, however public open space is already captured in Council’s Open Space Strategy, and conservation strategies are outlined in the document – Key Outcome 5: Protect Biodiversity and the Natural Environment (Objective 5.1 – Protect and enhance biodiversity within open space). <p>Recommendation</p> <p>That no amendments be made to item 17 within Appendix B of the original PP as a result of this issue.</p>
2.	<ul style="list-style-type: none"> Objection by the NSW Roads and Maritime Services (RMS) to adding “advertising structures” as development permitted with consent in the SP2 Infrastructure zone (item No. 1 within Appendix B of the original PP). <p>The RMS considers that <i>“there is no need for business identification signage to cater for the highway.”</i> Further, that <i>“Roads and Maritime signposting guidelines permit the installation of white on blue service symbol signs, subject to criteria, to inform motorists using the highway of services such as food and fuel.”</i></p> <p>The objection also states that <i>“to enhance the driving experience and promote road safety, the boundaries of the highway should be free from signage that does not relate to the driving task.”</i></p>	<ul style="list-style-type: none"> The specific request that led to the issue being included in the PP relates to allowing business identification signage in the Pacific Highway corridor to cater for businesses such as Service Stations. <p>State Environmental Planning Policy No 64—Advertising and Signage requires consultation with the RMS as part of the preparation of a draft local environmental plan. The advice received upon such consultation indicates that RMS support will not be given to this particular item, and it is therefore recommended to delete this item from the PP.</p> <p>Recommendation</p> <p>Delete this item from the PP.</p>

No.	Issues Raised	Comments / Recommendations
	<ul style="list-style-type: none"> RMS also state that they agree with the proposed changes to zoning for item 22 (incorrect zoning at 544-590 Solitary Islands Way Moonee Beach) and item 24 within Appendix B of the original PP (incorrect zoning at Pacific Highway and Unwins Road, Woolgoolga). RMS has noted however that there are some further minor errors and omissions in the SP2 zoning along the existing highway and the Coffs Bypass route. 	<ul style="list-style-type: none"> These minor errors have since been identified and can be dealt with in the next LEP review process, scheduled for reporting to Council later in 2015. <p>Recommendation</p> <p>Examine the additional minor errors and omissions in the SP2 zoning along the existing highway and the Coffs Bypass route as part of Coffs Harbour Local Environmental Plan 2013 Review No. 2.</p>
3.	<ul style="list-style-type: none"> A request to amend the PP has been received that relates to Item No. 16 within Appendix B of the original PP (Rezoning from RU2 Rural Landscape zone to B1 Neighbourhood Centre Zone at 97 Pacific Street, Corindi Beach). <p>The owners of the property request that the land area to be rezoned to B1 be increased from the initially proposed 1012m² area to an increased area of 1350m² in response to a recent development approval issued over the site.</p>	<ul style="list-style-type: none"> A Development approval has recently been issued over the site for a change of use of the existing Shop 3 within the complex to a bakery / café (DA 0973/15). <p>CHCC has advised in previous correspondence that the change is permissible under the current LEP but would require additional customer parking. The DA includes 10 additional car parking spaces a landscaped area and screen fencing.</p> <p>As stated in the DA, the increased 1350m² area allows for the future development of the existing site should change of use of any of the three existing shops require additional car parking spaces. The inclusion of the landscape area allows for vehicle overhang from the existing car park pavement, provides shading and screening and fencing that separates the commercial area from the Rural RU2 zoned area.</p> <p>As DA 0973/15 has been approved (including the extra car parking) subject to conditions, it is logical to approve the request contained in the submission. The small increase in area will also cater for additional car parking for the existing shops.</p>
	<p>Area to be rezoned as shown in PP</p>	<p>Increased area proposed in submission as approved in DA 0973/15</p>

No.	Issues Raised	Comments / Recommendations
		<p>Recommendation</p> <ul style="list-style-type: none"> • That Land Zoning Map – Sheet LZN_004B be further amended to show a B1 Neighbourhood Centre zone applied to the extents and curtilage of the business development as approved in DA0973/15 at land located at Lot 372 DP 1026829, 97 Pacific Street Corindi Beach; • That Lot Size Map – Sheet LSZ_004B be further amended by removing the minimum lot size provisions for the corresponding parts of the site as shown in DA0973/15; and • That Floor Space Ratio map – Sheet FSR_004B be further amended to show D – 0.5:1 for the corresponding parts of the site as shown in DA0973/15.
4.	<p>The objection makes the following points in reference to Item No. 8 within Appendix B of the original PP (Amend E2 Environmental Conservation zone Boundary at 45 Rutland Street, Bonville):</p> <ul style="list-style-type: none"> • The Bio Banking agreement for the subject site does not provide any indication of the requirement for there to exist E2 Land on the subject site. • The objection also disputes the resolution of the council meeting on 27 February 2014 (to review the zoning as per Council’s resolution of 15th June 2006). The objection purports that the documentation received from the relevant state government department at the time (2006) stated that the attempted rezoning did not meet the relevant requirements, and that therefore the previous resolution in 2006 was conducted through to its completion. • There was no suggestion during the legal proceedings by any parties (including the OEH) surrounding the rezoning of this site, or the requirement to rezone the site as a condition of the development consent. 	<ul style="list-style-type: none"> • While the Bio Banking Statement for the subject site does not specifically indicate where to apply an E2 zoning over the site, it does by its nature refer to the environmental attributes in the corresponding area of land. • The resolution contained within the adopted minutes of the Planning, Environment and Development Committee meeting held on 15 June 2006 does not contain a specific reference to the environmental protection zoning on the subject site. The corresponding report to Council includes the following statement – <i>“With regard to the addition of land on Lyons Road into the Environmental Protection 7A Zone, this report will remove the proposed amendment from LEP30. This is due to the lack of detailed analysis undertaken at this point in time specifically to this proposed amendment. The issue of zoning of this and other properties in the immediate area will be examined in the review of zonings in the North Bonville area”</i>. A zoning review specific to this property has not yet been undertaken. Discussions with Council’s Biodiversity section confirm that this issue should be addressed as part of a <i>“broader review of environmental zonings across the LGA as part of the strategic assessment and consideration of Biodiversity Assets”</i>. • Agreed, see point above.

No.	Issues Raised	Comments / Recommendations
	<ul style="list-style-type: none"> • The Bio Banking agreement corresponds with the area to be rezoned and the objector opposes the rezoning due to the future potential ramifications for the required management actions on the site. • The future development potential of the site is legislatively non-existent due to the existence (and requirement) for the Bio Banking agreement as a deferred commencement condition of DC 0876/12. • The proposed rezoning has future potential ramifications and potential for the requirement of development consent under the prescribed management actions required by legislation under the Bio Banking agreement. 	<ul style="list-style-type: none"> • The interactions between an environmental zoning and the bio banking agreement can be assessed as part of a broader review of environmental zonings across the LGA as noted above. • Agreed, provided the Bio Banking agreement has been established as per the condition of approval for DA 0876/12 (Bio Banking agreement established as confirmed by the OEH on 21 July 2015) and the subdivision is commenced. • Agreed. <p>Additional Staff comments:</p> <ul style="list-style-type: none"> • It is noted that Council sought a review of the zoning of this property in 2006. • It is noted that the Land and Environmental Court of NSW issued a consent for residential subdivision of land located south of Rutland Street (DC 0876/12). • It is noted that this Court ordered consent is subject to a Bio banking Statement. • That is, the subdivision of land located south of Rutland Street can only be effected by biodiversity offset. • It is noted that a Construction Certificate Application for Civil Works has been received by Council (not as yet determined). • Consequently any rezoning of this site should only occur in the following circumstances: <ul style="list-style-type: none"> a) the developer acting upon the development consent, the bio banking statement and the construction of the subdivision; or b) reviewing the biodiversity values of the site. • It is important to note that despite a consent having issued for subdivision of this land and imminent issue of a construction certificate the development as approved under DA 0876/12 may never proceed. <p>As the amended zoning is reliant upon the consent (and the associated bio banking statement) it is prudent to remove this amendment from the CHLEP 2013 Performance Review.</p> <p>Recommendation</p> <p>Delete this item from the PP.</p>

No.	Issues Raised	Comments / Recommendations
5.	<p>The objection makes the following points in reference to Item No. 17 within Appendix B of the original PP (Rezoning From R2 Low Density Residential / E2 Environmental Conservation to RE1 Public Recreation at 180 Shephards Lane Coffs Harbour):</p> <ul style="list-style-type: none"> The purpose of this amendment is unclear and potentially misleading as Council has indicated that no member of the community, including developers, has the authority to dictate how land that has been given to Council can be used. The re-zoning of the R2 land to RE1 is a logical move and will on its own provide more than enough space for community use in that location. The E2 zone should not be re-zoned. The subject E2 portion is adjacent to Primary Koala habitat and is currently part of an urban link connecting to a sub-regional corridor as mapped out in the Landscape Corridor Strategy, which states that “Corridors linking remnant habitats and larger core habitats are critical areas for overall connectivity conservation.” The Open Space Strategy 2010 also refers to the need to address gaps in network corridors yet Council is proposing to downgrade this E2 zone to RE1. To change the E2 zoning of the subject land is to dilute the protection that will be availed to it. While Council’s position is that this E2 zone does not have vegetation of high significance, there would be a number of owners of E2 forested land who also have areas of vegetation that are not of high significance, but yet are still constrained by the E2 zoning. Rezoning this E2 portion trivialises the intention behind the Landscape Corridor Strategy and demonstrates another double standard to E2 forested landowners, who are increasingly bearing the brunt of concerns over biodiversity loss caused primarily by urban development, urban infrastructure and the impact of unrestrained dogs and cats on native wildlife. The zoning of this E2 portion should be retained. 	<p>Staff comment:</p> <p>The land was originally a residue parcel of developable land. However the land owner has since decided to donate the land to Council for use as a park out of good will. Dedication of the land was not as a result of a requirement or condition of a development approval. In this situation, Council is quite within its rights, and morally obligated to follow through on the good will of the original land owner.</p> <p>Council's E2 zoning layer will be reviewed as part of a wider strategic planning process and existing E2 zoning should not be changed until that review is complete. This is irrespective of the environmental values of the existing areas currently zoned E2.</p> <p>Recommendation</p> <p>Amend item No. 17 within Appendix B of the original PP (Rezoning From R2 Low Density Residential / E2 Environmental Conservation to RE1 Public Recreation at 180 Shephards Lane Coffs Harbour) by re-inserting the E2 zone that applies to land at 180 Shephards Lane Coffs Harbour, as shown below:</p>



No.	Issues Raised	Comments / Recommendations
6.	NSW RFS have reviewed the plans and documents received for the proposal and subsequently raise no concerns or issues in relation to bush fire.	<ul style="list-style-type: none"> • Advice noted.
7.	National Parks and Wildlife Service (NPWS) have reviewed planning proposal PP-2015_COFFS_003_00 and have no objections to the: <ul style="list-style-type: none"> • Proposed reduction of E2 land at Shepherds Lane Coffs Harbour (Item No 17) and; • Inclusion of Land to E1 National Park and Reserve at Arrawarra Road and The Boulevard Mullaway (Item No 23) 	<ul style="list-style-type: none"> • Advice noted.



REPORT TO ORDINARY COUNCIL MEETING

VIDEO SURVEILLANCE ON PUBLIC AND OTHER LANDS POLICY

REPORTING OFFICER:	Team Leader – Ranger Services
DIRECTOR:	Director, Sustainable Communities
COFFS HARBOUR 2030:	LC3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour.
ATTACHMENTS:	ATT1 Video Surveillance on Public and Other Lands Policy ATT2 CONFIDENTIAL Submission

Recommendation:

- 1. That Council adopt the Video Surveillance on Public and Other Lands Policy (attached).**

EXECUTIVE SUMMARY

At its meeting of 28 May 2015, Council considered a report in respect to the draft Video Surveillance on Public and Other Lands Policy and resolved the following:

- 1. That Council endorses the release of the draft Video Surveillance on Public and Other Lands Policy for public exhibition and invite submissions for a period of 42 days.*
- 2. That a report be brought back to Council on the draft Video Surveillance on Public and Other Lands Policy following completion of the exhibition and submission period.*

The draft Policy was placed on public exhibition for the period from 10 June 2015 through to the 22 July 2015 in accordance with the above resolution. One submission was received.

The Video Surveillance on Public and Other Lands Policy aims to provide a consistent and transparent approach to the use of covert and overt video surveillance equipment; which may be used from time to time within public places and other lands for the protection of Council's assets, prevention of crime and other law enforcement purposes within the Coffs Harbour Local Government Area (LGA).

The Policy aims to provide clear guidelines for the appropriate and lawful use of video surveillance equipment within public and other lands.

This report seeks the adoption by Council of the Video Surveillance on Public and Other Lands Policy.

REPORT

Description of Item:

The draft Video Surveillance on Public and Other Lands Policy was placed on public exhibition for a period of 42 days in accordance with Council's Resolution No.100c of the Ordinary Meeting held on the 28 May 2015.

This report is to consider the outcome following the completion of the exhibition and submission period and give consideration to the adoption of the Policy.

Issues:

Coffs Harbour City Council uses CCTV video surveillance cameras as a tool to assist in the protection of its assets, for the purpose of security in public spaces and as a tool for the investigation of offences for which it is the appropriate regulatory authority.

The Surveillance Devices Act 2007 gives Council the lawful authority to use such devices in accordance with the Act and for those purposes as outlined within the attached Policy.

Security cameras are common place within today's society; however there is an expectation that whilst surveillance cameras serve a purpose, they should only be used for appropriate purposes, situations and in accordance with the law. The need to protect people's right to privacy is considered paramount when considering and determining the use of this type of equipment.

Further to the above, the benefits to Council and to the community in utilising such equipment are many. In that overt camera's provide security as a deterrent against vandalism to Council's assets, provide extra security to our staff when dealing with aggressive customers and extra security within Council car parks. As an investigative tool, the use of covert camera technology will enhance Council's ability to investigate illegal waste dumping and similar offences which occur throughout the local government area.

During the exhibition period Council received only one public submission. A full copy of the submission is a confidential attachment to this report (Attachment 2). It is a confidential attachment as it contains personal and private information that is not appropriate to be fully disclosed under the Privacy and Personal Information Protection Act.

The concerns raised within the submission and relevant comment in respect to same are detailed as follows:

Concerns: In summary the writer raised strong objection that the draft policy takes too broad an approach, is considered a 'snoopers charter' and that the reason for the measures should be clearly laid out for further public discussion and should not be implemented as the policy stands.

Comment: The Policy seeks to provide a clear framework and set of governance principles to assist with the management of the existing CCTV network and the use of overt and covert surveillance equipment and operations.

Options:

It is considered that the following options are available to Council:

1. Adopt the recommendation provided to Council;
2. Amend the recommendation to incorporate relevant changes or direction as determined by Council;
3. Reject the recommendation.

Sustainability Assessment:

• **Environment**

There are no adverse environmental issues expected to result from the adoption of this Policy. Implementation of this Policy will assist Council to address illegal dumping which will result in better environmental outcomes.

• **Social**

The introduction of the Policy should be seen as a deterrent to potential offenders hence providing an effective tool to reduce criminal offences.

• **Civic Leadership**

The adoption of this Policy is consistent with the provision of leadership and good governance principles. The Policy seeks to provide a transparent and accountable framework for use of the existing CCTV network and future use of overt and covert surveillance means to assist Council and its staff with the appropriate discharge of its responsibilities.

• **Economic**

Broader Economic Implications

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

Delivery Program/Operational Plan Implications

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

Risk Analysis:

The Policy seeks to provide clear information with respect to Council's use of overt and covert surveillance equipment and in doing so will assist in the management of the following risks:

- Reputational risk – the provision of clear information and proper use of surveillance equipment as proposed in the Policy will assist the public understanding and provide a degree of assurance that Council is discharging its responsibilities in an appropriate manner thereby minimising Council's exposure to adverse perceptions or claims of improper practices.

- Business activities/operational risk – the adoption of a policy framework enables the use of surveillance equipment for the purpose of managing public assets and enhancing community safety within a clear and transparent framework.
- Legal/compliance/governance - The use of overt and covert surveillance equipment within a structured policy framework assists with ensuring appropriate regard is given to Council's legal, compliance and governance responsibilities. It provides staff and the community with a clear understanding with respect to the proper use of such equipment and thereby minimises any opportunity for misuse.

Consultation:

The development of the Policy has been undertaken with input from internal Council Directorates.

The draft Policy was placed on public exhibition for submissions from the 10 June 2015 till 22 July 2015. One submission was received with a summary and comment in respect to same incorporated within the "Issues" section of this report.

Related Policy, Precedents and / or Statutory Requirements:


- Surveillance Devices Act 2007 No 64 (NSW);
- Workplace Surveillance Act 2005 (NSW);
- Privacy and Personal Information Protection Act 1998 No 133;
- Direction on processing of personal information by public sector agencies in relation to their investigative Functions – Elizabeth Coombs, Privacy Commissioner. Dated 23 December 2013;
- State Records Act 1998 No 17;
- NSW Government Policy Statement and Guidelines for Closed Circuit Television in Public Places.

Implementation Date / Priority:

It is proposed that the Video Surveillance on Public and Other Lands Policy, if adopted without change, be implemented immediately.

Conclusion:

Coffs Harbour City Council already utilises CCTV video surveillance cameras within some public spaces as a tool to assist in the protection of its assets, for the provision of security and investigation of offences. The adoption of the Policy will provide Council with a set of guiding principles that will provide for a consistent and transparent approach to the use of surveillance equipment.

Locked Bag 155, Coffs Harbour, NSW 2450 ABN 79 126 214 487	COFFS HARBOUR CITY COUNCIL		
Video Surveillance On Public and Other Lands Policy			
Policy Statement:			
This policy aims to provide a consistent and transparent approach to the use of covert and overt video surveillance equipment which may be used from time to time within public places and other lands for the protection of Council’s assets, prevention of crime and other law enforcement purposes within the Coffs Harbour Local Government area.			
To provide a clear understanding for the appropriate and lawful use of video surveillance equipment within public and other lands.			
Director or Manager Responsible for Communication, Implementation and Review:			
Director Sustainable Communities			
Related Legislation, Division of Local Government Circulars or Guideline:			
Surveillance Devices Act 2007 No 64 (NSW)			
Workplace Surveillance Act 2005 (NSW)			
Privacy and Personal Information Protection Act 1998 No 133			
Direction on processing of personal information by public sector agencies in relation to their investigative Functions – Elizabeth Coombs, Privacy Commissioner . Dated 23 December 2013			
State Records Act 1998 No 17			
NSW Government Policy Statement and Guidelines for Closed Circuit Television in Public Places			
Does this document replace an existing policy?		No	
Other Related Council Policy or Procedure:			
Workplace Surveillance Policy			
Enforcement Policy			
Application:			
It is mandatory for all staff, councillors and delegates of council to comply with this policy.			
Distribution:			
This policy will be provided to all staff, councillors and delegates of council by:			
✓ Internet ✓Intranet ✓ECM			
Approved by: Executive Team [Meeting date] Council [Meeting date & Resolution No.]	<i>Signature:</i> _____ <i>General Manager</i>		
Council Branch Responsible:	Date of next Review:		

Attachment 1

Key Responsibilities

<i>Position</i>	<i>Directorate</i>	<i>Responsibility</i>
Mayor	Council	To lead Councillors in their understanding of, and compliance with, this policy and associated procedures.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of and compliance with this policy and associated procedures.
Directors	All Directorates	To ensure that surveillance which is undertaken as a result of the Directorate's Land Management responsibilities, Asset Management responsibilities or Compliance Investigations are undertaken in accordance with this policy and associated procedures.
Group Leaders	Council	To interpret and advise the intent of this policy.
Authorised Employees	Council	To ensure that their role is conducted in accordance with this policy, associated procedures and the relevant Privacy Legislation governing the gathering and use of private data.

Attachment 1

1. Introduction

Coffs Harbour City Council uses CCTV video surveillance cameras as a tool to assist in the protection of its assets, for the provision of security in public spaces and as a tool for investigation of offences for which it is the appropriate regulatory authority.

This policy will ensure public confidence that cameras will be used for law enforcement purposes only, which promote public safety, protect assets and assist Council's Authorised Officers in conducting lawful investigations.

2. Purpose

The purpose of this policy is to authorise and govern the use of CCTV video surveillance technology both overt and covert by Council.

3. Definitions

Authorised Officer: An employee of the Coffs Harbour City Council who has delegated authority to operate or be allowed access to the CCTV network.

Closed Circuit Television (CCTV): means a television system that transmits images on a closed loop basis, where images are only available to those directly connected to the transmission system. The transmission of closed circuit television images may involve the use of coaxial cable, fibre-optic cable, telephone lines, infra-red and radio transmission systems.

Also includes any standalone video or hand held device which records data to a memory storage card or hard drive contained within the device.

Overt Camera: An optical recording device (video camera) which is used in an area where the camera is in plain sight and warning signs are displayed advising of the camera's operation.

Covert Camera: An optical recording device (video camera) which is used in an area where the camera is hidden from public view, and no warning signs are present.

Lawful Investigation: means an investigation carried out by Council under a specific legislative authority or where the power to conduct the investigation is necessarily implied or reasonably contemplated under an Act or other law. It covers only those investigations which may lead to Council taking or instituting formal action in relation to the behaviour under investigation. Such formal action may include, but is not limited to, prosecution, warning, cautioning, the administration of a penalty or the removal of a benefit or approval.

Public Land: Has the same meaning as Public Place as defined in the Local Government Act 1993 and refers to land which is under Council's care, control and management.

Other Lands: Land which does not come under the direct care, control and management of Council but is owned, occupied or managed by other government agencies, companies or private persons who have given written consent to Coffs Harbour City Council allowing the use of CCTV within their lands in compliance with this policy.

4. Principles

This Policy is based on the following principles:

- The CCTV network is to be operated fairly, within applicable law and only for the purpose for which it is established.
- The system is to be operated with due regard to the privacy and civil liberties of individual members of the public. Information will be obtained fairly and in accordance with privacy and confidential provisions of relevant legislation.
- The public interest in the operation of the network is to be recognised by ensuring the security and integrity of any supporting operational procedures.
- The public is to be provided with clear and easily accessible information in relation to Council's CCTV network.
- Information recorded should not exceed that which is strictly necessary to fulfil the aims of objectives outlined in this policy.
- The retention of, and access to, recorded material is only for the purposes provided by this policy or as otherwise permitted by law. Recorded material is to be retained for a minimum period of 21 calendar days then it is to be recorded over unless it is required in relation to the investigation of crime or for court proceedings.
- Only Authorised Officers will operate or be allowed access to the CCTV network.
- Contact related to the CCTV network and the data associated with the system is to be conducted strictly in accordance with any Codes Of Practice or Standard Operational Procedures which may be developed as a result of this policy

5. Use and disclosure of surveillance records

Data gathered from the use of CCTV devices is to be collected for law enforcement purposes only and shall only be disclosed in accordance with any relevant legislation at the time and in consideration of the following criteria:

- To a member or officer of a law enforcement agency (e.g. Police) for use in connection with the detection, investigation or prosecution of an offence.
- For a purpose that is directly or indirectly related to the taking of civil or criminal proceedings on Council's behalf.
- Reasonably believed to be necessary to avert an imminent threat of serious violence or of substantial damage to property.
- The seriousness of the alleged offence.
- The degree of evidence available that suggests the surveillance record contains information that will assist with law enforcement.
- Whether significant personal information relating to third parties will be disclosed.
- How well sign posted the camera surveillance is i.e. will users of the area have a reasonable expectation that they will be captured in surveillance records.
- Any industrial arrangements as the surveillance records may also include footage of staff.

It is noted that at the time of making this policy the NSW Privacy Commissioner under Part 4, Division 1 of the *Privacy and Personal Information Protection Act 1998 (NSW)* had issued a directive exempting a relevant agency from having to comply with sections 9,10,13,14,15,17,18 and 19(1) of the PPIP Act if non-compliance is reasonably necessary for the proper exercise of any of the agency's investigative functions or its conduct of any lawful investigation.

www.ipc.nsw.gov.au/Direction_on_Processing_of_Personal_Information_by_Public_Sector_Agencies_in_relation_to_their_Investigative_Functions

Attachment 1

6. Placement and use of CCTV Cameras

The placement and use of CCTV cameras on public and other lands will be in accordance with the principles as outlined in this policy. Overt Cameras within public places shall only be erected after proper public consultation has taken place.

However in considering the location for the placement of cameras the specific objectives of the placement should be identified in consultation with Local Police where necessary and other stakeholders, but as a guide it is envisaged that cameras could be used in areas covering:

- Identified crime hot spots.
- Protection of Council’s infrastructure, such as pumping stations, buildings, plant etc.
- Monitoring of illegal dumping sites.
- Security for users of Council’s Free Car Parks and other facilities. e.g. Castle Street Car Park, Art Gallery, Stadium and Caravan Parks.
- Active in car video to assist Council officers to record occurring offences in real time. e.g., Rangers patrolling hot spots for various offences.
- Personal body cameras, worn by investigating officers in the course of their duties as a deterrent against intimidation and physical assault whilst carrying out investigations.

In any case the installation and use of CCTV video surveillance devices shall be signed off by the General Manager or Director Sustainable Communities.

7. References

NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in public places.

Information and Privacy Commission (NSW) Fact Sheet February 2013 Closed Circuit TV.

Directive of the 23 December 2013 of the NSW Privacy Commissioner

Surveillance Devices Act 2007

Work Place Surveillance Act 2005

Privacy and Personal Information Protection Act 1998 (NSW)

Government Information (Public Access) Act 2009

8. Table of Amendments

Amendment	Authorised by	Approval reference	Date



REPORT TO ORDINARY COUNCIL MEETING

BANK AND INVESTMENT BALANCES FOR JULY 2015

REPORTING OFFICER:	Section Leader Financial Planning
DIRECTOR:	Director Business Services
COFFS HARBOUR 2030:	LC3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
ATTACHMENTS:	ATT Investment Report Pack as at July 2015

Recommendation:

1. That the bank balances and investments totaling (from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) \$148,315,288 as at 31 July be noted.
2. That the general fund unrestricted cash and investments totaling \$123,772 as at 31 July 2015 be noted.

EXECUTIVE SUMMARY

The purpose is to report on Council's Bank Balances and Investments as at 31 July 2015. Council receives independent advice and invests surplus funds in accordance with Councils Investment Policy to maximise investment income and preserve capital to assist with funding requirements for projects listed under the Coffs Harbour 2030 Community Strategic Plan.

REPORT

Description of Item:

A copy of the state of Bank Balances and Investments as at 31 July 2015 is attached.

It should be noted that Council is required to account for investments in accordance with the Australian International Financial Reporting Standards. Term deposits are shown at face value and all other investment balances at the end of each month reflect market value movements which would be inclusive of accrued interest.

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

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

Reports written by Laminar Group Pty Ltd (Council's investment portfolio advisors), which examine economic and financial markets data for July 2015 are available in the Councilors' Resource Centre.

Issues:

There are no issues associated with the report.

Options:

As the report is for noting only, an options analysis is not required.

Sustainability Assessment:

- **Environment**

There are no perceived current or future environmental impacts.

- **Social**

There are no perceived current or future social impacts.

- **Civic Leadership**

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

- **Economic**

Broader Economic Implications

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

Delivery Program/Operational Plan Implications

For July 2015 it is noted that after deducting, from the total bank and investment balances of \$148,315,288 the estimated restricted General, Trust, Water and Sewerage cash and investments (\$148,191,516) the Unrestricted Cash is \$123,772.

Risk Analysis:

The likelihood of risks associated with New South Wales Local Government’s investing funds is now remote due to the conservative nature of investments permitted under statutory requirements. The risk of capital not being returned in relation to each individual investment Council owns is indicated in the attachment.

The main risks for Council’s investment portfolio are liquidity and credit risk, both of which are being managed under the advice of Laminar Group Pty Ltd. Liquidity risk is the risk that the investor is unable to redeem the investment at a fair price within a timely period and thereby incurs additional costs (or in the worst case is unable to execute its spending plans). Credit risk is the risk of loss of principal stemming from a financial institutions failure to repay that principal when that principal is due. Investors are compensated for assuming credit risk by way of interest payments from the financial institutions issuing the investment security.

Credit risk is rated by various rating agencies. Investment securities in Council’s current portfolio are rated by either Standard and Poors or Fitch, with the majority of the portfolio rated by Standard and Poors. Standard and Poors credit ratings and an explanation of their ratings are as follows:

Rating	Ratings Explanation
AAA	Extremely strong capacity to meet financial commitments. Highest Rating.
AA	Very strong capacity to meet financial commitments.
A	Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances.
BBB	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions.
BBB-	Considered lowest investment grade by market participants.
BB+	Considered highest speculative grade by market participants.
BB	Less vulnerable in the near term but faces major ongoing uncertainties to adverse business, financial and economic conditions.
B	More vulnerable to adverse business, financial and economic conditions but currently has the capacity to meet financial commitments.
CCC	Currently vulnerable and dependent on favorable business, financial and economic conditions to meet financial commitments.
CC	Currently highly vulnerable.
C	Currently highly vulnerable obligations and other defined circumstances.
D	Payment default on financial commitments.

Ratings from ‘AA’ to ‘CCC’ may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

Types of investment securities by credit risk ranking from highest to lowest are as follows:

- Deposits/Covered Bonds – these share first ranking
- Senior debt – Floating Rate Notes/Fixed Coupon Bonds.
- Subordinated debt

- Hybrids
- Preference shares
- Equity shares (common shares).

Subordinated debt, hybrids, preference and equity shares are not a permitted investment under the current Ministerial Order. Term deposits of \$250,000 or less per financial institution are covered under the Commonwealth Government Deposit Guarantee Scheme and therefore by default have the same credit rating as the Commonwealth Government, ie AAA.

All credit unions, building societies and mutual banks are Authorised Deposit-taking Institutions (ADI's) and are regulated in the same way as all other Australian banks. ADI's are regulated by the Australian Securities and Investment Commission (ASIC) under the Corporations Act 2001, and by the Australian Prudential Regulatory Authority (APRA) under the Banking Act 1959.

Consultation:

Council's investment advisors, Laminar Group Pty Ltd have been consulted in the preparation of this report.

Related Policy, Precedents and / or Statutory Requirements:

Council funds have been invested in accordance with Council's *Investment Policy* (POL-049), which was adopted on 27 November 2014.

Local Government Act 1993 – Section 625

Local Government Act 1993 – Investment Order (dated 12 January 2011).

Local Government General Regulation 2005

The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) and 14C(2).

Implementation Date / Priority:

Nil.

Further details are provided as a note on the attachment

Conclusion:

Council should consider the information provided in the report and the Councilors' Resource Centre and adopt the recommendation provided.



Coffs Harbour City Council
All Books for Selected Entity
Investment Report Pack
1 July 2015 to 31 July 2015



Table of Contents

1. Interest Income For 1 July 2015 to 31 July 2015
2. Portfolio Valuation As At 31 July 2015
3. Portfolio Valuation By Categories As At 31 July 2015
4. Performance Statistics For Period Ending 31 July 2015



1. Interest Income For 1 July 2015 to 31 July 2015

Security	Income Expense Code	Transaction Date	Consideration Notional	Trading Book
SYD 2.71 02 Jul 2015 30DAY TD	IEI24427	2 Jul 2015	2,227.40	Coffs Harbour
BOQ 7.21 08 Jul 2015 1461DAY TD	IEI24436	8 Jul 2015	72,100.00	Coffs Harbour
CBAHA 1.05 24 Dec 2015 Retail Bonds Series1 Tranche A ASX Float	IEI24508	15 Jul 2015	19,175.49	Coffs Harbour
GBS 1.5 15 Apr 2016 FloatTCD	IEI24520	15 Jul 2015	18,748.50	Coffs Harbour
CredSuis 1.03 16 Jul 2019 FRN	IEI24523	16 Jul 2015	28,679.83	Coffs Harbour
NAB 3.65 23 Jan 2020 1826DAY FlexiDep	IEI24631	23 Jul 2015	18,200.00	Coffs Harbour
ANZ 11am Cash	IEI25976	29 Jul 2015	283.92	Coffs Harbour
Auswide 7.1 29 Jul 2016 1828DAY TD	IEI24710	29 Jul 2015	35,208.22	Coffs Harbour
NAB 11am Cash	IEI25979	29 Jul 2015	168.23	CHRPT
NAB 11am Cash	IEI25959	31 Jul 2015	16,433.54	Coffs Harbour
NAB 11am Cash	IEI25967	31 Jul 2015	6,054.32	Coffs Harbour
			217,279.45	



2. Portfolio Valuation As At 31 July 2015

Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
11am Cash											
ANZ 11am Cash	S&P A1+		138,173.00	1.00000000	138,173.00	100.000	0.000	138,173.00	0.09%		
ANZ 11am Cash	S&P A1+		283.92	1.00000000	283.92	100.000	0.000	283.92	0.00%		
NAB 11am Cash	S&P A1+		81,389.77	1.00000000	81,389.77	100.000	0.000	81,389.77	0.05%		
NAB 11am Cash	S&P A1+		3,988,773.43	1.00000000	3,988,773.43	100.000	0.000	3,988,773.43	2.69%		
NAB 11am Cash	S&P A1+		942,602.37	1.00000000	942,602.37	100.000	0.000	942,602.37	0.64%		
			5,151,222.49		5,151,222.49			5,151,222.49	3.47%		
ASX Listed Floating Rate Security											
CBAHA 1.05 24 Dec 2015 Retail Bonds Series1 Tranche A ASX Float	S&P N/A	AU0000CBAHA0	2,310,300.00	1.00000000	2,310,300.00	100.080	0.140	2,315,382.66	1.56%		
			2,310,300.00		2,310,300.00			2,315,382.66	1.56%		
Covered Floating Bond											
SunMet 0.7 05 Nov 2019 COVEREDFLO	S&P A+	AU3FN0025136	2,000,000.00	1.00000000	2,000,000.00	99.843	0.685	2,010,560.00	1.36%		
			2,000,000.00		2,000,000.00			2,010,560.00	1.36%		
Flexi Deposit											
NAB 3.65 23 Jan 2020 1826DAY FlexiDep	S&P AA-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%		
			2,000,000.00		2,000,000.00			2,000,000.00	1.35%		
Floating Rate Deposit											
BOQ 1.5 26 Feb 2016 1095DAY FRD	S&P A-		1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	1.01%		
			1,500,000.00		1,500,000.00			1,500,000.00	1.01%		
Floating Rate Note											
BOQ 1.07 06 Nov 2019 FRN	S&P AA-	AU3FN0025235	4,000,000.00	1.00000000	4,000,000.00	100.318	0.759	4,043,080.00	2.73%		
BENAU 1.27 14 Nov 2018 FRN	S&P A-	AU3FN0021226	1,000,000.00	1.00000000	1,000,000.00	101.375	0.730	1,021,050.00	0.69%		
BENAU 0.93 17 Sep 2019 FRN	S&P A-	AU3FN0024824	3,000,000.00	1.00000000	3,000,000.00	100.161	0.372	3,015,990.00	2.03%		
CredSuis 1.03 16 Jul 2019 FRN	S&P A	AU3FN0023990	3,500,000.00	1.00000000	3,500,000.00	100.185	0.130	3,511,025.00	2.37%		
CUA 1.3 20 Mar 2017 FRN	S&P BBB+	AU3FN0022372	1,500,000.00	1.00000000	1,500,000.00	100.197	0.369	1,508,490.00	1.02%		
CUA 1.2 22 Dec 2017 FRN	S&P BBB+	AU3FN0024865	1,000,000.00	1.00000000	1,000,000.00	100.029	0.358	1,003,870.00	0.68%		



LEH 15 Jun 2040 FRN	Unrated UR	XS0305158031	800,000.00	1.00000000	800,000.00	0.000	0.000	0.00	0.00%
MACQ 2.9 09 Mar 2017 FRN	S&P A	AU3FN0015004	5,000,000.00	1.00000000	5,000,000.00	103.667	0.718	5,219,250.00	3.52%
ME Bank 1 17 Nov 2017 FRN	S&P BBB+	AU3FN0025532	3,000,000.00	1.00000000	3,000,000.00	100.048	0.636	3,020,520.00	2.04%
PCU 1.1 21 Aug 2017 FRN	S&P BBB+	AU3FN0024329	1,000,000.00	1.00000000	1,000,000.00	99.945	0.628	1,005,730.00	0.68%
SunMet 0.94 20 Aug 2019 FRN	S&P A+	AU3FN0024345	3,000,000.00	1.00000000	3,000,000.00	100.156	0.607	3,022,890.00	2.04%
UBS Aust 0.95 27 Aug 2019 FRN	S&P A-	AU3FN0024402	2,000,000.00	1.00000000	2,000,000.00	100.159	0.552	2,014,220.00	1.36%
Westpac 0.9 28 Jul 2020 FRN	S&P AA-	AU000WBCHBI0	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
			30,800,000.00		30,800,000.00			30,386,115.00	20.49%
Floating Rate TCD									
ANZ 0.85 11 Nov 2019 FloatTCD	S&P AA-	AU3FN0025433	2,250,000.00	1.00000000	2,250,000.00	100.521	0.664	2,276,662.50	1.54%
GBS 1.5 15 Apr 2016 FloatTCD	S&P BBB	AU3FN0018636	2,000,000.00	1.00000000	2,000,000.00	100.589	0.160	2,014,980.00	1.36%
			4,250,000.00		4,250,000.00			4,291,642.50	2.89%
Term Deposit									
AMP 7.35 24 May 2016 1827DAY TD	S&P A+		5,000,000.00	1.00000000	5,000,000.00	100.000	0.000	5,000,000.00	3.37%
ARA 4.25 10 Sep 2015 730DAY TD	S&P BB+		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
ARA 3.1 15 Jan 2016 212DAY TD	S&P S&PB		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
ARA 3.1 05 Apr 2016 270DAY TD	S&P B		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
ARA 3.05 10 Jul 2017 731DAY TD	S&P B		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
ARA 4.7 07 May 2018 1826DAY TD	S&P BB+		1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	1.01%
Auswide 7.1 29 Jul 2016 1828DAY TD	S&P BBB		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
Auswide 7.1 08 Aug 2016 1827DAY TD	S&P BBB		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
Auswide 3.75 12 Dec 2016 733DAY TD	S&P BBB		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
BCCU 4.25 02 Jun 2017 1095DAY TD	Unrated UR		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
BOQ 6.43 14 Aug 2015 1094DAY TD	S&P A-		1,800,000.00	1.00000000	1,800,000.00	100.000	0.000	1,800,000.00	1.21%
BOQ 7.47 29 Jun 2016 1827DAY TD	S&P A-		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
BOQ 6.69 08 Aug 2016 1827DAY TD	S&P A-		2,500,000.00	1.00000000	2,500,000.00	100.000	0.000	2,500,000.00	1.69%
BOQ 4.65 17 May 2017 1461DAY TD	S&P A-		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
BOQ 5.44 06 Jun 2017 1827DAY TD	S&P A-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
BOQ 5.65 04 Sep 2017 1827DAY TD	S&P A-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
BOQ 5.15 05 Feb 2018 1827DAY TD	S&P A-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.000	3,000,000.00	2.02%
BOQ 4.7 20 Feb 2018 1460DAY TD	S&P A-		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
BOQ 5.1 05 Mar 2018 1826DAY TD	S&P A-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%



SYD 2.85 30 Sep 2015 90DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
SYD 3.1 06 Oct 2015 96DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
Bankwest 3 24 Sep 2015 120DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
BBA 3.4 02 Mar 2016 366DAY TD	S&P A2	750,000.00	1.00000000	750,000.00	100.000	0.000	750,000.00	0.51%
BBA 3.45 02 Mar 2017 731DAY TD	S&P A2	750,000.00	1.00000000	750,000.00	100.000	0.000	750,000.00	0.51%
BBA 3.7 02 Mar 2018 1096DAY TD	S&P A2	990,000.00	1.00000000	990,000.00	100.000	0.000	990,000.00	0.67%
CBA 2.21 13 Oct 2015 183DAY TD	S&P A1+	1,650,365.00	1.00000000	1,650,365.00	100.000	0.000	1,650,365.00	1.11%
CBA 4.5 16 May 2016 1098DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
CBA 4.5 17 May 2016 1098DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
CBA 4.55 23 May 2016 1098DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
CBA 4.55 30 May 2016 1105DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
CBA 4.55 06 Jun 2016 1112DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
DEL 6.7 05 Aug 2015 1461DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
ING 6.01 17 Aug 2017 1826DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
ING 5.6 06 Sep 2017 1826DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
ING 4.55 02 Mar 2018 1460DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
ING 4.66 07 May 2018 1826DAY TD	S&P A-	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	1.01%
ME Bank 4.15 02 Jun 2017 1096DAY TD	S&P BBB+	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	1.01%
ME Bank 5.05 18 Feb 2019 1826DAY TD	S&P BBB+	3,000,000.00	1.00000000	3,000,000.00	100.000	0.000	3,000,000.00	2.02%
ME Bank 4.81 07 May 2019 1826DAY TD	S&P BBB+	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
ME Bank 4.65 03 Jun 2019 1826DAY TD	S&P BBB+	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
ME Bank 4.65 11 Jun 2019 1827DAY TD	S&P BBB+	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	1.01%
ME Bank 4.27 02 Sep 2019 1826DAY TD	S&P BBB+	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
NAB 3.68 18 Aug 2015 365DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
NAB 3.17 27 Aug 2015 182DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
NAB 3.68 02 Sep 2015 365DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
NAB 2.94 12 Oct 2015 123DAY TD	S&P A1+	2,500,000.00	1.00000000	2,500,000.00	100.000	0.000	2,500,000.00	1.69%
NAB 2.97 29 Oct 2015 183DAY TD	S&P A1+	1,220,000.00	1.00000000	1,220,000.00	100.000	0.000	1,220,000.00	0.82%
NAB 3.18 26 Nov 2015 273DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
NAB 3.17 26 Feb 2016 365DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%
NAB 4.08 04 Mar 2016 731DAY TD	S&P AA-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%
NAB 3.98 13 May 2016 731DAY TD	S&P AA-	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	1.01%



NAB 3.17 20 Feb 2017 733DAY TD	S&P AA-	4,000,000.00	1.00000000	4,000,000.00	100.000	0.000	4,000,000.00	2.70%	
NAB 4 12 Dec 2019 1826DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%	
PCUSA 4.51 17 May 2016 1096DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.34%	
PCUSA 4.1 30 Oct 2018 1460DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.34%	
PCUSA 5.05 01 Mar 2019 1824DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%	
Qld Police 4.15 16 May 2016 732DAY TD	S&P BBB	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.35%	
RABO 6.7 10 Aug 2015 1462DAY TD	Moodys Aa2	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%	
RABO 7.15 24 Mar 2016 1826DAY TD	S&P A+	5,000,000.00	1.00000000	5,000,000.00	100.000	0.000	5,000,000.00	3.37%	
RABO 4.1 18 Aug 2018 1461DAY TD	Moodys Aa2	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	1.01%	
RABO 4.05 14 Jan 2020 1826DAY TD	Moodys Aa2	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%	
Warwick CU 2.85 13 Aug 2015 57DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.34%	
Warwick CU 2.85 20 Aug 2015 64DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.34%	
Warwick CU 2.85 27 Aug 2015 71DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.34%	
WAWCU 4.7 27 May 2016 730DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.67%	
		100,660,365.00		100,660,365.00			100,660,365.00	67.87%	
Total		148,671,887.49		148,671,887.49			148,315,287.65	100.00%	NaN



3. Portfolio Valuation By Categories As At 31 July 2015

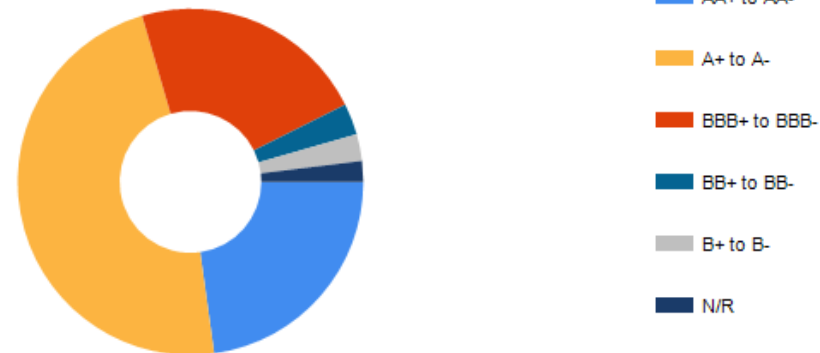
Short Term Security Rating Group	Market Value	% Total Value
A1+	16,521,587.49	11.14%
A2	2,490,000.00	1.68%
B1	2,000,000.00	1.35%
N/R	7,500,000.00	5.06%
Portfolio Total	28,511,587.49	19.22%

Market Value by Security Rating Group (Short Term)



Long Term Security Rating Group	Market Value	% Total Value
AA+ to AA-	27,319,742.50	18.42%
A+ to A-	57,114,985.00	38.51%
BBB+ to BBB-	26,553,590.00	17.90%
BB+ to BB-	3,500,000.00	2.36%
B+ to B-	3,000,000.00	2.02%
N/R	2,315,382.66	1.56%
Portfolio Total	119,803,700.16	80.78%

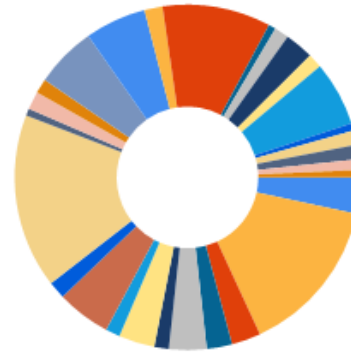
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	5,000,000.00	3.37%
ANZ Banking Group Ltd	2,415,119.42	1.63%
Arab Bank Australia Ltd	8,500,000.00	5.73%
Auswide Bank Ltd	4,000,000.00	2.70%
Banacoast Community Credit Union Ltd	1,000,000.00	0.67%
Bank of Queensland Ltd	21,843,080.00	14.73%
Bank of Sydney Ltd	2,000,000.00	1.35%
BankWest Ltd	1,000,000.00	0.67%
Bendigo & Adelaide Bank Ltd	4,037,040.00	2.72%
Beyond Bank Australia Ltd	2,490,000.00	1.68%
Commonwealth Bank of Australia Ltd	8,965,747.66	6.05%
Credit Suisse Sydney	3,511,025.00	2.37%
Credit Union Australia Ltd	2,512,360.00	1.69%
Delphi Bank	2,000,000.00	1.35%
Greater Building Society Ltd	2,014,980.00	1.36%
ING Bank Australia Limited	7,500,000.00	5.06%
Lehman Brothers Treasury Co. B.V.	0.00	0.00%
Macquarie Bank	5,219,250.00	3.52%
Members Equity Bank Ltd	15,020,520.00	10.13%
National Australia Bank Ltd	24,232,765.57	16.34%
Police Bank Ltd	1,005,730.00	0.68%
Police Credit Union SA	2,000,000.00	1.35%
Queensland Police Credit Union	2,000,000.00	1.35%
Rabobank Australia Ltd	8,500,000.00	5.73%
Suncorp-Metway Ltd	5,033,450.00	3.39%
UBS Australia Ltd	2,014,220.00	1.36%
Warwick Credit Union	1,500,000.00	1.01%
WAW Credit Union	1,000,000.00	0.67%
Westpac Banking Corporation Ltd	2,000,000.00	1.35%
Portfolio Total	148,315,287.65	100.00%

Market Value by Issuer

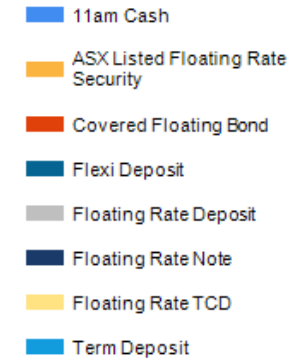


- Suncorp-Metway Ltd
- Bank of Queensland Ltd
- Bendigo & Adelaide Bank Ltd
- Credit Suisse Sydney
- Macquarie Bank
- UBS Australia Ltd
- AMP Bank Ltd
- Delphi Bank
- ING Bank Australia Limited
- ANZ Banking Group Ltd
- National Australia Bank Ltd
- BankWest Ltd
- Beyond Bank Australia Ltd
- Westpac Banking Corporation Ltd
- Rabobank Australia Ltd
- Arab Bank Australia Ltd
- Credit Union Australia Ltd
- ...



