

# COFFS HARBOUR CITY COUNCIL

2015/16 ANNUAL REPORT – SECTION 2 – REGULATORY INFORMATION



COFFS HARBOUR  
**2030**

Helping to achieve the 2030 Community Vision

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## Introduction

The Annual Report refers to the period 1 July 2015 to 30 June 2016.

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

Section 1 of the Annual Report focuses on Council's significant achievements in the implementation of its Delivery Program and Operational Plan. These are the plans that are wholly Council's responsibility under the NSW Integrated Planning and Reporting (IPR) Framework, providing an overview of the effectiveness of Council activities in addressing the *Coffs Harbour 2030* Community Strategic Plan. As 2016 is a local government election year, the Annual Report includes (as an attachment) an End of Term Report. This report summarises the city's overall progress towards achieving the objectives of the 2030 Plan during the 2012-2016 term of the elected Council.

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

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





## Compliance with Special Rate Variation Approval Conditions

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

### **Community Facilities Program (2006)**

In response to community demands, Council developed a \$21.5m schedule of capital infrastructure works, called the Community Facilities Program, as part of the 2006/09 Management Plan. Council applied for a special variation in rates to assist in funding the program.

On 26 June 2006, the Minister for Local Government approved Coffs Harbour City Council's application for a **9.56%** special variation to General Income for 2006/07 (see *DLG Reference A49996*). The approval was subject to the following conditions:

1. The Council will raise **\$1,390,970** of the increase by additional rates for the costs associated with the infrastructure projects in Council's Community Facilities Program, and
2. The Council clearly report in its Annual Report for the period 2006/07 to 2015/16 information on the total income received, expenditure per project/program and outcomes achieved, and
3. The Council develops a comprehensive Asset Management Plan linked to a long-term financial plan. Council is to report to the Department of Local Government on the progress of the Asset Management Plan's development by 31 December 2006.

The table on the following pages provides information on the total income received and expenditure per project/program.

#### Outcomes Achieved

The completion of the eleven infrastructure projects from the Community Facilities Program's original schedule of works has been reported in previous Annual Reports.

Through the Community Facilities Program, the rate variation revenue has subsequently assisted in funding the upgrade of drainage at Richardson Park, the installation of lighting at Fitzroy Oval, the development of the Coffs Harbour Regional Museum in Harbour Drive and the Skate Plaza at Brelsford Park, and the upgrade of the Woolgoolga Netball Courts.

It is also contributing funds associated with the following projects:

- Continuation of upgrades to public amenities;
- Jetty Foreshores Revitalisation and
- The Community Capital Infrastructure Grants Program (\$300,000 annually).

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

<b>Rate Variation Program - 2006/2015 - Community Facilities Program</b>			
<b>Financial Report - Commencement to 30 June 2016</b>			
<b>Income</b>	<b>To 30/6/15</b>	<b>2015/16</b>	<b>To 30/6/16</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Rate revenue (additional from rate variation)	14,817,311	1,897,517	16,714,828
Loan funds raised - Community Facilities Program	8,558,153	-	8,558,153
Grants:			
Hogbin Drive Extension Stage 2	10,279,943	-	10,279,943
Nana Glen Swimming Pool	450,000	-	450,000
City Park (Brelsford)	1,068,000	-	1,068,000
Middle Creek Bridge	570,289	-	570,289
CBP Public Amenities Upgrade (Diggers Beach)	50,000	-	50,000
NSW Sport & Rec (Woolgoolga Netball Courts)	25,000	-	25,000
NSW Sport & Rec (Skate Plaza)	50,000	-	50,000
<b>Total Grants</b>	<b>12,493,232</b>	<b>-</b>	<b>12,493,232</b>
Contributions:			
Private Works Reserve (Public Amenities Upgrade)	300,000	-	300,000
Nana Glen Swimming Pool (from NG Community)	200,000	-	200,000
Hogbin Drive (Country Energy)	49,762	-	49,762
Woolgoolga Netball Court	-	30,000	30,000
Sawtell Town Improvement Program	8,368	-	8,368
<b>Total Contributions</b>	<b>558,130</b>	<b>30,000</b>	<b>588,130</b>
Sale of Land - Hogbin Drive	88,972	-	88,972
Other Council contributions (loans, revenue, reserves)	2,447,443	-	2,447,443
Interest earned	609,727	57,738	667,465
<b>Total Income</b>	<b>39,572,968</b>	<b>1,985,255</b>	<b>41,558,223</b>