Security Type	Market Value	% Total Value
11am Cash	5,151,222.49	3.47%
ASX Listed Floating Rate Security	2,315,382.66	1.56%
Covered Floating Bond	2,010,560.00	1.36%
Flexi Deposit	2,000,000.00	1.35%
Floating Rate Deposit	1,500,000.00	1.01%
Floating Rate Note	30,386,115.00	20.49%
Floating Rate TCD	4,291,642.50	2.89%
Term Deposit	100,660,365.00	67.87%
Portfolio Total	148,315,287.65	100.00%

Market Value by Security Type





Term Remaining	Market Value	% Total Value
0 to < 1 Year	59,401,950.15	40.05%
1 to < 3 Years	48,497,860.00	32.70%
3 to < 5 Years	38,415,477.50	25.90%
5+ Years	2,000,000.00	1.35%
Portfolio Total	148,315,287.65	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining





4. Performance Statistics For Period Ending 31 July 2015

Trading Book	1 Month	3 Month	12 Month	Since Inception
Coffs Harbour City Council				
Portfolio Return (1)	0.38%	0.90%	0.00%	1.63%
Performance Index (2)	0.18%	0.56%	0.00%	0.95%
Excess Performance (3)	0.20%	0.34%	0.00%	0.68%

Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

No securities, held by selected trading entity, due to mature within selected period.



Attachment
Coffs Harbour City Council

Disclaimer:

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Laminar Capital acts as principal when we buy and sell fixed interest securities in the secondary markets. The yield that we quote to you incorporates any margin that we may receive. The margin is the difference between the price at which we, as principal, buy the security and the price at which we sell the security to you. Laminar Capital may also receive placement fees from Issuers for distributing securities on their behalf.

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REPORT TO ORDINARY COUNCIL MEETING

BANK AND INVESTMENT BALANCES FOR AUGUST 2015

REPORTING OFFICER: Section Leader Financial Planning
DIRECTOR: Director Business Services
COFFS HARBOUR 2030: LC3.1 Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
ATTACHMENTS: ATT Investment Report Pack as at August 2015

Recommendation:

1. That the bank balances and investments totaling (from loans, Section 94 and other avenues that form the restricted accounts and are committed for future works) \$161,030,902 as at 31 August be noted.
2. That the general fund unrestricted cash and investments totaling \$123,772 as at 31 August 2015 be noted.

EXECUTIVE SUMMARY

The purpose is to report on Council's Bank Balances and Investments as at 31 August 2015. Council receives independent advice and invests surplus funds in accordance with Councils Investment Policy to maximise investment income and preserve capital to assist with funding requirements for projects listed under the Coffs Harbour 2030 Community Strategic Plan.

REPORT

Description of Item:

A copy of the state of Bank Balances and Investments as at 31 August 2015 is attached.

It should be noted that Council is required to account for investments in accordance with the Australian International Financial Reporting Standards. Term deposits are shown at face value and all other investment balances at the end of each month reflect market value movements which would be inclusive of accrued interest.

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

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

Reports written by Laminar Group Pty Ltd (Council's investment portfolio advisors), which examine economic and financial markets data for August 2015 are available in the Councilors' Resource Centre.

Issues:

There are no issues associated with the report.

Options:

As the report is for noting only, an options analysis is not required.

Sustainability Assessment:

- **Environment**

There are no perceived current or future environmental impacts.

- **Social**

There are no perceived current or future social impacts.

- **Civic Leadership**

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

- **Economic**

Broader Economic Implications

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

Delivery Program/Operational Plan Implications

For August 2015 it is noted that after deducting, from the total bank and investment balances of \$161,030,902 the estimated restricted General, Trust, Water and Sewerage cash and investments (\$160,907,130) the Unrestricted Cash is \$123,772.

Risk Analysis:

The likelihood of risks associated with New South Wales Local Government’s investing funds is now remote due to the conservative nature of investments permitted under statutory requirements. The risk of capital not being returned in relation to each individual investment Council owns is indicated in the attachment.

The main risks for Council’s investment portfolio are liquidity and credit risk, both of which are being managed under the advice of Laminar Group Pty Ltd. Liquidity risk is the risk that the investor is unable to redeem the investment at a fair price within a timely period and thereby incurs additional costs (or in the worst case is unable to execute its spending plans). Credit risk is the risk of loss of principal stemming from a financial institutions failure to repay that principal when that principal is due. Investors are compensated for assuming credit risk by way of interest payments from the financial institutions issuing the investment security.

Credit risk is rated by various rating agencies. Investment securities in Council’s current portfolio are rated by either Standard and Poors or Fitch, with the majority of the portfolio rated by Standard and Poors. Standard and Poors credit ratings and an explanation of their ratings are as follows:

Rating	Ratings Explanation
AAA	Extremely strong capacity to meet financial commitments. Highest Rating.
AA	Very strong capacity to meet financial commitments.
A	Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances.
BBB	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions.
BBB-	Considered lowest investment grade by market participants.
BB+	Considered highest speculative grade by market participants.
BB	Less vulnerable in the near term but faces major ongoing uncertainties to adverse business, financial and economic conditions.
B	More vulnerable to adverse business, financial and economic conditions but currently has the capacity to meet financial commitments.
CCC	Currently vulnerable and dependent on favorable business, financial and economic conditions to meet financial commitments.
CC	Currently highly vulnerable.
C	Currently highly vulnerable obligations and other defined circumstances.
D	Payment default on financial commitments.

Ratings from ‘AA’ to ‘CCC’ may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

Types of investment securities by credit risk ranking from highest to lowest are as follows:

- Deposits/Covered Bonds – these share first ranking
- Senior debt – Floating Rate Notes/Fixed Coupon Bonds.
- Subordinated debt

- Hybrids
- Preference shares
- Equity shares (common shares).

Subordinated debt, hybrids, preference and equity shares are not a permitted investment under the current Ministerial Order. Term deposits of \$250,000 or less per financial institution are covered under the Commonwealth Government Deposit Guarantee Scheme and therefore by default have the same credit rating as the Commonwealth Government, ie AAA.

All credit unions, building societies and mutual banks are Authorised Deposit-taking Institutions (ADI's) and are regulated in the same way as all other Australian banks. ADI's are regulated by the Australian Securities and Investment Commission (ASIC) under the Corporations Act 2001, and by the Australian Prudential Regulatory Authority (APRA) under the Banking Act 1959.

Consultation:

Council's investment advisors, Laminar Group Pty Ltd have been consulted in the preparation of this report.

Related Policy, Precedents and / or Statutory Requirements:

Council funds have been invested in accordance with Council's *Investment Policy* (POL-049), which was adopted on 27 November 2014.

Local Government Act 1993 – Section 625

Local Government Act 1993 – Investment Order (dated 12 January 2011).

Local Government General Regulation 2005

The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) and 14C(2).

Implementation Date / Priority:

Nil.

Further details are provided as a note on the attachment

Conclusion:

Council should consider the information provided in the report and the Councilors' Resource Centre and adopt the recommendation provided.



Coffs Harbour City Council
All Books for Selected Entity
Investment Report Pack

1 August 2015 to 31 August 2015



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1. Interest Income For 1 August 2015 to 31 August 2015
2. Portfolio Valuation As At 31 August 2015
3. Portfolio Valuation By Categories As At 31 August 2015
4. Performance Statistics For Period Ending 31 August 2015



1. Interest Income For 1 August 2015 to 31 August 2015

Security	Income Expense Code	Transaction Date	Consideration Notional	Trading Book
DEL 6.7 05 Aug 2015 1461DAY TD	IEI25930	5 Aug 2015	536,367.12	Coffs Harbour
SunMet 0.7 05 Nov 2019 COVEREDFLO	IEI26185	5 Aug 2015	14,493.15	Coffs Harbour
BOQ 1.07 06 Nov 2019 FRN	IEI24934	6 Aug 2015	32,497.93	Coffs Harbour
Auswide 7.1 08 Aug 2016 1827DAY TD	IEI26018	8 Aug 2015	35,208.22	Coffs Harbour
BOQ 6.69 08 Aug 2016 1827DAY TD	IEI24999	10 Aug 2015	168,166.44	Coffs Harbour
RABO 6.7 10 Aug 2015 1462DAY TD	IEI25691	10 Aug 2015	66,816.44	Coffs Harbour
ANZ 0.85 11 Nov 2019 FloatTCD	IEI25029	11 Aug 2015	16,956.99	Coffs Harbour
Warwick CU 2.85 13 Aug 2015 57DAY TD	IEI24430	13 Aug 2015	2,225.34	Coffs Harbour
BENAU 1.27 14 Nov 2018 FRN	IEI25084	14 Aug 2015	8,607.67	Coffs Harbour
BOQ 6.43 14 Aug 2015 1094DAY TD	IEI25929	14 Aug 2015	346,902.90	Coffs Harbour
ING 6.01 17 Aug 2017 1826DAY TD	IEI25126	17 Aug 2015	119,870.68	Coffs Harbour
ME Bank 1 17 Nov 2017 FRN	IEI25122	17 Aug 2015	23,472.76	Coffs Harbour
NAB 3.68 18 Aug 2015 365DAY TD	IEI22054	18 Aug 2015	36,800.00	Coffs Harbour
NAB 3.17 20 Feb 2017 733DAY TD	IEI25179	20 Aug 2015	31,960.55	Coffs Harbour
SunMet 0.94 20 Aug 2019 FRN	IEI25174	20 Aug 2015	23,264.91	Coffs Harbour
Warwick CU 2.85 20 Aug 2015 64DAY TD	IEI24431	20 Aug 2015	2,498.63	Coffs Harbour
PCU 1.1 21 Aug 2017 FRN	IEI25198	21 Aug 2015	8,141.37	Coffs Harbour
NAB 3.17 27 Aug 2015 182DAY TD	IEI22226	27 Aug 2015	15,806.58	Coffs Harbour
UBS Aust 0.95 27 Aug 2019 FRN	IEI25528	27 Aug 2015	15,627.40	Coffs Harbour
Warwick CU 2.85 27 Aug 2015 71DAY TD	IEI24429	27 Aug 2015	2,771.92	Coffs Harbour
ANZ 11am Cash	IEI25977	28 Aug 2015	284.50	Coffs Harbour
NAB 11am Cash	IEI25961	31 Aug 2015	6,154.03	Coffs Harbour
NAB 11am Cash	IEI25980	31 Aug 2015	120.83	CHRPT
NAB 11am Cash	IEI25960	31 Aug 2015	12,335.45	Coffs Harbour
			1,527,351.81	



2. Portfolio Valuation As At 31 August 2015

Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
11am Cash											
ANZ 11am Cash	S&P A1+		138,173.00	1.00000000	138,173.00	100.000	0.000	138,173.00	0.09%		
ANZ 11am Cash	S&P A1+		568.42	1.00000000	568.42	100.000	0.000	568.42	0.00%		
NAB 11am Cash	S&P A1+		80,936.60	1.00000000	80,936.60	100.000	0.000	80,936.60	0.05%		
NAB 11am Cash	S&P A1+		3,994,459.01	1.00000000	3,994,459.01	100.000	0.000	3,994,459.01	2.48%		
NAB 11am Cash	S&P A1+		13,827,498.65	1.00000000	13,827,498.65	100.000	0.000	13,827,498.65	8.59%		
			18,041,635.68		18,041,635.68			18,041,635.68	11.20%		
ASX Listed Fixed Rate Security											
HBSHB 7.25 20 Jun 2017 ASX Fixed	AR AR BBB+	AU0000HBSHB9	3,000,000.00	1.00000000	3,000,000.00	105.000	1.390	3,191,700.00	1.98%		
			3,000,000.00		3,000,000.00			3,191,700.00	1.98%		
ASX Listed Floating Rate Security											
CBAHA 1.05 24 Dec 2015 Retail Bonds Series1 Tranche A ASX Float	S&P N/A	AU0000CBAHA0	2,310,300.00	1.00000000	2,310,300.00	100.088	0.412	2,321,851.50	1.44%		
			2,310,300.00		2,310,300.00			2,321,851.50	1.44%		
Covered Floating Bond											
SunMet 0.7 05 Nov 2019 COVEREDFLO	S&P A+	AU3FN0025136	2,000,000.00	1.00000000	2,000,000.00	99.771	0.202	1,999,460.00	1.24%		
			2,000,000.00		2,000,000.00			1,999,460.00	1.24%		
Flexi Deposit											
NAB 3.65 23 Jan 2020 1826DAY FlexiDep	S&P AA-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%		
			2,000,000.00		2,000,000.00			2,000,000.00	1.24%		
Floating Rate Deposit											
BOQ 1.5 26 Feb 2016 1095DAY FRD	S&P A-		1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.93%		
			1,500,000.00		1,500,000.00			1,500,000.00	0.93%		
Floating Rate Note											
BOQ 1.07 06 Nov 2019 FRN	S&P AA-	AU3FN0025235	4,000,000.00	1.00000000	4,000,000.00	100.317	0.220	4,021,480.00	2.50%		
BENAU 1.27 14 Nov 2018 FRN	S&P A-	AU3FN0021226	1,000,000.00	1.00000000	1,000,000.00	101.317	0.159	1,014,760.00	0.63%		
BENAU 0.93 17 Sep 2019 FRN	S&P A-	AU3FN0024824	3,000,000.00	1.00000000	3,000,000.00	100.043	0.634	3,020,310.00	1.88%		
CredSuis 1.03 16 Jul 2019 FRN	S&P A	AU3FN0023990	3,500,000.00	1.00000000	3,500,000.00	99.681	0.400	3,502,835.00	2.18%		

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CUA 1.3 20 Mar 2017 FRN	S&P BBB+	AU3FN0022372	1,500,000.00	1.00000000	1,500,000.00	100.264	0.662	1,513,890.00	0.94%
CUA 1.2 22 Dec 2017 FRN	S&P BBB+	AU3FN0024865	1,000,000.00	1.00000000	1,000,000.00	100.029	0.643	1,006,720.00	0.63%
LEH 15 Jun 2040 FRN	Unrated UR	XS0305158031	800,000.00	1.00000000	800,000.00	0.000	0.000	0.00	0.00%
MACQ 2.9 09 Mar 2017 FRN	S&P A	AU3FN0015004	5,000,000.00	1.00000000	5,000,000.00	103.462	1.147	5,230,450.00	3.25%
ME Bank 1 17 Nov 2017 FRN	S&P BBB+	AU3FN0025532	3,000,000.00	1.00000000	3,000,000.00	99.981	0.120	3,003,030.00	1.86%
PCU 1.1 21 Aug 2017 FRN	S&P BBB+	AU3FN0024329	1,000,000.00	1.00000000	1,000,000.00	99.903	0.089	999,920.00	0.62%
SunMet 0.94 20 Aug 2019 FRN	S&P A+	AU3FN0024345	3,000,000.00	1.00000000	3,000,000.00	100.186	0.093	3,008,370.00	1.87%
UBS Aust 0.95 27 Aug 2019 FRN	S&P A-	AU3FN0024402	2,000,000.00	1.00000000	2,000,000.00	100.032	0.034	2,001,320.00	1.24%
Westpac 0.9 28 Jul 2020 FRN	S&P AA-	AU000WBCHBI0	2,000,000.00	1.00000000	2,000,000.00	100.230	0.282	2,010,240.00	1.25%
			30,800,000.00		30,800,000.00			30,333,325.00	18.84%
Floating Rate TCD									
ANZ 0.85 11 Nov 2019 FloatTCD	S&P AA-	AU3FN0025433	2,250,000.00	1.00000000	2,250,000.00	100.398	0.164	2,262,645.00	1.41%
GBS 1.5 15 Apr 2016 FloatTCD	S&P BBB	AU3FN0018636	2,000,000.00	1.00000000	2,000,000.00	100.526	0.470	2,019,920.00	1.25%
			4,250,000.00		4,250,000.00			4,282,565.00	2.66%
Term Deposit									
AMP 7.35 24 May 2016 1827DAY TD	S&P A+		5,000,000.00	1.00000000	5,000,000.00	100.000	0.000	5,000,000.00	3.10%
ARA 4.25 10 Sep 2015 730DAY TD	S&P BB+		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%
ARA 3.1 15 Jan 2016 212DAY TD	S&P S&PB		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%
ARA 3.1 05 Apr 2016 270DAY TD	S&P B		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%
ARA 3.05 10 Jul 2017 731DAY TD	S&P B		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%
ARA 4.7 07 May 2018 1826DAY TD	S&P BB+		1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.93%
Auswide 7.1 29 Jul 2016 1828DAY TD	S&P BBB		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%
Auswide 7.1 08 Aug 2016 1827DAY TD	S&P BBB		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%
Auswide 3.75 12 Dec 2016 733DAY TD	S&P BBB		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%
BCCU 4.25 02 Jun 2017 1095DAY TD	Unrated UR		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%
BOQ 7.47 29 Jun 2016 1827DAY TD	S&P A-		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%
BOQ 6.69 08 Aug 2016 1827DAY TD	S&P A-		2,500,000.00	1.00000000	2,500,000.00	100.000	0.000	2,500,000.00	1.55%
BOQ 4.65 17 May 2017 1461DAY TD	S&P A-		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%
BOQ 5.44 06 Jun 2017 1827DAY TD	S&P A-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%
BOQ 5.65 04 Sep 2017 1827DAY TD	S&P A-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%
BOQ 5.15 05 Feb 2018 1827DAY TD	S&P A-		3,000,000.00	1.00000000	3,000,000.00	100.000	0.000	3,000,000.00	1.86%
BOQ 4.7 20 Feb 2018 1460DAY TD	S&P A-		1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%
BOQ 5.1 05 Mar 2018 1826DAY TD	S&P A-		2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%



SYD 2.85 30 Sep 2015 90DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
SYD 3.1 06 Oct 2015 96DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
SYD 3 11 Nov 2015 90DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
Bankwest 3 24 Sep 2015 120DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
BENAU 2.95 12 Aug 2016 365DAY TD	S&P A2	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
BBA 3.4 02 Mar 2016 366DAY TD	S&P A2	750,000.00	1.00000000	750,000.00	100.000	0.000	750,000.00	0.47%	
BBA 3.45 02 Mar 2017 731DAY TD	S&P A2	750,000.00	1.00000000	750,000.00	100.000	0.000	750,000.00	0.47%	
BBA 3.7 02 Mar 2018 1096DAY TD	S&P A2	990,000.00	1.00000000	990,000.00	100.000	0.000	990,000.00	0.61%	
CBA 2.21 13 Oct 2015 183DAY TD	S&P A1+	1,650,365.00	1.00000000	1,650,365.00	100.000	0.000	1,650,365.00	1.02%	
CBA 4.5 16 May 2016 1098DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
CBA 4.5 17 May 2016 1098DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
CBA 4.55 23 May 2016 1098DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
CBA 4.55 30 May 2016 1105DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
CBA 4.55 06 Jun 2016 1112DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
ING 6.01 17 Aug 2017 1826DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%	
ING 5.6 06 Sep 2017 1826DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%	
ING 4.55 02 Mar 2018 1460DAY TD	S&P A-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%	
ING 4.66 07 May 2018 1826DAY TD	S&P A-	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.93%	
ME Bank 4.15 02 Jun 2017 1096DAY TD	S&P BBB+	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.93%	
ME Bank 5.05 18 Feb 2019 1826DAY TD	S&P BBB+	3,000,000.00	1.00000000	3,000,000.00	100.000	0.000	3,000,000.00	1.86%	
ME Bank 4.81 07 May 2019 1826DAY TD	S&P BBB+	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%	
ME Bank 4.65 03 Jun 2019 1826DAY TD	S&P BBB+	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%	
ME Bank 4.65 11 Jun 2019 1827DAY TD	S&P BBB+	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.93%	
ME Bank 4.27 02 Sep 2019 1826DAY TD	S&P BBB+	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%	
NAB 3.68 02 Sep 2015 365DAY TD	S&P AA-	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
NAB 2.94 12 Oct 2015 123DAY TD	S&P A1+	2,500,000.00	1.00000000	2,500,000.00	100.000	0.000	2,500,000.00	1.55%	
NAB 2.97 29 Oct 2015 183DAY TD	S&P A1+	1,220,000.00	1.00000000	1,220,000.00	100.000	0.000	1,220,000.00	0.76%	
NAB 3.18 26 Nov 2015 273DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
NAB 2.95 17 Feb 2016 184DAY TD	S&P A1+	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.31%	2.95%
NAB 3.17 26 Feb 2016 365DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	
NAB 4.08 04 Mar 2016 731DAY TD	S&P AA-	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%	
NAB 3.98 13 May 2016 731DAY TD	S&P AA-	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.93%	
NAB 2.9 17 Feb 2017 550DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%	2.90%



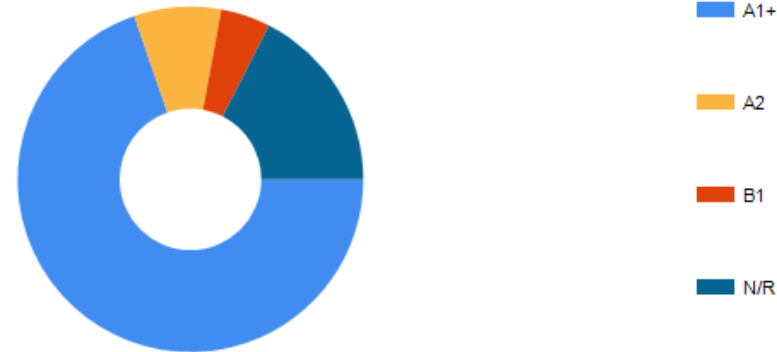
NAB 3.17 20 Feb 2017 733DAY TD	S&P AA-	4,000,000.00	1.00000000	4,000,000.00	100.000	0.000	4,000,000.00	2.48%
NAB 4 12 Dec 2019 1826DAY TD	S&P A1+	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%
PCUSA 4.51 17 May 2016 1096DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.31%
PCUSA 4.1 30 Oct 2018 1460DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.31%
PCUSA 5.05 01 Mar 2019 1824DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%
Qld Police 4.15 16 May 2016 732DAY TD	S&P BBB	2,000,000.00	1.00000000	2,000,000.00	100.000	0.000	2,000,000.00	1.24%
Qld Police 3.05 21 Feb 2017 550DAY TD	S&P BBB	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%
RABO 7.15 24 Mar 2016 1826DAY TD	S&P A+	5,000,000.00	1.00000000	5,000,000.00	100.000	0.000	5,000,000.00	3.10%
RABO 4.1 18 Aug 2018 1461DAY TD	Moodys Aa2	1,500,000.00	1.00000000	1,500,000.00	100.000	0.000	1,500,000.00	0.93%
RABO 4.05 14 Jan 2020 1826DAY TD	Moodys Aa2	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%
Warwick CU 3 12 Feb 2016 183DAY TD	Unrated UR	500,000.00	1.00000000	500,000.00	100.000	0.000	500,000.00	0.31%
WAWCU 4.7 27 May 2016 730DAY TD	Unrated UR	1,000,000.00	1.00000000	1,000,000.00	100.000	0.000	1,000,000.00	0.62%
		97,360,365.00		97,360,365.00			97,360,365.00	60.46%
Total		161,262,300.68		161,262,300.68			161,030,902.18	100.00% 2.92%



3. Portfolio Valuation By Categories As At 31 August 2015

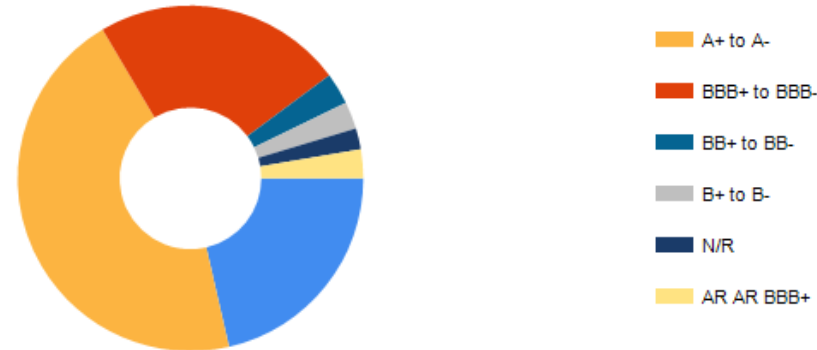
Short Term Security Rating Group	Market Value	% Total Value
A1+	29,912,000.68	18.58%
A2	3,490,000.00	2.17%
B1	2,000,000.00	1.24%
N/R	7,500,000.00	4.66%
Portfolio Total	42,902,000.68	26.64%

Market Value by Security Rating Group (Short Term)



Long Term Security Rating Group	Market Value	% Total Value
AA+ to AA-	25,294,365.00	15.71%
A+ to A-	53,277,505.00	33.09%
BBB+ to BBB-	27,543,480.00	17.10%
BB+ to BB-	3,500,000.00	2.17%
B+ to B-	3,000,000.00	1.86%
N/R	2,321,851.50	1.44%
AR AR BBB+	3,191,700.00	1.98%
Portfolio Total	118,128,901.50	73.36%

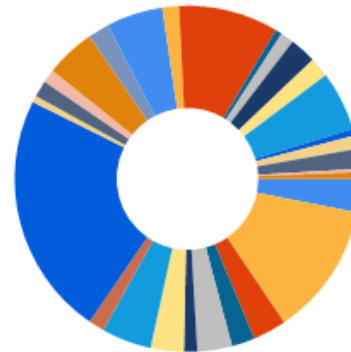
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	5,000,000.00	3.10%
ANZ Banking Group Ltd	2,401,386.42	1.49%
Arab Bank Australia Ltd	8,500,000.00	5.28%
Auswide Bank Ltd	4,000,000.00	2.48%
Bananacoast Community Credit Union Ltd	1,000,000.00	0.62%
Bank of Queensland Ltd	20,021,480.00	12.43%
Bank of Sydney Ltd	3,000,000.00	1.86%
BankWest Ltd	1,000,000.00	0.62%
Bendigo & Adelaide Bank Ltd	5,035,070.00	3.13%
Beyond Bank Australia Ltd	2,490,000.00	1.55%
Commonwealth Bank of Australia Ltd	8,972,216.50	5.57%
Credit Suisse Sydney	3,502,835.00	2.18%
Credit Union Australia Ltd	2,520,610.00	1.57%
Greater Building Society Ltd	2,019,920.00	1.25%
Heritage Bank Ltd	3,191,700.00	1.98%
ING Bank Australia Limited	7,500,000.00	4.66%
Lehman Brothers Treasury Co. B.V.	0.00	0.00%
Macquarie Bank	5,230,450.00	3.25%
Members Equity Bank Ltd	15,003,030.00	9.32%
National Australia Bank Ltd	36,622,894.26	22.74%
Police Bank Ltd	999,920.00	0.62%
Police Credit Union SA	2,000,000.00	1.24%
Queensland Police Credit Union	3,000,000.00	1.86%
Rabobank Australia Ltd	7,500,000.00	4.66%
Suncorp-Metway Ltd	5,007,830.00	3.11%
UBS Australia Ltd	2,001,320.00	1.24%
Warwick Credit Union	500,000.00	0.31%
WAW Credit Union	1,000,000.00	0.62%
Westpac Banking Corporation Ltd	2,010,240.00	1.25%
Portfolio Total	161,030,902.18	100.00%

Market Value by Issuer

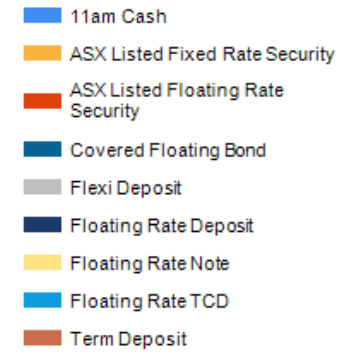


- Suncorp-Metway Ltd
- Bank of Queensland Ltd
- Bendigo & Adelaide Bank Ltd
- Credit Suisse Sydney
- Macquarie Bank
- UBS Australia Ltd
- AMP Bank Ltd
- ING Bank Australia Limited
- ANZ Banking Group Ltd
- National Australia Bank Ltd
- BankWest Ltd
- Beyond Bank Australia Ltd
- Westpac Banking Corporation Ltd
- Rabobank Australia Ltd
- Heritage Bank Ltd
- Arab Bank Australia Ltd
- Credit Union Australia Ltd



Security Type	Market Value	% Total Value
11am Cash	18,041,635.68	11.20%
ASX Listed Fixed Rate Security	3,191,700.00	1.98%
ASX Listed Floating Rate Security	2,321,851.50	1.44%
Covered Floating Bond	1,999,460.00	1.24%
Flexi Deposit	2,000,000.00	1.24%
Floating Rate Deposit	1,500,000.00	0.93%
Floating Rate Note	30,333,325.00	18.84%
Floating Rate TCD	4,282,565.00	2.66%
Term Deposit	97,360,365.00	60.46%
Portfolio Total	161,030,902.18	100.00%

Market Value by Security Type





Term Remaining	Market Value	% Total Value
0 to < 1 Year	67,003,772.18	41.61%
1 to < 3 Years	53,685,710.00	33.34%
3 to < 5 Years	40,341,420.00	25.05%
5+ Years	0.00	0.00%
Portfolio Total	161,030,902.18	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining





4. Performance Statistics For Period Ending 31 August 2015

Trading Book		1 Month	3 Month	12 Month	Since Inception
Coffs Harbour City Council					
	Portfolio Return (1)	0.71%	1.31%	0.00%	2.35%
	Performance Index (2)	0.18%	0.54%	0.00%	1.13%
	Excess Performance (3)	0.53%	0.77%	0.00%	1.22%
Coffs Harbour City Council Regional Park Trust					
	Portfolio Return (1)	0.24%	0.00%	0.00%	0.24%
	Performance Index (2)	0.18%	0.00%	0.00%	0.18%
	Excess Performance (3)	0.06%	0.00%	0.00%	0.06%

Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
All	2.92
Coffs Coast State Park Trust	2.92



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REPORT TO ORDINARY COUNCIL MEETING

CERTIFICATION OF ANNUAL FINANCIAL STATEMENTS 2014-2015

REPORTING OFFICER: Group Leader Financial Management
DIRECTOR: Director Business Services
COFFS HARBOUR 2030: LC3.1 – Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
ATTACHMENTS: ATT Draft Financial Statements 2014/2015

Recommendation:

That the General Purpose Financial Statements – Statement by Councillors and Management and Special Purpose Financial Statements – Statement by Councillors and Management forms for 2014/2015 be approved for completion by the designated signatories.

EXECUTIVE SUMMARY

Draft financial statements to be certified to meet legislative requirements in relation to the completion and audit of the Annual Financial Statements for 2014/2015.

REPORT

Description of Item:

Tabled at this meeting are the Annual Financial Statements (which includes General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules) for 2014/2015.

Included are two statements:

1. General Purpose Financial Statements – Statement by Councillors and Management, and
2. Special Purpose Financial Statements – Statement by Councillors and Management,

which are required to be signed prior to the submission of the statements to the Division of Local Government. The auditor does not provide his audit reports (which also are required to be included in the statements sent to the Division of Local Government), until he receives signed copies of the statements.

Sections 413 to 416 of the Local Government Act require audit completion of the Annual Financial Statements by 31 October and included in the Annual Report of Council. Signed copies of the statements will be provided to the auditors.

A full set of audited Financial Statements and a report reconciling them to the budget position and providing explanations of variances will be provided at 12 November 2015 Ordinary Council meeting.

Issues:

Failure to approve the above mentioned statements will result in non-compliance with relevant legislation.

Options:

This report is to enable Council to 'certify the Annual Financial Statements for 2014/2015. This is required by legislation and therefore is the only option available to Council.

Sustainability Assessment:

- **Environment**

There are no perceived current or future environmental impacts.

- **Social**

There are no perceived current or future social impacts.

- **Civic Leadership**

There are no perceived current or future civic leadership impacts.

- **Economic**

Broader Economic Implications

There are no perceived current or future economic impacts.

Delivery Program/Operational Plan Implications

Costs for preparation of the Annual Financial Statements (ie labour and materials) are allocated within the Financial Management budget programs.

Risk Analysis:

A risk assessment has been carried out and it is considered that endorsement of the recommendation does not present a risk to Council.

Consultation:

The Annual Financial Statements were collated with the assistance of various Council staff members in conjunction with Thomas Noble & Russell (Council's external auditors).

Related Policy, Precedents and / or Statutory Requirements:

Annual Financial Reports – Completion and Public Access.

Implementation Date / Priority:

The Annual Financial Statements will be authorised for issue within statutory timelines.

Conclusion:

This report provides Council with the draft Financial Statements for the 2014/2015 financial year. Once audited, the final Financial Statements will be presented to Council with further analysis.

Attachment

Coffs Harbour City Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2015

“Coffs Harbour - the Healthy City, the Smart
City, the Cultural City for a Sustainable Future”



Coffs Harbour City Council

General Purpose Financial Statements for the financial year ended 30 June 2015

Contents	Page
1. Understanding Council's Financial Statements	2
2. Statement by Councillors & Management	3
3. Primary Financial Statements:	
- Income Statement	4
- Statement of Comprehensive Income	5
- Statement of Financial Position	6
- Statement of Changes in Equity	7
- Statement of Cash Flows	8
4. Notes to the Financial Statements	9
5. Independent Auditor's Reports:	
- On the Financial Statements (Sect 417 [2])	
- On the Conduct of the Audit (Sect 417 [3])	

Overview

- (i) These financial statements are General Purpose Financial Statements and cover the consolidated operations for Coffs Harbour City Council.
- (ii) Coffs Harbour City Council is a body politic of NSW, Australia - being constituted as a Local Government area by proclamation and is duly empowered by the Local Government Act (LGA) 1993 of NSW.

Council's Statutory Charter is detailed in Paragraph 8 of the LGA and includes giving Council;

- the ability to provide goods, services & facilities, and to carry out activities appropriate to the current & future needs of the local community and of the wider public,
- the responsibility for administering regulatory requirements under the LGA and
- a role in the management, improvement and development of the resources in the area.

A description of the nature of Council's operations and its principal activities are provided in Note 2(b).

- (iii) All figures presented in these financial statements are presented in Australian Currency.
- (iv) These financial statements were authorised for issue by the Council on 31 October 2015. Council has the power to amend and reissue these financial statements.
-

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Understanding Council's Financial Statements

Introduction

Each year, individual Local Governments across NSW are required to present a set of audited financial statements to their Council & Community.

What you will find in the Statements

The financial statements set out the financial performance, financial position & cash flows of Council for the financial year ended 30 June 2015.

The format of the financial statements is standard across all NSW Councils and complies with both the accounting & reporting requirements of Australian Accounting Standards and requirements as set down by the Office of Local Government.

About the Councillor/Management Statement

The financial statements must be certified by Senior staff as "presenting fairly" the Council's financial results for the year, and are required to be adopted by Council - ensuring both responsibility for & ownership of the financial statements.

About the Primary Financial Statements

The financial statements incorporate 5 "primary" financial statements:

1. The Income Statement

Summarises Council's financial performance for the year, listing all income & expenses.

This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

2. The Statement of Comprehensive Income

Primarily records changes in the fair values of Council's Infrastructure, Property, Plant & Equipment.

3. The Statement of Financial Position

A 30 June snapshot of Council's financial position indicating its Assets, Liabilities & "Net Wealth".

4. The Statement of Changes in Equity

The overall change for the year (in dollars) of Council's "Net Wealth".

5. The Statement of Cash Flows

Indicates where Council's cash came from and where it was spent.

This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

About the Notes to the Financial Statements

The Notes to the financial statements provide greater detail and additional information on the 5 primary financial statements.

About the Auditor's Reports

Council's financial statements are required to be audited by external accountants (that generally specialize in Local Government).

In NSW, the Auditor provides 2 audit reports:

1. An opinion on whether the financial statements present fairly the Council's financial performance & position, &
2. Their observations on the conduct of the Audit including commentary on the Council's financial performance & financial position.

Who uses the Financial Statements ?

The financial statements are publicly available documents & must be presented at a Council meeting between 7 days & 5 weeks after the date of the Audit Report.

Submissions from the public can be made to Council up to 7 days subsequent to the public presentation of the financial statements.

Council is required to forward an audited set of financial statements to the Office of Local Government.

Coffs Harbour City Council

General Purpose Financial Statements for the financial year ended 30 June 2015

Statement by Councillors and Management made pursuant to Section 413(2)(c) of the Local Government Act 1993 (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- The Local Government Act 1993 (as amended) and the Regulations made thereunder,
- The Australian Accounting Standards and professional pronouncements, and
- The Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these Financial Statements:

- present fairly the Council's operating result and financial position for the year, and
- accords with Council's accounting and other records.

We are not aware of any matter that would render the Reports false or misleading in any way.

Signed in accordance with a resolution of Council made on 22 October 2015.

Denise Knight
MAYOR

Name required...(via parameters tab)
COUNCILLOR

Steve McGrath
GENERAL MANAGER

Mark Griffioen
RESPONSIBLE ACCOUNTING OFFICER

Coffs Harbour City Council

Income Statement

for the financial year ended 30 June 2015

Budget ¹ 2015	\$ '000	Notes	Actual 2015	Actual 2014
Income from Continuing Operations				
<i>Revenue:</i>				
78,866	Rates & Annual Charges	3a	81,083	75,971
29,101	User Charges & Fees	3b	37,461	30,878
6,928	Interest & Investment Revenue	3c	7,358	9,449
7,569	Other Revenues	3d	8,486	7,386
16,390	Grants & Contributions provided for Operating Purposes	3e,f	16,898	12,198 ²
15,883	Grants & Contributions provided for Capital Purposes	3e,f	25,322	11,878
154,737	Total Income from Continuing Operations		176,608	147,760
Expenses from Continuing Operations				
29,334	Employee Benefits & On-Costs	4a	42,021	39,128
14,316	Borrowing Costs	4b	14,228	15,316
65,227	Materials & Contracts	4c	49,819	46,569
48,436	Depreciation & Amortisation	4d	44,517	44,941
-	Impairment	4d	-	-
6,261	Other Expenses	4e	11,033	11,203
-	Net Losses from the Disposal of Assets	5	3,772	2,830
-	Net Share of interests in Joint Ventures & Associates using the equity method	19	-	-
163,574	Total Expenses from Continuing Operations		165,390	159,987
(8,837)	Operating Result from Continuing Operations		11,218	(12,227)
Discontinued Operations				
-	Net Profit/(Loss) from Discontinued Operations	24	-	-
(8,837)	Net Operating Result for the Year		11,218	(12,227)
(8,837)	Net Operating Result attributable to Council		11,218	(12,227)
-	Net Operating Result attributable to Non-controlling Interests		-	-
(24,720)	Net Operating Result for the year before Grants and Contributions provided for Capital Purposes		(14,104)	(24,105)

¹ Original Budget as approved by Council - refer Note 16

² Financial Assistance Grants for 13/14 were lower reflecting a one off timing difference due to a change in how the grant was paid in prior years - refer Note 3 (e)

Coffs Harbour City Council

Statement of Comprehensive Income for the financial year ended 30 June 2015

\$ '000	Notes	Actual 2015	Actual 2014
Net Operating Result for the year (as per Income statement)		11,218	(12,227)
Other Comprehensive Income:			
Amounts which will not be reclassified subsequently to the Operating Result			
Gain (loss) on revaluation of I,PP&E	20b (ii)	(154,065)	76,532
Total Items which will not be reclassified subsequently to the Operating Result		(154,065)	76,532
Amounts which will be reclassified subsequently to the Operating Result when specific conditions are met			
Realised (gain) loss on available-for-sale investments recognised in P&L	20b (ii)	-	(263)
Total Items which will be reclassified subsequently to the Operating Result when specific conditions are met		-	(263)
Total Other Comprehensive Income for the year		(154,065)	76,269
Total Comprehensive Income for the Year		(142,847)	64,042
Total Comprehensive Income attributable to Council		(142,847)	64,042
Total Comprehensive Income attributable to Non-controlling Interests		-	-

Coffs Harbour City Council

Statement of Financial Position as at 30 June 2015

\$ '000	Notes	Actual 2015	Actual 2014
ASSETS			
Current Assets			
Cash & Cash Equivalents	6a	15,434	12,032
Investments	6b	50,413	32,510
Receivables	7	18,471	19,367
Inventories	8	1,960	1,578
Other	8	520	638
Non-current assets classified as "held for sale"	22	532	1,487
Total Current Assets		87,330	67,612
Non-Current Assets			
Investments	6b	86,495	104,247
Receivables	7	2,596	2,283
Inventories	8	-	-
Infrastructure, Property, Plant & Equipment	9	1,763,242	1,918,612
Investments accounted for using the equity method	19	-	-
Investment Property	14	3,698	3,712
Intangible Assets	25	67,107	67,607
Total Non-Current Assets		1,923,138	2,096,461
TOTAL ASSETS		2,010,468	2,164,073
LIABILITIES			
Current Liabilities			
Payables	10	8,764	10,332
Borrowings	10	17,880	18,688
Provisions	10	13,482	12,965
Total Current Liabilities		40,126	41,985
Non-Current Liabilities			
Payables	10	216	787
Borrowings	10	178,562	194,360
Provisions	10	6,511	6,071
Total Non-Current Liabilities		185,289	201,218
TOTAL LIABILITIES		225,415	243,203
Net Assets		1,785,053	1,920,870
EQUITY			
Retained Earnings	20	1,197,289	1,179,041
Revaluation Reserves	20	587,764	741,829
Council Equity Interest		1,785,053	1,920,870
Non-controlling Equity Interests		-	-
Total Equity		1,785,053	1,920,870

This Statement should be read in conjunction with the accompanying Notes.