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

### Rate Variation Program - 2006/2015 - Community Facilities Program Financial Report - Commencement to 30 June 2016 *(continued)*

Expenditure	To 30/6/15 \$	2015/16 \$	To 30/6/16 \$
<b>Works:</b>			
Hogbin Drive Extension Stage 2	16,811,634	-	16,811,634
City Park (Brelsford)	1,547,849	-	1,547,849
City Park (Brelsford) Skate Plaza	1,317,858	-	1,317,858
Museum Development	450,000	-	450,000
Netball Courts Woolgoolga	827	239,790	240,617
Richardson Park Drainage & Fitzroy Oval Lighting	194,806	-	194,806
Public Amenities Upgrade	636,471	320,316	956,787
Nana Glen Swimming Pool	852,654	-	852,654
Jetty Structure Restoration	1,500,001	-	1,500,001
Coffs Coast Sport & Leisure Park Works	52,638	-	52,638
Middle Creek Bridge	847,893	-	847,893
Coral Street Bridge Replacement	762,698	-	762,698
Nana Glen Improvements	358,814	-	358,814
Woolgoolga Town Improvements	390,569	-	390,569
Sawtell Headland Improvements	379,726	-	379,726
Sawtell Town Improvements	344,675	-	344,675
Jetty Strip Improvements	68,459	-	68,459
Community Grants Funding	173,000	216,100	389,100
<b>Total Works</b>	<b>26,690,572</b>	<b>776,206</b>	<b>27,466,778</b>
<b>Operating:</b>			
Nana Glen Swimming Pool	834,797	117,890	952,687
City Park – Skate Plaza	67,523	61,553	129,076
City Park - Playground	332,457	50,761	383,218
<b>Total Operating</b>	<b>1,234,777</b>	<b>230,204</b>	<b>1,464,981</b>
Loan Repayments	<b>10,067,124</b>	<b>1,400,762</b>	<b>11,467,886</b>
<b>Total Expenditure</b>	<b>37,992,473</b>	<b>2,407,172</b>	<b>40,399,645</b>
<b>Funds on Hand at 30 June:</b>			
Loan funds on Hand - Community Facilities Program	-	-	-
Other funds	1,580,495	(421,917)	1,158,578
<b>Total Funds on Hand</b>	<b>1,580,495</b>	<b>(421,917)</b>	<b>1,158,578</b>



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

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

The approval was subject to the following conditions:

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

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

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

### *Outcomes Achieved*

The works are designed to help address a long-standing need to protect significant areas of the city from inundation and damage in times of high rainfall and extreme storm events. The necessity to fast-track these works was made clear in 2009 when the city experienced a number of flash-flooding incidents.

Work is progressing well, although land acquisition issues have slowed the pace on a number of the larger projects. Fortunately there has been no repeat of the severe weather events of 2009; however, the completed works have performed according to design in accommodating rainfall experienced to date. There is confidence that the ongoing implementation of the works program will bring a new level of flood security to Coffs Harbour.

In relation to approval condition 3 above, the table on the following page provides information on the total income received and expenditure per project/program in 2015/16 and the outcomes achieved.