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Coffs Harbour City Council

Statement of Changes in Equity for the financial year ended 30 June 2015

\$ '000	Notes	Retained Earnings	Reserves (Refer 20b)	Council Interest	Non-controlling Interest	Total Equity
2015						
Opening Balance (as per Last Year's Audited Accounts)		1,179,041	741,829	1,920,870	-	1,920,870
a. Correction of Prior Period Errors	20 (c)	7,030	-	7,030	-	7,030
b. Changes in Accounting Policies (prior year effects)	20 (d)	-	-	-	-	-
Revised Opening Balance (as at 1/7/14)		1,186,071	741,829	1,927,900	-	1,927,900
c. Net Operating Result for the Year		11,218	-	11,218	-	11,218
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	(154,065)	(154,065)	-	(154,065)
- Revaluations: Other Reserves	20b (ii)	-	-	-	-	-
- Transfers to Income Statement	20b (ii)	-	-	-	-	-
- Impairment (loss) reversal relating to I,PP&E	20b (ii)	-	-	-	-	-
Other Comprehensive Income		-	(154,065)	(154,065)	-	(154,065)
Total Comprehensive Income (c&d)		11,218	(154,065)	(142,847)	-	(142,847)
e. Distributions to/(Contributions from) Non-controlling Interests		-	-	-	-	-
f. Transfers between Equity		-	-	-	-	-
Equity - Balance at end of the reporting period		1,197,289	587,764	1,785,053	-	1,785,053

\$ '000	Notes	Retained Earnings	Reserves (Refer 20b)	Council Interest	Non-controlling Interest	Total Equity
2014						
Opening Balance (as per Last Year's Audited Accounts)		1,196,670	665,560	1,862,230	-	1,862,230
a. Correction of Prior Period Errors	20 (c)	(5,402)	-	(5,402)	-	(5,402)
b. Changes in Accounting Policies (prior year effects)	20 (d)	-	-	-	-	-
Revised Opening Balance (as at 1/7/13)		1,191,268	665,560	1,856,828	-	1,856,828
c. Net Operating Result for the Year		(12,227)	-	(12,227)	-	(12,227)
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	76,532	76,532	-	76,532
- Revaluations: Other Reserves	20b (ii)	-	-	-	-	-
- Transfers to Income Statement	20b (ii)	-	(263)	(263)	-	(263)
- Impairment (loss) reversal relating to I,PP&E	20b (ii)	-	-	-	-	-
Other Comprehensive Income		-	76,269	76,269	-	76,269
Total Comprehensive Income (c&d)		(12,227)	76,269	64,042	-	64,042
e. Distributions to/(Contributions from) Non-controlling Interests		-	-	-	-	-
f. Transfers between Equity		-	-	-	-	-
Equity - Balance at end of the reporting period		1,179,041	741,829	1,920,870	-	1,920,870

This Statement should be read in conjunction with the accompanying Notes.

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Coffs Harbour City Council

Statement of Cash Flows

for the financial year ended 30 June 2015

Budget 2015	\$ '000	Notes	Actual 2015	Actual 2014
Cash Flows from Operating Activities				
Receipts:				
78,866	Rates & Annual Charges		80,937	75,664
29,101	User Charges & Fees		39,337	30,737
6,928	Investment & Interest Revenue Received		7,063	8,546
32,273	Grants & Contributions		28,354	25,648
-	Bonds, Deposits & Retention amounts received		97	-
7,569	Other		16,812	13,853
Payments:				
(29,334)	Employee Benefits & On-Costs		(41,715)	(38,680)
(62,945)	Materials & Contracts		(56,963)	(53,615)
(14,316)	Borrowing Costs		(13,966)	(15,221)
-	Bonds, Deposits & Retention amounts refunded		-	(153)
(8,543)	Other		(13,330)	(13,085)
39,599	Net Cash provided (or used in) Operating Activities	11b	46,626	33,694
Cash Flows from Investing Activities				
Receipts:				
23,279	Sale of Investment Securities		72,174	88,874
2,246	Sale of Infrastructure, Property, Plant & Equipment		3,600	677
24	Deferred Debtors Receipts		43	36
Payments:				
-	Purchase of Investment Securities		(72,348)	(70,904)
(43,542)	Purchase of Infrastructure, Property, Plant & Equipment		(30,087)	(38,103)
-	Deferred Debtors & Advances Made		-	(35)
(17,993)	Net Cash provided (or used in) Investing Activities		(26,618)	(19,455)
Cash Flows from Financing Activities				
Receipts:				
-	Proceeds from Borrowings & Advances		2,200	4,800
Payments:				
(19,029)	Repayment of Borrowings & Advances		(18,806)	(18,834)
(19,029)	Net Cash Flow provided (used in) Financing Activities		(16,606)	(14,034)
2,577	Net Increase/(Decrease) in Cash & Cash Equivalents		3,402	205
3,683	plus: Cash & Cash Equivalents - beginning of year	11a	12,032	11,827
6,260	Cash & Cash Equivalents - end of the year	11a	15,434	12,032
Additional Information:				
	plus: Investments on hand - end of year	6b	136,908	136,757
Total Cash, Cash Equivalents & Investments			152,342	148,789

Please refer to Note 11 for additional cash flow information

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

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tbc - to be completed

n/a - not applicable

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

The principal accounting policies adopted by Council in the preparation of these consolidated financial statements are set out below in order to assist in its general understanding.

Under Australian Accounting Standards (AASBs), accounting policies are defined as those specific principles, bases, conventions, rules and practices applied by a reporting entity (in this case Council) in preparing and presenting its financial statements.

(a) Basis of preparation

(i) Background

These financial statements are general purpose financial statements which have been prepared in accordance with;

- Australian Accounting Standards and Australian Accounting Interpretations issued by the Australian Accounting Standards Board,
- the Local Government Act (1993) & Regulation, and
- the Local Government Code of Accounting Practice and Financial Reporting.

For the purpose of preparing these financial statements, Council has been deemed to be a not-for-profit entity.

(ii) Compliance with International Financial Reporting Standards (IFRSs)

Because AASBs are sector neutral, some standards either:

- (a) have local Australian content and prescription that is specific to the Not-For-Profit sector (including Local Government) which are not in compliance with IFRS's, or
- (b) specifically exclude application by Not for Profit entities.

Accordingly in preparing these financial statements and accompanying notes, Council has been unable to comply fully with International Accounting Standards, but has complied fully with Australian Accounting Standards.

Under the Local Government Act (LGA), Regulations and Local Government Code of Accounting Practice & Financial Reporting, it should be noted that Councils in NSW only have a requirement to comply with AASBs.

(iii) New and amended standards adopted by Council

During the current year, the following relevant accounting standards became mandatory and have been adopted by Council:

- AASB 10 Consolidated Financial Statements
- AASB 11 Joint Arrangements
- AASB 12 Disclosures of Interests in Other Entities

AASB 10 introduced a new definition of control based on the substance of the relationship and required Councils to consider their involvement with other entities regardless of whether there was a financial interest.

AASB 11 classified joint arrangements into either joint ventures (equity accounting) or joint operations (accounting for share of assets and liabilities).

AASB 12 has increased the level of disclosures required where Council has any interests in subsidiaries, joint arrangements, associates or unconsolidated structured entities.

(iv) Early adoption of Accounting Standards

Council has not elected to apply any pronouncements before their operative date in the annual reporting period beginning 1 July 2014.

Refer further to paragraph (ab) relating to a summary of the effects of Standards with future operative dates.

(v) Basis of Accounting

These financial statements have been prepared under the **historical cost convention** except for:

- (i) certain financial assets and liabilities at fair value through profit or loss and available-for-sale financial assets which are all valued at fair value,

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

(ii) the write down of any Asset on the basis of Impairment (if warranted) and

(iii) certain classes of non-current assets (eg. Infrastructure, Property, Plant & Equipment and Investment Property) that are accounted for at fair valuation.

The accrual basis of accounting has also been applied in their preparation.

(vi) Changes in Accounting Policies

Council's accounting policies have been consistently applied to all the years presented, unless otherwise stated.

There have also been no changes in accounting policies when compared with previous financial statements unless otherwise stated [refer Note 20(d)].

(vii) Critical Accounting Estimates

The preparation of financial statements requires the use of certain critical accounting estimates (in conformity with AASBs).

Accordingly this requires management to exercise its judgement in the process of applying the Council's accounting policies.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on Council and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future.

The resulting accounting estimates will, by definition, seldom equal the related actual results.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are set out below:

- (i) Estimated fair values of investment properties
- (ii) Estimated fair values of infrastructure, property, plant and equipment.

(iii) Estimated remediation provisions.

Critical judgements in applying Council's accounting policies

(i) Impairment of Receivables - Council has made a significant judgement about the impairment of a number of its receivables in Note 7.

(ii) Projected Section 94 Commitments - Council has used significant judgement in determining future Section 94 income and expenditure in Note 17.

(b) Revenue recognition

Council recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to it and specific criteria have been met for each of the Council's activities as described below.

Council bases any estimates on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement.

Revenue is measured at the fair value of the consideration received or receivable.

Revenue is measured on major income categories as follows:

Rates, Annual Charges, Grants and Contributions

Rates, annual charges, grants and contributions (including developer contributions) are recognised as revenues when the Council obtains control over the assets comprising these receipts.

Control over assets acquired from rates and annual charges is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

A provision for the impairment on rates receivables has not been established as unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold.

Control over granted assets is normally obtained upon their receipt (or acquittal) or upon earlier

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

notification that a grant has been secured, and is valued at their fair value at the date of transfer.

Revenue from Contributions is recognised when the Council either obtains control of the contribution or the right to receive it, **(i)** it is probable that the economic benefits comprising the contribution will flow to the Council and **(ii)** the amount of the contribution can be measured reliably.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in Note 3(g).

Note 3(g) also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

The Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of S94 of the EPA Act 1979.

Whilst Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon their physical receipt by Council, due to the possibility that individual Development Consents may not be acted upon by the applicant and accordingly would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required but the Council may apply contributions according to the priorities established in work schedules.

A detailed Note relating to developer contributions can be found at Note 17.

User Charges, Fees and Other Income

User charges, fees and other income (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

A provision for the impairment of these receivables is recognised when collection in full is no longer probable.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided as at balance date.

Sale of Infrastructure, Property, Plant and Equipment

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

Interest and Rents

Rental income is accounted for on a straight-line basis over the lease term.

Interest Income from Cash & Investments is accounted for using the effective interest rate at the date that interest is earned.

Dividend Income

Revenue is recognised when the Council's right to receive the payment is established, which is generally when shareholders approve the dividend.

Other Income

Other income is recorded when the payment is due, the value of the payment is notified or the payment is received, whichever occurs first.

(c) Principles of Consolidation

These financial statements incorporate **(i)** the assets and liabilities of Council and any entities (or operations) that it **controls** (as at 30 June 2015) and **(ii)** all the related operating results (for the financial year ended the 30th June 2015).

Detailed information relating to the entities that Council Controls can be found at Note 19.

In the process of reporting on Council's activities as a single unit, all inter-entity year end balances and reporting period transactions have been eliminated in full between Council and its controlled entities.

(i) The Consolidated Fund

In accordance with the provisions of Section 409(1) of the LGA 1993, all money and property received by Council is held in the Council's Consolidated Fund

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

unless it is required to be held in the Council's Trust Fund.

The Consolidated Fund and other entities through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this report.

The following entities have been included as part of the Consolidated Fund:

- *General Purpose Operations*
- *Water Supply*
- *Sewerage Service*
- *Airport Operations*

Due to their immaterial value and nature, the following Committees, Entities & Operations have been excluded from consolidation:

- *Woolgoolga Community Village Management Committee*
- *Nana Glen Sport, Rec. & Equestrian Centre Management Committee*
- *Bayldon Community Centre Management Committee*
- *Eastern Dorrigo Showground Management Committee*
- *Ayrshire Park Management Committee*
- *Lowanna Hall Management Committee*
- *Lower Bucca Community Centre Management Committee*
- *Coramba Hall Management Committee*

The (i) total income and expenditure from continuing operations and (ii) the net assets held by these excluded Committees & Operations is as follows:

Total income from continuing operations	\$92,346
Total expenditure from continuing operations	\$52,237
Total net assets held (ie Equity)	\$323,490

Note:

Where actual figures are not known, best estimates have been applied.

(ii) The Trust Fund

In accordance with the provisions of Section 411 of the Local Government Act 1993 (as amended), a

separate and distinct Trust Fund is maintained to account for all money and property received by the Council in trust which must be applied only for the purposes of or in accordance with the trusts relating to those monies.

Trust monies and property subject to Council's control have been included in these statements.

Trust monies and property held by Council but not subject to the control of Council, have been excluded from these statements.

A separate statement of monies held in the Trust Fund is available for inspection at the Council office by any person free of charge.

(iii) Joint Arrangements

Council has no interest in any Joint Arrangements.

(iv) Associates

Council has no interest in any Associates.

(v) County Councils

Council is not a member of any County Councils.

(vi) Unconsolidated Structured Entities

Unconsolidated Structured Entities represent "special vehicles" that Council has an interest in but which are not controlled by Council and therefore not consolidated as a Subsidiary, Joint Arrangement or Associate. Attributes of Structured Entities include restricted activities,

Detailed information relating to Council's interest in Unconsolidated Structured Entities can be found at Note 19 (d).

(d) Leases

All Leases entered into by Council are reviewed and classified on inception date as either a Finance Lease or an Operating Lease.

Finance Leases

Leases of property, plant and equipment where the Council has substantially all the risks and rewards of ownership are classified as finance leases.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

Finance leases are capitalised at the lease's inception at the lower of the fair value of the leased property and the present value of the minimum lease payments.

The corresponding rental obligations, net of finance charges, are included in borrowings.

Each lease payment is allocated between the liability outstanding and the recognition of a finance charge.

The interest element of the finance charge is costed to the income statement over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period.

Property, plant and equipment acquired under finance leases is depreciated over the shorter of each leased asset's useful life and the lease term.

Operating Leases

Leases in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases.

Payments made under operating leases (net of any incentives received from the lessor) are charged to the income statement on a straight-line basis over the period of the lease.

Lease income from operating leases is recognised in income on a straight-line basis over the lease term.

(e) Cash and Cash Equivalents

For Statement of Cash Flows (and Statement of Financial Position) presentation purposes, cash and cash equivalents includes;

- cash **on hand**,
- deposits held **at call** with financial institutions,
- other short-term, highly liquid investments **with original maturities of three months or less** that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and
- bank overdrafts.

Bank overdrafts are shown within borrowings in current liabilities on the balance sheet but are

incorporated into Cash & Cash Equivalents for presentation of the Cash Flow Statement.

(f) Investments and Other Financial Assets

Council (in accordance with AASB 139) classifies each of its investments into one of the following categories for measurement purposes:

- **financial assets at fair value through profit or loss,**
- **loans and receivables,**
- **held-to-maturity investments,** and
- **available-for-sale financial assets.**

Each classification depends on the purpose/intention for which the investment was acquired & at the time it was acquired.

Management determines each Investment classification at the time of initial recognition and re-evaluates this designation at each reporting date.

(i) Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss include financial assets that are "held for trading".

A financial asset is classified in the "held for trading" category if it is acquired principally for the purpose of selling in the short term.

Derivatives are classified as held for trading unless they are designated as hedges.

Assets in this category are primarily classified as current assets as they are primarily held for trading &/or are expected to be realised within 12 months of the balance sheet date.

(ii) Loans and receivables

Loans and receivables are non derivative financial assets with fixed or determinable payments that are not quoted in an active market.

They arise when the Council provides money, goods or services directly to a debtor with no intention (or in some cases ability) of selling the resulting receivable.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity.

In contrast to the "Loans & Receivables" classification, these investments are generally quoted in an active market.

Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivatives that are either designated in this category or not classified in any of the other categories.

Investments must be designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

Accordingly, this classification principally comprises marketable equity securities, but can include all types of financial assets that could otherwise be classified in one of the other investment categories.

They are generally included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date or the term to maturity from the reporting date is less than 12 months.

Financial Assets – Reclassification

Council may choose to reclassify a non-derivative trading financial asset out of the held-for-trading category if the financial asset is no longer held for the purpose of selling it in the near term.

Financial assets other than loans and receivables are permitted to be reclassified out of the held-for-trading category only in rare circumstances arising

from a single event that is unusual and highly unlikely to recur in the near term.

Council may also choose to reclassify financial assets that would meet the definition of loans and receivables out of the held-for-trading or available-for-sale categories if it has the intention and ability to hold these financial assets for the foreseeable future or until maturity at the date of reclassification.

Reclassifications are made at fair value as of the reclassification date. Fair value becomes the new cost or amortised cost as applicable, and no reversals of fair value gains or losses recorded before reclassification date are subsequently made.

Effective interest rates for financial assets reclassified to loans and receivables and held-to-maturity categories are determined at the reclassification date. Further increases in estimates of cash flows adjust effective interest rates prospectively.

General Accounting & Measurement of Financial Instruments:

(i) Initial Recognition

Investments are initially recognised (and measured) at fair value, plus in the case of investments not at "fair value through profit or loss", directly attributable transactions costs

Purchases and sales of investments are recognised on trade-date - the date on which the Council commits to purchase or sell the asset.

Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Council has transferred substantially all the risks and rewards of ownership.

(ii) Subsequent Measurement

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value.

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

Realised and unrealised gains and losses arising from changes in the fair value of the financial assets classified as **"fair value through profit or loss"** category are included in the income statement in the period in which they arise.

Unrealised gains and losses arising from changes in the fair value of non monetary securities classified as **"available-for-sale"** are recognised in equity in the available-for-sale investments revaluation reserve.

When securities classified as **"available-for-sale"** are sold or impaired, the accumulated fair value adjustments are included in the income statement as gains and losses from investment securities.

Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired.

A financial asset or a group of financial assets is impaired and impairment losses are incurred only if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated.

If there is evidence of impairment for any of Council's financial assets carried at amortised cost (eg. loans and receivables), the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate.

The carrying amount of the asset is reduced and the amount of the loss is recognised in profit or loss. If a loan or held-to-maturity investment has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract.

As a practical expedient, the group may measure impairment on the basis of an instrument's fair value using an observable market price.

(iii) Types of Investments

Council has an approved Investment Policy in order to undertake its investment of money in accordance with (and to comply with) Section 625 of the Local Government Act and S212 of the LG (General) Regulation 2005.

Investments are placed and managed in accordance with the Policy and having particular regard to authorised investments prescribed under the Ministerial Local Government Investment Order.

Council maintains its investment Policy in compliance with the Act and ensures that it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing Council funds.

Council amended its policy following revisions to the Ministerial Local Government Investment Order arising from the Cole Inquiry recommendations. Certain investments that Council holds are no longer prescribed (eg. managed funds, CDOs, and equity linked notes), however they have been retained under grandfathering provisions of the Order. These will be disposed of when most financially advantageous to Council.

(g) Fair value estimation

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques.

Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held.

If the market for a financial asset is not active (and for unlisted securities), the Council establishes fair value by using valuation techniques.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

These include reference to the fair values of recent arm's length transactions, involving the same instruments or other instruments that are substantially the same, discounted cash flow analysis, and option pricing models refined to reflect the issuer's specific circumstances.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values.

The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

(h) Receivables

Receivables are initially recognised at fair value and subsequently measured at amortised cost, less any provision for impairment.

Receivables (excluding Rates & Annual Charges) are generally due for settlement no more than 30 days from the date of recognition.

The collectibility of receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off in accordance with Council's policy.

A provision for impairment (ie. an allowance account) relating to receivables is established when there is objective evidence that the Council will not be able to collect all amounts due according to the original terms of each receivable.

The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate.

Impairment losses are recognised in the Income Statement within other expenses.

When a receivable for which an impairment allowance had been recognised becomes uncollectible in a subsequent period, it is written off against the allowance account.

Subsequent recoveries of amounts previously written off are credited against other expenses in the income statement.

(i) Inventories

Raw Materials and Stores, Work in Progress and Finished Goods

Raw materials and stores, work in progress and finished goods in respect of business undertakings are all stated at the lower of cost and net realisable value.

Cost comprises direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenditure, the latter being allocated on the basis of normal operating capacity.

Costs are assigned to individual items of inventory on the basis of weighted average costs.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held in respect of non-business undertakings have been valued at cost subject to adjustment for loss of service potential.

Land Held for Resale/Capitalisation of Borrowing Costs

Land held for resale is stated at the lower of cost and net realisable value.

Cost is assigned by specific identification and includes the cost of acquisition, and development and borrowing costs during development.

When development is completed borrowing costs and other holding charges are expensed as incurred.

Borrowing costs included in the cost of land held for resale are those costs that would have been avoided if the expenditure on the acquisition and development of the land had not been made.

Borrowing costs incurred while active development is interrupted for extended periods are recognised as expenses.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

(j) Infrastructure, Property, Plant and Equipment (I,PP&E)

Acquisition of assets

Council's non current assets are continually revalued (over a 5 year period) in accordance with the fair valuation policy as mandated by the Office of Local Government.

At balance date, the following classes of I,PP&E were stated at their Fair Value;

- **Investment Properties** – refer Note 1(p),
- **Water and Sewerage Networks**
(External Valuation except for Dams which have been valued internally)
- **Operational Land** (External Valuation)
- **Buildings – Specialised/Non Specialised**
(External Valuation)
- **Plant and Equipment**
(as approximated by depreciated historical cost)
- **Roads Assets incl. roads, bridges & footpaths**
(Internal Valuation)
- **Drainage Assets** (Internal Valuation)
- **Bulk Earthworks** (Internal Valuation)
- **Community Land** (External Valuation)
- **Land Improvements**
(as approximated by depreciated historical cost)
- **Other Structures**
(as approximated by depreciated historical cost)
- **Other Assets**
(as approximated by depreciated historical cost)
- **Swimming Pools**
(as approximated by depreciated historical cost)
- **Other Open Space/Recreational Assets**
(as approximated by depreciated historical cost)

Initial Recognition

On initial recognition, an assets cost is measured at its fair value, plus all expenditure that is directly attributable to the acquisition.

Where settlement of any part of an asset's cash consideration is deferred, the amounts payable in the future are discounted to their present value as at the date of recognition (ie. date of exchange) of the asset to arrive at fair value.

The discount rate used is the Council's incremental borrowing rate, being the rate at which a similar borrowing could be obtained from an independent financier under comparable terms and conditions.

Where infrastructure, property, plant and equipment assets are acquired for no cost or for an amount other than cost, the assets are recognised in the financial statements at their fair value at acquisition date - being the amount that the asset could have been exchanged between knowledgeable willing parties in an arm's length transaction.

Subsequent costs

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably.

All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Asset Revaluations (including Indexation)

In accounting for Asset Revaluations relating to Infrastructure, Property, Plant & Equipment:

- Increases in the combined carrying amounts of asset classes arising on revaluation are credited to the asset revaluation reserve.
- To the extent that a net asset class increase reverses a decrease previously recognised via the profit or loss, then increase is first recognised in profit or loss.
- Net decreases that reverse previous increases of the same asset class are first charged against revaluation reserves directly in equity to the extent of the remaining reserve attributable to the asset, with all other decreases charged to the Income statement.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

Water and sewerage network assets are indexed annually between full revaluations in accordance with the latest indices provided in the NSW Office of Water - Rates Reference Manual.

For all other assets, Council assesses at each reporting date whether there is any indication that a revalued asset's carrying amount may differ materially from that which would be determined if the asset were revalued at the reporting date.

If any such indication exists, Council determines the asset's fair value and revalues the asset to that amount.

Full revaluations are undertaken for all assets on a 5 year cycle.

Capitalisation Thresholds

Items of infrastructure, property, plant and equipment are not capitalised unless their cost of acquisition exceeds the following;

Land	
- council land	100% Capitalised
- open space	100% Capitalised
<hr/>	
Plant & Equipment	
Office Furniture	> \$2,000
Office Equipment	> \$2,000
Office Equipment - Communications	> \$1,000
Other Plant & Equipment	> \$2,000
<hr/>	
Buildings & Land Improvements	
Park Furniture & Equipment	> \$5,000
<hr/>	
Building	
- construction/extensions	100% Capitalised
- renovations	> \$10,000
Other Structures	> \$10,000
<hr/>	
Water & Sewer Assets	
Reticulation extensions	> \$5,000
Other	> \$5,000
Stormwater Assets	
Drains & Culverts	> \$5,000
Other	> \$5,000
<hr/>	
Transport Assets	
Road construction & reconstruction	> \$5,000
Reseal/Re-sheet & major repairs:	> \$5,000
Bridge construction & reconstruction	> \$5,000

Library Assets

Reference Collection in its entirety	> \$1,000,000
Heritage Items	> \$5,000

Note common use library items will be expensed.

Other Infrastructure Assets

Swimming Pools	> \$5,000
Other Open Space/Recreational Assets	> \$5,000
Other Infrastructure	> \$5,000

Depreciation

Depreciation on Council's infrastructure, property, plant and equipment assets is calculated using the straight line method in order to allocate an assets cost (net of residual values) over its estimated useful life.

Land is not depreciated.

Estimated useful lives for Council's I,PP&E include:

Plant & Equipment

- Office Equipment	3 to 7 years
- Office furniture	5 to 25 years
- Computer Equipment	3 years
- Vehicles	5 to 8 years
- Heavy Plant/Road Making equip.	5 to 8 years
- Other plant and equipment	5 to 15 years

Other Equipment

- Playground equipment	15 to 20 years
- Benches, seats etc	10 to 20 years

Buildings

- Buildings	25 to 50 years
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Stormwater Drainage

- Drains	80 to 100 years
- Pipes, Pits & Culverts	60 to 80 years
- Gross Pollutant Traps	30 years

Transportation Assets

- Sealed Roads: Surface	18-22 years
- Sealed Roads: Structure	40 years
- Unsealed roads	20 years
- Bridge: Concrete	50 to 100 years
- Bridge: Other	60 years
- Road Pavements	40 years
- Kerb, Gutter & Paths	60 years

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

Water Assets

- Pump Stations	58 years
- Mains	66 to 81 years
- Treatment Plants	33 to 71 years
- Dams & Reservoirs	96 to 100 years
- Telemetry	20 to 26 years

Sewer Assets

- Pumping Stations	41 to 51 years
- Mains	34 to 80 years
- Ancillary	16 to 18 years
- Treatment Works	30 to 50 years

Other Infrastructure Assets

- Bulk earthworks	Infinite
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- Swimming Pools	50 years
- Other Open Space/ Recreational Assets	15 to 50 years
- Other Infrastructure	15 to 50 years

All asset residual values and useful lives are reviewed and adjusted (if appropriate), at each reporting date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount – refer Note 1(s) on Asset Impairment.

Disposal and De-recognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in Council's Income Statement in the year the asset is derecognised.

(k) Land

Land (other than Land under Roads) is in accordance with Part 2 of Chapter 6 of the Local Government Act (1993) classified as either Operational or Community.

This classification of Land is disclosed in Note 9(a).

(l) Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008 in accordance with AASB 1051.

Land under roads acquired after 1 July 2008 is recognised in accordance with AASB 116 – Property, Plant and Equipment.

(m) Intangible Assets

IT Development and Software

Costs incurred in developing products or systems and costs incurred in acquiring software and licenses that will contribute to future period financial benefits through revenue generation and/or cost reduction are capitalised to software and systems.

Costs capitalised include external direct costs of materials and service, direct payroll and payroll related costs of employees' time spent on the project.

Amortisation is calculated on a straight line bases over periods generally ranging from 3 to 5 years.

IT development costs include only those costs directly attributable to the development phase and are only recognised following completion of technical feasibility and where Council has an intention and ability to use the asset.

Goodwill

Goodwill arising from business combinations is included in Intangibles on the Balance Sheet. It has an infinite useful life and is initially measured at cost, being the excess of the cost of the acquisition over the fair value of the net identifiable assets acquired as at the date of acquisition. Council's goodwill has arisen from the acquisition of the Airport Security Car Park. After initial recognition, goodwill is measured at cost less any accumulated impairment losses.

(n) Crown Reserves

Crown Reserves under Council's care and control are recognised as assets of the Council.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

Improvements on Crown Reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating the reserves are recognised within Council's Income Statement.

Representations are currently being sought across State and Local Government to develop a consistent accounting treatment for Crown Reserves across both tiers of government.

(o) Rural Fire Service assets

Under section 119 of the Rural Fires Act 1997, *"all fire fighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the fire fighting equipment has been purchased or constructed"*.

At present, the accounting for such fire fighting equipment is not treated in a consistent manner across all Councils.

Until such time as discussions on this matter have concluded and the legislation changed, Council will continue to account for these assets as it has been doing in previous years, which is to incorporate the assets, their values and depreciation charges within these financial statements.

(p) Investment property

Investment property comprises land &/or buildings that are principally held for long-term rental yields, capital gains or both that is not occupied by Council.

Investment property is carried at fair value, representing a desk top valuation undertaken by external valuers in 2015.

Annual changes in the fair value of Investment Properties are recorded in the Income Statement as part of "Other Income".

Full revaluations are carried out every five years with an appropriate index utilised each year in between the full revaluations.

The last full revaluation for Council's Investment Properties was dated 30/06/13.

(q) Provisions for close down, restoration and for environmental clean up costs – including Tips and Quarries

Close down, Restoration and Remediation costs include the dismantling and demolition of infrastructure, the removal of residual materials and the remediation of disturbed areas.

Estimated close down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs.

Provisions for close down and restoration costs do not include any additional obligations which are expected to arise from future disturbance.

Costs are estimated on the basis of a closure plan.

The cost estimates are calculated annually during the life of the operation to reflect known developments, eg updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

Close down, Restoration and Remediation costs are a normal consequence of tip and quarry operations, and the majority of close down and restoration expenditure is incurred at the end of the life of the operations.

Although the ultimate cost to be incurred is uncertain, Council estimates the respective costs based on feasibility and engineering studies using current restoration standards and techniques.

The amortisation or 'unwinding' of the discount applied in establishing the net present value of provisions is charged to the income statement in each accounting period.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

This amortisation of the discount is disclosed as a borrowing cost in Note 4(b).

Other movements in the provisions for Close down, Restoration and Remediation costs including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations and revisions to discount rates are capitalised within property, plant and equipment.

These costs are then depreciated over the lives of the assets to which they relate.

Where rehabilitation is conducted systematically over the life of the operation, rather than at the time of closure, provision is made for the estimated outstanding continuous rehabilitation work at each balance sheet date and the cost is charged to the income statement.

Provision is made for the estimated present value of the costs of environmental clean up obligations outstanding at the balance sheet date. These costs are charged to the income statement.

Movements in the environmental clean up provisions are presented as an operating cost, except for the unwind of the discount which is shown as a borrowing cost.

Remediation procedures generally commence soon after the time the damage, remediation process and estimated remediation costs become known, but may continue for many years depending on the nature of the disturbance and the remediation techniques.

As noted above, the ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors including changes to the relevant legal requirements, the emergence of new restoration techniques or experience at other locations.

The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates.

As a result there could be significant adjustments to the provision for close down and restoration and environmental clean up, which would affect future financial results.

Specific Information relating to Council's provisions relating to Close down, Restoration and Remediation costs can be found at Note 26.

(r) Non-Current Assets (or Disposal Groups) "Held for Sale" & Discontinued Operations

Non-current assets (or disposal groups) are classified as held for sale and stated at the lower of either **(i)** their carrying amount and **(ii)** fair value less costs to sell, if their carrying amount will be recovered principally through a sale transaction rather than through continuing use.

The exception to this is plant and motor vehicles which are turned over on a regular basis. Plant and motor vehicles are retained in Non Current Assets under the classification of Infrastructure, Property, Plant and Equipment - unless the assets are to be traded in after 30 June and the replacement assets were already purchased and accounted for as at 30 June.

For any assets or disposal groups classified as Non-Current Assets "held for sale", an impairment loss is recognised at any time when the assets carrying value is greater than its fair value less costs to sell.

Non-current assets "held for sale" are not depreciated or amortised while they are classified as "held for sale".

Non-current assets classified as "held for sale" are presented separately from the other assets in the balance sheet.

A Discontinued Operation is a component of Council that has been disposed of or is classified as "held for sale" and that represents a separate major line of business or geographical area of operations, is part of a single co-ordinated plan to dispose of such a line of business or area of operations, or is a subsidiary acquired exclusively with a view to resale.

The results of discontinued operations are presented separately on the face of the income statement.

(s) Impairment of assets

All Council's I,PP&E is subject to an annual assessment of impairment.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Where an asset is not held principally for cash generating purposes (for example Infrastructure Assets) and would be replaced if the Council was deprived of it then depreciated replacement cost is used as value in use, otherwise value in use is estimated by using a discounted cash flow model.

Non-financial assets (other than goodwill) that suffered a prior period impairment are reviewed for possible reversal of the impairment at each reporting date.

Goodwill & other Intangible Assets that have an indefinite useful life and are not subject to amortisation are tested annually for impairment.

(t) Payables

These amounts represent liabilities and include goods and services provided to the Council prior to the end of financial year which are unpaid.

The amounts for goods and services are unsecured and are usually paid within 30 days of recognition.

(u) Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred.

Borrowings are subsequently measured at amortised cost.

Amortisation results in any difference between the proceeds (net of transaction costs) and the redemption amount being recognised in the Income Statement over the period of the borrowings using the effective interest method.

Borrowings are removed from the balance sheet when the obligation specified in the contract is discharged, cancelled or expired.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

(v) Borrowing costs

Borrowing costs are expensed.

(w) Provisions

Provisions for legal claims, service warranties and other like liabilities are recognised when:

- Council has a present legal or constructive obligation as a result of past events;
- it is more likely than not that an outflow of resources will be required to settle the obligation; and
- the amount has been reliably estimated.

Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole.

A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date.

The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability.

The increase in the provision due to the passage of time is recognised as interest expense.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

(x) Employee benefits

(i) Short Term Obligations

Short term employee benefit obligations include liabilities for wages and salaries (including non-monetary benefits), annual leave and vesting sick leave expected to be wholly settled within the 12 months after the reporting period.

Leave liabilities are recognised in the provision for employee benefits in respect of employees' services up to the reporting date with other short term employee benefit obligations disclosed under payables.

These provisions are measured at the amounts expected to be paid when the liabilities are settled.

All other short-term employee benefit obligations are presented as payables.

Liabilities for non vesting sick leave are recognised at the time when the leave is taken and measured at the rates paid or payable, and accordingly no Liability has been recognised in these reports.

Wages & salaries, annual leave and vesting sick leave are all classified as Current Liabilities.

(ii) Other Long Term Obligations

The liability for all long service and annual leave in respect of services provided by employees up to the reporting date (which is not expected to be wholly settled within the 12 months after the reporting period) are recognised in the provision for employee benefits.

These liabilities are measured at the present value of the expected future payments to be made using the projected unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

Expected future payments are then discounted using market yields at the reporting date based on national government bonds with terms to maturity and currency that match as closely as possible the estimated future cash outflows.

Due to the nature of when and how Long Service Leave can be taken, all Long Service Leave for employees with 4 or more years of service has been classified as Current, as it has been deemed that Council does not have the unconditional right to defer settlement beyond 12 months – even though it is not anticipated that all employees with more than 4 years service (as at reporting date) will apply for and take their leave entitlements in the next 12 months.

(iii) Retirement benefit obligations

All employees of the Council are entitled to benefits on retirement, disability or death.

Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Defined Benefit Plans

A liability or asset in respect of defined benefit superannuation plans would ordinarily be recognised in the balance sheet, and measured as the present value of the defined benefit obligation at the reporting date plus unrecognised actuarial gains (less unrecognised actuarial losses) less the fair value of the superannuation fund's assets at that date and any unrecognised past service cost.

The present value of the defined benefit obligation is based on expected future payments which arise from membership of the fund to the reporting date, calculated annually by independent actuaries using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

However, when this information is not reliably available, Council can account for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans – i.e. as an expense when they become payable.

Council is party to an Industry Defined Benefit Plan under the Local Government Superannuation Scheme, named the "Local Government Superannuation Scheme – Pool B"

This Scheme has been deemed to be a "multi employer fund" for the purposes of AASB 119.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

Sufficient information is not available to account for the Scheme as a defined benefit plan (in accordance with AASB 119) because the assets to the scheme are pooled together for all Councils.

The Local Government Superannuation Scheme has advised member councils that, as a result of the global financial crisis, deficiency of assets over liabilities still exists.

As a result, they have asked for a continuation of increased contributions in the current future to recover that deficiency.

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils.

For this reason, no liability for the deficiency has been recognised in these financial statements.

Council has, however, disclosed a contingent liability in Note 18 to reflect the possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

Defined Contribution Plans

Contributions to Defined Contribution Plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

(iv) Employee Benefit On-Costs

Council has recognised at year end the aggregate on-cost liabilities arising from employee benefits, and in particular those on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include Superannuation and Workers Compensation expenses which will be payable upon the future payment of certain Leave Liabilities accrued as at 30/06/15.

(y) Self insurance

Council does not self insure.

(z) Allocation between current and non-current assets & liabilities

In the determination of whether an asset or liability is classified as current or non-current, consideration is given to the time when each asset or liability is expected to be settled.

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle.

Exceptions

In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months (such as vested long service leave), the liability is classified as current even if not expected to be settled within the next 12 months.

In the case of inventories that are "held for trading", these are also classified as current even if not expected to be realised in the next 12 months.

(aa) Taxes

The Council is exempt from both Commonwealth Income Tax and Capital Gains Tax.

Council does however have to comply with both Fringe Benefits Tax and Goods and Services Tax (GST).

Goods & Services Tax (GST)

Income, expenses and assets are all recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office (ATO).

In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the revenue / expense.

Receivables and payables within the Balance Sheet are stated inclusive of any applicable GST.

The net amount of GST recoverable from or payable to the ATO is included as a current asset or current liability in the Balance Sheet.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

Operating cash flows within the Cash Flow Statement are on a gross basis, ie. they are inclusive of GST where applicable.

Investing and Financing cash flows are treated on a net basis (where recoverable from the ATO), ie. they are exclusive of GST. Instead, the GST component of investing and financing activity cash flows which are recoverable from or payable to the ATO are classified as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from (or payable to) the ATO.

(ab) New accounting standards and interpretations

Certain new (or amended) accounting standards and interpretations have been published that are not mandatory for reporting periods ending 30 June 2015.

Council has not adopted any of these standards early.

Council's assessment of the impact of these new standards and interpretations is set out below.

Apart from the AASB disclosures below, there are no other standards that are "not yet effective" which are expected to have a material impact on Council in the current or future reporting periods and on foreseeable future transactions.

Applicable to Local Government:

AASB 9 - Financial Instruments (and associated amending standards)

AASB 9 replaces AASB 139 Financial Instruments: Recognition and Measurement and has an effective date for reporting periods beginning on or after 1 January 2018 (and must be applied retrospectively).

The overriding impact of AASB 9 is to change the requirements for the classification, measurement and disclosures associated with financial assets.

Under the new requirements the four current categories of financial assets stipulated in AASB 139 will be replaced with two measurement categories:

- fair value and
- amortised cost (where financial assets will only be able to be measured at amortised cost where very specific conditions are met).

AASB 15 - Revenue from contracts with customers and associated amending standards

AASB 15 will introduce a five step process for revenue recognition with the core principle of the new Standard being that entities recognise revenue so as to depict the transfer of goods or services to customers in amounts that reflect the consideration (that is, payment) to which the entity expects to be entitled in exchange for those goods or services.

The changes in revenue recognition requirements in AASB 15 may cause changes to accounting policies relating to the timing and amount of revenue recorded in the financial statements as well as additional disclosures.

The full impact of AASB 15 has not yet been ascertained or quantified.

AASB 15 will replace AASB 118 which covers contracts for goods and services and AASB 111 which covers construction contracts.

The effective date of this standard is for annual reporting periods beginning on or after 1 January 2017.

AASB 124 - Related Party Disclosures

From 1 July 2016, AASB 124 Related Party Disclosures will apply to Council.

This means that Council will be required to disclose information about related parties and Council transactions with those related parties.

Related parties will more than likely include the Mayor, Councillors and certain Council staff. In addition, the close family members of those people and any organisations that they control or are associated with will be classified as related parties (and fall under the related party reporting requirements).

Not applicable to Local Government per se;

None

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 1. Summary of Significant Accounting Policies

(ac) Rounding of amounts

Unless otherwise indicated, amounts in the financial statements have been rounded off to the nearest thousand dollars.

(ad) Comparative Figures

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

(ae) Disclaimer

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 2(a). Council Functions / Activities - Financial Information

TO BE COMPLETED

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 2(b). Council Functions / Activities - Component Descriptions

TO BE COMPLETED

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 3. Income from Continuing Operations

\$ '000	Notes	Actual 2015	Actual 2014
(a) Rates & Annual Charges			
Ordinary Rates			
Residential		27,104	24,823
Farmland		1,270	1,176
Business		7,052	6,485
Total Ordinary Rates		35,426	32,484
Special Rates			
Environmental		1,153	1,120
Other		12	-
Total Special Rates		1,165	1,120
Annual Charges (pursuant to s.496, s.496A, s.496B, s.501 & s.611)			
Domestic Waste Management Services		15,790	14,699
Stormwater Management Services		681	672
Water Supply Services		3,999	3,872
Sewerage Services		22,324	21,510
Waste Management Services (non-domestic)		1,551	1,473
Other		147	141
Total Annual Charges		44,492	42,367
TOTAL RATES & ANNUAL CHARGES		81,083	75,971

Council has used 2011 year valuations provided by the NSW Valuer General in calculating its rates.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 3. Income from Continuing Operations (continued)

\$ '000	Notes	Actual 2015	Actual 2014
(b) User Charges & Fees			
Specific User Charges (per s.502 - Specific "actual use" charges)			
Water Supply Services		13,095	13,217
Sewerage Services		2,421	2,372
Waste Management Services (non-domestic)		2,755	2,842
Other		91	101
Total User Charges		18,362	18,532
Other User Charges & Fees			
(i) Fees & Charges - Statutory & Regulatory Functions (per s.608)			
Building Regulation		991	1,022
Construction Certificates		219	242
Domestic Sewerage System Approval		241	227
Private Works - Section 67		8,744	3,584
Section 149 Certificates (EPA Act)		153	162
Section 603 Certificates		138	133
Town Planning		728	685
Other		233	148
Total Fees & Charges - Statutory/Regulatory		11,447	6,203
(ii) Fees & Charges - Other (incl. General User Charges) (per s.608)			
Aerodrome		5,224	4,173
Cemeteries		211	236
Community Village Income		66	84
Laboratory Income		416	362
RMS (formerly RTA) Charges (State Roads not controlled by Council)		123	120
Sports Stadium		97	113
Trade Waste Application Fee		9	8
Water Supply Recovery Charges		75	156
Watermain Connections		374	265
Back Feed Water Charges - Clarence Valley Council		-	60
Other		1,057	566
Total Fees & Charges - Other		7,652	6,143
TOTAL USER CHARGES & FEES		37,461	30,878

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 3. Income from Continuing Operations (continued)

\$ '000	Notes	Actual 2015	Actual 2014
(c) Interest & Investment Revenue (incl. losses)			
Interest & Dividends			
- Interest on Overdue Rates & Annual Charges (incl. Special Purpose Rates)		372	374
- Interest earned on Investments (interest & coupon payment income)		6,954	8,012
- Interest on Deferred Debtors		9	18
Fair Value Adjustments			
- Fair Valuation movements in Investments (at FV/Held for Trading)		(23)	726
Available for Sale Revaluation Reserves realised on Investment sale		-	263
Fair Valuation of Financial Liabilities on recognition			
- Interest Free (or favourable) Loans & Advances Received		46	56
TOTAL INTEREST & INVESTMENT REVENUE		<u>7,358</u>	<u>9,449</u>

Interest Revenue is attributable to:

Unrestricted Investments/Financial Assets:

Overdue Rates & Annual Charges (General Fund)	372	374
General Council Cash & Investments	2,263	436

Restricted Investments/Funds - External:

Development Contributions		
- Section 94	600	739
- Section 64	10	12
Water Fund Operations	1,525	1,995
Sewerage Fund Operations	2,439	3,321
Domestic Waste Management operations	102	48
Local Infrastructure Renewal Scheme - Interest Subsidy	46	56
Other Externally Restricted Assets	1	1

Restricted Investments/Funds - Internal:

Internally Restricted Assets	-	2,467
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Total Interest & Investment Revenue Recognised

<u>7,358</u>	<u>9,449</u>
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(d) Other Revenues

Fair Value Adjustments - Investment Properties	14	(14)	207
Rental Income - Investment Properties	14	58	62
Rental Income - Other Council Properties		1,632	1,588
Fines		360	389
Airport Parking		910	552
Banana Sales from Reuse Trial		182	134
Commissions & Agency Fees		178	170
Conferences		538	551
ICT Projects & Consultancy		589	839
Jetty Theatre Income		238	216
Nursery Sales		300	157

(continued on the next page...)

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 3. Income from Continuing Operations (continued)

\$ '000	Notes	Actual 2015	Actual 2014
(d) Other Revenues (continued)			
Optical Fibre Lease		148	152
Recoverable Rates Legals		100	91
Reimbursements		359	192
Sale of Switchboards		1,691	1,116
Sports Stadium Food & Drink		464	330
Other		753	640
<u>TOTAL OTHER REVENUE</u>		<u>8,486</u>	<u>7,386</u>

\$ '000	2015 Operating	2014 Operating	2015 Capital	2014 Capital
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(e) Grants

General Purpose (Untied)

Financial Assistance	1	6,987	3,400	-	-
Pensioners' Rates Subsidies - General Component		854	845	-	-
Total General Purpose		<u>7,841</u>	<u>4,245</u>	<u>-</u>	<u>-</u>

¹ The Financial Assistance Grant for the comparative 13/14 year reflects a one off timing difference (reduction). This grant ceased being paid in advance in the 13/14 year by up to 50% as had occurred in previous years.

Specific Purpose

Pensioners' Rates Subsidies:

- Water	256	253	-	-
- Sewerage	249	246	-	-
- Domestic Waste Management	1	2	-	-
Sewerage Services	-	-	294	1,002
Bushfire & Emergency Services	517	556	1,773	243
Community Care	69	54	50	34
Environmental Protection	516	529	50	87
Flood Studies & Mitigation Works	57	39	434	1,040
Footpaths & Cycleways	-	-	906	278
Heritage & Cultural	13	13	-	(10)
Library	133	131	50	50
Natural Disaster	2,061	1,319	-	-
Noxious Weeds	227	186	-	-
Orara River Health	70	112	-	-
Street Lighting	148	148	-	-
Transport (Roads to Recovery)	-	-	932	896
Transport (Other Roads & Bridges Funding)	1,095	1,098	1,161	740
Other	142	134	551	218
Total Specific Purpose	<u>5,554</u>	<u>4,820</u>	<u>6,201</u>	<u>4,578</u>
Total Grants	<u>13,395</u>	<u>9,065</u>	<u>6,201</u>	<u>4,578</u>

Grant Revenue is attributable to:

- Commonwealth Funding	29	102	957	931
- State Funding	13,353	8,960	5,236	3,642
- Other Funding	13	3	8	5
	<u>13,395</u>	<u>9,065</u>	<u>6,201</u>	<u>4,578</u>

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 3. Income from Continuing Operations (continued)

\$ '000	2015 Operating	2014 Operating	2015 Capital	2014 Capital
(f) Contributions				
Developer Contributions: (s93 & s94 - EP&A Act, s64 of the LGA):				
S 94 - Contributions towards amenities/services	-	-	2,379	1,856
S 64 - Water Supply Contributions	-	-	2,647	1,819
S 64 - Sewerage Service Contributions	-	-	2,370	1,738
Total Developer Contributions	17 -	-	7,396	5,413
Other Contributions:				
Caravan Parks	137	125	-	-
Contributions to Works	2,718	2,336	-	-
Diesel Fuel Rebate	111	98	-	-
RMS Contributions - Pine Creek Handover	-	-	804	-
Section 355 Committee - Payroll Processing	20	18	-	-
Subdivider Dedications (other than by S94)	-	-	10,445	1,516
Vehicle Lease Payments	424	416	-	-
Optical Fibre Contribution	-	-	-	113
Arrawarra Boat Ramp Stage 2	-	-	-	126
Local Roads Restoration	-	-	350	-
Other	93	140	126	132
Total Other Contributions	3,503	3,133	11,725	1,887
Total Contributions	3,503	3,133	19,121	7,300
TOTAL GRANTS & CONTRIBUTIONS	16,898	12,198	25,322	11,878

\$ '000	Actual 2015	Actual 2014
(g) Restrictions relating to Grants and Contributions		
Certain grants & contributions are obtained by Council on condition that they be spent in a specified manner:		
Unexpended at the Close of the Previous Reporting Period	17,485	22,358
add: Grants & contributions recognised in the current period but not yet spent:	7,110	6,158
less: Grants & contributions recognised in a previous reporting period now spent:	(8,331)	(11,031)
Net Increase (Decrease) in Restricted Assets during the Period	(1,221)	(4,873)
Unexpended and held as Restricted Assets	16,264	17,485
Comprising:		
- Specific Purpose Unexpended Grants	1,279	2,880
- Developer Contributions	12,964	12,554
- Other Contributions	2,021	2,051
	16,264	17,485

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 4. Expenses from Continuing Operations

\$ '000	Notes	Actual 2015	Actual 2014
(a) Employee Benefits & On-Costs			
Salaries and Wages		30,868	29,085
Travelling		67	51
Employee Leave Entitlements (ELE)		6,392	5,742
Superannuation - Defined Contribution Plans		2,679	2,405
Superannuation - Defined Benefit Plans		1,366	1,460
Workers' Compensation Insurance		1,593	1,414
Fringe Benefit Tax (FBT)		40	64
Payroll Tax		470	480
Training Costs (other than Salaries & Wages)		725	897
Protective Clothing		138	190
Other		229	155
Total Employee Costs		44,567	41,943
less: Capitalised Costs		(2,546)	(2,815)
TOTAL EMPLOYEE COSTS EXPENSED		42,021	39,128
Number of "Equivalent Full Time" Employees at year end		520	503
(b) Borrowing Costs			
(i) Interest Bearing Liability Costs			
Interest on Loans		13,878	14,962
Total Interest Bearing Liability Costs Expensed		13,878	14,962
(ii) Other Borrowing Costs			
Discount adjustments relating to movements in Provisions (other than ELE)			
- Remediation Liabilities	26	219	216
Interest applicable on Interest Free (& favourable) Loans to Council		131	138
Total Other Borrowing Costs		350	354
TOTAL BORROWING COSTS EXPENSED		14,228	15,316
(c) Materials & Contracts			
Raw Materials & Consumables		14,119	13,732
Contractor & Consultancy Costs		34,589	32,026
Auditors Remuneration ⁽¹⁾		72	91
Legal Expenses:			
- Legal Expenses: Planning & Development		501	280
- Legal Expenses: Other		486	416
Operating Leases:			
- Operating Lease Rentals: Minimum Lease Payment ⁽²⁾		52	24
TOTAL MATERIALS & CONTRACTS		49,819	46,569

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 4. Expenses from Continuing Operations (continued)

\$ '000	Notes	Actual 2015	Actual 2014
(c) Materials & Contracts (continued)			
1. Auditor Remuneration			
During the year, the following fees were incurred for services provided by the Council's Auditor (& the Auditors of other Consolidated Entities):			
(i) Audit and Other Assurance Services			
- Audit & review of financial statements: Council's Auditor		72	91
Remuneration for audit and other assurance services		72	91
Total Auditor Remuneration		72	91
2. Operating Lease Payments are attributable to:			
Buildings		52	24
		52	24

\$ '000	Notes	Impairment Costs		Depreciation/Amortisation	
		Actual 2015	Actual 2014	Actual 2015	Actual 2014
Plant and Equipment		-	-	3,833	3,901
Office Equipment		-	-	348	346
Furniture & Fittings		-	-	152	177
Land Improvements (depreciable)		-	-	928	1,598
Buildings - Non Specialised		-	-	669	469
Buildings - Specialised		-	-	142	371
Other Structures		-	-	27	24
Infrastructure:					
- Roads		-	-	12,806	13,786
- Bridges		-	-	721	774
- Footpaths		-	-	1,217	1,343
- Stormwater Drainage		-	-	2,173	2,985
- Water Supply Network		-	-	5,592	6,034
- Sewerage Network		-	-	13,166	10,466
- Swimming Pools		-	-	84	84
- Other Open Space/Recreational Assets		-	-	624	636
Other Assets					
- Other		-	-	217	209
Asset Reinstatement Costs	9 & 26	-	-	1,243	924
Intangible Assets	25	-	-	851	997
Total Depreciation & Impairment Costs		-	-	44,793	45,124
less: Capitalised Costs		-	-	(276)	(183)
TOTAL DEPRECIATION & IMPAIRMENT COSTS EXPENSED		-	-	44,517	44,941

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 4. Expenses from Continuing Operations (continued)

\$ '000	Notes	Actual 2015	Actual 2014
(e) Other Expenses			
Other Expenses for the year include the following:			
Bad & Doubtful Debts		13	62
Bank Charges		281	290
Contributions/Levies to Other Levels of Government			
- Contributions to Regional Parks		162	147
- NSW Fire Brigade Levy		435	436
- NSW Rural Fire Service Levy		546	562
- Contributions to State Parks		970	1,055
- Other Contributions/Levies		153	145
Councillor Expenses - Mayoral Fee		39	37
Councillor Expenses - Councillors' Fees		163	154
Councillors' Expenses (incl. Mayor) - Other (excluding fees above)		43	41
Donations, Contributions & Assistance to other organisations (Section 356)		869	1,087
Electricity & Heating		3,271	3,499
Insurance		2,369	2,214
Street Lighting		855	884
Telephone & Communications		644	335
Other		220	255
<u>TOTAL OTHER EXPENSES</u>		<u>11,033</u>	<u>11,203</u>

Note 5. Gains or Losses from the Disposal of Assets

Property (excl. Investment Property)			
Proceeds from Disposal - Property		2,188	-
less: Carrying Amount of Property Assets Sold / Written Off		(4,658)	-
Net Gain/(Loss) on Disposal		<u>(2,470)</u>	<u>-</u>
Plant & Equipment			
Proceeds from Disposal - Plant & Equipment		1,412	677
less: Carrying Amount of P&E Assets Sold / Written Off		(1,122)	(1,050)
Net Gain/(Loss) on Disposal		<u>290</u>	<u>(373)</u>
Infrastructure			
Proceeds from Disposal - Infrastructure		-	-
less: Carrying Amount of Infrastructure Assets Sold / Written Off		(1,592)	(2,457)
Net Gain/(Loss) on Disposal		<u>(1,592)</u>	<u>(2,457)</u>
<u>NET GAIN/(LOSS) ON DISPOSAL OF ASSETS</u>		<u>(3,772)</u>	<u>(2,830)</u>

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 6a. - Cash Assets and Note 6b. - Investments

\$ '000	Notes	2015 Actual Current	2015 Actual Non Current	2014 Actual Current	2014 Actual Non Current
Cash & Cash Equivalents (Note 6a)					
Cash on Hand and at Bank		4,155	-	7,221	-
Cash-Equivalent Assets ¹					
- Deposits at Call		11,279	-	4,811	-
Total Cash & Cash Equivalents		15,434	-	12,032	-
Investments (Note 6b)					
- Long Term Deposits		44,550	51,890	25,500	69,534
- Floating Rate Term Deposits		1,500	2,000	2,000	1,500
- NCD's, FRN's (with Maturities > 3 months)		2,334	28,332	5,010	18,196
- Fixed Coupon Bonds		-	-	-	10,859
- Other Long Term Financial Assets		2,029	4,273	-	4,158
Total Investments		50,413	86,495	32,510	104,247
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS		65,847	86,495	44,542	104,247

¹ Those Investments where time to maturity (from date of purchase) is < 3 mths.

Cash, Cash Equivalents & Investments were classified at year end in accordance with AASB 139 as follows:

Cash & Cash Equivalents

a. "At Fair Value through the Profit & Loss"		15,434	-	12,032	-
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Investments

a. "At Fair Value through the Profit & Loss"

- "Designated at Fair Value on Initial Recognition"	6(b-i)	4,362	32,605	5,010	33,213
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b. "Held to Maturity"

	6(b-ii)	46,051	53,890	27,500	71,034
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Investments

		50,413	86,495	32,510	104,247
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Refer to Note 27 - Fair Value Measurement for information regarding the fair value of investments held.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 6b. Investments (continued)

\$ '000	2015 Actual Current	2015 Actual Non Current	2014 Actual Current	2014 Actual Non Current
Note 6(b-i)				
Reconciliation of Investments classified as "At Fair Value through the Profit & Loss"				
Balance at the Beginning of the Year	5,010	33,213	4,783	44,844
Revaluations (through the Income Statement)	(2)	20	-	726
Additions	-	27,816	-	15,304
Disposals (sales & redemptions)	(10,055)	(19,035)	(4,790)	(22,644)
Transfers between Current/Non Current	9,409	(9,409)	5,017	(5,017)
Balance at End of Year	4,362	32,605	5,010	33,213
Comprising:				
- NCD's, FRN's (with Maturities > 3 months)	2,333	28,332	5,010	18,196
- Other Long Term Financial Assets	2,029	4,273	-	15,017
Total	4,362	32,605	5,010	33,213
Note 6(b-ii)				
Reconciliation of Investments classified as "Held to Maturity"				
Balance at the Beginning of the Year	27,500	71,034	33,800	69,579
Additions	25,751	18,740	32,100	23,500
Disposals (sales & redemptions)	(42,500)	(584)	(59,900)	(545)
Transfers between Current/Non Current	35,300	(35,300)	21,500	(21,500)
Balance at End of Year	46,051	53,890	27,500	71,034
Comprising:				
- Long Term Deposits	44,550	51,890	25,500	69,534
- Floating Rate Term Deposits	1,500	2,000	2,000	1,500
- Other Long Term Financial Assets	1	-	-	-
Total	46,051	53,890	27,500	71,034

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 6c. Restricted Cash, Cash Equivalents & Investments - Details

\$ '000	2015 Actual Current	2015 Actual Non Current	2014 Actual Current	2014 Actual Non Current
Total Cash, Cash Equivalents and Investments	65,847	86,495	44,542	104,247
attributable to:				
External Restrictions (refer below)	31,270	62,743	34,822	64,986
Internal Restrictions (refer below)	33,256	23,752	9,532	39,261
Unrestricted	1,321	-	188	-
	65,847	86,495	44,542	104,247

2015 \$ '000	Opening Balance	Transfers to Restrictions	Transfers from Restrictions	Closing Balance
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Details of Restrictions

External Restrictions - Included in Liabilities

Specific Purpose Unexpended Loans-Water (A)	23,990	-	(2,211)	21,779
Specific Purpose Unexpended Loans-Sewer (A)	29,881	-	(1,942)	27,939

External Restrictions - Included in Liabilities	53,871	-	(4,153)	49,718
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External Restrictions - Other

Developer Contributions - General (D)	12,252	3,079	(2,489)	12,835
Developer Contributions - Water Fund (D)	250	2,662	(2,807)	105
Developer Contributions - Sewer Fund (D)	52	2,379	(2,407)	24
Specific Purpose Unexpended Grants (F)	-	-	(2)	(2)
Water Supplies (G)	9,265	10,823	(12,584)	7,504
Sewerage Services (G)	22,536	2,964	(5,738)	19,762
Domestic Waste Management (G)	1,518	16,748	(14,260)	4,006
Other	64	-	(3)	61

External Restrictions - Other	45,937	38,655	(40,290)	44,295
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Total External Restrictions	99,808	38,655	(44,443)	94,013
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A Loan moneys which must be applied for the purposes for which the loans were raised.

D Development contributions which are not yet expended for the provision of services and amenities in accordance with contributions plans (refer Note 17).

G Water, Sewerage, Domestic Waste Management (DWM) & other Special Rates/Levies/Charges are externally restricted assets and must be applied for the purposes for which they were raised.

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 6c. Restricted Cash, Cash Equivalents & Investments - Details (continued)

2015 \$ '000	Opening Balance	Transfers to Restrictions	Transfers from Restrictions	Closing Balance
Internal Restrictions				
Plant & Vehicle Replacement	6,832	9,778	(7,667)	8,943
Employees Leave Entitlement	5,271	14,763	(13,351)	6,683
General Fund Revotes	2,377	2,447	(2,677)	2,147
EDP Equipment	759	150	-	909
Non Domestic Waste Management	1,101	6,070	(5,185)	1,986
Other Contributions	2,051	436	(466)	2,021
Airport	9	6,924	(6,881)	52
RTA Contributions - Pacific Highway Garden Works	110	5	(45)	70
Unexpended Loans	9,394	-	(698)	8,696
Unexpended Grants	2,880	496	(2,095)	1,281
Open Space Land	49	2	-	51
Jetty M&R	231	11	-	242
Asset Replacement	525	31	-	556
Rural Fire Services	16	-	(16)	(0)
Future Road Network	1,949	317	-	2,266
Environmental Levy	235	1,342	(1,475)	102
Community Facilities	1,414	2,347	(2,181)	1,580
Moonee Beach Road Upgrade	0	-	-	0
Environmental Laboratory	826	726	(589)	963
Car Parking Upgrade	2,124	77	(1,121)	1,080
Future Fund	1,404	1,469	(748)	2,125
Business Development	1,259	3,329	(2,312)	2,276
Project Contingency	1,137	56	-	1,193
RTA Contributions - Pine Creek Hand Over	743	1,439	-	2,182
Projects - Private Works Funding	1,484	6,398	(4,489)	3,393
Flood Mitigation Works	3,089	732	(1,500)	2,321
Technology Group	351	2,446	(2,395)	402
CBD Masterplan	1,174	773	(457)	1,490
Asset Renewal	-	2,004	(5)	1,999
Total Internal Restrictions	48,793	64,568	(56,353)	57,008
TOTAL RESTRICTIONS	148,601	103,223	(100,796)	151,021

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 7. Receivables

\$ '000	Notes	2015		2014	
		Current	Non Current	Current	Non Current
Purpose					
Rates & Annual Charges		3,191	1,471	3,610	906
Interest & Extra Charges		448	348	304	453
User Charges & Fees		2,750	52	2,028	35
Private Works		632	1	2,693	14
Accrued Revenues					
- Interest on Investments		2,437	-	2,204	-
- User Charges & Fees		1,867	-	1,890	-
Government Grants & Subsidies		4,070	437	1,714	554
Deferred Debtors		14	245	38	264
Net GST Receivable		425	-	945	-
Airport Landing Charges		1,019	42	920	42
Caravan Parks		486	-	923	-
Economic Development Unit		4	-	5	-
Environmental Lab		68	-	77	-
Lease Rentals		25	-	10	-
Tip Charges		249	-	393	-
Workers Comp. Premium reduction		-	-	112	-
Switchboard Sales		611	-	699	-
Back Feed Water Charges		-	-	56	-
Other Debtors		231	-	821	15
Total		18,527	2,596	19,442	2,283
less: Provision for Impairment					
Other Debtors		(56)	-	(75)	-
Total Provision for Impairment - Receivables		(56)	-	(75)	-
TOTAL NET RECEIVABLES		18,471	2,596	19,367	2,283
Externally Restricted Receivables					
Water Supply					
- Rates & Availability Charges		136	106	180	61
- Other		4,442	31	3,502	18
Sewerage Services					
- Rates & Availability Charges		736	571	965	324
- Other		1,108	48	1,080	46
Domestic Waste Management		-	-	680	240
Stormwater Management		-	-	23	17
Other					
- Other - Environmental Levy		-	-	60	43
Total External Restrictions		6,422	756	6,490	749
Internally Restricted Receivables - Nil					
Unrestricted Receivables		12,049	1,840	12,877	1,534
TOTAL NET RECEIVABLES		18,471	2,596	19,367	2,283

Notes on Debtors above:

- (i) Rates & Annual Charges Outstanding are secured against the property.
- (ii) Doubtful Rates Debtors are provided for where the value of the property is less than the debt outstanding.
An allowance for other doubtful debts is made when there is objective evidence that a receivable is impaired.
- (iii) Interest was charged on overdue rates & charges at 8.50% (2014 9.00%).
Generally all other receivables are non interest bearing.
- (iv) Please refer to Note 15 for issues concerning Credit Risk and Fair Value disclosures.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 8. Inventories & Other Assets

\$ '000	Notes	2015		2014	
		Current	Non Current	Current	Non Current
Inventories					
Stores & Materials		1,301	-	1,193	-
Trading Stock		659	-	385	-
Total Inventories		1,960	-	1,578	-
Other Assets					
Prepayments		520	-	638	-
Total Other Assets		520	-	638	-
TOTAL INVENTORIES / OTHER ASSETS		2,480	-	2,216	-
Externally Restricted Assets					
Water					
Stores & Materials		225	-	245	-
Prepayments		-	-	-	-
Total Water		225	-	245	-
Sewerage					
Nil					
Domestic Waste Management					
Prepayments		258	-	283	-
Total Domestic Waste Management		258	-	283	-
Other					
Nil					
Total Externally Restricted Assets		483	-	528	-
Total Internally Restricted Assets		-	-	-	-
Total Unrestricted Assets		1,997	-	1,688	-
TOTAL INVENTORIES & OTHER ASSETS		2,480	-	2,216	-

(i) Other Disclosures

(a) Inventory Write Downs

\$3,153 was recognised as an expense relating to the write down of Inventory balances held during the year.

Refer to Note 27 - Fair Value Measurement for information regarding the fair value of other assets held.

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 9a. Infrastructure, Property, Plant & Equipment

\$ '000	as at 30/6/2014					Asset Movements during the Reporting Period								as at 30/6/2015					
	At	At	Accumulated		Carrying	Asset Additions	WDV of Asset Disposals	Depreciation Expense	WIP Transfers	Adjustments & Transfers	Other Movements (Prior Period Error)	Tfrs from/(to) "Held for Sale" category	Revaluation Decrements to Equity (ARR)	Revaluation Increments to Equity (ARR)	At	At	Accumulated		Carrying
	Cost	Fair Value	Dep'n	Impairment	Value										Cost	Fair Value	Dep'n	Impairment	Value
Capital Work in Progress	17,671	-	-	-	17,671	16,705	-	-	(12,141)	(113)	-	-	-	-	22,122	-	-	-	22,122
Plant & Equipment	-	37,608	20,229	-	17,379	5,267	(1,122)	(3,833)	-	-	-	-	-	-	-	38,883	21,192	-	17,691
Office Equipment	-	3,458	2,527	-	931	151	-	(348)	-	-	-	-	-	-	-	3,609	2,875	-	734
Furniture & Fittings	-	3,512	1,624	-	1,888	13	-	(152)	-	-	-	-	-	-	-	3,525	1,776	-	1,749
Land:																			
- Operational Land	-	117,504	-	-	117,504	-	(1,660)	-	-	-	-	989	-	765	-	117,598	-	-	117,598
- Community Land	-	37,029	-	-	37,029	417	(2,998)	-	-	-	-	(33)	-	-	-	34,415	-	-	34,415
- Land under Roads (post 30/6/08)	-	1,980	-	-	1,980	805	-	-	-	-	-	-	(860)	-	-	1,925	-	-	1,925
Land Improvements - depreciable	-	16,462	12,761	-	3,701	223	-	(928)	885	-	-	-	-	-	-	17,562	13,681	-	3,881
Buildings - Non Specialised	-	57,686	10,603	-	47,083	578	-	(669)	710	(237)	-	-	-	915	-	58,446	10,066	-	48,380
Buildings - Specialised	-	53,703	4,687	-	49,016	79	-	(142)	181	(2,615)	-	-	-	97	-	51,365	4,749	-	46,616
Other Structures	-	1,212	482	-	730	-	-	(27)	-	-	-	-	-	-	-	1,212	509	-	703
Infrastructure:																			
- Roads	-	535,883	148,254	-	387,629	3,448	(323)	(12,806)	699	2,851	2,446	-	(1,740)	-	-	502,357	120,153	-	382,204
- Bridges	-	67,343	5,526	-	61,817	550	(133)	(721)	379	-	758	-	(6,327)	-	-	61,084	4,761	-	56,323
- Footpaths	-	47,939	6,047	-	41,892	1,022	-	(1,217)	176	-	2,521	-	(8,970)	-	-	42,639	7,215	-	35,424
- Bulk Earthworks (non-depreciable)	-	216,186	-	-	216,186	344	-	-	-	-	-	-	(91,998)	-	-	124,532	-	-	124,532
- Stormwater Drainage	-	237,895	52,912	-	184,983	6,331	(315)	(2,173)	92	-	1,302	-	(54,170)	-	-	176,713	40,663	-	136,050
- Water Supply Network	-	407,444	129,945	-	277,499	1,131	(140)	(5,592)	186	-	-	-	-	3,294	-	413,574	137,196	-	276,378
- Sewerage Network	-	624,291	185,305	-	438,986	3,961	(671)	(13,166)	8,692	(14)	-	-	-	4,929	-	643,550	200,833	-	442,717
- Swimming Pools	-	4,210	1,646	-	2,564	-	-	(84)	-	-	-	-	-	-	-	4,210	1,730	-	2,480
- Other Open Space/Recreational Assets	-	10,604	5,267	-	5,337	321	(10)	(624)	116	-	3	-	-	-	-	10,922	5,779	-	5,143
Other Assets:																			
- Other	-	6,186	2,008	-	4,178	550	-	(217)	25	76	-	-	-	-	-	6,838	2,226	-	4,612
Reinstatement, Rehabilitation & Restoration Assets (refer Note 26):																			
- Tip Assets	-	5,107	2,478	-	2,629	-	-	(1,243)	-	179	-	-	-	-	-	5,286	3,721	-	1,565
TOTAL INFRASTRUCTURE, PROPERTY, PLANT & EQUIP.	17,671	2,493,242	592,301	-	1,918,612	41,896	(7,372)	(43,942)	-	127	7,030	956	(164,065)	10,000	22,122	2,320,245	579,125	-	1,763,242

Additions to Buildings & Infrastructure Assets are made up of Asset Renewals (\$4,099,000) and New Assets (\$24,551,000). Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

Refer to Note 27 - Fair Value Measurement for information regarding the fair value of other Infrastructure, Property, Plant & Equipment.

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 9b. Externally Restricted Infrastructure, Property, Plant & Equipment

\$ '000	Actual 2015				Actual 2014			
	At Cost	At Fair Value	A/Dep & Impairm't	Carrying Value	At Cost	At Fair Value	A/Dep & Impairm't	Carrying Value
Water Supply								
WIP	4,564	-	-	4,564	818	-	-	818
Plant & Equipment	-	3,783	2,218	1,565	-	3,569	2,008	1,561
Office Equipment	-	233	223	10	-	224	221	3
Land								
- Operational Land	-	4,695	-	4,695	-	4,657	-	4,657
Infrastructure	-	413,574	137,024	276,550	-	407,444	129,945	277,499
Total Water Supply	4,564	422,285	139,465	287,384	818	415,894	132,174	284,538
Sewerage Services								
WIP	2,698	-	-	2,698	9,971	-	-	9,971
Plant & Equipment	-	3,766	2,514	1,252	-	3,659	2,126	1,533
Office Equipment	-	52	35	17	-	42	28	14
Furniture & Fittings	-	78	78	-	-	78	78	-
Land								
- Operational Land	-	12,616	-	12,616	-	12,744	-	12,744
Infrastructure	-	643,550	198,645	444,905	-	624,291	185,304	438,987
Total Sewerage Services	2,698	660,062	201,272	461,488	9,971	640,814	187,536	463,249
Domestic Waste Management								
Plant & Equipment	-	314	256	58	-	314	229	85
Office Equipment	-	3	-	3	-	-	-	-
Land								
- Operational Land	-	10,932	-	10,932	-	10,932	-	10,932
Buildings	-	1,948	221	1,727	-	1,921	218	1,703
Other Structures	-	5,593	3,877	1,716	-	5,414	2,628	2,786
Other Assets	-	408	40	368	-	408	31	377
Total DWM	-	19,198	4,394	14,804	-	18,989	3,106	15,883
TOTAL RESTRICTED I,PP&E	7,262	1,101,545	345,131	763,676	10,789	1,075,697	322,816	763,670

Note 9c. Infrastructure, Property, Plant & Equipment - Current Year Impairments

Council has recognised no impairment losses during the reporting period nor reversed any prior period losses.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 10a. Payables, Borrowings & Provisions

\$ '000	Notes	2015		2014	
		Current	Non Current	Current	Non Current
Payables					
Goods & Services - operating expenditure		3,578	-	3,844	-
Goods & Services - capital expenditure		731	-	863	-
Payments Received In Advance		1,322	-	2,462	-
Accrued Expenses:					
- Borrowings		1,744	-	1,880	-
- Salaries & Wages		235	-	342	-
- Other Expenditure Accruals		170	216	30	526
Security Bonds, Deposits & Retentions		466	-	108	261
Government Grants and Subsidies		-	-	185	-
Waste Levy		179	-	485	-
Workers Compensation Premium Adjustment		209	-	-	-
Other		130	-	133	-
Total Payables		8,764	216	10,332	787
Borrowings					
Loans - Secured ¹		17,880	178,562	18,688	194,360
Total Borrowings		17,880	178,562	18,688	194,360
Provisions					
Employee Benefits;					
Annual Leave		2,960	-	2,894	-
Sick Leave		237	-	255	-
Long Service Leave		8,320	1,588	7,913	1,546
Accrued Leave		151	-	118	-
ELE On-Costs		1,814	251	1,785	251
Sub Total - Aggregate Employee Benefits		13,482	1,839	12,965	1,797
Asset Remediation/Restoration (Future Works) ²⁶		-	4,672	-	4,274
Total Provisions		13,482	6,511	12,965	6,071
Total Payables, Borrowings & Provisions		40,126	185,289	41,985	201,218

(i) Liabilities relating to Restricted Assets

	2015		2014	
	Current	Non Current	Current	Non Current
Externally Restricted Assets				
Water	5,728	72,478	7,114	77,069
Sewer	9,897	84,201	10,460	92,887
Domestic Waste Management	179	4,672	485	4,274
Liabilities relating to externally restricted assets	15,804	161,351	18,059	174,230
Internally Restricted Assets				
Nil				
Total Liabilities relating to restricted assets	15,804	161,351	18,059	174,230
Total Liabilities relating to Unrestricted Assets	24,322	23,938	23,926	26,988
TOTAL PAYABLES, BORROWINGS & PROVISIONS	40,126	185,289	41,985	201,218

¹ Loans are secured over the General Rating Income of Council

Disclosures on Liability Interest Rate Risk Exposures, Fair Value Disclosures & Security can be found in Note 15.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 10a. Payables, Borrowings & Provisions (continued)

\$ '000	Actual 2015	Actual 2014
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(ii) Current Liabilities not anticipated to be settled within the next 12 months

The following Liabilities, even though classified as current, are not expected to be settled in the next 12 months.

Provisions - Employees Benefits	11,068	10,685
	11,068	10,685

Note 10b. Description of and movements in Provisions

Class of Provision	2014		2015			Closing Balance as at 30/6/15
	Opening Balance as at 1/7/14	Additional Provisions	Decrease due to Payments	Remeasurement effects due to Discounting	Unused amounts reversed	
Annual Leave	2,894	2,780	(2,714)	-	-	2,960
Sick Leave	255	1,245	(1,263)	-	-	237
Long Service Leave	9,459	1,602	(1,153)	-	-	9,908
Other Leave (enter deta	118	280	(247)	-	-	151
ELE On-Costs	2,036	29	-	-	-	2,065
Asset Remediation	4,274	179	-	219	-	4,672
TOTAL	19,036	6,115	(5,377)	219	-	19,993

- a. Employees Leave Entitlements & On-Costs represents those benefits accrued and payable and an estimate of those that will become payable in the future as a result of past service.
- b. Asset Remediation, Reinstatement & Restoration Provisions represent the Present Value estimate of future costs Council will incur in order to remove, restore & remediate assets &/or activities as a result of past operations.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 11. Statement of Cash Flows - Additional Information

\$ '000	Notes	Actual 2015	Actual 2014
(a) Reconciliation of Cash Assets			
Total Cash & Cash Equivalent Assets	6a	15,434	12,032
Less Bank Overdraft	10	-	-
BALANCE as per the STATEMENT of CASH FLOWS		15,434	12,032
(b) Reconciliation of Net Operating Result to Cash provided from Operating Activities			
Net Operating Result from Income Statement		11,218	(12,227)
Adjust for non cash items:			
Depreciation & Amortisation		44,517	44,941
Net Losses/(Gains) on Disposal of Assets		3,772	2,830
Non Cash Capital Grants and Contributions		(12,144)	(1,920)
Investment Income relating to "Available for Sale" Investments sold		-	(263)
Losses/(Gains) recognised on Fair Value Re-measurements through the P&L:			
- Investments classified as "At Fair Value" or "Held for Trading"		23	(726)
- Investment Properties		14	(207)
Amortisation of Premiums, Discounts & Prior Period Fair Valuations			
- Interest Exp. on Interest Free Loans received by Council (previously Fair Valued)		-	194
Unwinding of Discount Rates on Reinstatement Provisions		398	216
+/- Movement in Operating Assets and Liabilities & Other Cash Items:			
Decrease/(Increase) in Receivables		559	(505)
Increase/(Decrease) in Provision for Doubtful Debts		(19)	60
Decrease/(Increase) in Inventories		(382)	(66)
Decrease/(Increase) in Other Assets		118	143
Increase/(Decrease) in Payables		(266)	(441)
Increase/(Decrease) in accrued Interest Payable		(136)	(121)
Increase/(Decrease) in other accrued Expenses Payable		(277)	95
Increase/(Decrease) in Other Liabilities		(1,374)	1,359
Increase/(Decrease) in Employee Leave Entitlements		559	482
Increase/(Decrease) in Other Provisions		-	(150)
NET CASH PROVIDED FROM/(USED IN) OPERATING ACTIVITIES from the STATEMENT of CASH FLOWS		46,580	33,694

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 11. Statement of Cash Flows - Additional Information (continued)

\$ '000	Notes	Actual 2015	Actual 2014
(c) Non-Cash Investing & Financing Activities			
Bushfire Grants		1,375	179
Other Dedications (Developer)		10,445	1,516
Future Reinstatement Costs Re-measurement		219	216
Artworks Donated		105	9
Total Non-Cash Investing & Financing Activities		12,144	1,920
(d) Financing Arrangements			
(i) Unrestricted access was available at balance date to the following lines of credit:			
Credit Cards / Purchase Cards		1,200	1,200
Loan Facilities		196,442	213,048
Total Financing Arrangements		197,642	214,248
Amounts utilised as at Balance Date:			
- Credit Cards / Purchase Cards		235	269
- Loan Facilities		196,442	213,048
Total Financing Arrangements Utilised		196,677	213,317
(ii) Secured Loan Liabilities			

Loans are secured by a mortgage over future years Rate Revenue only.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 12. Commitments for Expenditure

\$ '000	Notes	Actual 2015	Actual 2014
(a) Capital Commitments (exclusive of GST)			
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:			
Property, Plant & Equipment			
Buildings		68	-
Plant & Equipment		289	1,157
Sewer Network		48	2,134
Transport Assets		324	961
Water Network		-	2,168
Stormwater Drainage		-	1,889
Other		214	31
Total Commitments		943	8,340
These expenditures are payable as follows:			
Within the next year		943	8,340
Total Payable		943	8,340
Sources for Funding of Capital Commitments:			
Unrestricted General Funds		538	992
Internally Restricted Reserves		289	1,157
Unexpended Loans		116	6,191
Total Sources of Funding		943	8,340

(b) Finance Lease Commitments

Nil

(c) Operating Lease Commitments (Non Cancellable)

Nil

(d) Investment Property Commitments

Nil

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 13a(i). Statement of Performance Measurement - Indicators (Consolidated)

\$ '000

TO BE COMPLETED

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 13b. Statement of Performance Measurement - Indicators (by Fund)

\$ '000	Water 2015	Sewer 2015	General ⁵ 2015
Local Government Industry Indicators - by Fund			
1. Operating Performance Ratio			
Total continuing operating revenue ⁽¹⁾ (excl. Capital Grants & Contributions) - Operating Expenses	-10.12%	-18.76%	-2.86%
Total continuing operating revenue ⁽¹⁾ (excl. Capital Grants & Contributions)	prior period: -13.79%	prior period: -14.12%	prior period: -17.86%
2. Own Source Operating Revenue Ratio			
Total continuing operating revenue ⁽¹⁾ (excl. ALL Grants & Contributions)	82.12%	89.15%	71.56%
Total continuing operating revenue ⁽¹⁾	prior period: 88.98%	prior period: 87.34%	prior period: 81.07%
3. Unrestricted Current Ratio			
Current Assets less all External Restrictions ⁽²⁾ Current Liabilities less Specific Purpose Liabilities ^(3, 4)	1.15x	0.38x	3.71x
	prior period: 1.01	prior period: 0.44	prior period: 1.95
4. Debt Service Cover Ratio			
Operating Result ⁽¹⁾ before capital excluding interest and depreciation / impairment / amortisation	0.80x	0.77x	4.41x
Principal Repayments (from the Statement of Cash Flows) + Borrowing Costs (from the Income Statement)	prior period: 0.72	prior period: 0.85	prior period: 2.69
5. Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage			
Rates, Annual and Extra Charges Outstanding Rates, Annual and Extra Charges Collectible	5.95%	5.81%	6.50%
	prior period: 6.12%	prior period: 5.95%	prior period: 6.72%
6. Cash Expense Cover Ratio			
Current Year's Cash and Cash Equivalents + All Term Deposits	0.00	0.00	8.99
Payments from cash flow of operating and financing activities	prior period: 11.11	prior period: 13.68	prior period: 7.14

Notes

(1) - (4) Refer to Notes at Note 13a(i) above.

(5) General Fund refers to all of Council's activities except for its Water & Sewer activities which are listed separately.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 14. Investment Properties

\$ '000	Notes	Actual 2015	Actual 2014
(a) Investment Properties at Fair value			
<u>Investment Properties on Hand</u>		<u>3,698</u>	<u>3,712</u>
Reconciliation of Annual Movement:			
Opening Balance		3,712	1,596
- Net Gain/(Loss) from Fair Value Adjustments		(14)	207
- Transfers from/(to) Owner Occupied (Note 9)		-	1,909
CLOSING BALANCE - INVESTMENT PROPERTIES		<u>3,698</u>	<u>3,712</u>

(b) Valuation Basis

The basis of valuation of Investment Properties is Fair Value, being the amounts for which the properties could be exchanged between willing parties in arms length transaction, based on current prices in an active market for similar properties in the same location and condition and subject to similar leases.

The 2015 revaluations were based on Independent Assessments made by:
APV Valuers and Asset Management

(c) Contractual Obligations at Reporting Date

Refer to Note 12 for disclosures relating to any Capital and Service obligations that have been contracted.

(d) Leasing Arrangements

Details of leased Investment Properties are as follows;

Future Minimum Lease Payments receivable under non-cancellable Investment Property Operating Leases not recognised in the Financial Statements are receivable as follows:

Within 1 year	136	122
Later than 1 year but less than 5 years	118	2
Total Minimum Lease Payments Receivable	<u>254</u>	<u>124</u>

(e) Investment Property Income & Expenditure - summary

Rental Income from Investment Properties:		
- Minimum Lease Payments	58	62
Direct Operating Expenses on Investment Properties:		
- that generated rental income	(4)	(6)
- that did not generate rental income	(9)	-
Net Revenue Contribution from Investment Properties	<u>45</u>	<u>56</u>
plus:		
Fair Value Movement for year	<u>(14)</u>	<u>207</u>
Total Income attributable to Investment Properties	<u>31</u>	<u>263</u>

Refer to Note 27- Fair Value Measurement for information regarding the fair value of investment properties held.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 15. Financial Risk Management

\$ '000

Risk Management

Council's activities expose it to a variety of financial risks including **(1)** price risk, **(2)** credit risk, **(3)** liquidity risk and **(4)** interest rate risk.

The Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by Council's Finance Section under policies approved by the Council.

A comparison by category of the carrying amounts and fair values of Council's Financial Assets & Financial Liabilities recognised in the financial statements is presented below.

	Carrying Value		Fair Value	
	2015	2014	2015	2014
Financial Assets				
Cash and Cash Equivalents	15,434	12,032	15,434	12,032
Investments				
- "Designated At Fair Value on Initial Recognition"	36,967	38,223	36,967	38,223
- "Held to Maturity"	99,941	98,534	99,941	98,534
Receivables	21,067	21,650	21,067	21,650
Total Financial Assets	173,409	170,439	173,409	170,439
Financial Liabilities				
Payables	7,658	8,657	7,658	8,657
Loans / Advances	196,442	213,048	-	225,952
Total Financial Liabilities	204,100	221,705	7,658	234,609

Fair Value is determined as follows:

- **Cash & Cash Equivalents, Receivables, Payables** - are estimated to be the carrying value which approximates mkt value.
- **Borrowings & Held to Maturity Investments** - are based upon estimated future cash flows discounted by the current market interest rates applicable to assets & liabilities with similar risk profiles, unless quoted market prices are available.
- Financial Assets classified (i) "**at fair value through profit & loss**" or (ii) **Available for Sale** - are based upon quoted market prices (in active markets for identical investments) at the reporting date or independent valuation.

Refer to Note 27 - Fair Value Measurement for information regarding the fair value of financial assets & liabilities

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 15. Financial Risk Management (continued)

\$ '000

(a) Cash & Cash Equivalents, Financial assets 'at fair value through the profit & Loss' "Available-for-sale" financial assets & "Held-to-maturity" Investments

Council's objective is to maximise its return on cash & investments whilst maintaining an adequate level of liquidity and preserving capital.

Council's Finance area manages the Cash & Investments portfolio with the assistance of independent advisors.

Council has an Investment Policy which complies with the Local Government Act & Minister's Investment Order. This Policy is regularly reviewed by Council and its staff and an Investment Report is tabled before Council on a monthly basis setting out the portfolio breakup and its performance.

The risks associated with the investments held are:

- **Price Risk** - the risk that the capital value of Investments may fluctuate due to changes in market prices, whether there changes are caused by factors specific to individual financial instruments or their issuers or are caused by factors affecting similar instruments traded in a market.
- **Interest Rate Risk** - the risk that movements in interest rates could affect returns and income.
- **Credit Risk** - the risk that the investment counterparty) will not complete their obligations particular to a financial instrument, resulting in a financial loss to Council - be it of a capital or income nature.

Council manages these risks (amongst other measures) by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

Council also seeks advice from independent advisers before placing any funds in Cash Equivalents & Investments.

The following represents a summary of the sensitivity of Council's Income Statement and Accumulated Surplus (for the reporting period) due to a change in either the price of a financial asset or the interest rates applicable.

It is assumed that the change in interest rates would have been constant throughout the reporting period.

	Increase of Values/Rates		Decrease of Values/Rates	
	Profit	Equity	Profit	Equity
2015				
Possible impact of a 10% movement in Market Values		3,697		(3,697)
Possible impact of a 1% movement in Interest Rates	1,369		(1,369)	
2014				
Possible impact of a 10% movement in Market Values		3,822		(3,822)
Possible impact of a 1% movement in Interest Rates	1,368		(1,368)	

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 15. Financial Risk Management (continued)

\$ '000

(b) Receivables

Council's major receivables comprise **(i) Rates & Annual charges** and **(ii) User Charges & Fees**.

The major risk associated with these receivables is credit risk - the risk that debts due and payable to Council may not be repaid in full.

Council manages this risk by monitoring outstanding debt and employing stringent debt recovery procedures. It also encourages ratepayers to pay their rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of Council to secure a charge over the land relating to the debts - that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates & annual charges at higher than market rates which further encourages the payment of debt.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

A profile of Council's receivables credit risk at balance date follows:

	2015 Rates & Annual Charges	2015 Other Receivables	2014 Rates & Annual Charges	2014 Other Receivables
(i) Ageing of Receivables - %				
Current (not yet overdue)	0%	85%	0%	87%
Overdue	100%	15%	100%	13%
	100%	100%	100%	100%

	Rates & Annual Charges	Other Receivables	Rates & Annual Charges	Other Receivables
(ii) Ageing of Receivables - value				
Current	-	16,195	-	17,000
< 1 year overdue	4,662	-	4,516	-
> 5 years overdue	-	266	-	209
	4,662	16,461	4,516	17,209

(iii) Movement in Provision for Impairment of Receivables

	2015	2014
Balance at the beginning of the year	75	15
+ new provisions recognised during the year	13	61
- amounts already provided for & written off this year	(32)	-
- amounts provided for but recovered during the year	-	(1)
Balance at the end of the year	56	75

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 15. Financial Risk Management (continued)

\$ '000

(c) Payables & Borrowings

Payables & Borrowings are both subject to liquidity risk - the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

Payment terms can (in extenuating circumstances) also be extended & overdraft facilities utilised as required.

The contractual undiscounted cash outflows (ie. principal and interest) of Council's Payables & Borrowings are set out in the maturity table below:

\$ '000	Subject to no maturity	payable in:						Total Cash Outflows	Actual Carrying Values
		≤ 1 Year	1-2 Yrs	2-3 Yrs	3-4 Yrs	4-5 Yrs	> 5 Yrs		
2015									
Trade/Other Payables	466	8,298	216	-	-	-	-	8,980	7,658
Loans & Advances	-	30,136	25,339	24,444	23,988	23,973	144,130	272,010	196,442
Total Financial Liabilities	466	38,434	25,555	24,444	23,988	23,973	144,130	280,990	204,100
2014									
Trade/Other Payables	369	10,224	526	-	-	-	-	11,119	8,657
Loans & Advances	-	32,946	30,796	26,145	25,247	24,795	177,296	317,225	213,048
Total Financial Liabilities	369	43,170	31,322	26,145	25,247	24,795	177,296	328,344	221,705

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs & debt servicing requirements. Council manages this risk through the diversification of borrowing types, maturities & interest rate structures.

The following interest rates were applicable to Council's Borrowings at balance date:

	2015		2014	
	Carrying Value	Average Interest Rate	Carrying Value	Average Interest Rate
Trade/Other Payables	7,658	0.0%	8,657	0.0%
Loans & Advances - Fixed Interest Rate	196,442	6.8%	213,048	6.8%
	<u>204,100</u>		<u>221,705</u>	

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 16. Material Budget Variations

\$ '000

Council's Original Financial Budget for 14/15 was adopted by the Council on 22 May 2014.

While the Income Statement included in this General Purpose Financial Report must disclose the Original Budget adopted by Council, the Local Government Act requires Council to review its Financial Budget on a Quarterly Basis, so that it is able to manage the various variations between actuals versus budget that invariably occur throughout the year.

This Note sets out the details of MATERIAL VARIATIONS between Council's Original Budget and its Actual results for the year as per the Income Statement - even though such variations may have been adjusted for during each Quarterly Budget Review.

Note that for Variations* of Budget to Actual :

Material Variations represent those variances that amount to **10%** or more of the original budgeted figure.

F = Favourable Budget Variation, **U** = Unfavourable Budget Variation

\$ '000	2015 Budget	2015 Actual	2015 ----- Variance* -----		
REVENUES					
Rates & Annual Charges	78,866	81,083	2,217	3%	F
User Charges & Fees	29,101	37,461	8,360	29%	F
General increase in development activity, combined with a restructuring of existing fees. Notably new fees were introduced for the licencing of caravan parks, food vendors and boarding houses. Includes \$397,905 carbon credits.					
Interest & Investment Revenue	6,928	7,358	430	6%	F
Other Revenues	7,569	8,486	917	12%	F
Significant private works projects including construction of Cook Drive Intersection, Beryl Street traffic lights and Eggins Drive watermain relocation. Increases also in the sales of switchboards, optical fibre and additional airport car park income.					
Operating Grants & Contributions	16,390	16,898	508	3%	F
Capital Grants & Contributions	15,883	25,322	9,439	59%	F
A number of capital grants received during year that were not originally budgeted including \$468k from Traffic NSW for the Coffs Transport Interchange, \$434k Office of Environment & Heritage for the Spagnolos Rd Detention Basin, and \$2.3m From RMS for projects such as Coffs Boat Ramp Basin Upgrade, Blackspot Program and Cycleways.					