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

Flood Mitigation and Drainage Works Program 2015/16							
Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/16 (\$)	Carried over to 2016/17 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)				
Unallocated Drainage Works	4,142,694	4,188,509	-	8,331,203	-	8,331,203	On-going
Construction of Flood Detention Basin (Upper Shepards Lane)	-	3,381,316	-	3,374,633	-	3,374,633	Construction yet to commence
Minor Capital Flooding and Drainage Works	2,441	2,441	-	4,882	4,882	-	On-going
Establish flood gauge at Grafton St	13,109	-	-	13,109	13,109	-	At design stage
Construction of Flood Detention Basin (Spagnolos Road)	-	122,451	466,433	588,884	16,954	571,930	Construction completed – finalising outstanding commitments
Piping of Open Drain – Graham Drive	-	62,248	-	62,248	62,248	-	Awaiting design
Redirect overland flow with swale – Twentieth Ave, Sawtell	15,000	-	-	9,144	-	9,144	finalising outstanding commitments
Placement of headwalls and half pipe extension – Eastbank Rd, Coramba	-	1,680	-	1,680	1,680	-	Nearing completion
Pipe Relining – various locations	86,680	-	-	86,680	86,680	-	Ongoing
Pits, headwall, connecting piping and redefine swale drain – Mclver Lane, Woolgoolga	46,664	-	-	46,664	46,664	-	At design stage
Piped drainage works for Graham Drive, Sandy Beach cycleway	33,513	-	-	33,513	33,513	-	Nearing completion

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

Flood Mitigation and Drainage Works Program 2015/16 <i>(continued)</i>							
Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/16 (\$)	Carried over to 2016/17 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)				
Loaders Lane levee	129	86	-	215	215	-	Completed
Creek Clearing & Drainage Works	8,960	20,908	-	29,868	29,868	-	On-going
Drainage Improvements - Investigation & Design	2,046	-	-	2,046	2,046	-	On-going
Marcia Street, Coffs Harbour Drainage Works	199,597	-	-	199,432	-	199,432	At design stage
Shelton Close Drainage Works	15,000	-	-	3,229	-	3,229	Nearing completion
Moore Street, Coffs Harbour - Drainage Works	7,895	-	-	7,895	-	7,895	At Design Stage
Floodplain Studies, Plans & Design	20,915	20,915	-	41,830	41,830	-	On-going
Mavis Street, Coffs Harbour - Pipe Repair Works	503	-	-	503	503	-	Completed
Polaris Close / Antaries Avenue Drainage Works	50,000	-	-	50,000	-	50,000	At Design stage
Contribution to Harbour Drive / Gordon St intersection works	845,100	-	-	845,100	845,100	-	Completed
Dairyville Road drainage Extension	10,496			10,496	10,496	-	Completed
Mullaway Drainage Investigation	9,223			9,223	9,223	-	Completed
Upper Orara Road Culvert replacement	3,907			3,907	3,907	-	Completed

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

Flood Mitigation and Drainage Works Program 2015/16 <i>(continued)</i>							
Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/16 (\$)	Carried over to 2016/17 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)				
20 Walsh Place Toormina	18,531			18,531	18,531	-	Completed
Gundagai Place Drainage Upgrade	121,225			121,225	121,225	-	Completed
Dredging Spoon Bill Lake	63,920	63,920		127,840	127,840	-	Completed
Spagnolos Road Watermain Relocations		57,010		57,010	57,010	-	Completed
Duke Street Contribution	142,000			142,000	142,000	-	Completed
Contribution to Sawtell Caravan Park drainage upgrade	36,000	-	-	36,000	36,000	-	Completed
<b>Total</b>	<b>5,895,548</b>	<b>7,921,484</b>	<b>466,433</b>	<b>14,258,990</b>	<b>1,711,524</b>	<b>12,547,466</b>	



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

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

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

The approval was subject to the following conditions:

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

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

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

In relation to approval condition 2 above, the table on the following page provides information on the total income received and expenditure per project in 2015/16 and the outcomes achieved.