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 16. Material Budget Variations (continued)

\$ '000	2015 Budget	2015 Actual	2015 ----- Variance* -----		
EXPENSES					
Employee Benefits & On-Costs	29,334	42,021	(12,687)	(43%)	U
During the year Council employees are engaged in both maintenance and capital works, the proportions of which may vary from year to year. Costs in relation to the capital works are excluded from the income statement, and it is not Council's practice to make detailed calculations for this as part of its budgeting procedures. Council has also undertaken an organisational restructure which has resulted in one-off termination expenses.					
Borrowing Costs	14,316	14,228	88	1%	F
Materials & Contracts	65,227	49,819	15,408	24%	F
During the year Council employees are engaged in both maintenance and capital works, the proportions of which may vary from year to year. Costs in relation to the capital works are excluded from the income statement, and it is not Council's practice to make detailed calculations for this as part of its budgeting procedures. The variance to budget has also resulted from items for operational projects largely being budgeted as Material and Contracts rather than Other Expenses. Additionally, this discrepancy has arisen due to the large number of private works completed.					
Depreciation & Amortisation	48,436	44,517	3,919	8%	F
Budgeted figures were based on 2013/14 actual costs and therefore do not take into account new assets purchased in 2013/14 and depreciated for the first time in 2013/14 nor does it include depreciation based on revalued assets as at 30 June 2014. The revaluation of Transport and Stormwater Drainage resulted in an reduction in depreciation expense for 2014/15.					
Other Expenses	6,261	11,033	(4,772)	(76%)	U
The variance to budget in other expenses has resulted from items for operational projects largely being budgeted as Materials and Contracts rather than Other Expenses. There were also increases in expenditure compared to budget attributable to private works and consultancies as part of Council's restructure. Airport screening expenses increased in line with revenue.					
Net Losses from Disposal of Assets	-	3,772	(3,772)	0%	U
Council does not budget for losses from disposal of assets.					
Budget Variations relating to Council's Cash Flow Statement include:					
Cash Flows from Operating Activities	39,599	46,626	7,027	17.7%	F
Budget Variation Details Are Required - Variance is > 10% !!! Enter details here.					
Cash Flows from Investing Activities	(17,993)	(26,618)	(8,625)	47.9%	U
Budget Variation Details Are Required - Variance is > 10% !!! Enter details here.					
Cash Flows from Financing Activities	(19,029)	(16,606)	2,423	(12.7%)	F
Budget Variation Details Are Required - Variance is > 10% !!! Enter details here.					

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 17. Statement of Developer Contributions

\$ '000

Council recovers contributions, raises levies & enters into planning agreements on development works that are subject to a development consent issued by Council. All contributions must be spent/utilised for the specific purpose they were levied and any interest applicable to unspent funds must be attributed to remaining funds.

The following tables detail the receipt, interest and use of the above contributions & levies and the value of all remaining funds which are "restricted" in their future use.

SUMMARY OF CONTRIBUTIONS & LEVIES

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Drainage	1,779	46	-	90	-	103	2,018	1,534	(3,365)	187	103
Roads	1,793	849	-	137	(659)	1,892	4,012	31,129	(34,167)	974	1,892
Traffic Facilities	15	-	-	1	-	-	16	41	(57)	-	-
Parking	710	330	-	39	(128)	-	951	4,206	(4,784)	373	-
Open Space	4,991	859	-	180	(1,364)	(1,900)	2,766	23,669	(26,062)	373	(1,900)
Community Facilities	1,462	114	-	72	(19)	9	1,638	2,112	(3,907)	(157)	9
Other	868	181	-	41	(185)	23	928	2,305	(3,209)	24	23
S94 Contributions - under a Plan	11,618	2,379	-	560	(2,355)	127	12,329	64,996	(75,551)	1,774	127
Total S94 Revenue Under Plans	11,618	2,379	-	560	(2,355)	127	12,329				127
S94 not under Plans	633	-	-	26	(26)	(127)	506	-	(507)	(1)	(127)
S93F Planning Agreements	1	-	-	-	(1)	-	-				
S64 Contributions	302	5,017	-	10	(5,200)	-	129	41,453	(42,296)	(714)	
Total Contributions	12,554	7,396	-	596	(7,582)	-	12,964	64,996	(76,058)	1,773	-

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 17. Statement of Developer Contributions (continued)

\$ '000

S94 CONTRIBUTIONS - UNDER A PLAN

City Centre Car Parking

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Parking	428	-	-	21	-	-	449	3,654	(4,102)	1	-
Total	428	-	-	21	-	-	449	3,654	(4,102)	1	-

The following contribution plans have been adopted by Council and are available for public inspection free of cost:

- | | |
|---|---|
| <ul style="list-style-type: none"> a. Regional, District & Neighbourhood Facilities & Services b. Local Roads, Trunk Drainage & Mines and Extractive Industries c. West Coffs Harbour d. North Boambee Valley (East) e. Moonee f. City Centre Car Parking g. Woolgoolga Car Parking h. Coffs Harbour Road Network i. North Bonville j. Korora Rural Residential | <ul style="list-style-type: none"> k. Water Supply Developer Services Plan l. Waste Water Treatment & Carrier System Developer Services Plan m. Surf Rescue Facilities n. West Woolgoolga o. Hearn's Lake/Sandy Beach p. Corindi q. Park Beach r. South Coffs. s. Jetty Area Car Parking |
|---|---|

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 17. Statement of Developer Contributions (continued)

\$ '000

S94 CONTRIBUTIONS - UNDER A PLAN

Coffs Harbour Road Network

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Roads	219	217	-	8	(325)	-	119	2,213	(2,332)	-	-
Total	219	217	-	8	(325)	-	119	2,213	(2,332)	-	-

Corindi

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Roads	99	2	-	5	(5)	-	101	-	(101)	-	-
Open Space	8	1	-	-	-	-	9	-	(9)	-	-
Community Facilities	440	8	-	21	-	-	469	-	(468)	1	-
Total	547	11	-	26	(5)	-	579	-	(578)	1	-

Hearnes Lake / Sandy Beach

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Roads	106	-	-	5	-	-	111	3,219	(3,312)	18	-
Open Space	74	-	-	4	-	-	78	837	(880)	35	-
Other	-	-	-	-	-	-	-	15	(15)	-	-
Total	180	-	-	9	-	-	189	4,071	(4,207)	53	-

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 17. Statement of Developer Contributions (continued)

\$ '000

S94 CONTRIBUTIONS - UNDER A PLAN

Jetty Area Car Parking

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Parking	130	-	-	3	(128)	-	5	262	(267)	-	-
Total	130	-	-	3	(128)	-	5	262	(267)	-	-

Korora Rural Residential Release Area

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Roads	35	116	-	6	(11)	-	146	2,978	(3,257)	(133)	-
Open Space	365	45	-	13	(320)	75	178	-	-	178	75
Other	41	15	-	2	(10)	-	48	283	(350)	(19)	-
Total	441	176	-	21	(341)	75	372	3,261	(3,607)	26	75

Mines and Extractive Industries

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Roads	121	12	-	5	(14)	-	124	-	(124)	-	-
Total	121	12	-	5	(14)	-	124	-	(124)	-	-

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 17. Statement of Developer Contributions (continued)

\$ '000

S94 CONTRIBUTIONS - UNDER A PLAN

Moonee Release Area

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Drainage	59	-	-	3	-	-	62	-	(62)	-	-
Roads	(534)	420	-	27	(245)	2,001	1,669	8,798	(10,125)	342	2,001
Open Space	12	128	-	6	-	117	263	2,582	(2,853)	(8)	117
Community Facilities	221	65	-	12	-	-	298	1,253	(1,500)	51	-
Other	-	4	-	-	(4)	-	-	16	(16)	-	-
Total	(242)	617	-	48	(249)	2,118	2,292	12,649	(14,556)	385	2,118

North Boambee Valley (East)

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Drainage	286	21	-	15	-	23	345	766	(1,024)	87	23
Roads	10	22	-	1	-	-	33	603	(631)	5	-
Open Space	104	6	-	6	-	26	142	90	(160)	72	26
Community Facilities	36	16	-	2	-	9	63	446	(535)	(26)	9
Other	14	36	-	1	(1)	-	50	1,044	(1,106)	(12)	-
Total	450	101	-	25	(1)	58	633	2,949	(3,456)	126	58

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 17. Statement of Developer Contributions (continued)

\$ '000

S94 CONTRIBUTIONS - UNDER A PLAN

North Bonville

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Drainage	94	3	-	7	-	80	184	267	(411)	40	80
Roads	139	16	-	1	(32)	(155)	(31)	1,123	(655)	437	(155)
Open Space	171	6	-	8	-	-	185	74	(197)	62	-
Other	-	-	-	-	-	-	-	9	-	9	-
Total	404	25	-	16	(32)	(75)	338	1,473	(1,263)	548	(75)

North Coffs

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Roads	-	-	-	-	-	-	-	4,846	(4,846)	-	-
Other	-	-	-	-	-	-	-	172	(172)	-	-
Total	-	-	-	-	-	-	-	5,018	(5,018)	-	-

Park Beach

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Traffic Facilities	15	-	-	1	-	-	16	41	(57)	-	-
Parking	40	(23)	-	1	-	-	18	190	(208)	-	-
Open Space	45	-	-	2	-	-	47	329	(375)	1	-
Total	100	(23)	-	4	-	-	81	560	(640)	1	-

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Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 17. Statement of Developer Contributions (continued)

\$ '000

S94 CONTRIBUTIONS - UNDER A PLAN

Regional, District and Neighbourhood Facilities and Services

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Open Space	4,049	661	-	133	(1,040)	(2,118)	1,685	19,164	(20,849)	-	(2,118)
Community Facilities	20	16	-	1	(19)	-	18	-	(24)	(6)	-
Other	315	104	-	16	(76)	23	382	495	(859)	18	23
Total	4,384	781	-	150	(1,135)	(2,095)	2,085	19,659	(21,732)	12	(2,095)

South Coffs

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Roads	-	-	-	-	-	-	-	1,934	(1,934)	-	-
Open Space	-	-	-	-	-	-	-	150	(150)	-	-
Total	-	-	-	-	-	-	-	2,084	(2,084)	-	-

Surf Rescue Facilities

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Other	49	19	-	3	-	-	71	58	(129)	-	-
Total	49	19	-	3	-	-	71	58	(129)	-	-

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 17. Statement of Developer Contributions (continued)

\$ '000

S94 CONTRIBUTIONS - UNDER A PLAN

West Coffs

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Drainage	1,340	22	-	65	-	-	1,427	501	(1,868)	60	-
Roads	1,218	33	-	60	(27)	46	1,330	2,078	(3,339)	69	46
Open Space	143	12	-	7	(4)	-	158	302	(444)	16	-
Community Facilities	745	9	-	36	-	-	790	413	(1,380)	(177)	-
Other	420	3	-	18	(94)	-	347	45	(395)	(3)	-
Total	3,866	79	-	186	(125)	46	4,052	3,339	(7,426)	(35)	46

West Woolgoolga

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Roads	380	11	-	19	-	-	410	3,337	(3,511)	236	-
Open Space	20	-	-	1	-	-	21	141	(145)	17	-
Other	29	-	-	1	-	-	30	168	(167)	31	-
Total	429	11	-	21	-	-	461	3,646	(3,823)	284	-

Woolgoolga Car Parking

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Parking	112	353	-	14	-	-	479	100	(207)	372	-
Total	112	353	-	14	-	-	479	100	(207)	372	-

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 17. Statement of Developer Contributions (continued)

\$ '000

S94 CONTRIBUTIONS - NOT UNDER A PLAN

PURPOSE	Opening Balance	Contributions received during the Year		Interest earned in Year	Expenditure during Year	Internal Borrowing (to)/from	Held as Restricted Asset	Projections			Cumulative Internal Borrowings due/(payable)
		Cash	Non Cash					Future income	Exp still outstanding	Over or (under) Funding	
Drainage	139	-	-	7	-	-	146	-	(146)	-	-
Roads	5	-	-	-	(5)	-	-	-	-	-	-
Open Space	2	-	-	-	-	-	2	-	(2)	-	-
Community Facilities	188	-	-	8	(21)	-	175	-	(175)	-	-
Other	299	-	-	11	-	(127)	183	-	(184)	(1)	(127)
Total	633	-	-	26	(26)	(127)	506	-	(507)	(1)	(127)

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 18. Contingencies & Other Assets/Liabilities Not Recognised

\$ '000

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge & disclosure is considered relevant to the users of Council's Financial Report.

LIABILITIES NOT RECOGNISED:

1. Guarantees

(i) Defined Benefit Superannuation Contribution Plans

Council participates in an employer sponsored Defined Benefit Superannuation Scheme, and makes contributions as determined by the Superannuation Scheme's Trustees.

Member Councils bear responsibility of ensuring there are sufficient funds available to pay out the required benefits as they fall due.

The Schemes most recent full actuarial review indicated that the Net Assets of the Scheme were not sufficient to meet the accrued benefits of the Schemes Defined Benefit member category with member Councils required to make significantly higher contributions in future years.

The Local Government Superannuation Scheme however is unable to provide Council with an accurate estimate of its share of the net deficit and accordingly Council has not recorded any net liability from its Defined Benefit Scheme obligations in accordance with AASB 119.

Future contributions made to the defined benefit scheme to rectify the net deficit position will be recognised as an expense when they become payable - similar to the accounting for Defined Contributions Plans.

(ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to Local Government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the Net Assets or Liabilities reflects Councils contributions to the pool and the result of insurance claims within each of the Fund Years.

The future realisation and finalisation of claims incurred but not reported to 30/6 this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW Local Government Industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the Company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of Net Assets in accordance with its Licence Requirements.

(iv) Other Guarantees

Council has provided no other Guarantees other than those listed above.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 18. Contingencies & Other Assets/Liabilities Not Recognised (continued)

\$ '000

LIABILITIES NOT RECOGNISED (continued):

2. Other Liabilities

(i) Third Party Claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its Insurance Coverage and does not expect any material liabilities to eventuate.

(ii) S94 Plans

Council levies Section 94/94A Contributions upon various development across the Council area through the required Contributions Plans.

As part of these Plans, Council has received funds for which it will be required to expend the monies in accordance with those Plans.

As well, these Plans indicate proposed future expenditure to be undertaken by Council, which will be funded by making levies and receipting funds in future years or where a shortfall exists by the use of Council's General Funds.

These future expenses do not yet qualify as liabilities as of the Reporting Date, but represent Councils intention to spend funds in the manner and timing set out in those Plans.

(iii) Potential Land Acquisitions due to Planning Restrictions imposed by Council

Council has classified a number of privately owned land parcels as Local Open Space or Bushland.

(iii) Potential Land Acquisitions due to Planning Restrictions imposed by Council (continued)

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (& subsequent land asset) from such potential acquisitions has not been possible.

ASSETS NOT RECOGNISED:

(i) Land Under Roads

As permitted under AASB 1051, Council has elected not to bring to account Land Under Roads that it owned or controlled up to & including 30/6/08.

(ii) Infringement Notices/Fines

Fines & Penalty Income, the result of Council issuing Infringement Notices is followed up and collected by the Infringement Processing Bureau.

Councils Revenue Recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at Year End, there is a potential asset due to Council representing issued but unpaid Infringement Notices.

Due to the limited information available on the status, value and duration of outstanding Notices, Council is unable to determine the value of outstanding income.

Note 19. Interests in Other Entities

TO BE COMPLETED

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 20. Equity - Retained Earnings and Revaluation Reserves

\$ '000	Notes	Actual 2015	Actual 2014
(a) Retained Earnings			
Movements in Retained Earnings were as follows:			
Balance at beginning of Year (from previous years audited accounts)		1,179,041	1,196,670
a. Correction of Prior Period Errors	20 (c)	7,030	(5,402)
b. Net Operating Result for the Year		11,218	(12,227)
Balance at End of the Reporting Period		<u>1,197,289</u>	<u>1,179,041</u>
(b) Reserves			
(i) Reserves are represented by:			
- Infrastructure, Property, Plant & Equipment Revaluation Reserve		587,764	741,829
Total		<u>587,764</u>	<u>741,829</u>
(ii) Reconciliation of movements in Reserves:			
Infrastructure, Property, Plant & Equipment Revaluation Reserve			
- Opening Balance		741,829	665,297
- Revaluations for the year	9(a)	(154,065)	76,532
- Balance at End of Year		<u>587,764</u>	<u>741,829</u>
"Available for Sale" Financial Investments Revaluation Reserve			
- Opening Balance		-	263
- Transfer of "Available for Sale" values to the P&L for disposals		-	(263)
- Balance at End of Year		<u>-</u>	<u>-</u>
TOTAL VALUE OF RESERVES		<u>587,764</u>	<u>741,829</u>

(iii) Nature & Purpose of Reserves

Infrastructure, Property, Plant & Equipment Revaluation Reserve

- The Infrastructure, Property, Plant & Equipment Revaluation Reserve is used to record increments/decrements of Non Current Asset values due to their revaluation.

"Available for Sale" Financial Investments Revaluation Reserve

- The "Available for Sale" Financial Investments Revaluation Reserve is used to account for the Fair Value movements in all financial assets so classified that remain on hand at year end.

Upon sale, amounts in Reserves are recognised in the Income Statement (in full) by way of transfer from the Reserve.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 20. Equity - Retained Earnings and Revaluation Reserves (continued)

\$ '000	Notes	Actual 2015	Actual 2014
(c) Correction of Error/s relating to a Previous Reporting Period			
Correction of errors made in 2014 for 13/14 errors:			
During 2014/15 assets were discovered in the following Note 9 categories (written down values disclosed) as a result of the revaluation of Transport and Stormwater Drainage assets. The assets were discovered by Council's Asset Technicians while undertaking field inspections or identified while carrying out construction in the area. and updated within Council's GIS system.			
- Roads		2,446	-
- Bridges		758	-
- Footpaths		2,521	-
- Stormwater Drainage		1,302	-
Additional fencing assets were also identified during field inspections and corrected to the Open Space/Recreational Asset class.			
		3	-
Correction of errors made in 2014 for 12/13 errors:			
During 2013/14 assets were discovered in the following Note 9 categories (written down values disclosed) as a result of migrating relevant data to Council's corporate asset register:			
- Stormwater Drainage		-	4,389
During 2013/14 it was discovered through a data migration process that accumulated depreciation for assets added to the following Note 9 categories had been omitted as the data was unavailable at the time of finalising the annual financial reports.			
- Stormwater Drainage		-	(8,835)
During 2013/14 inspections and collection of updated GIS data had been undertaken for selected Stormwater Drainage assets which resulted in improved attributes information (i.e. lengths, diameters etc).			
		-	(856)
In accordance with AASB 108 - Accounting Policies, Changes in Accounting Estimates and Errors, the above Prior Period Errors have been recognised retrospectively.			
These amounted to the following Equity Adjustments:			
- Adjustments to Closing Equity - 30/6/14 (relating to adjustments for the 30/6/14 year end)		7,030	(5,402)
Total Prior Period Adjustments - Prior Period Errors		7,030	(5,402)

(d) Voluntary Changes in Accounting Policies

Council made no voluntary changes in any accounting policies during the year.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 21. Financial Result & Financial Position by Fund

Income Statement by Fund \$ '000	Actual 2015	Actual 2015	Actual 2015
Continuing Operations	Water	Sewer	General¹
Income from Continuing Operations			
Rates & Annual Charges	4,060	22,494	54,696
User Charges & Fees	13,761	2,820	22,833
Interest & Investment Revenue	1,542	2,442	3,374
Other Revenues	69	216	8,226
Grants & Contributions provided for Operating Purposes	319	388	21,581
Grants & Contributions provided for Capital Purposes	3,913	3,017	18,731
Other Income			
Net Gains from Disposal of Assets	-	-	-
Total Income from Continuing Operations	23,664	31,377	129,441
Expenses from Continuing Operations			
Employee Benefits & on-costs	3,167	4,463	34,391
Borrowing Costs	5,516	6,718	1,994
Materials & Contracts	3,526	5,354	44,029
Depreciation & Amortisation	6,436	11,312	26,769
Impairment	-	-	-
Other Expenses	3,268	4,995	9,514
Net Losses from the Disposal of Assets	126	671	2,975
Total Expenses from Continuing Operations	22,039	33,513	119,672
Operating Result from Continuing Operations	1,625	(2,136)	9,769
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	1,625	(2,136)	9,769
Net Operating Result attributable to each Council Fund	1,625	(2,136)	9,769
Net Operating Result attributable to Non-controlling Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	(2,288)	(5,153)	(8,962)

¹ General Fund refers to all Council's activities other than Water & Sewer.

NB. All amounts disclosed above are Gross - that is, they include internal charges & recoveries made between the Funds.

Coffs Harbour City Council

Notes to the Financial Statements
as at 30 June 2015

Note 21. Financial Result & Financial Position by Fund (continued)

Statement of Financial Position by Fund \$ '000	Actual 2015	Actual 2015	Actual 2015
ASSETS	Water	Sewer	General¹
Current Assets			
Cash & Cash Equivalents	1,531	1,923	11,980
Investments	4,499	3,165	42,749
Receivables	4,578	1,844	12,049
Inventories	225	-	1,735
Other	-	-	520
Non-current assets classified as 'held for sale'	-	-	532
Total Current Assets	10,833	6,932	69,565
Non-Current Assets			
Investments	23,358	42,637	20,500
Receivables	137	620	1,839
Inventories	-	-	-
Infrastructure, Property, Plant & Equipment	287,385	461,456	1,014,401
Investment Property	-	-	3,698
Intangible Assets	64,728	-	2,379
Non-current assets classified as 'held for sale'	-	-	-
Total Non-Current Assets	375,608	504,713	1,042,817
TOTAL ASSETS	386,441	511,645	1,112,382
LIABILITIES			
Current Liabilities			
Payables	1,137	1,211	6,416
Borrowings	4,591	8,686	4,603
Provisions	-	-	13,482
Total Current Liabilities	5,728	9,897	24,501
Non-Current Liabilities			
Payables	-	-	216
Borrowings	72,478	84,201	21,883
Provisions	-	-	6,511
Total Non-Current Liabilities	72,478	84,201	28,610
TOTAL LIABILITIES	78,206	94,098	53,111
Net Assets	308,235	417,547	1,059,271
EQUITY			
Retained Earnings	180,351	287,477	729,461
Revaluation Reserves	127,884	130,070	329,810
Total Equity	308,235	417,547	1,059,271

¹ General Fund refers to all Council's activities other than Water & Sewer.
NB. All amounts disclosed above are Gross - that is, they include internal receivables & payables between the Funds.

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 22. "Held for Sale" Non Current Assets & Disposal Groups

\$ '000	2015 Current	2015 Non Current	2014 Current	2014 Non Current
(i) Non Current Assets & Disposal Group Assets				
Non Current Assets "Held for Sale"				
Land	532	-	1,487	-
Total Non Current Assets "Held for Sale"	532	-	1,487	-
Disposal Group Assets "Held for Sale"				
None				
<u>TOTAL NON CURRENT ASSETS CLASSIFIED AS "HELD FOR SALE"</u>	<u>532</u>	<u>-</u>	<u>1,487</u>	<u>-</u>

(ii) Details of Assets & Disposal Groups

All land parcels currently classified as held for sale are expected to be sold during the 2015/16 financial year.

\$ '000	Assets "Held for Sale"	
	2015	2014
(iii) Reconciliation of Non Current Assets "Held for Sale" & Disposal Groups - i.e. Discontinued Operations		
Opening Balance	1,487	77
Balance still unsold after 12 months:	1,487	77
less: Assets no longer classified as "Held for Sale"	(1,487)	(77)
plus New Transfers in:		
- Assets "Held for Sale"	532	1,487
Closing Balance of "Held for Sale" Non Current Assets & Operations	<u>532</u>	<u>1,487</u>

Refer to Note 27 - Fair Value Measurement for fair value measurement information.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 23. Events occurring after the Reporting Date

\$ '000

Events that occur between the end of the reporting period (ending 30 June 2015) and the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of receipt of the Auditors' Report as the applicable "authorised for issue" date relating to these General Purpose Financial Statements.

Accordingly, the "authorised for issue" date is 31/10/15.

Events that occur after the Reporting Period represent one of two types:

(i) Events that provide evidence of conditions that existed at the Reporting Period

These financial statements (and the figures therein) incorporate all "adjusting events" that provided evidence of conditions that existed at 30 June 2015.

(ii) Events that provide evidence of conditions that arose after the Reporting Period

These financial statements (& figures therein) do not incorporate any "non-adjusting events" that have occurred after 30 June 2015 and which are only indicative of conditions that arose after 30 June 2015.

Council is unaware of any material or significant "non-adjusting events" that should be disclosed.

Note 24. Discontinued Operations

Council has not classified any of its Operations as "Discontinued".

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 25. Intangible Assets

\$ '000	Actual 2015	Actual 2014
Intangible Assets represent identifiable non-monetary asset without physical substance.		
Intangible Assets are as follows;		
Opening Values:		
Gross Book Value (1/7)	75,486	73,679
Accumulated Amortisation (1/7)	(7,879)	(7,023)
Accumulated Impairment (1/7)	-	-
Net Book Value - Opening Balance	67,607	66,656
Movements for the year		
- Purchases	351	1,948
- Amortisation charges	(851)	(997)
- Gross Book Value written off	-	(141)
- Accumulated Amortisation charges written off	-	141
Closing Values:		
Gross Book Value (30/6)	75,837	75,486
Accumulated Amortisation (30/6)	(8,730)	(7,879)
<u>TOTAL INTANGIBLE ASSETS - NET BOOK VALUE</u> ¹	<u>67,107</u>	<u>67,607</u>

¹ The Net Book Value of Intangible Assets represent:

- Software	459	245
- Regional Water Supply Scheme (right to receive water from Clarence Valley Council)	64,728	65,442
- Goodwill on purchase of commercial operation	1,920	1,920
	67,107	67,607

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 26. Reinstatement, Rehabilitation & Restoration Liabilities

\$ '000

Council has legal/public obligations to make restore, rehabilitate and reinstate the following assets/operations:

Asset/Operation	Estimated year of restoration	NPV of Provision	
		2015	2014
Waste Facility		4,672	4,274
Balance at End of the Reporting Period	10(a)	4,672	4,274

Under AASB 116 - Property, Plant & Equipment, where the use of an asset results in the obligation to dismantle or remove the asset and restore the site on which the asset stands, an estimate of such costs is required to be included in the cost of the asset.

An equivalent liability must be recognised under AASB 137 - Provisions, Contingent Liabilities and Contingent Assets.

The provision has been calculated by determining the present value of the future expenditures expected to be incurred. The discount rate used is the risk free borrowing rate applicable to Council.

Reconciliation of movement in Provision for year:

Balance at beginning of year	4,274	4,208
Amounts capitalised to new or existing assets:		
Effect of a change in discount rates used in PV calculations	179	(150)
Amortisation of discount (expensed to borrowing costs)	219	216
Total - Reinstatement, rehabilitation and restoration provision	4,672	4,274

Amount of Expected Reimbursements

Of the above Provisions for Reinstatement, Rehabilitation and Restoration works, those applicable to Garbage Services & Waste Management are able to be funded through future charges incorporated within Council's Annual Domestic Waste Management Charge.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

\$ '000

The Council measures the following asset and liability classes at fair value on a recurring basis:

- Infrastructure, Property, Plant and Equipment
- Investment Property
- Financial Assets

During a reporting period Council will measure non-current assets classified as held for sale at fair value on a non-recurring basis if their carrying amount is higher than their fair value and therefore the assets needs to be written down to fair value. They are measured at the lower of their carrying amount and fair value less costs to sell. During the current reporting period, there were no assets measured at fair value on a non-recurring basis. Non-current assets are classified as held for sale if their carrying amounts will be recovered principally through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset is available for immediate sale in its present condition.

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

(1) The following table presents all assets and liabilities that have been measured & recognised at fair values:

2015	Date of latest Valuation	Fair Value Measurement Hierarchy			Total
		Level 1 Quoted prices in active mkts	Level 2 Significant observable inputs	Level 3 Significant unobservable inputs	
Recurring Fair Value Measurements					
Financial Assets					
Investments					
- "Designated At Fair Value on Initial Recognition"	dd/mm/yy	31,764	5,203	-	36,967
Total Financial Assets		31,764	5,203	-	36,967
Investment Properties					
Buildings	dd/mm/yy	-	348	-	348
Land	dd/mm/yy	-	3,350	-	3,350
Total Investment Properties		-	3,698	-	3,698

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement (continued)

\$ '000

(1) The following table presents all assets and liabilities that have been measured & recognised at fair values (continued):

2015	Date of latest Valuation	Fair Value Measurement Hierarchy			Total
		Level 1 Quoted prices in active mkts	Level 2 Significant observable inputs	Level 3 Significant unobservable inputs	
Recurring Fair Value Measurements					
Infrastructure, Property, Plant & Equipment					
Plant & Equipment	dd/mm/yy	-	-	17,691	17,691
Office Equipment	dd/mm/yy	-	-	734	734
Furniture & Fittings	dd/mm/yy	-	-	1,749	1,749
Operational Land	dd/mm/yy	-	-	117,598	117,598
Community Land	dd/mm/yy	-	-	34,415	34,415
Land under Roads (post 30/6/08)	dd/mm/yy	-	-	1,925	1,925
Land Improvements - depreciable	dd/mm/yy	-	-	3,881	3,881
Buildings - Non Specialised	dd/mm/yy	-	10,403	37,977	48,380
Buildings - Specialised	dd/mm/yy	-	-	46,616	46,616
Other Structures	dd/mm/yy	-	-	703	703
Roads	dd/mm/yy	-	-	382,779	382,779
Bridges	dd/mm/yy	-	-	56,323	56,323
Footpaths	dd/mm/yy	-	-	35,424	35,424
Bulk Earthworks (non-depreciable)	dd/mm/yy	-	-	124,532	124,532
Stormwater Drainage	dd/mm/yy	-	-	136,050	136,050
Water Supply Network	dd/mm/yy	-	-	276,550	276,550
Sewerage Network	dd/mm/yy	-	-	444,905	444,905
Swimming Pools	dd/mm/yy	-	-	2,480	2,480
Other Open Space/Recreational Assets	dd/mm/yy	-	-	5,143	5,143
Other Assets	dd/mm/yy	-	-	4,612	4,612
Tip Asset	dd/mm/yy	-	-	1,565	1,565
Total Infrastructure, Property, Plant & Equipment		-	10,403	1,733,652	1,744,055
Non-recurring Fair Value Measurements					
Non Current Assets classified as "Held for Sale"					
Operating land	dd/mm/yy	-	531	-	531
Total NCA's classified as "Held for Sale"		-	531	-	531
2014					
Financial Assets					
Investments					
- "Designated At Fair Value on Initial Recognition"	dd/mm/yy	27,929	10,294	-	38,223
Total Financial Assets		27,929	10,294	-	38,223
Investment Properties					
Buildings	dd/mm/yy	-	268	122	390
Land	dd/mm/yy	-	3,322	-	3,322
Total Investment Properties		-	3,590	122	3,712

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement (continued)

\$ '000

(1) The following table presents all assets and liabilities that have been measured & recognised at fair values (continued):

2014	Date of latest Valuation	Fair Value Measurement Hierarchy			Total
		Level 1 Quoted prices in active mkts	Level 2 Significant observable inputs	Level 3 Significant unobservable inputs	
Recurring Fair Value Measurements					
Infrastructure, Property, Plant & Equipment					
Plant & Equipment	dd/mm/yy	-	-	17,379	17,379
Office Equipment	dd/mm/yy	-	-	931	931
Furniture & Fittings	dd/mm/yy	-	-	1,888	1,888
Operational Land	dd/mm/yy	-	-	117,504	117,504
Community Land	dd/mm/yy	-	-	37,029	37,029
Land under Roads (post 30/6/08)	dd/mm/yy	-	-	1,980	1,980
Land Improvements - depreciable	dd/mm/yy	-	-	3,701	3,701
Buildings - Non Specialised	dd/mm/yy	-	901	46,182	47,083
Buildings - Specialised	dd/mm/yy	-	-	49,016	49,016
Other Structures	dd/mm/yy	-	-	730	730
Roads	dd/mm/yy	-	-	387,629	387,629
Bridges	dd/mm/yy	-	-	61,817	61,817
Footpaths	dd/mm/yy	-	-	41,892	41,892
Bulk Earthworks (non-depreciable)	dd/mm/yy	-	-	216,186	216,186
Stormwater Drainage	dd/mm/yy	-	-	184,983	184,983
Water Supply Network	dd/mm/yy	-	-	277,499	277,499
Sewerage Network	dd/mm/yy	-	-	438,986	438,986
Swimming Pools	dd/mm/yy	-	-	2,564	2,564
Other Open Space/Recreational Assets	dd/mm/yy	-	-	5,337	5,337
Other Assets	dd/mm/yy	-	-	4,178	4,178
Tip Asset	dd/mm/yy	-	-	2,629	2,629
Total Infrastructure, Property, Plant & Equipment		-	901	1,900,040	1,900,941
Non-recurring Fair Value Measurements					
Non Current Assets classified as "Held for Sale"					
Operating land	dd/mm/yy	-	1,487	-	1,487
Total NCA's classified as "Held for Sale"		-	1,487	-	1,487

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

(2) Valuation techniques used to derive Level 2 and Level 3 Fair Values

Where Council is unable to derive Fair Valuations using quoted market prices of identical assets (i.e. Level 1 inputs) Council instead utilises a spread of both observable inputs (Level 2 inputs) and unobservable inputs (Level 3 inputs).

The Fair Valuation techniques Council has employed while utilising Level 2 and Level 3 inputs are listed as follows.

Infrastructure, Property, Plant & Equipment

Community Land

Assets within the "Community Land" class are:

- Council owned land and
- Care Control Management land [Crown] of which Council derives current and future economic benefits arising from the use of the land asset.

Council's community land is valued on the Unimproved Capital Value (UCV), provided by the Valuer-General. Currently all Council assets in this asset class are based on UCV. Additional assets are recorded at replacement cost. Replacement cost will be based on average unit rates for similar properties, land use, dimensions, land size and shape, which are not considered observable based on market evidence, therefore, placing the whole asset class in Level 3. Valuation techniques remained the same for this reporting period.

Operational Land

Council's operational land includes all of Council's land classified as operational land under Local Government Act 1993. The total area of land at the time of the last valuation was 10,319,898 m².

Council's operational land is valued on an annual basis with a comprehensive valuation completed and revalued every five years. APV Valuers Pty Ltd completed the last valuation in June 2013.

Council's operational land was valued at market value (highest and best use) after identifying all elements that would be taken into account by buyers and sellers in setting the price, including but not limited to zoning, topography, location, size, shape, access, exposure to traffic and businesses. Remaining useful life, condition of asset, future cash flow from the use of asset is also considered when determining the fair value.

This asset class is categorised as Level 3 as some of the above-mentioned inputs used in the valuation of these assets require significant professional judgement and are therefore unobservable. Valuation techniques remained the same for this reporting period.

Land Under Roads (post 30/6/08)

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips. Council has elected not to recognise land under roads acquired before 1 July 2008 in accordance with AASB 1051. Land under roads acquired after 1 July 2008 is recognised in accordance with AASB 116 – Property, Plant and Equipment.

This asset class is classified as Level 3 asset as significant inputs used in the valuation methodology are unobservable. Valuation techniques remained the same for this reporting period.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

Land Improvements Depreciable

The land improvements asset class consists of recreational surfaces across different playgrounds and parks, Council values these land improvements internally using replacement cost, asset condition, the remaining useful life and residual value. Replacement costs (unit rates) and useful lives of Council's land improvement assets were determined using technical knowledge from council staff (engineers and asset management) and contractor information. Other significant inputs considered in the valuation of these assets are asset condition, remaining useful life, pattern of consumption, dimensions and residual value.

The condition of each asset was determined by completing field inspections using the ratings 1 (Excellent) to 5 (Very Poor).

This asset class is categorised as Level 3 as some of the above-mentioned inputs used in the valuation of these assets require significant professional judgement and are therefore unobservable. Valuation techniques remained the same for this reporting period.

Stormwater Drainage

The stormwater drainage asset class consists of Council's pits and pipes. Council staff completed the valuation of these assets internally using replacement cost approach and the last valuation was completed in June 2015. Independent consultants, Jeff Roorda and Associates and Common Thread Consulting, were engaged to assist with the determination of replacement costs and useful lives.

Replacement costs (using a combination of unit rates derived from NSW Office of Water reference rates, Rawlinsons rates and construction costs) and useful lives for stormwater drainage assets were determined through a combination of historic data, survey through GPS and technical knowledge of Council staff, which resulted in standard unit rates applied to the dimensions of the asset and considered environmental factors based on asset location. Other significant inputs considered in the valuation of these assets are asset condition, remaining useful life, pattern of consumption, and residual value. The asset condition of 1 (Excellent) to 5 (Very Poor) was determined by assumptions based on age and CCTV investigations undertaken across a representative selection of Council's drainage network.

This asset class is categorised as Level 3 as some of the above-mentioned inputs used in the valuation of these assets require significant professional judgement and are therefore unobservable. Valuation techniques remained the same for this reporting period.

Recreational Assets

The jetties, viewing platforms, ramps, fences, shade-sails, stairs, pontoons and parks and sport shelters fall under other structures.

Replacement costs (unit rate) and useful lives were determined using technical knowledge from council staff. Other significant inputs considered in the valuation of these assets are condition rating, remaining useful life, patterns of consumption, dimensions, components and residual value.

The condition of each asset was determined by completing field inspections using the 1 (Excellent) to 5 (Very Poor).

This asset class is categorised as Level 3 as some of the above-mentioned inputs used in the valuation of these assets require significant professional judgement and are therefore unobservable.

Valuation techniques remained the same for this reporting period.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

Buildings - Non specialised and Specialised

Council engaged APV Valuers Pty Ltd. to value all buildings and shelters in 2013. The valuation methodology adopted was dependent on whether a market exists to substantiate the value of the asset. Council's buildings are separated into commercial, community and operational assets.

Specialised Buildings

Specialised buildings were valued using the cost approach using professionally qualified registered valuers. The approach estimated the replacement cost for each building by componentising the buildings into significant parts with different useful lives and taking into account a range of factors. While the unit rates based on square metres could be supported from market evidence other inputs (such as estimates of residual value, useful life, pattern of consumption and asset condition) required extensive professional judgement and impacted significantly on the final determination of fair value.

As such these assets were classified as having been valued using level 3 valuation inputs.

Valuation techniques remained the same for this reporting period.

Non Specialised Buildings

Commercial buildings have been generally derived using a combination of sales direct comparison approach and capitalisation of income approach. Fair value has been derived from sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant inputs into this valuation approach are rental yields and price per square metre.

The residential properties fair value has been derived from sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant inputs into this valuation approach are price per square metre.

Valuation techniques remained the same for this reporting period.

Bulk Earthworks

This asset class is major earth works undertaken at the initial construction of road assets and is the formation component of a road segment. Bulk earthworks are non-depreciable and are re-valued to fair value on the same 5 year cycle as road assets.

The cost approach was adopted to value council's road formations with the replacement costs (based on unit rates) determined by preparing estimates of typical road constructions using Council's cost estimating principles and contracted rates. As bulk earthworks have an infinite remaining useful life the most significant input into this valuation approach are the dimensions of the asset.

This asset class is categorised as Level 3 as the above-mentioned inputs used in the valuation of these assets require significant professional judgement and are therefore unobservable.

Valuation techniques remained the same for this reporting period.

Roads

Council's roads are componentised into pavement and surface and further separated into segments for inspection and valuation. The full revaluation of road assets is undertaken on a 5 year cycle.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

The valuation, which is completed by Council's Asset and Pavement Engineers, was completed in June 2015. Independent consultants, Jeff Roorda and Associates and Common Thread Consulting, were engaged to assist with the determination of replacement costs and useful lives.

The Cost approach was adopted to value Council roads. The replacement costs (based on unit rates), useful lives and conditions were determined by preparing estimates of typical road constructions using Councils cost estimating principles. These rates have been benchmarked against known recent subdivision construction rates and also compared with rates from other sources including Rawlinson's Australian Construction Rates.

Some of the other significant inputs considered in the valuation of these assets are remaining useful life, pattern of consumption, dimensions, components, residual value and type of road.

This asset class is categorised as Level 3 as some of the above-mentioned inputs used in the valuation of these assets require significant professional judgement and are therefore unobservable.

Valuation techniques remained the same for this reporting period.

Bridges

Council's bridges register consists of all pedestrian and vehicle access bridges. The valuation of bridge assets was completed in June 2015 as part of the overall Transport category revaluation.

The calculation of unit rates for bridges has been based on a series of project construction costs (estimated or actual). A sample of 5 projects was taken which represent a range of bridge sizes and construction types (concrete and timber). The costs used in the analysis were based on figures derived from Council 'Work Order' system or from estimates provided by Council's bridge construction supervisor.

For both the timber and concrete bridges the total cost and area for each component were used to derive an average unit cost for the component.

Some of the other significant inputs considered in the valuation of these assets are remaining useful life, pattern of consumption, dimensions, components, residual value and type of road.

This asset class is categorised as Level 3 as some of the above-mentioned inputs used in the valuation of these assets require significant professional judgement and are therefore unobservable.

Valuation techniques remained the same for this reporting period.

Footpaths

Council's footpath and cycleway networks consist of on-road and off-road paths which may be concrete, sealed or unsealed. For the purpose of asset accounting, on-road paths are considered part of the road network. Off-road paths are the subject of this section. Unit rates for concrete paths have been developed based on actual construction costs. For both unsealed and sealed paths, rates have been extrapolated from road construction rates during the recent June 2015 valuation.

This asset class is categorised as Level 3 as some of the above-mentioned inputs used in the valuation of these assets require significant professional judgement and are therefore unobservable. Valuation techniques remained the same for this reporting period.

Swimming Pool

Swimming pools include all assets located within the facility. APV Valuers Pty Ltd valued the building components of the swimming pools in June 2013.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

These were valued using the cost approach using professionally qualified registered valuers. The approach estimated the replacement cost for each building by componentising the buildings into significant parts with different useful lives and taking into account a range of factors. While the unit rates based on square metres could be supported from market evidence, other inputs (such as estimates of residual value, useful life, pattern of consumption and asset condition) required extensive professional judgement and impacted significantly on the final determination of fair value.

As such these assets were classified as having been valued using level 3 valuation inputs.

Valuation techniques remained the same for this reporting period.

Plant & Equipment, Office Equipment and Furniture & Fittings

This asset category includes:

- Plant & Equipment – Motor vehicles, trucks, mowers, earthmoving equipment
- Office Equipment – Computer equipment
- Furniture & Fittings – Chairs, desks, cabinets, display systems

These assets are valued at cost in Council's books and reported at fair value due to the nature of the items. The cost of these assets are based on current invoices and contracts, which are based on observable inputs, however the remaining useful life and residual value is based on internal factors which are unobservable in the market therefore placing these assets in Level 3.

Valuation techniques remained the same for this reporting period.

Water Network

The water network includes all water supply related assets located within the council area. The assets were described by the valuers as complex and non- separable meaning that they cannot function independently.

The valuation of these assets was carried out by CPE Associates in the June 2012. The assets were valued based on depreciated replacement cost approach based on the NSW Reference Rates Manual of Water, Supply, Sewerage and Stormwater published by Ministry of Energy and Utilities in July 2003. The tables were updated in July 2012.

As much of the data was taken from data sources such as the 2007 valuation, GIS files and detailed schedules for only recently constructed treatment plants there has been estimation involved. The approach which estimated the replacement cost for each asset required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as Level 3.

Sewer Network

The sewer network includes all sewer related assets located within the council area. The assets were described by the valuers as complex and non- separable meaning that they cannot function independently.

The valuation of these assets was carried out by CPE Associates in the June 2012. The assets were valued based on depreciated replacement cost approach based on the NSW Reference Rates Manual of Water, Supply, Sewerage and Stormwater published by Ministry of Energy and Utilities in July 2003. The tables were updated in July 2012.

As much of the data was taken from data sources such as the 2007 valuation, GIS files and detailed schedules for only recently constructed treatment plants there has been estimation involved. The approach

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

which estimated the replacement cost for each asset required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as Level 3.

Tip Asset

Council has one operational landfill site at present, being the England's Road Waste Management Facility. Council undertakes 6 monthly surveys of the landfill and have undertaken some volume calculations of sections and total landfill capacity. The estimated time of rehabilitation remains difficult to determine due to: The dynamic nature of the site and waste generation rates/management in the region
The operational performance of the Coffs Coast Resource Recovery Facility (operated under contract by Biomass Solutions (Coffs Harbour) Pty Ltd) also remains dynamic
Other landfilling reduction projects are currently under consideration. At current landfilling rates we estimate that the landfill may require rehabilitation by 2018/19 Financial Year.

Funds for rehabilitation are provisioned on an ongoing basis from 2012/13 due to the commencement of final capping. In August 2012, a consultant prepared a report for Council which more fully defines the Council's preferred 'final capping plan' which is the major component of the rehabilitation of the site.

The costs as provided in 2006, indexed to CPI (or construction index) can be considered appropriate at this time. Whilst Council received a consultant's costing report with regard to final capping costs in August 2012 that report relies on assumptions including that the NSW Environment Protection Authority agrees to Council's request for a Licence Variation to amend the proposed 'final capping plan'.

The approach estimated the replacement cost for each asset required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using Level 3.

Other Structures

Council's Other Structures consist of fencing and viewing platforms. The last valuation for other structures was carried out in June 2011. The calculation of Unit Rates for Other Structures has been based on a series of project construction costs (estimated or actual).

Some of the other significant inputs considered in the valuation of these assets are remaining useful life, pattern of consumption, dimensions, components, residual value and type of road. This asset class is categorised as Level 3 as some of the above-mentioned inputs used in the valuation of these assets require significant professional judgement and are therefore unobservable.

Others (Artwork & Sculptures)

Council engaged APV Valuers Pty Ltd to value all artwork, memorabilia and monuments in June 2011.

This information was updated into Council's public art register. The valuation was based on Mark IV advisory ISR insurance policy wording issued by Insurance Council of Australia. The insurable value is the assessment of value which would indemnify the council in the event of a loss.

Where a depth in the market could be identified we have assessed the value was assessed in accordance with AASB 116.

This asset class is categorised as Level 3 as some of the above mentioned inputs used in the valuation of these assets require significant professional judgement and are therefore unobservable.

Valuation techniques remained the same for this reporting period.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

(3). Fair value measurements using inputs other than quoted prices (Level 2) and significant unobservable inputs (Level 3).

The following tables present the changes in Level 2 and Level 3 Fair Value Asset Classes.

Infrastructure, Property, Plant & Equipment

	Community Land	Land Under Roads (post 30/6/08)	Land Improvements Depreciable	Stormwater Drainage	Total
Adoption of AASB 13	36,774	1,598	5,231	186,527	230,130
Adjustments & Transfer from/(to) another class	-	-	20	(4,312)	(4,292)
Purchases/Disposals (GBV)	255	382	48	(584)	101
Depreciation and Impairment	-	-	(1,598)	(2,985)	(4,583)
Revaluation Increments to Equity (ARR)	-	-	-	6,337	6,337
Closing Balance 30/6/14	37,029	1,980	3,701	184,983	-
Adjustments & Transfer from/(to) another class	33	-	-	-	-
Purchases/Disposals (GBV)	(2,998)	806	1107	6,108	5,407
Depreciation and Impairment	-	-	(928)	(2,173)	(3,101)
Revaluation Increments to Equity (ARR)	-	(860)	-	(52,868)	(53,728)
Closing Balance 30/6/15	34,415	1,925	(3,881)	136,050	-

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

	Other Structure	Buildings Specialised	Buildings Non Specialised	Other Assets	Total
Adoption of AASB 13	764	45,410	46,398	4,507	97,079
Adjustments & Transfer from/(to) another class	18	-	(196)	25	(153)
Purchases/Disposals (GBV)	(28)	3,099	64	(145)	2,990
Depreciation and Impairment	(24)	(371)	(469)	(209)	(1,073)
Revaluation Increments to Equity (ARR)	-	878	1,286	-	2,164
Closing Balance 30/6/14	730	49,016	47,083	4,178	-
Adjustments & Transfer from/(to) another class	-	(2,615)	(236)	76	(2,775)
Purchases/Disposals (GBV)	-	259	1,288	577	2,124
Depreciation and Impairment	(27)	(142)	(669)	(217)	(1,055)
Revaluation Increments to Equity (ARR)	-	97	915	-	1,012
Closing Balance 30/6/15	703	46,616	48,380	4,612	-

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

	Roads	Bridges	Footpaths	Bulk Earthworks	Total
Adoption of AASB 13	365,826	59,153	39,498	206,317	670,794
Adjustments & Transfer from/(to) another class	135	-	-	124	259
Purchases/Disposals (GBV)	10,364	205	535	111	11,215
Depreciation and Impairment	(13,786)	(774)	(1,343)	-	(15,903)
Revaluation Increments to Equity (ARR)	25,090	3,233	3,202	9,634	41,159
Closing Balance 30/6/14	387,629	61,817	41,892	216,186	-
Adjustments & Transfer from/(to) another class	(2,851)	-	-	-	(2,851)
Purchases/Disposals (GBV)	3,881	795	1,198	345	6,219
Depreciation and Impairment	(12,231)	(721)	(1,217)	-	(14,169)
Revaluation Increments to Equity (ARR)	6,351	(5,569)	(6,449)	(91,998)	(97,665)
Closing Balance 30/6/15	382,779	56,323	35,424	124,532	-

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

	Water Network	Sewer Network	Swimming Pools	Recreational Assets	Total
Adoption of AASB 13	274,781	429,611	2,648	5,768	712,808
Adjustments & Transfer from/(to) another class	-	5,828	-	59	5,887
Purchases/Disposals (GBV)	1,145	2,022	-	146	3,313
Depreciation and Impairment	(6,034)	(10,466)	(84)	(636)	(17,220)
Revaluation Increments to Equity (ARR)	7,607	11,991	-	-	19,598
Closing Balance 30/6/14	277,499	438,986	2,564	5,337	-
Adjustments & Transfer from/(to) another class	-	(14)	-	3	(11)
Purchases/Disposals (GBV)	1,177	11,981	-	427	13,585
Depreciation and Impairment	(5,420)	(10,977)	(84)	(624)	(17,105)
Revaluation Increments to Equity (ARR)	3,294	4,929	-	-	8,223
Closing Balance 30/6/15	276,550	444,905	2,480	5,143	-

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

	Office Equipment	Plant and Equipment	Furniture and Fittings	Tip Asset	Total
Adoption of AASB 13	1,099	18,127	2,040	3,703	24,969
Adjustments & Transfer from/(to) another class	8	6	-	(150)	(136)
Purchases/Disposals (GBV)	170	3,147	25	-	3,342
Depreciation and Impairment	(346)	(3,901)	(177)	(924)	(5,348)
Closing Balance 30/6/14	931	17,379	1,888	2,629	-
Adjustments & Transfer from/(to) another class	-	-	-	179	179
Purchases/Disposals (GBV)	151	4,144	13	-	4,308
Depreciation and Impairment	(348)	(3,833)	(152)	(1,243)	(5,576)
Closing Balance 30/6/15	734	17,691	1,749	1,565	-

	Operating Land	Total
Adoption of AASB 13	113,360	113,360
Adjustments & Transfer from/(to) another class	(3,130)	(3,130)
Depreciation and Impairment	7,274	7,274
Closing Balance 30/6/14	117,504	117,504
Adjustments & Transfer from/(to) another class	989	989
Purchases/Disposals (GBV)	(1,661)	(1,661)
Revaluation Increments to Equity (ARR)	765	765
Closing Balance 30/6/15	117,598	-

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

(4). The Valuation Process for Level 3 Fair Value Measurements

Class	Fair Value 30/6/15 \$'000	Unobservable Inputs	Range of Inputs(incl. probable)	Relationship of unobservable Inputs to Fair Value
Community Land	34,415	Unimproved Capital Value per square metre provided by Valuer General Cost of newly acquired assets	Unit rates	Increase / Decrease in the price per square metre will result in change in fair value.
Land Under Roads	1,925	Unimproved Capital Value per square metre provided by Valuer General Englobo Valuation Basis	Unit Rates	Increase/Decrease in the price per square metre will result in changes in fair value.
Operational Land	117,598	Rate per square metre	Cost to replace existing land in the open market.	Increase/decrease in price per square metre will change fair value.
Furniture and Fittings, Office Equipment and Plant and Equipment.	1,749	Gross replacement cost Asset condition Remaining useful life Residual value	Replacement cost	Increase /decrease in the cost of the asset will increase/decrease in Fair value. Asset Condition will also affect the fair value.
Buildings (Specialised & Non Specialised)	94,996	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates poor to excellent 2-100 years 40-80%	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

Class	Fair Value 30/6/15 \$'000	Unobservable Inputs	Range of Inputs(incl. probable)	Relationship of unobservable Inputs to Fair Value
Other Structures	703	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates poor to excellent 2-100 years 0-70%	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.
Roads	382,779	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates poor to excellent 18-60 years 0 to 100%	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.
Bridges	56,323	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates poor to excellent 2-100 years 40%	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

Class	Fair Value 30/6/15 \$'000	Unobservable Inputs	Range of Inputs(incl. probable)	Relationship of unobservable Inputs to Fair Value
Footpaths	35,424	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates poor to excellent 2-60 years 0 to 50%	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.
Stormwater Drainage	136,050	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates poor to excellent 2-80 years 0 to 50%	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.
Water Supply Network	276,550	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates poor to excellent 2-100 years 0 to 50%	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

Class	Fair Value 30/6/15 \$'000	Unobservable Inputs	Range of Inputs(incl. probable)	Relationship of unobservable Inputs to Fair Value
Sewer Network	444,905	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates poor to excellent 2-100 years 0 to 50%	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.
Tip Asset	1,565	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates poor to excellent 5 years 0	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.
Swimming Pools	2,480	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates average to excellent 10-50 years 0 to 50%	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

Class	Fair Value 30/6/14 \$'000	Unobservable Inputs	Range of Inputs(incl. probable)	Relationship of unobservable Inputs to Fair Value
Recreational Assets	5,143	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates poor to excellent 2-100 years 0 to 50%	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.
Bulk Earthworks	124,532	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates poor to excellent Infinite Nil	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.
Land Improvements - Depreciable	3,881	Gross replacement cost Asset condition Remaining useful life Residual value	Industry cost indexes, council and contractor construction rates poor to excellent 50-60 years 0 to 20%	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

Class	Fair Value 30/6/15 \$'000	Unobservable Inputs	Range of Inputs(incl. probable)	Relationship of unobservable Inputs to Fair Value
Other Assets	4,612	Insurance Values (Artworks, Sculptures) <u>Non artworks/sculptures:</u> Gross replacement cost Asset condition Remaining useful life Residual value	Replacement cost varies from asset to asset. Replacement cost varies from asset to asset Poor to excellent 30 years 0	Significant changes in the gross replacement value, asset condition and/or pattern of consumption affecting the remaining useful life or residual value would result in significant changes to the fair value measurement.

Investment Properties

Class	Fair Value 30/6/15 \$'000	Valuation Techniques	Unobservable Inputs	Level	Relationship of unobservable Inputs to Fair Value
Buildings	348	Commercial buildings have been generally derived using a combination of capitalisation of income approach and a sales comparison approach.	Long term rental yields in a potentially volatile market.	2	Fair value has been derived from sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant inputs into this valuation approach are rental yields and price per square metre.

Coffs Harbour City Council

Notes to the Financial Statements
for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

Class	Fair Value 30/6/15 \$'000	Valuation Techniques	Unobservable Inputs	Level	Relationship of unobservable Inputs to Fair Value
Buildings	Nil	Specialised buildings were valued using the cost approach using professionally qualified Registered Valuers. The approach estimated the replacement cost for each building by componentising the buildings into significant parts with different useful lives and taking into account a range of factors. While the unit rates based on square metres could be supported from market evidence (level 2) other inputs (such as estimates of residual value, useful life, pattern of consumption and asset condition) required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using level 3 valuation inputs.	Long term rental yields in a potentially volatile market	3	The level of evidence used to support the critical assumptions of some commercial buildings was considered to be highly variable due to high levels of variability in the market for rental yields and future demand.
Land	3,350	Level 2 valuation inputs were used to value land held in freehold title as well as land used for special purposes which is restricted in use under current zoning rules.	Sales prices of comparable land sites. Price per square metre.	2	Sales prices of comparable land sites in close proximity are adjusted for differences in key attributes such as property size. The most significant inputs into this valuation approach are price per square metre.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 27. Fair Value Measurement

Non-Current Assets classified as "Held for Sale"

Class	Fair Value 30/6/15 \$'000	Valuation Techniques	Unobservable Inputs	Level	Relationship of unobservable Inputs to Fair Value
Land	532	Level 2 valuation inputs were used to value land held in freehold title as well as land used for special purposes which is restricted in use under current zoning rules.	Replacement cost	2	Changes in the replacement cost would affect the fair value of the asset.

** Rigby House is at Level 3 while all other Market Value buildings are at Level 2. All other Non- Market value buildings are at Level 3 as well

(5). Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

Coffs Harbour City Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Note 28. Council Information & Contact Details

Principal Place of Business:

Corner Coff & Castle Streets
Coffs Harbour NSW 2450

Contact Details**Mailing Address:**

Locked Bag 155
Coffs Harbour NSW 2450

Opening Hours:

8:30am to 4:30pm
Monday to Friday

Telephone: 02 6648 4000

Facsimile: 02 6648 4199

Internet: www.coffsharbour.nsw.gov.au

Email: coffs.council@chcc.nsw.gov.au

Officers**GENERAL MANAGER**

Steve McGrath

RESPONSIBLE ACCOUNTING OFFICER

Mark Griffioen

PUBLIC OFFICER

Lisa Garden

AUDITORS

Thomas Noble Russell
Level 2
26 Bounty Street
Lismore NSW 2480

Elected Members**MAYOR**

Denise Knight

COUNCILLORS

Garry Innes
John Arkan
Bob Palmer
Sally Townley
Rodney Degens
Keith Rhoades
Mark Sultana
Nan Cowling

Other Information

ABN: 79 126 214 487

Attachment

Coffs Harbour City Council

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2015

“Coffs Harbour - the Healthy City, the Smart
City, the Cultural City for a Sustainable Future”



Coffs Harbour City Council

Special Purpose Financial Statements for the financial year ended 30 June 2015

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Background

- (i) These Special Purpose Financial Statements have been prepared for the use by both Council and the Division of Local Government in fulfilling their requirements under National Competition Policy.
 - (ii) The principle of competitive neutrality is based on the concept of a "level playing field" between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, State or Local, should operate without net competitive advantages over other businesses as a result of their public ownership.
 - (iii) For Council, the principle of competitive neutrality & public reporting applies only to declared business activities.

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation and **(b)** those activities with a turnover of over \$2 million that Council has formally declared as a Business Activity (defined as Category 1 activities).
 - (iv) In preparing these financial statements for Council's self classified Category 1 businesses and ABS defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax equivalent regime payments & debt guarantee fees (where the business benefits from councils borrowing position by comparison with commercial rates).
-

Coffs Harbour City Council

Special Purpose Financial Statements for the financial year ended 30 June 2015

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- The NSW Government Policy Statement "Application of National Competition Policy to Local Government".
- The Division of Local Government Guidelines "Pricing & Costing for Council Businesses - A Guide to Competitive Neutrality".
- The Local Government Code of Accounting Practice and Financial Reporting.
- The NSW Office of Water (Department of Environment, Climate Change and Water) Guidelines - "Best Practice Management of Water and Sewerage".

To the best of our knowledge and belief, these Financial Statements:

- Present fairly the Operating Result and Financial Position for each of Council's declared Business Activities for the year, and
- Accord with Council's accounting and other records.

We are not aware of any matter that would render these Statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 22 October 2015.

Denise Knight
MAYOR

Name required...(via parameters tab)
COUNCILLOR

Steve McGrath
GENERAL MANAGER

Mark Griffioen
RESPONSIBLE ACCOUNTING OFFICER

Coffs Harbour City Council

Income Statement of Council's Water Supply Business Activity
for the financial year ended 30 June 2015

\$ '000	Actual 2015	Actual 2014
Income from continuing operations		
Access charges	4,060	3,922
User charges	13,359	13,442
Fees	402	372
Interest	1,542	2,004
Grants and contributions provided for non capital purposes	319	306
Other income	69	79
Total income from continuing operations	19,751	20,125
Expenses from continuing operations		
Employee benefits and on-costs	3,167	3,037
Borrowing costs	5,516	5,977
Materials and contracts	3,526	3,572
Depreciation and impairment	6,436	7,043
Water purchase charges	-	-
Loss on sale of assets	126	367
Calculated taxation equivalents	30	30
Debt guarantee fee (if applicable)	771	829
Other NCP Imputation Payments	5	6
Other expenses	3,268	3,294
Total expenses from continuing operations	22,845	24,155
Surplus (deficit) from Continuing Operations before capital amounts	(3,094)	(4,030)
Grants and contributions provided for capital purposes	3,913	2,124
Surplus (deficit) from Continuing Operations after capital amounts	819	(1,906)
Surplus (deficit) from discontinued operations	-	-
Surplus (deficit) from ALL Operations before tax	819	(1,906)
less: Corporate Taxation Equivalent (30%) [based on result before capital]	-	-
SURPLUS (DEFICIT) AFTER TAX	819	(1,906)
plus Opening Retained Profits	178,756	179,827
plus/less: Prior Period Adjustments	-	-
plus Adjustments for amounts unpaid:		
- Taxation equivalent payments	30	30
- Debt guarantee fees	771	829
- Other NCP Imputation Payments	5	6
- Corporate taxation equivalent	-	-
less:		
- Tax Equivalent Dividend paid	(30)	(30)
Closing Retained Profits	180,351	178,756
Return on Capital %	0.8%	0.7%
Subsidy from Council	6,257	-
Calculation of dividend payable:		
Surplus (deficit) after tax	819	(1,906)
less: Capital grants and contributions (excluding developer contributions)	(1,266)	(305)
Surplus for dividend calculation purposes	-	-
Potential Dividend calculated from surplus	-	-

Coffs Harbour City Council

Income Statement of Council's Sewerage Business Activity for the financial year ended 30 June 2015

\$ '000	Actual 2015	Actual 2014
Income from continuing operations		
Access charges	22,494	21,653
User charges	2,360	2,233
Liquid Trade Waste charges	450	467
Fees	10	8
Interest	2,442	3,324
Grants and contributions provided for non capital purposes	388	484
Other income	216	155
Total income from continuing operations	28,360	28,324
Expenses from continuing operations		
Employee benefits and on-costs	4,463	4,702
Borrowing costs	6,718	7,277
Materials and contracts	5,354	4,753
Depreciation and impairment	11,312	10,836
Loss on sale of assets	671	217
Calculated taxation equivalents	183	188
Debt guarantee fee (if applicable)	929	1,016
Other NCP Imputation Payments	10	10
Other expenses	4,995	4,976
Total expenses from continuing operations	34,635	33,975
Surplus (deficit) from Continuing Operations before capital amounts	(6,275)	(5,651)
Grants and contributions provided for capital purposes	3,017	3,495
Surplus (deficit) from Continuing Operations after capital amounts	(3,258)	(2,156)
Surplus (deficit) from discontinued operations	-	-
Surplus (deficit) from ALL Operations before tax	(3,258)	(2,156)
less: Corporate Taxation Equivalent (30%) [based on result before capital]	-	-
SURPLUS (DEFICIT) AFTER TAX	(3,258)	(2,156)
plus Opening Retained Profits	289,691	290,709
plus/less: Prior Period Adjustments	-	-
plus Adjustments for amounts unpaid:		
- Taxation equivalent payments	183	188
- Debt guarantee fees	929	1,016
- Other NCP Imputation Payments	10	10
less:		
- Tax Equivalent Dividend paid	(78)	(76)
Closing Retained Profits	287,477	289,691
Return on Capital %	0.1%	0.4%
Subsidy from Council	13,493	-
Calculation of dividend payable:		
Surplus (deficit) after tax	(3,258)	(2,156)
less: Capital grants and contributions (excluding developer contributions)	(647)	(1,757)
Surplus for dividend calculation purposes	-	-
Potential Dividend calculated from surplus	-	-

Coffs Harbour City Council

Income Statement of Council's Other Business Activities
for the financial year ended 30 June 2015

	Telecommunications and New Technology		Airport	
	Category 1		Category 1	
\$ '000	Actual 2015	Actual 2014	Actual 2015	Actual 2014
Income from continuing operations				
Access charges	-	-	-	-
User charges	-	-	5,227	4,179
Fees	-	-	-	-
Interest	19	-	47	158
Grants and contributions provided for non capital purposes	-	-	-	-
Other income	2,427	2,220	1,395	1,040
Total income from continuing operations	2,446	2,220	6,669	5,377
Expenses from continuing operations				
Employee benefits and on-costs	399	356	736	615
Borrowing costs	-	-	684	668
Materials and contracts	1,783	1,487	2,446	1,430
Depreciation and impairment	-	-	1,712	1,433
Loss on sale of assets	-	-	-	34
Calculated taxation equivalents	-	-	259	250
Debt guarantee fee (if applicable)	-	-	100	115
Other NCP Imputation Payments	-	-	5	5
Other expenses	46	44	532	677
Total expenses from continuing operations	2,228	1,887	6,474	5,227
Surplus (deficit) from Continuing Operations before capital amounts	218	333	195	150
Grants and contributions provided for capital purposes	-	-	-	-
Surplus (deficit) from Continuing Operations after capital amounts	218	333	195	150
Surplus (deficit) from discontinued operations	-	-	-	-
Surplus (deficit) from ALL Operations before tax	218	333	195	150
less: Corporate Taxation Equivalent (30%) [based on result before capital]	(65)	(100)	(59)	(45)
SURPLUS (DEFICIT) AFTER TAX	153	233	137	105
plus Opening Retained Profits	1,602	1,436	41,620	41,383
plus/less: Prior Period Adjustments	-	-	-	-
plus Adjustments for amounts unpaid:				
- Taxation equivalent payments	-	-	259	250
- Debt guarantee fees	-	-	100	115
- Other NCP Imputation Payments	-	-	5	5
- Corporate taxation equivalent	65	100	59	45
add:				
- Subsidy Paid/Contribution To Operations	-	-	-	-
less:				
- Dividend paid	-	(167)	-	(283)
Closing Retained Profits	1,820	1,602	42,179	41,620
Return on Capital %	134.6%	156.3%	1.1%	1.0%
Subsidy from Council	-	-	1,603	2,078

Coffs Harbour City Council

Statement of Financial Position - Council's Water Supply Business Activity
as at 30 June 2015

\$ '000	Actual 2015	Actual 2014
ASSETS		
Current Assets		
Cash and cash equivalents	1,531	1,600
Investments	4,499	11,325
Receivables	4,578	3,683
Inventories	225	245
Other	-	-
Non-current assets classified as held for sale	-	-
Total Current Assets	10,833	16,853
Non-Current Assets		
Investments	23,358	20,580
Receivables	137	78
Inventories	-	-
Infrastructure, property, plant and equipment	287,385	284,538
Investments accounted for using equity method	-	-
Investment property	-	-
Intangible Assets	-	-
Other	64,728	65,442
Total non-Current Assets	375,608	370,638
TOTAL ASSETS	386,441	387,491
LIABILITIES		
Current Liabilities		
Bank Overdraft	-	-
Payables	1,137	1,241
Interest bearing liabilities	4,591	5,873
Provisions	-	-
Total Current Liabilities	5,728	7,114
Non-Current Liabilities		
Payables	-	-
Interest bearing liabilities	72,478	77,069
Provisions	-	-
Total Non-Current Liabilities	72,478	77,069
TOTAL LIABILITIES	78,206	84,183
NET ASSETS	308,235	303,308
EQUITY		
Retained earnings	180,351	178,756
Revaluation reserves	127,884	124,552
Council equity interest	308,235	303,308
Non-controlling equity interest	-	-
TOTAL EQUITY	308,235	303,308

Coffs Harbour City Council

Statement of Financial Position - Council's Sewerage Business Activity
as at 30 June 2015

\$ '000	Actual 2015	Actual 2014
ASSETS		
Current Assets		
Cash and cash equivalents	1,923	941
Investments	3,165	16,951
Receivables	1,844	2,045
Inventories	-	-
Other	-	-
Non-current assets classified as held for sale	-	-
Total Current Assets	6,932	19,937
Non-Current Assets		
Investments	42,637	34,577
Receivables	620	370
Inventories	-	-
Infrastructure, property, plant and equipment	461,456	463,249
Investments accounted for using equity method	-	-
Investment property	-	-
Intangible Assets	-	-
Other	-	-
Total non-Current Assets	504,713	498,196
TOTAL ASSETS	511,645	518,133
LIABILITIES		
Current Liabilities		
Bank Overdraft	-	-
Payables	1,211	1,788
Interest bearing liabilities	8,686	8,672
Provisions	-	-
Total Current Liabilities	9,897	10,460
Non-Current Liabilities		
Payables	-	-
Interest bearing liabilities	84,201	92,887
Provisions	-	-
Total Non-Current Liabilities	84,201	92,887
TOTAL LIABILITIES	94,098	103,347
NET ASSETS	417,547	414,786
EQUITY		
Retained earnings	287,477	289,691
Revaluation reserves	130,070	125,095
Council equity interest	417,547	414,786
Non-controlling equity interest	-	-
TOTAL EQUITY	417,547	414,786

Coffs Harbour City Council

Statement of Financial Position - Council's Other Business Activities
as at 30 June 2015

	Telecommunications and New Technology		Airport	
	Category 1		Category 1	
\$ '000	Actual 2015	Actual 2014	Actual 2015	Actual 2014
ASSETS				
Current Assets				
Cash and cash equivalents	402	350	(366)	16
Investments	-	-	-	-
Receivables	611	699	564	2,200
Inventories	638	362	-	-
Other	-	-	-	-
Non-current assets classified as held for sale	-	-	-	-
Total Current Assets	1,651	1,411	198	2,216
Non-Current Assets				
Investments	-	-	-	-
Receivables	-	-	437	554
Inventories	-	-	-	-
Infrastructure, property, plant and equipment	162	213	82,175	81,353
Investment property	-	-	-	-
Intangible Assets	-	-	-	-
Other	-	-	1,920	1,920
Total Non-Current Assets	162	213	84,532	83,827
TOTAL ASSETS	1,813	1,624	84,730	86,043
LIABILITIES				
Current Liabilities				
Bank Overdraft	-	-	-	-
Payables	29	21	53	129
Interest bearing liabilities	-	-	1,589	3,714
Provisions	-	-	-	-
Total Current Liabilities	29	21	1,642	3,843
Non-Current Liabilities				
Payables	-	-	-	-
Interest bearing liabilities	-	-	8,403	9,991
Provisions	-	-	-	-
Other Liabilities	-	-	-	-
Total Non-Current Liabilities	-	-	8,403	9,991
TOTAL LIABILITIES	29	21	10,045	13,834
NET ASSETS	1,784	1,603	74,685	72,209
EQUITY				
Retained earnings	1,784	1,603	42,674	41,620
Revaluation reserves	-	-	32,257	30,589
Council equity interest	1,784	1,603	74,931	72,209
Non-controlling equity interest	-	-	-	-
TOTAL EQUITY	1,784	1,603	74,931	72,209

Coffs Harbour City Council

Special Purpose Financial Statements for the financial year ended 30 June 2015

Contents of the Notes accompanying the Financial Statements

Note	Details	Page
1	Summary of Significant Accounting Policies	10
2	Water Supply Business Best Practice Management disclosure requirements	13
3	Sewerage Business Best Practice Management disclosure requirements	15

Coffs Harbour City Council

Notes to the Special Purpose Financial Statements for the financial year ended 30 June 2015

Note 1. Significant Accounting Policies

These financial statements are a Special Purpose Financial Statements (SPFS) prepared for use by Council and the Office of Local Government.

For the purposes of these statements, the Council is not a reporting not-for-profit entity.

The figures presented in these special purpose financial statements, unless otherwise stated, have been prepared in accordance with:

- the recognition and measurement criteria of relevant Australian Accounting Standards,
- other authoritative pronouncements of the Australian Accounting Standards Board (AASB) &
- Australian Accounting Interpretations.

The disclosures in these special purpose financial statements have been prepared in accordance with:

- the Local Government Act and Regulation, and
- the Local Government Code of Accounting Practice and Financial Reporting.

The statements are also prepared on an accruals basis, based on historic costs and do not take into account changing money values nor current values of non-current assets (except where specifically stated).

Certain taxes and other costs (appropriately described) have been imputed for the purposes of the National Competition Policy.

National Competition Policy

Council has adopted the principle of 'competitive neutrality' to its business activities as part of the national competition policy which is being applied throughout Australia at all levels of government.

The framework for its application is set out in the June 1996 Government Policy statement on the "Application of National Competition Policy to Local Government".

The "Pricing & Costing for Council Businesses A Guide to Competitive Neutrality" issued by the Office of Local Government in July 1997 has also been adopted.

The pricing & costing guidelines outline the process for identifying and allocating costs to activities and provide a standard of disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents; council subsidies; return on investments (rate of return); and dividends paid.

Declared Business Activities

In accordance with *Pricing & Costing for Council Businesses - A Guide to Competitive Neutrality*, Council has declared that the following are to be considered as business activities:

Category 1

(where gross operating turnover is over \$2 million)

a. Coffs Harbour City Council Water Supplies

Water supply activity servicing the Coffs Harbour local government area

b. Coffs Harbour City Council Sewerage Service

Sewerage reticulation & treatment activity servicing the Coffs Harbour local government area

c. Coffs Harbour Regional Airport

Airport activities carried out by Council in its own name

d. Coffs Harbour Telecommunications and New Technology

Telemetry switchboard construction and sales, optical fibre provision, CCTV installation, and consultancy income.

Category 2

(where gross operating turnover is less than \$2 million)

Nil

Monetary Amounts

Amounts shown in the financial statements are in Australian currency and rounded to the nearest one thousand dollars, with the exception of some figures disclosed in Note 2 (Water Supply Best Practice Management Disclosures) and Note 3 (Sewerage Best Practice Management Disclosures).

Coffs Harbour City Council

Notes to the Special Purpose Financial Statements for the financial year ended 30 June 2015

Note 1. Significant Accounting Policies

As required by the NSW Office of Water (Department of Primary Industries) the amounts shown in Notes 2 and Note 3 are disclosed in whole dollars.

(i) Taxation Equivalent Charges

Council is liable to pay various taxes and financial duties in undertaking its business activities. Where this is the case, they are disclosed in these statements as a cost of operations just like all other costs.

However, where Council is exempt from paying taxes which are generally paid by private sector businesses (such as income tax), equivalent tax payments have been applied to all Council nominated business activities and are reflected in these financial statements.

For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all council nominated business activities (this does not include council's non-business activities):

Notional Rate Applied %

Corporate Income Tax Rate – 30%

Land Tax – The first **\$432,000** of combined land values attracts **0%**. From \$432,001 to \$2,641,000 the rate is **1.6% + \$100**. For the remaining combined land value that exceeds \$2,641,000, a premium marginal rate of **2.0%** applies.

Payroll Tax – **5.45%** on the value of taxable salaries and wages in excess of \$750,000.

In accordance with the guidelines for Best Practice Management of Water Supply and Sewerage, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from Water Supply and Sewerage Business activities.

The payment of taxation equivalent charges, referred in the Best Practice Management of Water Supply and Sewerage Guides to as a "Dividend for Taxation equivalent", may be applied for any purpose allowed under the Local Government Act, 1993.

Achievement of substantial compliance against the guidelines for Best Practice Management of Water

Supply and Sewerage is not a prerequisite for the payment of the tax equivalent charges, however the payment must not exceed \$3 per assessment.

Income Tax

An income tax equivalent has been applied on the profits of each reported Business Activity.

Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account of in terms of assessing the rate of return required on capital invested.

Accordingly, the return on capital invested is set at a pre-tax level (gain/(loss) from ordinary activities before capital amounts) as would be applied by a private sector competitor – that is, it should include a provision equivalent to the corporate income tax rate, currently 30%.

Income Tax is only applied where a positive gain/(loss) from ordinary activities before capital amounts has been achieved.

Since this taxation equivalent is notional - that is, it is payable to the "Council" as the owner of business operations, it represents an internal payment and has no effect on the operations of the council. Accordingly, there is no need for disclosure of internal charges in Council's General Purpose Financial Statements.

The rate applied of 30% is the equivalent company tax rate prevalent as at balance date. No adjustments have been made for variations that have occurred during the year.

Local Government Rates & Charges

A calculation of the equivalent rates and charges payable on all Category 1 businesses has been applied to all land assets owned or exclusively used by the Business Activity.

Loan & Debt Guarantee Fees

The debt guarantee fee is designed to ensure that council business activities face "true" commercial borrowing costs in line with private sector competitors.

Coffs Harbour City Council

Notes to the Special Purpose Financial Statements for the financial year ended 30 June 2015

Note 1. Significant Accounting Policies

In order to calculate a debt guarantee fee, council has determined what the differential borrowing rate would have been between the commercial rate and the council's borrowing rate for its business activities.

(ii) Subsidies

Government policy requires that subsidies provided to customers and the funding of those subsidies must be explicitly disclosed.

Subsidies occur where council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for council to meet its community service obligations.

Accordingly, Subsidies disclosed (in relation to National Competition Policy) represents the difference between revenue generated from 'rate of return' pricing and revenue generated from prices set by the council in any given financial year.

The overall effect of subsidies is contained within the Income Statement of each reported Business Activity.

(iii) Return on Investments (Rate of Return)

The Policy statement requires that councils with Category 1 businesses "would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field".

Such funds are subsequently available for meeting commitments or financing future investment strategies.

The Rate of Return on Capital is calculated as follows:

Operating Result before Capital Income + Interest Expense

Written Down Value of I,PP&E as at 30 June

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 3.02% at 30/6/15.

The actual rate of return achieved by each Business Activity is disclosed at the foot of each respective Income Statement.

(iv) Dividends

Council is not required to pay dividends to either itself (as owner of a range of businesses) or to any external entities.

Local Government Water Supply and Sewerage Businesses are permitted to pay an annual dividend from its water supply or sewerage business surplus.

The dividend, calculated and approved in accordance with the Best Practice Management Guidelines, must not exceed either:

- (i)** 50% of this surplus in any one year, or
- (ii)** the number of water supply or sewerage assessments at 30 June 2015 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with the guidelines for Best Practice Management of Water Supply and Sewerage, a Dividend Payment form, Statement of Compliance, Unqualified Independent Financial Audit Report and Compliance Audit Report are required to be submitted to the NSW Office of Water prior to making the dividend and only after it has approved the payment.

Coffs Harbour City Council

Notes to the Special Purpose Financial Statements
for the financial year ended 30 June 2015

Note 2. Water Supply Business
Best Practice Management disclosure requirements

Dollars Amounts shown below are in WHOLE DOLLARS (unless otherwise indicated) 2015

1. Calculation and Payment of Tax-Equivalents

[All Local Government Local Water Utilities must pay this dividend for tax-equivalents]

(i) Calculated Tax Equivalents	801,000
(ii) No of assessments multiplied by \$3/assessment	79,977
(iii) Amounts payable for Tax Equivalents [lesser of (i) and (ii)]	79,977
(iv) Amounts actually paid for Tax Equivalents	29,920

2. Dividend from Surplus

(i) 50% of Surplus before Dividends [Calculated in accordance with Best Practice Management for Water Supply and Sewerage Guidelines]	-												
(ii) No. of assessments multiplied by \$30/assessment, less tax equivalent charges/assessment	719,793												
(iii) Cumulative surplus before Dividends for the 3 years to 30 June 2015, less the cumulative dividends paid for the 2 years to 30 June 2014 & 30 June 2013	(5,434,000)												
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border-top: 1px solid black;">2015 Surplus</td> <td style="width: 15%; border: 1px solid black; text-align: right;">(447,000)</td> <td style="width: 15%; border-top: 1px solid black;">2014 Surplus</td> <td style="width: 15%; border: 1px solid black; text-align: right;">(2,211,000)</td> <td style="width: 15%; border-top: 1px solid black;">2013 Surplus</td> <td style="width: 15%; border: 1px solid black; text-align: right;">(2,776,000)</td> </tr> <tr> <td></td> <td></td> <td style="border-top: 1px solid black;">2014 Dividend</td> <td style="border: 1px solid black; text-align: right;">-</td> <td style="border-top: 1px solid black;">2013 Dividend</td> <td style="border: 1px solid black; text-align: right;">-</td> </tr> </table>		2015 Surplus	(447,000)	2014 Surplus	(2,211,000)	2013 Surplus	(2,776,000)			2014 Dividend	-	2013 Dividend	-
2015 Surplus	(447,000)	2014 Surplus	(2,211,000)	2013 Surplus	(2,776,000)								
		2014 Dividend	-	2013 Dividend	-								
(iv) Maximum dividend from surplus [least of (i), (ii) and (iii) above]	n/a												
(v) Dividend actually paid from surplus [refer below for required pre-dividend payment Criteria]	-												

3. Required outcomes for 6 Criteria

[To be eligible for the payment of a "Dividend from Surplus", ALL the Criteria below need a "YES"]

(i) Completion of Strategic Business Plan (including Financial Plan)	YES
(ii) Full Cost Recovery, without significant cross subsidies [Refer Item 2(a) in Table 1 on page 22 of the Best Practice Guidelines]	YES
- Complying charges [Item 2(b) in Table 1]	YES
- DSP with Commercial Developer Charges [Item 2(e) in Table 1]	YES
- If Dual Water Supplies, Complying Charges [Item 2(g) in Table 1]	YES
(iii) Sound Water Conservation and Demand Management implemented	YES
(iv) Sound Drought Management implemented	YES
(v) Complete Performance Reporting Form (by 15 September each year)	YES
(vi) a. Integrated Water Cycle Management Evaluation	YES
b. Complete and implement Integrated Water Cycle Management Strategy	YES

Coffs Harbour City Council

Notes to the Special Purpose Financial Statements
for the financial year ended 30 June 2015

Note 2. Water Supply Business
Best Practice Management disclosure requirements (continued)

Dollars Amounts shown below are in WHOLE DOLLARS (unless otherwise indicated)		2015
National Water Initiative (NWI) Financial Performance Indicators		
NWI F1	Total Revenue (Water) Total Income (w13) - Grants for the Acquisition of Assets (w11a) - Interest Income (w9) - Aboriginal Communities W&S Program Income (w10a)	\$'000 22,123
NWI F4	Revenue from Residential Usage Charges (Water) Income from Residential Usage Charges (w6b) x 100 divided by the sum of [Income from Residential Usage Charges (w6a) + Income from Residential Access Charges (w6b)]	% 74.34%
NWI F9	Written Down Replacement Cost of Fixed Assets (Water) Written down current cost of system assets (w47)	\$'000 285,809
NWI F11	Operating Cost (OMA) (Water) Management Expenses (w1) + Operational & Maintenance Expenses (w2)	\$'000 9,912
NWI F14	Capital Expenditure (Water) Acquisition of fixed assets (w16)	\$'000 1,327
NWI F17	Economic Real Rate of Return (Water) [Total Income (w13) - Interest Income (w9) - Grants for acquisition of assets (w11a) - Operating Costs (NWI F11) - Current Cost Depreciation (w3)] x 100 divided by [Written Down Current Cost of System Assets (w47) + Plant & Equipment (w33b)]	% 2.01%
NWI F26	Capital Works Grants (Water) Grants for the Acquisition of Assets (w11a)	\$'000 -

- Notes:
- References to w (eg. w12) refer to item numbers within Special Schedules No. 3 & 4 of Council's Annual Financial Statements.
 - The NWI Performance Indicators are based upon the National Performance Framework Handbook for Urban Performance Reporting Indicators & Definitions.

Coffs Harbour City Council

Notes to the Special Purpose Financial Statements
for the financial year ended 30 June 2015

Note 3. Sewerage Business
Best Practice Management disclosure requirements

Dollars Amounts shown below are in WHOLE DOLLARS (unless otherwise indicated) 2015

1. Calculation and Payment of Tax-Equivalents

[All Local Government Local Water Utilities must pay this dividend for tax-equivalents]

(i)	Calculated Tax Equivalents	1,112,000
(ii)	No of assessments multiplied by \$3/assessment	76,491
(iii)	Amounts payable for Tax Equivalents [lesser of (i) and (ii)]	76,491
(iv)	Amounts actually paid for Tax Equivalents	76,491

2. Dividend from Surplus

(i)	50% of Surplus before Dividends [Calculated in accordance with Best Practice Management for Water Supply and Sewerage Guidelines]	-
(ii)	No. of assessments x (\$30 less tax equivalent charges per assessment)	688,419
(iii)	Cumulative surplus before dividends for the 3 years to 30 June 2015, less the cumulative dividends paid for the 2 years to 30 June 2014 & 30 June 2013	(12,172,000)

2015 Surplus	(3,905,000)	2014 Surplus	(3,913,000)	2013 Surplus	(4,354,000)
		2014 Dividend	-	2013 Dividend	-

(iv)	Maximum dividend from surplus [least of (i), (ii) and (iii) above]	n/a
(v)	Dividend actually paid from surplus [refer below for required pre-dividend payment Criteria]	-

3. Required outcomes for 4 Criteria

[To be eligible for the payment of a "Dividend from Surplus", ALL the Criteria below need a "YES"]

(i)	Completion of Strategic Business Plan (including Financial Plan)	YES
(ii)	Pricing with full cost-recovery, without significant cross subsidies [Refer Item 2(a) in Table 1 on page 22 of the Best Practice Guidelines]	YES
	Complying charges (a) Residential [Item 2(c) in Table 1]	YES
	(b) Non Residential [Item 2(c) in Table 1]	YES
	(c) Trade Waste [Item 2(d) in Table 1]	YES
	DSP with Commercial Developer Charges [Item 2(e) in Table 1]	YES
	Liquid Trade Waste Approvals & Policy [Item 2(f) in Table 1]	YES
(iii)	Complete Performance Reporting Form (by 15 September each year)	YES
(iv)	a. Integrated Water Cycle Management Evaluation	YES
	b. Complete and implement Integrated Water Cycle Management Strategy	YES

Coffs Harbour City Council

Notes to the Special Purpose Financial Statements
for the financial year ended 30 June 2015

Note 3. Sewerage Business
Best Practice Management disclosure requirements (continued)

Dollars Amounts shown below are in WHOLE DOLLARS (unless otherwise indicated)		2015
National Water Initiative (NWI) Financial Performance Indicators		
NWI F2	Total Revenue (Sewerage) Total Income (s14) - Grants for Acquisition of Assets (s12a) - Interest Income (s10) - Aboriginal Communities W&S Program Income (w10a)	\$'000 28,637
NWI F10	Written Down Replacement Cost of Fixed Assets (Sewerage) Written down current cost of system assets (s48)	\$'000 460,220
NWI F12	Operating Cost (Sewerage) Management Expenses (s1) + Operational & Maintenance Expenses (s2)	\$'000 14,758
NWI F15	Capital Expenditure (Sewerage) Acquisition of Fixed Assets (s17)	\$'000 12,647
NWI F18	Economic Real Rate of Return (Sewerage) [Total Income (s14) - Interest Income (s10) - Grants for acquisition of Assets (s12a) - Operating cost (NWI F12) - Current cost depreciation (s3)] x 100 divided by [Written down current cost (ie. WDCC) of System Assets (s48) + Plant & Equipment (s34b)]	% 0.56%
NWI F27	Capital Works Grants (Sewerage) Grants for the Acquisition of Assets (12a)	\$'000 294
National Water Initiative (NWI) Financial Performance Indicators Water & Sewer (combined)		
NWI F3	Total Income (Water & Sewerage) Total Income (w13 + s14) + Gain/Loss on disposal of assets (w14 + s15) minus Grants for acquisition of assets (w11a + s12a) - Interest Income (w9 + s10)	\$'000 49,963
NWI F8	Revenue from Community Service Obligations (Water & Sewerage) Community Service Obligations (NWI F25) x 100 divided by Total Income (NWI F3)	% 1.01%
NWI F16	Capital Expenditure (Water & Sewerage) Acquisition of Fixed Assets (w16 + s17)	\$'000 13,974
NWI F19	Economic Real Rate of Return (Water & Sewerage) [Total Income (w13 + s14) - Interest Income (w9 + s10) - Grants for acquisition of assets (w11a + s12a) - Operating Cost (NWI F11 + NWI F12) - Current cost depreciation (w3 + s3)] x 100 divided by [Written down replacement cost of fixed assets (NWI F9 + NWI F10) + Plant & equipment (w33b + s34b)]	% 1.11%
NWI F20	Dividend (Water & Sewerage) Dividend paid from surplus (2(v) of Note 2 + 2(v) of Note 3)	\$'000 -
NWI F21	Dividend Payout Ratio (Water & Sewerage) Dividend (NWI F20) x 100 divided by Net Profit after tax (NWI F24)	% 0.00%

Coffs Harbour City Council

Notes to the Special Purpose Financial Statements
for the financial year ended 30 June 2015

Note 3. Sewerage Business
Best Practice Management disclosure requirements (continued)

Dollars Amounts shown below are in WHOLE DOLLARS (unless otherwise indicated) 2015

**National Water Initiative (NWI) Financial Performance Indicators
Water & Sewer (combined)**

NWI F22	Net Debt to Equity (Water & Sewerage) Overdraft (w36 + s37) + Borrowings (w38 + s39) - Cash & Investments (w30 + s31) x 100 divided by [Total Assets (w35 + s36) - Total Liabilities (w40 + s41)]	%	12.79%
NWI F23	Interest Cover (Water & Sewerage) Earnings before Interest & Tax (EBIT) divided by Net Interest Earnings before Interest & Tax (EBIT): Operating Result (w15a + s16a) + Interest expense (w4a + s4a) - Interest Income (w9 + s10) - Gain/Loss on disposal of assets (w14 + s15) + Miscellaneous Expenses (w4b + w4c + s4b + s4c) Net Interest: Interest Expense (w4a + s4a) - Interest Income (w9 + s10)		1
NWI F24	Net Profit After Tax (Water & Sewerage) Surplus before dividends (w15a + s16a) - Tax equivalents paid (Note 2-1(iv) + Note 3-1(iv))	\$'000	(1,016)
NWI F25	Community Service Obligations (Water & Sewerage) Grants for Pensioner Rebates (w11b + s12b)	\$'000	505

- Notes:
1. References to w (eg. s12) refer to item numbers within Special Schedules No. 5 & 6 of Council's Annual Financial Statements.
 2. The NWI Performance Indicators are based upon the National Performance Framework Handbook for Urban Performance Reporting Indicators & Definitions.

Attachment

Coffs Harbour City Council

SPECIAL SCHEDULES
for the year ended 30 June 2015

“Coffs Harbour - the Healthy City, the Smart
City, the Cultural City for a Sustainable Future”



Coffs Harbour City Council

Special Schedules for the financial year ended 30 June 2015

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- Special Schedule No. 2(b)	Statement of Internal Loans (Sect. 410(3) LGA 1993) n/a
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¹ Special Schedules are not audited (with the exception of Special Schedule 9).

Background

- (i) These Special Schedules have been designed to meet the requirements of special purpose users such as;
- the NSW Grants Commission
 - the Australian Bureau of Statistics (ABS),
 - the NSW Office of Water (NOW), and
 - the Office of Local Government (OLG).
- (ii) The financial data is collected for various uses including;
- the allocation of Financial Assistance Grants,
 - the incorporation of Local Government financial figures in national statistics,
 - the monitoring of loan approvals,
 - the allocation of borrowing rights, and
 - the monitoring of the financial activities of specific services.

Coffs Harbour City Council

Special Schedule No. 1 - Net Cost of Services
for the financial year ended 30 June 2015

\$'000

Function or Activity	Expenses from Continuing Operations	Income from continuing operations		Net Cost of Services
		Non Capital	Capital	
Governance	1,373	-	-	(1,373)
Administration	34,560	17,022	9	(17,529)
Public Order and Safety				
Fire Service Levy, Fire Protection, Emergency Services	1,802	1,226	1,773	1,197
Beach Control	628	32	-	(596)
Enforcement of Local Govt. Regulations	1,138	318	-	(820)
Animal Control	421	144	-	(277)
Other	233	229	-	(4)
Total Public Order & Safety	4,222	1,949	1,773	(500)
Health	12	-	-	(12)
Environment				
Noxious Plants and Insect/Vermin Control	29	288	-	259
Other Environmental Protection	831	1,727	20	916
Solid Waste Management	19,058	21,932	73	2,947
Street Cleaning	364	-	-	(364)
Drainage	2,082	142	479	(1,461)
Stormwater Management	2,173	681	-	(1,492)
Total Environment	24,537	24,770	572	805
Community Services and Education				
Administration & Education	935	49	-	(886)
Social Protection (Welfare)	762	145	220	(397)
Aged Persons and Disabled	-	3	-	3
Children's Services	59	2	-	(57)
Total Community Services & Education	1,756	199	220	(1,337)
Housing and Community Amenities				
Public Cemeteries	228	230	-	2
Public Conveniences	517	-	-	(517)
Street Lighting	861	148	-	(713)
Town Planning	1,287	226	65	(996)
Other Community Amenities	22	-	-	(22)
Total Housing and Community Amenities	2,915	604	65	(2,246)
Water Supplies	18,719	19,381	3,619	4,281
Sewerage Services	31,212	27,982	2,995	(235)

Coffs Harbour City Council

Special Schedule No. 1 - Net Cost of Services (continued)
for the financial year ended 30 June 2015

\$'000

Function or Activity	Expenses from Continuing Operations	Income from continuing operations		Net Cost of Services
		Non Capital	Capital	
Recreation and Culture				
Public Libraries	2,000	177	50	(1,773)
Museums	15	-	-	(15)
Art Galleries	107	61	-	(46)
Community Centres and Halls	723	404	-	(319)
Performing Arts Venues	562	241	-	(321)
Other Performing Arts	-	-	-	-
Other Cultural Services	33	45	-	12
Sporting Grounds and Venues	3,145	606	-	(2,539)
Swimming Pools	559	-	-	(559)
Parks & Gardens (Lakes)	7,762	1,533	858	(5,371)
Other Sport and Recreation	749	84	547	(118)
Total Recreation and Culture	15,655	3,151	1,455	(11,049)
Fuel & Energy	-	-	-	-
Agriculture	-	-	-	-
Mining, Manufacturing and Construction				
Building Control	2,396	1,771	-	(625)
Other Mining, Manufacturing & Construction	226	1	-	(225)
Total Mining, Manufacturing and Const.	2,622	1,772	-	(850)
Transport and Communication				
Urban Roads (UR) - Local	9,303	101	1,414	(7,788)
Urban Roads - Regional	1,665	299	560	(806)
Sealed Rural Roads (SRR) - Local	4,467	265	1,465	(2,737)
Sealed Rural Roads (SRR) - Regional	590	969	-	379
Unsealed Rural Roads (URR) - Local	347	-	-	(347)
Unsealed Rural Roads (URR) - Regional	-	-	-	-
Bridges on UR - Local	372	5	-	(367)
Bridges on SRR - Local	282	-	-	(282)
Bridges on URR - Local	142	-	-	(142)
Bridges on Regional Roads	159	59	-	(100)
Parking Areas	234	39	330	135
Footpaths	1,508	82	1,179	(247)
Aerodromes	5,547	6,669	-	1,122
Other Transport & Communication	321	1,658	523	1,860
Total Transport and Communication	24,937	10,146	5,471	(9,320)
Economic Affairs				
Camping Areas & Caravan Parks	1,698	415	-	(1,283)
Other Economic Affairs	1,124	629	9,143	8,648
Total Economic Affairs	2,822	1,044	9,143	7,365
Totals – Functions	165,342	108,020	25,322	(32,000)
General Purpose Revenues ⁽²⁾		45,902		45,902
Share of interests - joint ventures & associates using the equity method	-	-		-
NET OPERATING RESULT ⁽¹⁾	165,342	153,922	25,322	13,902

(1) As reported in the Income Statement

(2) Includes: Rates & Annual Charges (incl. Ex Gratia, excl. Water & Sewer), Non Capital General Purpose Grants, Interest on Investments (excl. Ext. Restricted Assets) & Interest on overdue Rates & Annual Charges

Coffs Harbour City Council

Special Schedule No. 2(a) - Statement of Long Term Debt (all purpose)
for the financial year ended 30 June 2015

\$'000

Classification of Debt	Principal outstanding at beginning of the year			New Loans raised during the year	Debt redemption during the year		Transfers to Sinking Funds	Interest applicable for Year	Principal outstanding at the end of the year		
	Current	Non Current	Total		From Revenue	Sinking Funds			Current	Non Current	Total
Loans (by Source)											
Commonwealth Government	-	-	-	-	-	-	-	-	-	-	-
Treasury Corporation	-	-	-	-	-	-	-	-	-	-	-
Other State Government	114	1,650	1,764	-	114	-	-	-	283	1,367	1,650
Public Subscription	-	-	-	-	-	-	-	-	-	-	-
Financial Institutions	18,574	192,710	211,284	2,200	18,692	-	-	13,878	17,597	177,195	194,792
Other	-	-	-	-	-	-	-	-	-	-	-
Total Loans	18,688	194,360	213,048	2,200	18,806	-	-	13,878	17,880	178,562	196,442
Other Long Term Debt											
Ratepayers Advances	-	-	-	-	-	-	-	-	-	-	-
Government Advances	-	-	-	-	-	-	-	-	-	-	-
Finance Leases	-	-	-	-	-	-	-	-	-	-	-
Deferred Payments	-	-	-	-	-	-	-	-	-	-	-
Total Long Term Debt	-	-	-	-	-	-	-	-	-	-	-
Total Debt	18,688	194,360	213,048	2,200	18,806	-	-	13,878	17,880	178,562	196,442

Notes: Excludes (i) Internal Loans & (ii) Principal Inflows/Outflows relating to Loan Re-Financing.

This Schedule is prepared using the **face value** of debt obligations, rather than **fair value** (which are reported in the GPFS).

Coffs Harbour City Council

Special Schedule No. 3 - Water Supply Income Statement

Includes ALL INTERNAL TRANSACTIONS, ie. prepared on a Gross Basis.
for the financial year ended 30 June 2015

\$'000	Actuals 2015	Actuals 2014
A Expenses and Income Expenses		
1. Management expenses		
a. Administration	2,593	2,407
b. Engineering and Supervision	1,268	1,189
2. Operation and Maintenance expenses		
- Dams & Weirs		
a. Operation expenses	401	414
b. Maintenance expenses	82	376
- Mains		
c. Operation expenses	638	701
d. Maintenance expenses	1,689	1,555
- Reservoirs		
e. Operation expenses	238	224
f. Maintenance expenses	315	221
- Pumping Stations		
g. Operation expenses (excluding energy costs)	51	44
h. Energy costs	235	296
i. Maintenance expenses	29	24
- Treatment		
j. Operation expenses (excluding chemical costs)	1,075	1,128
k. Chemical costs	434	469
l. Maintenance expenses	384	284
- Other		
m. Operation expenses	307	329
n. Maintenance expenses	107	138
o. Purchase of water	66	58
3. Depreciation expenses		
a. System assets	6,133	6,749
b. Plant and equipment	303	294
4. Miscellaneous expenses		
a. Interest expenses	5,516	5,977
b. Revaluation Decrements	-	-
c. Other expenses	43	43
d. Impairment - System assets	-	-
e. Impairment - Plant and equipment	-	-
f. Aboriginal Communities Water & Sewerage Program	3	3
g. Tax Equivalents Dividends (actually paid)	30	30
5. Total expenses	21,940	22,953

Coffs Harbour City Council

Special Schedule No. 3 - Water Supply Income Statement (continued)

Includes ALL INTERNAL TRANSACTIONS, ie. prepared on a Gross Basis.
for the financial year ended 30 June 2015

\$'000	Actuals 2015	Actuals 2014
Income		
6. Residential charges		
a. Access (including rates)	3,405	3,291
b. Usage charges	9,866	9,855
7. Non-residential charges		
a. Access (including rates)	655	631
b. Usage charges	3,493	3,587
8. Extra charges	6	18
9. Interest income	1,542	2,004
10. Other income	466	427
10a. Aboriginal Communities Water and Sewerage Program	-	6
11. Grants		
a. Grants for acquisition of assets	-	-
b. Grants for pensioner rebates	256	253
c. Other grants	-	-
12. Contributions		
a. Developer charges	2,647	1,819
b. Developer provided assets	972	47
c. Other contributions	357	311
13. Total income	<u>23,665</u>	<u>22,249</u>
14. Gain (or loss) on disposal of assets	(126)	(367)
15. Operating Result	<u>1,599</u>	<u>(1,071)</u>
15a. Operating Result (less grants for acquisition of assets)	1,599	(1,071)

Coffs Harbour City Council

Special Schedule No. 3 - Water Supply Income Statement (continued)

Includes ALL INTERNAL TRANSACTIONS, ie. prepared on a Gross Basis.
for the financial year ended 30 June 2015

\$'000	Actuals 2015	Actuals 2014
B Capital transactions		
Non-operating expenditures		
16. Acquisition of Fixed Assets		
a. New Assets for Improved Standards	633	192
b. New Assets for Growth	608	129
c. Renewals	76	1,135
d. Plant and equipment	10	212
17. Repayment of debt		
a. Loans	5,873	7,030
b. Advances	-	-
c. Finance leases	-	-
18. Transfer to sinking fund	-	-
19. Totals	7,200	8,698
Non-operating funds employed		
20. Proceeds from disposal of assets	-	30
21. Borrowing utilised		
a. Loans	2,211	-
b. Advances	-	-
c. Finance leases	-	-
22. Transfer from sinking fund	-	-
23. Totals	2,211	30
C Rates and charges		
24. Number of assessments		
a. Residential (occupied)	24,132	23,895
b. Residential (unoccupied, ie. vacant lot)	820	868
c. Non-residential (occupied)	1,623	1,622
d. Non-residential (unoccupied, ie. vacant lot)	84	90
25. Number of ETs for which developer charges were received	269 ET	189 ET
26. Total amount of pensioner rebates (actual dollars)	\$ 256,232	\$ 252,903

Coffs Harbour City Council

Special Schedule No. 3 - Water Supply Cross Subsidies
for the financial year ended 30 June 2015

\$'000	Yes	No	Amount
D Best practice annual charges and developer charges*			
27. Annual charges			
a. Does Council have best-practice water supply annual charges and usage charges*?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, go to 28a.			
If No, please report if council has removed land value from access charges (ie rates)?			
<p>NB. Such charges for both residential customers and non-residential customers comply with section 3.2 of Water Supply, Sewerage and Trade Waste Pricing Guidelines, NSW Office of Water, December, 2002. Such charges do not involve significant cross subsidies.</p>			
b. Cross-subsidy from residential customers using less than allowance (page 25 of Guidelines)			<input type="text"/>
c. Cross-subsidy to non-residential customers (page 24 of Guidelines)			<input type="text"/>
d. Cross-subsidy to large connections in unmetered supplies (page 26 of Guidelines)			<input type="text"/>
28. Developer charges			
a. Has council completed a water supply Development Servicing** Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Total cross-subsidy in water supply developer charges for 2012/13 (page 47 of Guidelines)			<input type="text"/>
** In accordance with page 9 of Developer Charges Guidelines for Water Supply, Sewerage and Stormwater, NSW Office of Water, December, 2002.			
29. Disclosure of cross-subsidies			
Total of cross-subsidies (27b +27c + 27d + 28b)			<input type="text" value="-"/>

* Councils which have not yet implemented best practice water supply pricing should disclose cross-subsidies in items 27b, 27c and 27d above.

However, disclosure of cross-subsidies is **not** required where a Council has implemented best practice pricing and is phasing in such pricing over a period of 3 years.

Coffs Harbour City Council

Special Schedule No. 4 - Water Supply Statement of Financial Position

Includes INTERNAL TRANSACTIONS, ie. prepared on a Gross Basis.
as at 30 June 2015

\$'000	Actuals Current	Actuals Non Current	Actuals Total
ASSETS			
30. Cash and investments			
a. Developer charges	105	-	105
b. Special purpose grants	-	-	-
c. Accrued leave	-	-	-
d. Unexpended loans	4,116	17,663	21,779
e. Sinking fund	-	-	-
f. Other	1,810	5,694	7,504
31. Receivables			
a. Specific purpose grants	-	-	-
b. Rates and Availability Charges	136	106	242
c. User Charges	3,795	31	3,826
d. Other	647	-	647
32. Inventories	225	-	225
33. Property, plant and equipment			
a. System assets	-	285,809	285,809
b. Plant and equipment	-	1,576	1,576
34. Other assets	-	64,728	64,728
35. Total assets	<u>10,834</u>	<u>375,607</u>	<u>386,441</u>
LIABILITIES			
36. Bank overdraft	-	-	-
37. Creditors	1,137	-	1,137
38. Borrowings			
a. Loans	4,591	72,478	77,069
b. Advances	-	-	-
c. Finance leases	-	-	-
39. Provisions			
a. Tax equivalents	-	-	-
b. Dividend	-	-	-
c. Other	-	-	-
40. Total liabilities	<u>5,728</u>	<u>72,478</u>	<u>78,206</u>
41. NET ASSETS COMMITTED	<u>5,106</u>	<u>303,129</u>	<u>308,235</u>
EQUITY			
42. Accumulated surplus			180,351
43. Asset revaluation reserve			127,884
44. TOTAL EQUITY			<u>308,235</u>
Note to system assets:			
45. Current replacement cost of system assets			422,833
46. Accumulated current cost depreciation of system assets			(137,024)
47. Written down current cost of system assets			<u>285,809</u>

Coffs Harbour City Council

Special Schedule No. 5 - Sewerage Service Income Statement

Includes ALL INTERNAL TRANSACTIONS, ie. prepared on a Gross Basis.
for the financial year ended 30 June 2015

\$'000	Actuals 2015	Actuals 2014
A Expenses and Income Expenses		
1. Management expenses		
a. Administration	3,240	3,075
b. Engineering and Supervision	1,599	1,673
2. Operation and Maintenance expenses		
- Mains		
a. Operation expenses	390	345
b. Maintenance expenses	1,324	1,072
- Pumping Stations		
c. Operation expenses (excluding energy costs)	1,082	1,035
d. Energy costs	654	530
e. Maintenance expenses	1,188	906
- Treatment		
f. Operation expenses (excl. chemical, energy, effluent & biosolids management costs)	1,113	1,316
g. Chemical costs	349	315
h. Energy costs	1,185	1,268
i. Effluent Management	304	313
j. Biosolids Management	992	1,054
k. Maintenance expenses	979	1,034
- Other		
l. Operation expenses	311	323
m. Maintenance expenses	48	100
3. Depreciation expenses		
a. System assets	10,977	10,466
b. Plant and equipment	335	370
4. Miscellaneous expenses		
a. Interest expenses	6,743	7,277
b. Revaluation Decrements	-	-
c. Other expenses	28	72
d. Impairment - System assets	-	-
e. Impairment - Plant and equipment	-	-
f. Aboriginal Communities Water & Sewerage Program	-	-
g. Tax Equivalent Dividends (actually paid)	76	76
5. Total expenses	32,917	32,620

Coffs Harbour City Council

Special Schedule No. 5 - Sewerage Service Income Statement (continued)

Includes ALL INTERNAL TRANSACTIONS, ie. prepared on a Gross Basis.
for the financial year ended 30 June 2015

\$'000	Actuals 2015	Actuals 2014
Income		
6. Residential charges (including rates)	19,863	19,140
7. Non-residential charges		
a. Access (including rates)	2,631	2,513
b. Usage charges	2,264	2,131
8. Trade Waste Charges		
a. Annual Fees	105	101
b. Usage charges	346	366
c. Excess mass charges	-	-
d. Re-inspection fees	-	-
9. Extra charges	-	-
10. Interest income	2,442	3,324
11. Other income	317	265
11a. Aboriginal Communities Water & Sewerage Program	-	-
12. Grants		
a. Grants for acquisition of assets	294	1,002
b. Grants for pensioner rebates	249	246
c. Other grants	-	-
13. Contributions		
a. Developer charges	2,370	1,738
b. Developer provided assets	331	5
c. Other contributions	161	988
14. Total income	<u>31,373</u>	<u>31,819</u>
15. Gain (or loss) on disposal of assets	(671)	(217)
16. Operating Result	<u>(2,215)</u>	<u>(1,018)</u>
16a. Operating Result (less grants for acquisition of assets)	(2,509)	(2,020)

Coffs Harbour City Council

Special Schedule No. 5 - Sewerage Service Income Statement (continued)

Includes ALL INTERNAL TRANSACTIONS, ie. prepared on a Gross Basis.
for the financial year ended 30 June 2015

\$'000	Actuals 2015	Actuals 2014
B Capital transactions		
Non-operating expenditures		
17. Acquisition of Fixed Assets		
a. New Assets for Improved Standards	9,545	7,269
b. New Assets for Growth	2,929	-
c. Renewals	163	739
d. Plant and equipment	10	630
18. Repayment of debt		
a. Loans	8,672	8,068
b. Advances	-	-
c. Finance leases	-	-
19. Transfer to sinking fund	-	-
20. Totals	21,319	16,706
Non-operating funds employed		
21. Proceeds from disposal of assets	-	95
22. Borrowing utilised		
a. Loans	1,942	7,706
b. Advances	-	-
c. Finance leases	-	-
23. Transfer from sinking fund	-	-
24. Totals	1,942	7,801
C Rates and charges		
25. Number of assessments		
a. Residential (occupied)	23,141	22,904
b. Residential (unoccupied, ie. vacant lot)	779	825
c. Non-residential (occupied)	1,485	1,484
d. Non-residential (unoccupied, ie. vacant lot)	92	99
26. Number of ETs for which developer charges were received	252 ET	189 ET
27. Total amount of pensioner rebates (actual dollars)	\$ 249,225	\$ 245,827

Coffs Harbour City Council

Special Schedule No. 5 - Sewerage Service Cross Subsidies
for the financial year ended 30 June 2015

\$'000	Yes	No	Amount
D Best practice annual charges and developer charges*			
28. Annual charges			
a. Does Council have best-practice sewerage annual charges, usage charges and trade waste fees & charges*?	<input type="checkbox"/> Yes	<input type="checkbox"/>	
If Yes, go to 29a.			
If No, please report if council has removed land value from access charges (ie rates)?	<input type="checkbox"/>	<input type="checkbox"/>	
NB. Such charges for both residential customers and non-residential customers comply with section 4.2 & 4.3 of the Water Supply, Sewerage and Trade Waste Pricing Guidelines, NSW Office of Water, December, 2002. Such charges do not involve significant cross subsidies.			
b. Cross-subsidy to non-residential customers (page 45 of Guidelines)			<input type="text"/>
c. Cross-subsidy to trade waste discharges (page 46 of Guidelines)			<input type="text"/>
29. Developer charges			
a. Has council completed a sewerage Development Servicing** Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/>	
b. Total cross-subsidy in sewerage developer charges for 2012/13 (page 47 of Guidelines)			<input type="text"/>
** In accordance with page 9 of Developer Charges Guidelines for Water Supply, Sewerage and Stormwater, NSW Office of Water, December, 2002.			
30. Disclosure of cross-subsidies			
Total of cross-subsidies (28b + 28c + 29b)			<input type="text" value="-"/>

* Councils which have not yet implemented best practice sewer pricing & liquid waste pricing should disclose cross-subsidies in items 28b and 28c above.

However, disclosure of cross-subsidies is **not** required where a Council has implemented best practice sewerage and liquid waste pricing and is phasing in such pricing over a period of 3 years.

Coffs Harbour City Council

Special Schedule No. 6 - Sewerage Service Statement of Financial Position

Includes INTERNAL TRANSACTIONS, ie. prepared on a Gross Basis.
as at 30 June 2015

\$'000	Actuals Current	Actuals Non Current	Actuals Total
ASSETS			
31. Cash and investments			
a. Developer charges	24	-	24
b. Special purpose grants	-	-	-
c. Accrued leave	-	-	-
d. Unexpended loans	3,151	24,788	27,939
e. Sinking fund	-	-	-
f. Other	1,913	17,849	19,762
32. Receivables			
a. Specific purpose grants	-	-	-
b. Rates and Availability Charges	736	571	1,307
c. User Charges	772	13	785
d. Other	336	35	371
33. Inventories	-	-	-
34. Property, plant and equipment			
a. System assets	-	460,220	460,220
b. Plant and equipment	-	1,236	1,236
35. Other assets	-	-	-
36. Total Assets	<u>6,932</u>	<u>504,712</u>	<u>511,644</u>
LIABILITIES			
37. Bank overdraft	-	-	-
38. Creditors	1,211	-	1,211
39. Borrowings			
a. Loans	8,686	84,201	92,887
b. Advances	-	-	-
c. Finance leases	-	-	-
40. Provisions			
a. Tax equivalents	-	-	-
b. Dividend	-	-	-
c. Other	-	-	-
41. Total Liabilities	<u>9,897</u>	<u>84,201</u>	<u>94,098</u>
42. NET ASSETS COMMITTED	<u>(2,965)</u>	<u>420,511</u>	<u>417,546</u>
EQUITY			
42. Accumulated surplus			287,476
44. Asset revaluation reserve			130,070
45. TOTAL EQUITY			<u>417,546</u>
Note to system assets:			
46. Current replacement cost of system assets			658,865
47. Accumulated current cost depreciation of system assets			(198,645)
48. Written down current cost of system assets			<u>460,220</u>

Coffs Harbour City Council

Notes to Special Schedule No.'s 3 & 5
for the financial year ended 30 June 2015**Administration** ⁽¹⁾

(item 1a of Special Schedules 3 and 5) comprises the following:

- Administration staff:
 - Salaries and allowance
 - Travelling expenses
 - Accrual of leave entitlements
 - Employment overheads.
- Meter reading.
- Bad and doubtful debts.
- Other administrative/corporate support services.

Engineering and supervision ⁽¹⁾

(item 1b of Special Schedules 3 and 5) comprises the following:

- Engineering staff:
 - Salaries and allowance
 - Travelling expenses
 - Accrual of leave entitlements
 - Employment overheads.
- Other technical and supervision staff:
 - Salaries and allowance
 - Travelling expenses
 - Accrual of leave entitlements
 - Employment overheads.

Operational expenses (item 2 of Special Schedules 3 and 5) comprise the day to day operational expenses excluding maintenance expenses.

Maintenance expenses (item 2 of Special Schedules 3 and 5) comprise the day to day repair and maintenance expenses. (Refer to Section 5 of the Local Government Asset Accounting Manual regarding capitalisation principles and the distinction between capital and maintenance expenditure).

Other expenses (item 4c of Special Schedules 3 and 5) includes all expenses not recorded elsewhere.

Revaluation decrements (item 4b of Special Schedules 3 and 5) is to be used when I,PP&E decreases in FV.

Impairment Losses (item 4d & 4e of Special Schedules 3 and 5) are to be used when the carrying amount of an asset exceeds its recoverable amount (refer to page D-31).

Aboriginal Communities Water and Sewerage Program (item 4f of Special Schedules 3 and 5) is to be used when operation and maintenance work has been undertaken on behalf of the Aboriginal Communities Water and Sewerage Program. Similarly, income for item 11a of Special Schedule 3 and item 12a of Special Schedule 5 are for services provided to the Aboriginal Communities Water and Sewerage Program and is not part of Council's water supply and sewerage revenue.

Residential charges ⁽²⁾ (items 6a, 6b and item 6 of Special Schedules 3 and 5 respectively) include all income from residential charges. Item 6 of Schedule 3 should be separated into 6a Access Charges (including rates if applicable) and 6b Usage Charges.

Non-residential charges ⁽²⁾ (items 7a, 7b of Special Schedules 3 and 5) include all income from non-residential charges separated into 7a Access Charges (including rates if applicable) and 7b Usage Charges.

Trade waste charges (item 8 of Special Schedule 5) include all income from trade waste charges separated into 8a Annual Fees, 8b Usage Charges and 8c Excess Mass Charges and 8d Re-inspection Fees.

Other income (items 10 and 11 of Special Schedules 3 and 5 respectively) include all income not recorded elsewhere.

Other contributions (items 12c and 13c of Special Schedules 3 and 5 respectively) incl. capital contributions for water supply or sewerage services received by Council under Section 565 of the Local Government Act.

Notes:

⁽¹⁾ Administration and engineering costs for the development of capital works projects should be reported as part of the capital cost of the project and not as part of the recurrent expenditure (ie. in item 16 for water supply and item 17 for sewerage, and **not** in items 1a and 1b).

⁽²⁾ To enable accurate reporting of **residential revenue from usage charges**, it is essential for councils to accurately separate their residential (item 6) charges and non-residential (item 7) charges.

Coffs Harbour City Council

Special Schedule No. 7 - Report on Infrastructure Assets
as at 30 June 2015

\$'000

Asset Class	Asset Category	Estimated cost to bring up to a satisfactory standard refer (1)	Required Annual Maintenance refer (2)	Actual Maintenance 2014/15 refer (3)	Written Down Value (WDV) refer (4)	Assets in Condition as a % of WDV				
						1	2	3	4	5
						refer (4) & (5)				
Buildings										
	Buildings	-	1,803	1,470	94,996	44%	40%	6%	10%	0%
	sub total	-	1,803	1,470	94,996	44.0%	40.0%	6.0%	10.0%	0.0%
Other Structures										
	Other Structures	-	-	-	703	88%	0%	12%	0%	0%
	sub total	-	-	-	703	88.0%	0.0%	12.0%	0.0%	0.0%
Roads										
	Sealed Roads Surface	-	2,020	1,820	70,533	71%	21%	7%	1%	0%
	Sealed Roads Structure	-	1,307	1,207	259,118	29%	52%	14%	4%	1%
	Unsealed Roads	-	745	745	4,947	29%	15%	39%	17%	0%
	Concrete Bridges	-	10	10	58,131	98%	2%	0%	0%	0%
	Timber Bridges	-	160	160	6,917	80%	7%	11%	2%	0%
	Footpaths	-	381	331	35,424	78%	11%	10%	1%	0%
	Kerb and Gutter	-	60	10	18,994	41%	20%	34%	5%	0%
	Other	-	134	134	19,887	29%	20%	51%	0%	0%
	sub total	-	4,817	4,417	473,951	48.6%	34.5%	13.5%	2.8%	0.5%

Coffs Harbour City Council

Special Schedule No. 7 - Report on Infrastructure Assets (continued)
as at 30 June 2015

\$'000

Asset Class	Asset Category	Estimated cost to bring up to a satisfactory standard refer (1)	Required Annual Maintenance refer (2)	Actual Maintenance 2014/15 refer (3)	Written Down Value (WDV) refer (4)	Assets in Condition as a % of WDV				
						1	2	3	4	5
						refer (4) & (5)				
Water Supply Network	Water Supply Assets		2,423	2,423	276,378	56%	34%	8%	2%	0%
	sub total	-	2,423	2,423	276,378	56.0%	34.0%	8.0%	2.0%	0.0%
Sewerage Network	Sewerage Assets		3,739	3,739	442,717	47%	27%	15%	7%	4%
	sub total	-	3,739	3,739	442,717	47.0%	27.0%	15.0%	7.0%	4.0%
Stormwater Drainage	Retarding Basins		295	295	136,050	45%	43%	12%	0%	0%
	sub total	-	295	295	136,050	45.0%	43.0%	12.0%	0.0%	0.0%
Open Space/ Recreational Assets	Swimming Pools		18	18	2,480	0%	77%	23%	0%	0%
	Other		1,691	1,491	5,143	38%	30%	23%	0%	9%
	sub total	-	1,709	1,509	7,623	25.6%	45.3%	23.0%	0.0%	6.1%

Coffs Harbour City Council

Special Schedule No. 7 - Report on Infrastructure Assets (continued)
as at 30 June 2015

\$'000

Asset Class	Asset Category	Estimated cost to bring up to a satisfactory standard refer (1)	Required Annual Maintenance refer (2)	Actual Maintenance 2014/15 refer (3)	Written Down Value (WDV) refer (4)	Assets in Condition as a % of WDV				
						1	2	3	4	5
						refer (4) & (5)				
	TOTAL - ALL ASSETS	-	14,786	13,853	1,432,418	48.8%	33.3%	12.3%	4.1%	1.4%

Notes:

- (1). Satisfactory is defined as "satisfying expectations or needs, leaving no room for complaint, causing satisfaction, adequate".
The estimated cost to bring assets to a satisfactory standard is the amount of money that is required to be spent on an asset to ensure that it is in a satisfactory standard.
This estimated cost should not include any planned enhancements (ie.to heighten, intensify or improve the facilities).
- (2). Required Annual Maintenance is "what should be spent to maintain assets in a satisfactory standard.
- (3). Actual Maintenance is what has been spent in the current year to maintain the assets.
Actual Maintenance may be higher or lower than the required annual maintenance due to the timing of when the maintenance actually occurs.
- (4). Written Down Value is in accordance with Note 9 of Council's General Purpose Financial Statements
- (5). **Infrastructure Asset Condition Assessment "Key"**

1	Excellent	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Average	Maintenance work required
4	Poor	Renewal required
5	Very Poor	Urgent renewal/upgrading required

Coffs Harbour City Council

Special Schedule No. 7 - Report on Infrastructure Assets (continued) for the financial year ended 30 June 2015

\$ '000	Amounts 2015	Indicator 2015	Prior Periods 2014 2013	
Infrastructure Asset Performance Indicators Consolidated				
1. Building, Infrastructure & Other Structures Renewals Ratio				
Asset Renewals				
(Building, Infrastructure & Other Structures) ⁽¹⁾	4,099	11.01%	39.96%	21.21%
Depreciation, Amortisation & Impairment	37,221			
2. Infrastructure Backlog Ratio				
Estimated Cost to bring Assets to a Satisfactory Condition	-	0.00%	4.92%	0.06%
Total value ⁽²⁾ of Infrastructure, Building, Other Structures & depreciable Land Improvement Assets	1,436,299			
3. Asset Maintenance Ratio				
Actual Asset Maintenance	13,853	0.94	0.90	0.92
Required Asset Maintenance	14,786			
4. Capital Expenditure Ratio				
Annual Capital Expenditure	34,524	0.78	0.75	0.61
Annual Depreciation	44,517			

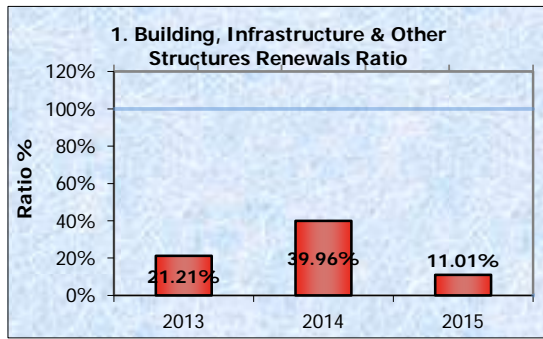
Notes

⁽¹⁾ Asset Renewals represent the replacement &/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance. Asset Renewals include building, infrastructure & Other Structure assets only.

⁽²⁾ Written Down Value

Coffs Harbour City Council

Special Schedule No. 7 - Report on Infrastructure Assets (continued)
for the financial year ended 30 June 2015



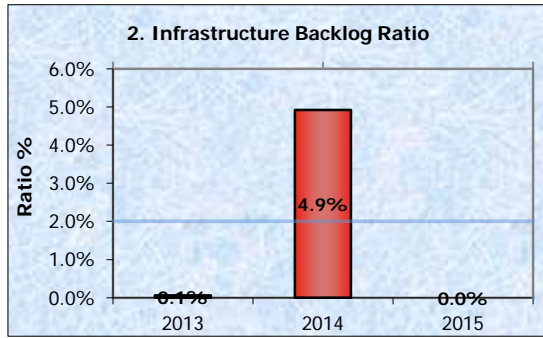
Purpose of Asset Renewals Ratio

To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

2014/15 Ratio	11.01%
----------------------	---------------

Benchmark: Minimum $\geq 100.00\%$
Source for Benchmark: Code of Accounting Practice and Financial Reporting #23

Ratio is within Benchmark
 Ratio is outside Benchmark



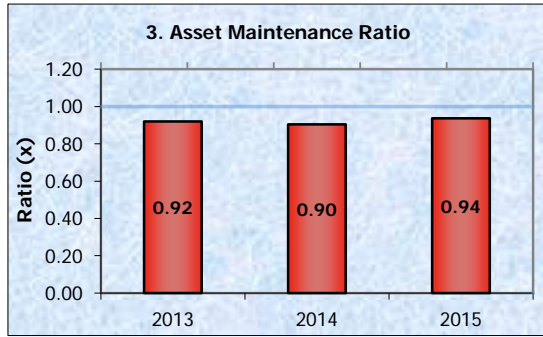
Purpose of Infrastructure Backlog Ratio

This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

2014/15 Ratio	0.00%
----------------------	--------------

Benchmark: Maximum < 0.02
Source for Benchmark: Code of Accounting Practice and Financial Reporting #23

Ratio is within Benchmark
 Ratio is outside Benchmark



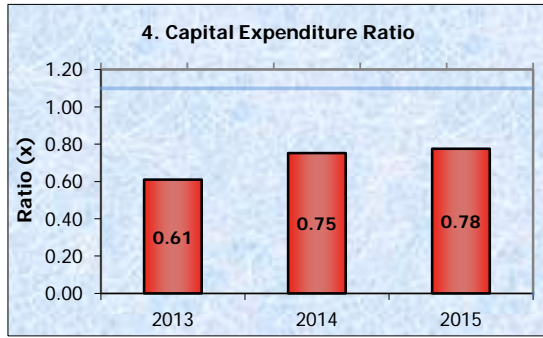
Purpose of Asset Maintenance Ratio

Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the Infrastructure Backlog growing.

2014/15 Ratio	0.94 x
----------------------	---------------

Benchmark: Minimum > 1.00
Source for Benchmark: Code of Accounting Practice and Financial Reporting #23

Ratio is within Benchmark
 Ratio is outside Benchmark



Purpose of Capital Expenditure Ratio

To assess the extent to which a Council is expanding its asset base thru capital expenditure on both new assets and the replacement and renewal of existing assets.

2014/15 Ratio	0.78 x
----------------------	---------------

Benchmark: Minimum > 1.10
Source for Benchmark: Code of Accounting Practice and Financial Reporting #23

Ratio is within Benchmark
 Ratio is outside Benchmark

Coffs Harbour City Council

Special Schedule No. 7 - Report on Infrastructure Assets (continued)
for the financial year ended 30 June 2015

\$ '000	Water 2015	Sewer 2015	General ⁽¹⁾ 2015
Infrastructure Asset Performance Indicators By Fund			
1. Building, Infrastructure & Other Structures Renewals Ratio			
Asset Renewals (Building, Infrastructure & Other Structures) ⁽²⁾	0.00%	0.00%	22.20%
Depreciation, Amortisation & Impairment			
prior period:	16.03%	3.45%	65.68%
2. Infrastructure Backlog Ratio			
Estimated Cost to bring Assets to a Satisfactory Condition			
Total value ⁽³⁾ of Infrastructure, Building, Other Structures & Depreciable Land Improvement Assets	0.00%	0.00%	0.00%
prior period:	0.00%	0.56%	9.11%
3. Asset Maintenance Ratio			
Actual Asset Maintenance			
Required Asset Maintenance	1.00	1.00	0.89
prior period:	0.98	0.98	0.83
4. Capital Expenditure Ratio			
Annual Capital Expenditure			
Annual Depreciation	0.21	1.12	0.77
prior period:	0.18	0.78	0.89

Notes

⁽¹⁾ General Fund refers to all of Council's activities except for its Water & Sewer activities which are listed separately.

⁽²⁾ Asset Renewals represent the replacement &/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance. Asset Renewals include building, infrastructure & Other Structure assets only.

⁽³⁾ Written Down Value

Coffs Harbour City Council

Special Schedule No. 9 - Permissible Income Calculation for the financial year ended 30 June 2016

\$'000		Calculation 2014/15	Calculation 2015/16
Notional General Income Calculation ⁽¹⁾			
Last Year Notional General Income Yield	a	36,016	39,059
Plus or minus Adjustments ⁽²⁾	b	179	187
Notional General Income	c = (a + b)	36,195	39,246
Permissible Income Calculation			
Special variation percentage ⁽³⁾	d	7.90%	8.14%
or Rate peg percentage	e	0.00%	0.00%
or Crown land adjustment (incl. rate peg percentage)	f	0.00%	0.00%
less expiring Special variation amount	g	-	-
plus Special variation amount	h = d x (c-g)	2,859	3,195
or plus Rate peg amount	i = c x e	-	-
or plus Crown land adjustment and rate peg amount	j = c x f	-	-
sub-total	k = (c+g+h+i+j)	39,054	42,441
plus (or minus) last year's Carry Forward Total	l	20	15
less Valuation Objections claimed in the previous year	m	-	-
sub-total	n = (l + m)	20	15
Total Permissible income	o = k + n	39,074	42,456
less Notional General Income Yield	p	39,059	42,340
Catch-up or (excess) result	q = o - p	15	116
plus Income lost due to valuation objections claimed ⁽⁴⁾	r	-	-
less Unused catch-up ⁽⁵⁾	s	-	(15)
Carry forward to next year	t = q + r - s	15	101

Notes

- 1 The Notional General Income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- 2 Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called "supplementary valuations" as defined in the Valuation of Land Act 1916.
- 3 The Special Variation Percentage is inclusive of the Rate Peg percentage and where applicable crown land adjustment.
- 4 Valuation objections are unexpected changes in land values as a result of land owners successfully objecting to the land value issued by the Valuer-General. Councils can claim the value of the income lost due to valuation objections in any single year.
- 5 Unused catch-up amounts will be deducted if they are not caught up within 2 years. Usually councils will have a nominal carry forward figure. These amounts can be adjusted for in setting the rates in a future year.
- 6 Carry forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the NSW Government Gazette in accordance with section 512 of the Local Government Act 1993. The OLG will extract these amounts from councils' Special Schedule 9 in the Financial Data Return (FDR) to administer this process.

Coffs Harbour City Council

Special Schedule No. 9 - Independent Auditors Report for the financial year ended 30 June 2016

Report on Special Schedule No. 9

We have audited the accompanying special purpose financial statement comprising the reconciliation of total permissible general income (Special Schedule No. 9) of Coffs Harbour City Council for the year ending 30 June 2016.

Responsibility of Council for Special Schedule No. 9

The Council is responsible for the preparation and fair presentation of Special Schedule No. 9 in accordance with the Local Government Code of Accounting Practice and Financial Reporting (Guidelines) Update No. 23. This responsibility includes the maintenance of adequate accounting records and internal controls designed to prevent and detect fraud and error; designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of Special Schedule No. 9 that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditors' Responsibility

Our responsibility is to express an opinion on Special Schedule No. 9 based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether Special Schedule No. 9 is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in Special Schedule No. 9. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of Special Schedule No. 9, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of Special Schedule No. 9.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

In making our risk assessments, we consider internal controls relevant to the entity's preparation of Special Schedule No. 9 in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, Special Schedule No. 9 of Coffs Harbour City Council for 2015/16 is properly drawn up in accordance with the requirements of the Office of Local Government and in accordance with the books and records of the Council.

Basis of Accounting

Without modifying our opinion, we advise that this schedule has been prepared for distribution to the Office of Local Government for the purposes of confirming that Council's reconciliation of Council's total permissible general income is presented fairly. As a result, the schedule may not be suitable for another purpose.

Thomas Noble & Russell

Adam Bradfield

Partner

Dated at Lismore this XXth day of October, 2015



REPORT TO ORDINARY COUNCIL MEETING

FINANCIAL REVIEW - SECTION 355 MANAGEMENT COMMITTEES

REPORTING OFFICER:	Accountant – Special Projects
DIRECTOR:	Director Business Services
COFFS HARBOUR 2030:	PL 2.2 Provide public spaces and facilities that are accessible and safe for all
ATTACHMENTS:	ATT1 Consolidated Income Statement for S.355 Committees ATT2 Consolidated Statement of Financial Position for S.355 Committees

Recommendation:

That the report be noted.

EXECUTIVE SUMMARY

Council has eight Section 355 facility management committees who are currently responsible for maintaining their financial records.

Council has completed a review of the financial records of Council's Section 355 facility management committees for the year ended 30 June 2015. The primary aim of these reviews is to ensure that the financial statements and financial records reflect fairly the position of the committees for the 2014/2015 financial year.

All except one of the committees were found to be maintaining their financial records such that an opinion could be given that their financial statements present fairly their activities for the 2014/2015 financial year. It was however necessary to qualify the audit report of the Eastern Dorrigo Showground and Community Hall Management Committee for poor financial management practices.

Analysis of the Income Statements show that a number of the management committees reported small losses for the financial year, reflecting the difficulties faced in maintaining sufficient revenue in the face of increasing costs.

REPORT

Description of Item:

Council has completed a review of the financial records of Council's Section 355 facility management committees for the year ended 30 June 2015. Council prepares, in accordance with the Australian Accounting Standards, a financial report for each entity consisting of an Income Statement, Balance Sheet and a Statement of Change in Equity. A Bank Reconciliation Statement and Depreciation Schedule are also prepared. Attached is a consolidation of the Income Statements, Balance Sheets and Statements of Changes in Equity for these committees for the year ended 30 June 2015. With the exception of one, all of the facility management committees have been operative for the full financial year.

Only Ayrshire Park Management Committee is registered for Goods and Services Tax (GST). In accordance with accounting practices, the GST is excluded from the amounts in the Income Statement for this Committee.

Issues:

Each management committee is responsible for maintaining their financial records. In most instances these are produced for audit based on a cash book statement; the financial statements constructed by the auditor from the information provided. The procedures undertaken to review the books of account include:

- Examination of supporting documentation for payments and receipts
- Examination of the bank statements, and
- Evaluation of the accounting systems in place.

The primary aim of these reviews is to ensure that the financial statements and financial records reflect fairly the position of the committees for the 2014/2015 financial year.

In assessing the management practices of these committees it is acknowledged that the majority rely heavily on community volunteers and therefore a great level of expertise in accounting is not expected.

All except one of the committees were found to be maintaining their financial records such that an opinion could be given that their financial statements present fairly their activities for the 2014/2015 financial year. It was however necessary to qualify the audit report of the Eastern Dorrigo Showground and Community Hall Management Committee for poor financial management practices. Council's Community Programs staff are now working closely with this Committee to address the outstanding financial matters.

Analysis of the Income Statements show that a number of the management committees reported small losses for the financial year, reflecting the difficulties faced in maintaining sufficient revenue in the face of increasing costs.

Options:

As the report is for noting only an options analysis is not required.

Sustainability Assessment:

- **Environment**

There are no environmental impacts associated with this report.

- **Social**

The facility management committees provide local input into the operations of the facilities that are of benefit to all members of the small rural communities where most of the facilities are located.

The valuable contribution made by community members in the various roles of management and advisory committees adds to the social capital and sense of connectedness, while also providing a service to Council.

- **Civic Leadership**

This approach is addressed in Coffs Harbour 2030 through LC 2.2 - Provide public spaces and facilities that are accessible and safe for all.

- **Economic**

Broader Economic Implications

The voluntary effort invested in the operation of these community facilities is of direct economic benefit to the local government area.

Delivery Program/Operational Plan Implications

There are no delivery program or operational plan implications of the recommendations in this report.

Risk Analysis:

As several of the Section 355 facility management committees receive significant income from hire of the facility and funding by Council, annual review of the financial records ensures that the risks from financial mismanagement and poor accounting practices are monitored.

Consultation:

Consultation has been undertaken with the Treasurers of each of the relevant committees and Council's Community Programs staff.

Related Policy, Precedents and / or Statutory Requirements:

Section 355 of the Local Government Act 1993 allows Council functions to be performed by a Committee of Council. Section 377 of the Local Government Act 1993 allows Council by resolution to delegate functions to the General Manager or any other person or body (not including an employee of the Council) other than those listed in Section 377.

Implementation Date / Priority:

The relevant committees have each been provided with a review report and a set of financial statements for the year ended 30 June 2015.

Conclusion:

Council has completed a review of the financial records of Council's Section 355 facility management committees for the year ended 30 June 2015. All except one of the committees were found to be maintaining their financial records such that an opinion could be given that their financial statements present fairly their activities for the 2014/2015 financial year.

Agenda - Ordinary Meeting 8 October 2015 - BUSINESS SERVICES DIRECTORATE REPORTS

Attachment 1

SECTION 355 COMMITTEES CONSOLIDATED INCOME STATEMENT FOR YEAR ENDED 30-06-15	FACILITY MANAGEMENT COMMITTEES								
	WOOLGOOLA COMMUNITY VILLAGE	NANA GLEN SPORT, REC & EQUESTRIAN CENTRE	BAYLDON COMMUNITY CENTRE	EASTERN DORRIGO SHOWGND	AYRSHIRE PARK	LOWANNA HALL	LOWER BUCCA C/CENTRE	CORAMBA HALL	FACILITY MANAGEMENT TOTAL
OPERATING REVENUE									
User Charges (non CHCC)	\$ 15,526.86	\$ 25,709.85	\$ 22,850.50	\$ 162.00	\$ 3,522.72	\$ 2,334.85	\$ 11,180.00	\$ 3,630.00	\$ 84,916.78
Interest	\$ 5.76	\$ 68.37	\$ 3.52	\$ 0.34	\$ 27.65	\$ -	\$ -	\$ 6.58	\$ 112.22
Operating: Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions & Donations-other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 47.25	\$ 5,751.20	\$ -	\$ 5.00	\$ -	\$ 842.65	\$ 670.68	\$ -	\$ 7,316.78
OPERATING REVENUE	\$ 15,579.87	\$ 31,529.42	\$ 22,854.02	\$ 167.34	\$ 3,550.37	\$ 3,177.50	\$ 11,850.68	\$ 3,636.58	\$ 92,345.78
OPERATING REVENUE - CHCC									
User Charges (CHCC)	\$ 885.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ 925.24
Operating: Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions & Donations-CHCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (CHCC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING REVENUE - CHCC	\$ 885.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ 925.24
TOTAL OPERATING REVENUE	\$ 16,465.11	\$ 31,529.42	\$ 22,854.02	\$ 167.34	\$ 3,550.37	\$ 3,177.50	\$ 11,850.68	\$ 3,676.58	\$ 93,271.02
OPERATING EXPENDITURE									
Management Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Contracts	\$ 3,580.81	\$ 11,016.97	\$ 3,493.74	\$ -	\$ 2,009.26	\$ -	\$ 357.94	\$ 1,415.93	\$ 21,874.65
Bank Charges & Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69.00	\$ -	\$ 69.00
Depreciation	\$ 2,343.27	\$ 6,635.68	\$ 733.40	\$ 362.00	\$ 2,287.00	\$ 89.00	\$ 3,061.60	\$ 209.94	\$ 15,721.89
Other: Electricity/gas	\$ 858.18	\$ 1,494.05	\$ 2,473.02	\$ -	\$ -	\$ 2,111.92	\$ -	\$ 1,793.94	\$ 8,731.11
Telephone	\$ 237.00	\$ 617.69	\$ 230.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,084.69
Insurance (other)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment < \$1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lease Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 1,075.45	\$ 1,081.33	\$ 2,244.73	\$ 24.50	\$ 124.93	\$ -	\$ -	\$ 204.75	\$ 4,755.69
OPERATING EXPENDITURE	\$ 8,094.71	\$ 20,845.72	\$ 9,174.89	\$ 386.50	\$ 4,421.19	\$ 2,200.92	\$ 3,488.54	\$ 3,624.56	\$ 52,237.03
OPERATING EXPENDITURE - CHCC									
Materials & Contracts (CHCC)	\$ 1,395.00	\$ -	\$ 700.00	\$ -	\$ 1,583.31	\$ -	\$ -	\$ 51.45	\$ 3,729.76
Interest on CHCC loans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other: Electricity (CHCC)	\$ 890.93	\$ 5,330.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,220.97
Insurance (CHCC)	\$ 2,569.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,569.51
Rates & water (CHCC)	\$ 1,377.68	\$ 545.55	\$ 109.00	\$ -	\$ -	\$ -	\$ 622.60	\$ -	\$ 2,654.83
Fees (CHCC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental (CHCC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (CHCC)	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
OPERATING EXPENDITURE - CHCC	\$ 6,233.12	\$ 5,875.59	\$ 1,809.00	\$ -	\$ 1,583.31	\$ -	\$ 622.60	\$ 51.45	\$ 16,175.07
TOTAL OPERATING EXPENDITURE	\$ 14,327.83	\$ 26,721.31	\$ 10,983.89	\$ 386.50	\$ 6,004.50	\$ 2,200.92	\$ 4,111.14	\$ 3,676.01	\$ 68,412.10
TOTAL OPERATING RESULT	\$ 2,137.28	\$ 4,808.11	\$ 11,870.13	\$ (219.16)	\$ (2,454.13)	\$ 976.58	\$ 7,739.54	\$ 0.57	\$ 24,858.92
ADD: NON OPERATING INCOME									
Capital Grant (CHCC)	\$ -	\$ 1,430.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,430.00
Capital Contribution & Donations	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Income reserved Specil Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LESS: NON OPERATING EXPENDITURE									
Maintenance expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,229.20	\$ 439.00	\$ 5,668.20
Capital Contributions - CHCC	\$ -	\$ -	\$ -	\$ 13,000.00	\$ -	\$ -	\$ -	\$ -	\$ 13,000.00
Transfer to Maintenance Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET RESULT	\$ 2,137.28	\$ 6,238.11	\$ 11,870.13	\$ (4,219.16)	\$ (2,454.13)	\$ 976.58	\$ 2,510.34	\$ (438.43)	\$ 16,620.72

**SECTION 355 COMMITTEES
CONSOLIDATED BALANCE SHEET
AS AT 30-06-15**

FACILITY MANAGEMENT COMMITTEES

	WOOLGOOLGA COMMUNITY VILLAGE	NANA GLEN SPORT, REC & EQUESTRIAN CENTRE	BAYLDON COMMUNITY CENTRE	EASTERN DORRIGO SHOWGND	AYRSHIRE PARK	LOWANNA HALL	LOWER BUCCA C/CENTRE	CORAMBA HALL	FACILITY MANAGEMENT TOTAL
CURRENT ASSETS									
Cash on Hand	\$ (34.45)	\$ -	\$ -	\$ 564.00	\$ -	\$ 1,343.18	\$ -	\$ 47.50	\$ 1,920.23
Cash at Bank	\$ 12,229.69	\$ 8,246.11	\$ 15,486.98	\$ 2,415.06	\$ 20,994.58	\$ -	\$ 53,372.43	\$ 13,250.90	\$ 125,995.75
Investments - Term Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- Investment Account	\$ -	\$ 14,039.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,039.30
- BCCU shares/share dividends	\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 150.00	\$ 50.00	\$ -	\$ -	\$ 810.00
Accounts Receivable - CHCC	\$ -	\$ -	\$ 742.00	\$ -	\$ -	\$ 1,709.44	\$ -	\$ 95.00	\$ 2,546.44
Accounts Receivable - non CHCC	\$ 1,443.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,443.00
Deposit Holding Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prepayments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GST Clearing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stock on Hand	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NON-CURRENT ASSETS									
Plant & Equipment	\$ -	\$ 3,855.96	\$ 1,280.00	\$ 151.68	\$ -	\$ -	\$ 568.93	\$ 351.20	\$ 6,207.77
Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture & Fittings	\$ 2,554.38	\$ 120.00	\$ 4,804.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,478.58
Land & Buildings/Structural improvements	\$ 10,946.70	\$ 72,562.71	\$ -	\$ 4,775.10	\$ 36,680.29	\$ 171.00	\$ 36,119.99	\$ 1,521.44	\$ 162,777.23
LIABILITIES									
Revenue in Advance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bank account overdrawn	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unexpended Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable - other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonds Held	\$ -	\$ -	\$ (30.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (30.00)
GST Clearing	\$ -	\$ -	\$ -	\$ -	\$ 302.00	\$ -	\$ -	\$ -	\$ 302.00
Loan - CHCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET ASSETS	\$ 27,289.32	\$ 98,974.08	\$ 22,433.18	\$ 8,065.84	\$ 58,126.87	\$ 3,273.62	\$ 90,061.35	\$ 15,266.04	\$ 323,490.30
EQUITY									
Retained Earnings	\$ 27,289.32	\$ 98,974.08	\$ 22,433.18	\$ 8,065.84	\$ 58,126.87	\$ 3,273.62	\$ 90,061.35	\$ 15,266.04	\$ 323,490.30
TOTAL EQUITY	\$ 27,289.32	\$ 98,974.08	\$ 22,433.18	\$ 8,065.84	\$ 58,126.87	\$ 3,273.62	\$ 90,061.35	\$ 15,266.04	\$ 323,490.30

**SECTION 355 COMMITTEES
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30-06-15**

EQUITY									
Retained Earnings at beginning of period	\$ 25,152.04	\$ 92,735.97	\$ 10,563.05	\$ 12,285.00	\$ 60,581.00	\$ 2,297.04	\$ 82,321.81	\$ 15,265.47	\$ 301,201.38
ADD: Net Result	\$ 2,137.28	\$ 6,238.11	\$ 11,870.13	\$ (4,219.16)	\$ (2,454.13)	\$ 976.58	\$ 7,739.54	\$ 0.57	\$ 22,288.92
CHCC Grant Capital Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustment to opening bank balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Equity	\$ 27,289.32	\$ 98,974.08	\$ 22,433.18	\$ 8,065.84	\$ 58,126.87	\$ 3,273.62	\$ 90,061.35	\$ 15,266.04	\$ 323,490.30



REPORT TO ORDINARY COUNCIL MEETING

MANAGEMENT OPTIONS FOR CROWN RESERVES

REPORTING OFFICER:	Manager, Holiday Parks & Reserves
DIRECTOR:	Director Business Services
COFFS HARBOUR 2030:	LC 3.1 – Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
ATTACHMENTS:	Nil

Recommendation:

That Council notes the report.

EXECUTIVE SUMMARY

In March 2015 a report was provided to Council in its capacity as Reserve Trust managers for various Crown Reserves, including the Coffs Coast State Park Trust (CCSPT), Coffs Coast Reserve Trust and Woolgoolga Beach Reserve Trust (WBRT), recommending that the respective Trusts consider consolidation of reserves into the Coffs Coast State Park Trust.

Whilst the report in March Council was intended to be considered by Council as Corporate Manager of the Trusts, ultimately the resolution was passed by Council itself. Council resolved that:

- 1. Council staff prepare a report detailing cost savings from the proposed recommendation.*
- 2. The report also provide 'compare and contrast' scenarios for other management models, including a Regional Park.*

This report is submitted to provide Council with an overview of the various land management frameworks available for Crown Land under its care, control and management and indicative cost savings associated with consolidation of certain reserves.

REPORT

Description of Item:

1. Cost savings in relation to consolidation

The Woolgoolga Beach Reserve is highly compatible with the Coffs Coast State Park with regards to character, facilities and services provided. Sections of the reserve have high profile public open spaces that are integral to the social, environmental and economic wellbeing of the communities which they serve. Both have successful business operating models which include the provision of holiday park accommodation and the leasing and licensing of land to commercial and community groups.

Since appointment as Corporate Manager of the Woolgoolga Beach Reserve Trust in July 2002, Council has managed the CCSPT and WBRT in a consistent and consolidated manner that has seen the Trusts, and particularly the business operations of the Trusts, flourish. The administrative and management resources of the two Trusts are shared but due to the necessary separation of the two Trusts' finances under the Crown Lands Act, several administrative and operational activities are duplicated whilst other activities are 'created' in order to maintain the required separation.

Activities that are duplicated or undertaken to ensure separation include:

- Conducting two annual external financial audits
- Procurement
 - Shared items are purchased, usually by CCSPT, and then used at Woolgoolga Beach Reserve which then requires the CCSP to invoice the WBRT to recover costs. The WBRT is then required to create a payment to the CCSP. This creates additional and unnecessary accounting processes.
- Reporting
 - The two Trusts are currently reported separately to CHCC, as Corporate Manager of the Trusts, and to the Crown. Often the reporting is a direct duplication.

It is difficult to quantify certain costs associated with these issues. The audit saving alone would be in the vicinity of \$5,000 with improved efficiencies in accounting also yielding around \$5,000.

2. Compare and contrast scenarios for alternate management of Crown Reserves

For all intents and purposes, Crown Reserves must be managed under the provisions of the Crown Lands Act. Under the Crown Lands Act there are four main options for the management of Crown Reserves including:

- Management direct by the Minister responsible for Crown Land
- Management by a Trust Board (usually comprised of community members)
- Management by an Incorporated body (including Councils as Corporate Managers of Reserve Trusts)
- Management by an appointed Administrator

Crown Land can also be vested in Council. – e.g. Coffs Harbour Historical Cemetery and certain Crown reserves are automatically managed by Council even if a reserve trust has not been established. These reserves are generally those with the reserve purpose of ‘public recreation’ or ‘public cemetery’ and not managed by another body or person (refer s. 48 of the Local Government Act) - e.g. Richardson Park Sawtell.

According to NSW Trade & Investment, Crown Lands, Council is the Corporate Manager of 51 Reserve Trusts. These include Coffs Coast State Park, Coffs Harbour and Sawtell Golf Courses, Coffs Harbour and Woolgoolga Community Villages, Woolgoolga Beach Reserve, part of Park Avenue Car Park, Coffs Harbour SES and Early Childcare Centre, Coramba Sportsground, parts of Works and Parks Depots.

Council must generally use or lease Crown land in line with its reserve purpose and the Crown Lands Act. Council cannot sell Crown land.

There are very few alternate management models available for Crown Reserves outside the Crown Lands Act. The inclusion of a Crown Reserve into the Coffs Coast Regional Park (CCRP) has been undertaken previously (when the CCRP was first formed) and resulted in the subject reserves no longer being gazetted as Crown Reserves. The reserves were incorporated into the CCRP and are now managed under the National Parks & Wildlife Act via a Memorandum of Understanding (MOU) between the Office of Environment and Heritage and Council.

The MOU outlines the shared management roles with National Park taking primary control over Natural Areas with Council taking primary control over Infrastructure.

Recent attempts to have additional Crown Reserves incorporated into the CCRP have been unsuccessful.

Issues:

This paper is submitted for the general information of Council.

It should be noted that in discussions with Crown Land officers, the system of Council being appointed as Corporate Manager of high value Reserve Trusts is the preferred model for Crown Land management. Furthermore, the issue of Woolgoolga Beach Reserve Trust being consolidated into the Coffs Coast State Park is strongly supported by Crown Land as indicated by the adoption of the Plan of Management for Part Reserve 63076 for Public Recreation and Resting Place and Reserve 72664 for Public Recreation (northern section of Woolgoolga Beach Reserve) which states:

“Consideration could be given to adding the Woolgoolga Beach Reserve to the Coffs Coast State Park. Aside from any efficiencies that may be achieved, the character of the Woolgoolga Beach Reserve is compatible with reserved lands that are currently part of the State Park”.

In enacting the above recommendation from the adopted Plan of Management, Council officers made preliminary enquiries to Crown Lands with regards to the consolidation of the Woolgoolga Beach Reserve into the Coffs Coast State Park Trust. As part of their response, Crown Lands advised that:

“In relation to the remaining three (3) reserves listed below, investigation revealed that the reserves have been developed as caravan parks and operate under the Coffs Coast Holiday Parks brand. These facilities are considered to be of state significance and benefit not only the local but the broader community. As such, Crown Lands is willing to provide in principle support for the incorporation of the following reserves into the CCSPT:

1. Reserve 70416 for Public Recreation (Woolgoolga Lake);
2. Reserve 72664 for Public Recreation (Woolgoolga Beach Reserve); and
3. Reserve 63076 for Public Recreation and Resting Place (Woolgoolga Beach Reserve).

To commence the appointment process for the applicable reserves Council as Trust Manager should provide a formal request along with supporting information, being a copy of the Trust's Report and Resolution.

Please note the request and supporting information should also include the removal of appointment of Coffs Coast Reserve Trust from Reserve 70416 and dissolution of the Woolgoolga Beach Reserve Trust.

Once this information is received Crown Lands will be in a position to commence processing appointment of the CCSPT as trustee of the applicable reserves."

Options:

The options relevant to this matter are discussed under item 2 of the Description section of the report.

Sustainability Assessment:

- **Environment**

There are no adverse environmental outcomes.

- **Social**

There are no adverse social outcomes.

- **Civic Leadership**

The report provides background information to assist Council undertake its Corporate Manager role in relation to the Reserve Trusts appropriately.

- **Economic**

Broader Economic Implications

There are no direct economic impacts.

Delivery Program/Operational Plan Implications

There is no impact on the Delivery Program.

Risk Analysis:

The report does not contemplate any specific action; however, it is prudent to note the constraints of the various management frameworks to ensure that consideration on land specific matters are undertaken under the auspices of the appropriate legislation and in accordance with the express and implied duty of care.

Consultation:

Consultation has been undertaken with relevant Council officers and the Crown Lands Regional Manager.

Related Policy, Precedents and / or Statutory Requirements:

The Crown Lands Act and Local Government Act apply to the Management of Crown Land.

Implementation Date / Priority:

This report is provided for information and noting only.

Conclusion:

It is difficult to provide definitive 'compare and contrast' alternatives for the management of Woolgoolga Beach Reserve Trust outside the Crown Lands Act. Whilst incorporation into the Coffs Coast Regional Park is an option to be considered, it is important to understand that it would be in contravention of an adopted Plan of Management for Woolgoolga Beach Reserve (North) and the expressed intentions of Crown Lands.

Every indication has been given by Crown Lands that the preferred management model for Woolgoolga Beach Reserve is within the bounds of the Crown Lands Act, under an incorporated body. Should Council choose to pursue an alternate model (e.g. Regional Park), there is a strong but yet untested potential for Crown Lands to consider an alternate management model under the Crown Lands Act.



REPORT TO ORDINARY COUNCIL MEETING

TRANSFER OF R70416 (WOOLGOOLGA LAKE) FROM THE COFFS COAST RESERVE TRUST TO THE COFFS COAST STATE PARK TRUST

REPORTING OFFICER:	Manager, Holiday Parks & Reserves
DIRECTOR:	Director Business Services
COFFS HARBOUR 2030:	LC3.1 - Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
ATTACHMENTS:	Nil

Recommendation:

That Coffs Harbour City Council as Reserve Trust Manager of the Coffs Coast Reserve Trust, make a formal request to NSW Trade & Investment, Crown Lands for the removal of Reserve 70416 (Woolgoolga Lake) from the Coffs Coast Reserve Trust to facilitate its consolidation into the Coffs Coast State Park Trust.

EXECUTIVE SUMMARY

Council is the Reserve Trust Manager for the Coffs Coast Reserve Trust (CCRT)

Council is the Reserve Trust Manager for the Coffs Coast State Park (CCSPT) which incorporates Park Beach Holiday Park & Sawtell Beach Holiday Park.

Council is the Reserve Trust Manager for the Woolgoolga Beach Reserve Trust (WBRT) which incorporates Woolgoolga Beach Holiday Park & Lakeside Holiday Park.

Notwithstanding the common management structure of the business unit across all areas, the two separate Trusts, under the Crown Lands Act, require each Reserve to be managed independently. This gives rise to a duplication of administration and reporting efforts across the Trusts. Further it limits the capacity of Council to achieve operational efficiencies across all business operations on the subject Crown Reserves.

Lands have provided in principle support, through both the adoption of the WBRT (North) Plan of Management and recent correspondence (attached), for the incorporation of these Reserves into the CCSPT.

Subject to the Trusts endorsement, the Crown now requires a formal request for the removal of Reserve R70416 from the Coffs Coast Reserve Trust to facilitate its inclusion into the Coffs Coast State Park Trust. This report is submitted to seek formal endorsement from Council in its capacity as the Reserve Trust Manager for the removal of the listed reserve from the CCRT and transfer it into the Coffs Coast State Park Trust.

REPORT

Description of Item:

The CCSPT undertakes business operations which include the Sawtell Beach Holiday Park and Park Beach Holiday Park, both trading under the entity of Coffs Coast Holiday Parks (CCHP). The Trust also undertakes other business operations including the leasing/licensing of commercial and community activities on Crown Land.

Council also manages the Woolgoolga Beach Reserve Trust which includes the Woolgoolga Beach Holiday Park and Woolgoolga Lakeside Holiday Park which are also managed under the CCHP banner. The WBRT also undertakes additional business activities with regards to the leasing and licensing of commercial and community activities on Crown Land.

Notwithstanding the common management structure of the business unit across all areas, the two separate Trusts, under the Crown Lands Act, require each Reserve to be managed independently. This gives rise to a duplication of administration and reporting efforts across the Trusts. Further it limits the capacity of Council to achieve operational efficiencies across all business operations on the subject Crown Reserves.

This is acknowledged in the adopted Woolgoolga Beach Reserve (North) Plan of Management which includes the consolidation of the two Trusts as a key strategy within the plan and states:

“consideration could be given to adding the Woolgoolga Beach Reserve to the Coffs Coast State Park. Aside from any efficiencies that may be achieved, the character of the Woolgoolga Beach Reserve is compatible with reserved lands that are currently part of the State Park”.

The Draft Plan of Management for Woolgoolga Beach Reserve (South) also includes the same strategy.

In enacting the above recommendation from the adopted Plan of Management, Council officers made preliminary enquiries to Crown Lands with regards to the consolidation of the Woolgoolga Beach Reserve into the Coffs Coast State Park Trust. As part of their response, Crown Lands advised that:

“In relation to the remaining three (3) reserves listed below, investigation revealed that the reserves have been developed as caravan parks and operate under the Coffs Coast Holiday Parks brand. These facilities are considered to be of state significance and benefit not only the local but the broader community. As such, Crown Lands is willing to provide in principle support for the incorporation of the following reserves into the CCSPT:

1. *Reserve 70416 for Public Recreation (Woolgoolga Lake);*
2. *Reserve 72664 for Public Recreation (Woolgoolga Beach Reserve); and*
3. *Reserve 63076 for Public Recreation and Resting Place (Woolgoolga Beach Reserve).*

To commence the appointment process for the applicable reserves Council as Trust manager should provide a formal request along with supporting information, being a copy of the Trust’s Report and Resolution.

Please note the request and supporting information should also include the removal of appointment of Coffs Coast Reserve Trust from Reserve 70416 and dissolution of the Woolgoolga Beach Reserve Trust.

Once this information is received Crown Lands will be in a position to commence processing appointment of the CCSPT as trustee of the applicable reserves”.

Issues:

In response to Council’s enquiry to incorporate the Woolgoolga reserves into the CCSPT NSW Trade & Investment undertook a review of the proposal and advised that in its view the operation of the caravan parks under the CCHP brand were considered State Significant and of benefit to both the local and broader community. Accordingly NSW Trade & Investment Crown Lands provided in principle support for the incorporation of these reserves into the CCSPT.

From a Plan of Management perspective consolidation of the Reserves into the CCSPT will satisfy one of the key strategies in the adopted WBRT (North) Plan of Management and included in the WBRT (South) Plan of Management currently on exhibition.

From an operational viewpoint the incorporation of the Reserves will facilitate a greater degree of compliance with Crown land management Legislation and will enable a greater degree of administrative and reporting efficiency (due to the management and reporting of all caravan parks under a single Trust entity).

Incorporation of the Reserves into the CCSPT will also allow a greater degree of flexibility in dispersing income from each of the caravan parks to those projects within the CCSPT deemed of highest priority.

In assessing the viability of the consolidation of the Woolgoolga Beach Reserve Trust and the Coffs Coast State Park Trust, Crown Lands suggested that it would be an opportune time to consider the transfer of Woolgoolga Lake (R70416) into the Coffs Coast State Park (in concert with the transfer of Woolgoolga Beach Reserve)

To facilitate incorporation into the CCSPT, Council as the Reserve Trust Manager for the various Trust entities, must request changes to the existing reserve trust structure, specifically:

- Coffs Coast Reserve Trust will need to request removal of the appointment of Coffs Coast Reserve Trust from Reserve 70416.
- The Woolgoolga Beach Reserve Trust will need to formally request dissolution of the Trust incorporating R72664 (Woolgoolga Beach Reserve) and 63706 (Woolgoolga Beach reserve).
- The Coffs Coast State Park Trust must accept the inclusion of R70416, R72664 and R63706.

Options:

1. Council can adopt the recommendation as submitted. This will allow the CCSPT to make a formal request to NSW Trade & Investment, Crown Lands for the inclusion of Crown Reserves 70416 (Woolgoolga Lake), R91945 (Woolgoolga Beach Reserve), R63076 (Woolgoolga Beach Reserve) into the CCSPT. Incorporation into the CCSPT will facilitate the operational efficiencies detailed in this report and will satisfy the key strategies adopted in the WBRT (North) Plan of Management.

2. Council can amend the recommendation by expanding or limiting the reserves put forward for incorporation into the CCSPT. A representative from Lands (Grafton Office) advised that Lands apply an internal policy to classify all caravan parks as state significant. Conversely all reserves being used primarily for local purposes or Council functions (such as swimming pools and sports grounds) are not regarded as State significant and as such Lands will not agree to incorporation into the CCSPT.
3. Council can reject the recommendation and preserve the status quo although in so doing will preserve a suboptimal Trust arrangement as detailed in this report.

Sustainability Assessment:

- **Environment**

The recommendations do not change the current or intended future use of the Reserve. As such there are no perceived adverse environmental effects arising from the recommendation.

- **Social**

The recommendations will not change the current use of the Reserves, and as such there is no perceived change in regard to social sustainability and impact arising from the implementation of the recommendations

- **Civic Leadership**

The recommendations are consistent with the key strategies espoused in the Coffs Coast Holiday Parks (Woolgoolga Reserves) sustainable improvement strategies. This in turn facilitates the business development action target M35.01 in the Coffs Harbour City Council Operational Plan 2014/2015.

The business development targets support the Community Strategic Plan Connections (Coffs Harbour 2030) targeting the delivery of high quality, sustainable outcomes for Coffs Harbour.

- **Economic**

Broader Economic Implications

Revenue for the Coffs Coast Holiday Parks contributes to the maintenance and development of numerous other facilities within the Coffs Coast State Park. As such any efficiency measures which result in an improvement in the trading profit percentage can, by extension, potentially facilitate greater contribution to CCSPT development.

Delivery Program/Operational Plan Implications

The recommendations will not have an adverse effect on operational budgets or program delivery.

Risk Analysis:

The recommendations do not present any additional risk to the ongoing operation of the Reserve and more particularly the operation of the CCHP's.

The Crown Lands Act White Paper recommendations include a section on the State retaining interest in those reserves classified as State Significant. It is unclear at this stage who or how State Significant Lands will be managed in the future. The consolidation will not change the classification of caravan park reserves.

Consultation:

Property Services Officers – Far North Coast Crown Lands – Grafton – seeking clarification of the effect of reserves regarded as State significant and the processes applied by Lands in considering consolidation of Reserves generally.

CHCC Property Manager.

Related Policy, Precedents and / or Statutory Requirements:

Council does not have a policy pertaining specifically to the organisation of Crown Reserves under its care and control.

The Crown Lands Act 1989 and supporting guidelines (Reserve Trust Handbook) is prescriptive on how Reserve Trust Managers must manage, account and report on the Reserves under their care and control. Incorporation of the proposed Reserves into CCSPT will enable Council to more efficiently comply with these requirements.

Implementation Date / Priority:

Staff can prepare the formal request to Lands immediately Council, in its capacity as the Reserve Trust Manager, endorses the recommendations. A transfer date of 1 July 2015 would be administratively and operationally beneficial.

Conclusion:

The consolidation of the business operations under a single reserve structure will make it easier for the Trust to account for, and report on, Reserve operations in accordance with Crown Land requirements and will facilitate a more efficient process in administering and controlling Trust business operations including the allocation of funding for future Reserve development.



REPORT TO ORDINARY COUNCIL MEETING

CONSOLIDATION OF RESERVES INTO COFFS COAST STATE PARK

REPORTING OFFICER:	Manager, Holiday Parks & Reserves
DIRECTOR:	Director Business Services
COFFS HARBOUR 2030:	LC3.1 - Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
ATTACHMENTS:	Nil

Recommendation:

That Coffs Harbour City Council as Corporate Manager for Coffs Coast State Park Trust, make a formal application to NSW Trade & Investment, Crown Lands for inclusion of the Woolgoolga Lake Reserve being Crown Reserve R70416, Woolgoolga Beach Reserve being Crown Reserve R72664 and Woolgoolga Beach Reserve being Crown Reserve 63076 into the CCSPT.

EXECUTIVE SUMMARY

Council is the Reserve Trust Manager for the Coffs Coast Reserve Trust (CCRT).

Council is the Reserve Trust Manager for the Coffs Coast State Park (CCSPT) which incorporates Park Beach Holiday Park & Sawtell Beach Holiday Park.

Council is the Reserve Trust Manager for the Woolgoolga Beach Reserve Trust (WBRT) which incorporates Woolgoolga Beach Holiday Park & Lakeside Holiday Park.

Council operates the four holiday parks under the entity of Coffs Coast Holiday Parks (CCHP) along with other business operation on Crown reserves.

All of the holiday parks are located on Crown Reserves with Council acting as the Reserve Trust Manager for each of the Trust entities.

Notwithstanding the common management structure of the business unit across all areas, the two separate Trusts, under the Crown Lands Act, require each Reserve to be managed independently. This gives rise to a duplication of administration and reporting efforts across the Trusts. Further it limits the capacity of Council to achieve operational efficiencies across all business operations on the subject Crown Reserves.

Lands have provided in principle support, through both the adoption of the WBRT (North) Plan of Management and recent correspondence (attached), for the incorporation of these Reserves into the CCSPT.

Subject to the Trusts endorsement, the Crown now requires a formal request for the inclusion of Reserves R70416, R63706 and R72664 into the Coffs Coast State Park Trust. This report is submitted to seek formal endorsement from Council in its capacity as the Reserve Trust Manager for the inclusion of the listed reserves into the Coffs Coast State Park Trust.

REPORT

Description of Item:

Council is the Reserve Trust Manager for the Coffs Coast State Park Trust.

The CCSPT undertakes business operations which include the Sawtell Beach Holiday Park and Park Beach Holiday Park, both trading under the entity of Coffs Coast Holiday Parks (CCHP). The Trust also undertakes other business operations including the leasing/licensing of commercial and community activities on Crown Land.

Council also manages the Woolgoolga Beach Reserve Trust which includes the Woolgoolga Beach Holiday Park and Woolgoolga Lakeside Holiday Park which are also managed under the CCHP banner. The WBRT also undertakes additional business activities with regards to the leasing and licensing of commercial and community activities on Crown Land.

Notwithstanding the common management structure of the business unit across all areas, the two separate Trusts, under the Crown Lands Act, require each Reserve to be managed independently. This gives rise to a duplication of administration and reporting efforts across the Trusts. Further it limits the capacity of Council to achieve operational efficiencies across all business operations on the subject Crown Reserves.

This is acknowledged in the adopted Woolgoolga Beach Reserve (North) Plan of Management which includes the consolidation of the two Trusts as a key strategy within the plan and states:

“consideration could be given to adding the Woolgoolga Beach Reserve to the Coffs Coast State Park. Aside from any efficiencies that may be achieved, the character of the Woolgoolga Beach Reserve is compatible with reserved lands that are currently part of the State Park”.

The Draft Plan of Management for Woolgoolga Beach Reserve (South) also includes the same strategy.

In enacting the above recommendation from the adopted Plan of Management, Council officers made preliminary enquiries to Crown Lands with regards to the consolidation of the Woolgoolga Beach Reserve into the Coffs Coast State Park Trust. As part of their response, Crown Lands advised that:

“In relation to the remaining three (3) reserves listed below, investigation revealed that the reserves have been developed as caravan parks and operate under the Coffs Coast Holiday Parks brand. These facilities are considered to be of state significance and benefit not only the local but the broader community. As such, Crown Lands is willing to provide in principle support for the incorporation of the following reserves into the CCSPT:

1. Reserve 70416 for Public Recreation (Woolgoolga Lake);
2. Reserve 72664 for Public Recreation (Woolgoolga Beach Reserve); and
3. Reserve 63076 for Public Recreation and Resting Place (Woolgoolga Beach Reserve).

To commence the appointment process for the applicable reserves Council as Trust manager should provide a formal request along with supporting information, being a copy of the Trust’s Report and Resolution.

Please note the request and supporting information should also include the removal of appointment of Coffs Coast Reserve Trust from Reserve 70416 and dissolution of the Woolgoolga Beach Reserve Trust.

Once this information is received Crown Lands will be in a position to commence processing appointment of the CCSPT as trustee of the applicable reserves”.

Issues:

In response to Council’s enquiry to incorporate the Woolgoolga reserves into the CCSPT NSW Trade & Investment undertook a review of the proposal and advised that in its view the operation of the caravan parks under the CCHP brand were considered State Significant and of benefit to both the local and broader community. Accordingly NSW Trade & Investment Crown Lands provided in principle support for the incorporation of these reserves into the CCSPT.

From a Plan of Management perspective consolidation of the Reserves into the CCSPT will satisfy one of the key strategies in the adopted WBRT (North) Plan of Management and included in the WBRT (South) Plan of Management currently on exhibition.

From an operational viewpoint the incorporation of the Reserves will facilitate a greater degree of compliance with Crown land management Legislation and will enable a greater degree of administrative and reporting efficiency (due to the management and reporting of all caravan parks under a single Trust entity).

Incorporation of the Reserves into the CCSPT will also allow a greater degree of flexibility in dispersing income from each of the caravan parks to those projects within the CCSPT deemed of highest priority.

To facilitate incorporation into the CCSPT, Council as the Reserve Trust Manager for the various Trust entities, must request changes to the existing reserve trust structure, specifically:

- Coffs Coast Reserve Trust will need to request removal of the appointment of Coffs Coast Reserve Trust from Reserve 70416.
- The Woolgoolga Beach Reserve Trust will need to formally request dissolution of the Trust incorporating R72664 (Woolgoolga Beach Reserve) and 63706 (Woolgoolga Beach reserve).
- The Coffs Coast State Park Trust must accept the inclusion of R70416, R72664 and R63706.

Options:

1. Council can adopt the recommendation as submitted. This will allow the CCSPT to make a formal request to NSW Trade & Investment, Crown Lands for the inclusion of Crown Reserves 70416 (Woolgoolga Lake), R91945 (Woolgoolga Beach Reserve), R63076 Woolgoolga Beach Reserve) into the CCSPT. Incorporation into the CCSPT will facilitate the operational efficiencies detailed in this report and will satisfy the key strategies adopted in the WBRT (North) Plan of Management.
2. Council can amend the recommendation by expanding or limiting the reserves put forward for incorporation into the CCSPT. A representative from Lands (Grafton Office) advised that Lands apply an internal policy to classify all caravan parks as state significant. Conversely all reserves being used primarily for local purposes or Council functions (such as swimming pools and sports grounds) are not regarded as State significant and as such Lands will not agree to incorporation into the CCSPT.
3. Council can reject the recommendation and preserve the status quo although in so doing will preserve a suboptimal Trust arrangement as detailed in this report.

Sustainability Assessment:

- **Environment**

The recommendations do not change the current or intended future use of the Reserve. As such there are no perceived adverse environmental effects arising from the recommendation.

- **Social**

The recommendations will not change the current use of the Reserves, and as such there is no perceived change in regard to social sustainability and impact arising from the implementation of the recommendations

- **Civic Leadership**

The recommendations are consistent with the key strategies espoused in the Coffs Coast Holiday Parks (Woolgoolga Reserves) sustainable improvement strategies. This in turn facilitates the business development action target M35.01 in the Coffs Harbour City Council Operational Plan 2014/2015.

The business development targets support the Community Strategic Plan Connections (Coffs Harbour 2030) targeting the delivery of high quality, sustainable outcomes for Coffs Harbour

- **Economic**

Broader Economic Implications

Revenue for the Coffs Coast Holiday Parks contributes to the maintenance and development of numerous other facilities within the Coffs Coast State Park. As such any efficiency measures which result in an improvement in the trading profit percentage can, by extension, potentially facilitate greater contribution to CCSPT development.

Delivery Program/Operational Plan Implications

The recommendations will not have an adverse effect on operational budgets or program delivery.

Risk Analysis:

The recommendations do not present any additional risk to the ongoing operation of the Reserve and more particularly the operation of the CCHP's.

The Crown Lands Act White Paper recommendations include a section on the State retaining interest in those reserves classified as State Significant. It is unclear at this stage who or how State Significant Lands will be managed in the future. The consolidation will not change the classification of caravan park reserves.

Consultation:

Property Services Officers – Far North Coast Crown Lands – Grafton – seeking clarification of the effect of reserves regarded as State significant and the processes applied by Lands in considering consolidation of Reserves generally

CHCC Property Manager

Related Policy, Precedents and / or Statutory Requirements:

Council does not have a policy pertaining specifically to the organisation of Crown Reserves under its care and control.

The Crown Lands Act 1989 and supporting guidelines (Reserve Trust Handbook) is prescriptive on how Reserve Trust Managers must manage, account and report on the Reserves under their care and control. Incorporation of the proposed Reserves into CCSPT will enable Council to more efficiently comply with these requirements.

Implementation Date / Priority:

Staff can prepare the formal request to Lands immediately Council, in its capacity as the Reserve Trust Manager, endorses the recommendations.

Conclusion:

The consolidation of the business operations under a single reserve structure will make it easier for the Trust to account for, and report on, Reserve operations in accordance with Crown Land requirements and will facilitate a more efficient process in administering and controlling Trust business operations including the allocation of funding for future Reserve development.



REPORT TO ORDINARY COUNCIL MEETING

DISSOLUTION OF THE WOOLGOOLGA BEACH RESERVE TRUST

REPORTING OFFICER:	Manager, Holiday Parks & Reserves
DIRECTOR:	Director Business Services
COFFS HARBOUR 2030:	LC3.1 - Council supports the delivery of high quality, sustainable outcomes for Coffs Harbour
ATTACHMENTS:	Nil

Recommendation:

That Coffs Harbour City Council as Reserve Trust Manager for the Woolgoolga Beach Reserve Trust, make a formal request to NSW Trade & Investment, Crown Lands for the dissolution of the Woolgoolga Beach Reserve Trust to facilitate the consolidation of Reserves 63706 and 72664 into the Coffs Coast State Park Trust.

EXECUTIVE SUMMARY

Council is the Reserve Trust Manager for the Coffs Coast Reserve Trust (CCRT)

Council is the Reserve Trust Manager for the Coffs Coast State Park (CCSPT) which incorporates Park Beach Holiday Park & Sawtell Beach Holiday Park.

Council is the Reserve Trust Manager for the Woolgoolga Beach Reserve Trust (WBRT) which incorporates Woolgoolga Beach Holiday Park & Lakeside Holiday Park.

Council operates the four holiday parks under the entity of Coffs Coast Holiday Parks (CCHP) along with other business operation on Crown reserves.

All of the holiday parks are located on Crown Reserves with Council acting as the Reserve Trust Manager for each of the Trust entities.

Notwithstanding the common management structure of the business unit across all areas, the two separate Trusts, under the Crown Lands Act, require each Reserve to be managed independently. This gives rise to a duplication of administration and reporting efforts across the Trusts. Further it limits the capacity of Council to achieve operational efficiencies across all business operations on the subject Crown Reserves.

Lands have provided in principle support, through both the adoption of the WBRT (North) Plan of Management and recent correspondence (attached), for the incorporation of these Reserves into the CCSPT.

For this to take effect and subject to the Trusts endorsement, the Crown now requires a formal resolution from Woolgoolga Beach Reserve Trust for the dissolution of the Woolgoolga Beach Reserve Trust and for the inclusion of Reserves R63706 and R72664 into the Coffs Coast State Park Trust. This report is submitted to seek formal endorsement from Council in its capacity as the Reserve Trust Manager for the dissolution of the Woolgoolga Beach Reserve Trust.

REPORT

Description of Item:

Council is the Reserve Trust Manager for the Woolgoolga Beach Reserve Trust.

The WBRT undertakes business operations which include the Woolgoolga Beach Holiday Park and Woolgoolga Lakeside Holiday Park which are managed under the Coffs Coast Holiday Parks (CCHP) banner. The WBRT also undertakes additional business activities with regards to the leasing and licensing of commercial and community activities on Crown Land.

Council also manages the Coffs Coast State Park Trust which includes the Sawtell Beach Holiday Park and Park Beach Holiday Park, also trading under the entity of CCHP the Trust also undertakes other business operations including the leasing/licensing of commercial and community activities on Crown Land.

Notwithstanding the common management structure of the business unit across all areas, the two separate Trusts, under the Crown Lands Act, require each Reserve to be managed independently. This gives rise to a duplication of administration and reporting efforts across the Trusts. Further it limits the capacity of Council to achieve operational efficiencies across all business operations on the subject Crown Reserves.

This is acknowledged in the adopted Woolgoolga Beach Reserve (North) Plan of Management which includes the consolidation of the two Trusts as a key strategy within the plan and states:

“consideration could be given to adding the Woolgoolga Beach Reserve to the Coffs Coast State Park. Aside from any efficiencies that may be achieved, the character of the Woolgoolga Beach Reserve is compatible with reserved lands that are currently part of the State Park”.

The Draft Plan of Management for Woolgoolga Beach Reserve (South) also includes the same strategy.

In enacting the above recommendation from the adopted Plan of Management, Council officers made preliminary enquiries to Crown Lands with regards to the consolidation of the Woolgoolga Beach Reserve into the Coffs Coast State Park Trust. As part of their response, Crown Lands advised that:

“In relation to the remaining three (3) reserves listed below, investigation revealed that the reserves have been developed as caravan parks and operate under the Coffs Coast Holiday Parks brand. These facilities are considered to be of state significance and benefit not only the local but the broader community. As such, Crown Lands is willing to provide in principle support for the incorporation of the following reserves into the CCSPT:

- 1. Reserve 70416 for Public Recreation (Woolgoolga Lake);*
- 2. Reserve 72664 for Public Recreation (Woolgoolga Beach Reserve); and*
- 3. Reserve 63076 for Public Recreation and Resting Place (Woolgoolga Beach Reserve).*

To commence the appointment process for the applicable reserves Council as Trust manager should provide a formal request along with supporting information, being a copy of the Trust’s Report and Resolution.

Please note the request and supporting information should also include the removal of appointment of Coffs Coast Reserve Trust from Reserve 70416 and dissolution of the Woolgoolga Beach Reserve Trust.

Once this information is received Crown Lands will be in a position to commence processing appointment of the CCSPT as trustee of the applicable reserves”.

Issues:

In response to Council's enquiry to incorporate the Woolgoolga reserves into the CCSPT NSW Trade & Investment undertook a review of the proposal and advised that in its view the operation of the caravan parks under the CCHP brand were considered State Significant and of benefit to both the local and broader community. Accordingly NSW Trade & Investment Crown Lands provided in principle support for the incorporation of these reserves into the CCSPT.

From a Plan of Management perspective consolidation of the Reserves into the CCSPT will satisfy one of the key strategies in the adopted WBRT (North) Plan of Management and included in the WBRT (South) Plan of Management currently on exhibition.

From an operational viewpoint the incorporation of the Reserves will facilitate a greater degree of compliance with Crown land management Legislation and will enable a greater degree of administrative and reporting efficiency (due to the management and reporting of all caravan parks under a single Trust entity).

Incorporation of the Reserves into the CCSPT will also allow a greater degree of flexibility in dispersing income from each of the caravan parks to those projects within the CCSPT deemed of highest priority.

To facilitate incorporation into the CCSPT, Council as the Reserve Trust Manager for the various Trust entities, must request changes to the existing reserve trust structure, specifically:

- Coffs Coast Reserve Trust will need to request removal of the appointment of Coffs Coast Reserve Trust from Reserve 70416.
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- The Coffs Coast State Park Trust must accept the inclusion of R70416, R72664 and R63706.

Options:

1. Council can adopt the recommendation as submitted. This will allow the CCSPT to make a formal request to NSW Trade & Investment, Crown Lands for the inclusion of Crown Reserves 70416 (Woolgoolga Lake), R91945 (Woolgoolga Beach Reserve), R63076 (Woolgoolga Beach Reserve) into the CCSPT. Incorporation into the CCSPT will facilitate the operational efficiencies detailed in this report and will satisfy the key strategies adopted in the WBRT (North) Plan of Management. It will also result in the dissolution of the Woolgoolga Beach Reserve Trust.

2. Council can amend the recommendation by expanding or limiting the reserves put forward for incorporation into the CCSPT. A representative from Lands (Grafton Office) advised that Lands apply an internal policy to classify all caravan parks as state significant. Conversely all reserves being used primarily for local purposes or Council functions (such as swimming pools and sports grounds) are not regarded as State significant and as such Lands will not agree to incorporation into the CCSPT.
3. Council can reject the recommendation and preserve the status quo although in so doing will preserve a suboptimal Trust arrangement as detailed in this report.

Sustainability Assessment:

- **Environment**

The recommendations do not change the current or intended future use of the Reserve. As such there are no perceived adverse environmental effects arising from the recommendation.

- **Social**

The recommendations will not change the current use of the Reserves, and as such there is no perceived change in regard to social sustainability and impact arising from the implementation of the recommendations.

- **Civic Leadership**

The recommendations are consistent with the key strategies espoused in the Coffs Coast Holiday Parks (Woolgoolga Reserves) sustainable improvement strategies. This in turn facilitates the business development action target M35.01 in the Coffs Harbour City Council Operational Plan 2014/2015.

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Broader Economic Implications

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how State Significant Lands will be managed in the future. The consolidation will not change the classification of caravan park reserves.

Consultation:

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Implementation Date / Priority:

Staff can prepare the formal request to Lands immediately Council, in its capacity as the Reserve Trust Manager, endorses the recommendations.

Conclusion:

The consolidation of the business operations under a single reserve structure will make it easier for the Trust to account for, and report on, Reserve operations in accordance with Crown Land requirements and will facilitate a more efficient process in administering and controlling Trust business operations including the allocation of funding for future Reserve development.