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

City Centre Capital Works Program 2015/16			
Project Description	Budget 2015/16 (\$)	Expenditure 2015/16 (\$)	Budget 2016/17 (\$)
Marketing	26,423	7,941	21,748
Saturday Markets	92,858	9,793	54,371
Sunday Activation	65,099	70	48,935
Christmas Activation	43,127	37,172	74,946
Depreciation	190,000		195,700
Maintenance Costs (New Assets)	-	-	80,000
<b>TOTAL OPERATING EXPENDITURE</b>	<b>417,507</b>	<b>54,976</b>	<b>475,700</b>
Repaving City Square	207,794	-	-
City Square Upgrade - awning, lighting & landscaping	470,000	67,581	700,000
City Square Amphitheatre	153,286	-	-
Duke Street Road Extension	300,000	237,140	-
City Centre Signage	75,000	-	50,000
Park Avenue upgrade and landscaping	-	-	400,000
Light show, decorative lighting, CCTV	-	-	5,000
Landscaping	10,000	-	10,000
Lighting	-	-	50,000
Park Avenue Artist Lane	100,000	-	90,000
Riding Lane Toilet upgrade	19,054	10,151	-
Castle Street Car Park - upgrade, painting, signage	-	132,490	5,000
Park Avenue Car Park - upgrade, painting, signage	35,000	5,975	85,000
Relocate City Square shade sail to Park Avenue	150,000	6,971	75,000
Install shade sails to Vernon Street	150,000	4,734	75,000
West High Street Sail	150,000	4,376	75,000
Harbour Drive Sail	150,000	4,471	75,000
Moonee Street Sail	150,000	5,622	75,000
Sunday Activation (capital component)	10,000	-	-
Christmas Activation (capital component)	40,000	-	50,000
Masterplan Works (previous SRV) Harbour Dr/ Gordon Street	414,202	29,435	-
Contingency (capital)	88,225	-	150,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>2,672,561</b>	<b>508,946</b>	<b>1,970,000</b>
<b>TOTAL EXPENDITURE</b>	<b>3,090,068</b>	<b>563,922</b>	<b>2,445,700</b>

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

<b>City Centre Capital Works Program 2015/16</b> <i>(Continued)</i>			
<b>Project Description</b>	<b>Budget 2015/16 (\$)</b>	<b>Expenditure 2015/16 (\$)</b>	<b>Budget 2016/17 (\$)</b>
CBD Special Rate Variation	(724,529)	(724,529)	(737,571)
Christmas Activation Income	(21,909)	(21,455)	
Capital Contribution	-	(142,000)	
Transfer from Reserves	(2,323,630)	-	
Interest on Investments	(20,000)	(71,731)	(36,000)
<b>TOTAL INCOME</b>	<b>(3,090,068)</b>	<b>(959,715)</b>	<b>(773,571)</b>
<b>FUNDING DEFICIT / (SURPLUS)</b>	<b>-</b>	<b>(395,793)</b>	<b>1,672,129</b>

### **City Centre Capital Works Program 2015/16 - Achievements**

- The bus interchange and taxi stop at Park Avenue were completed.
- Marketing and promotions of the City Centre continued with a regular e-newsletter and with social media promotions.
- Major events organised in the City Centre as part of the Masterplan activations strategy included the World Rally Championships activities and welcome to competitors, the expanded annual Christmas Spectacular in City Square and the revival of the Coffs Coast Carols and return of the Carols event to the City Centre, at Brelsford Park. This event attracted between 6,000 and 7,000 people.
- Significant progress was made in the planning and design for the City Square revitalisation works and Harbour Drive shared zone.
- Design of the Duke Street road extension and drainage works was completed and works commenced.
- A contract was awarded for installation of new shade sails and relocation of the City Square shade sail. Detailed designs for the structures commenced, as did liaison with service providers for relocations of services.
- The City Centre Masterplan Committee and Council conducted significant community, trader and business consultation regarding the City Centre projects and the Harbour Drive/Gordon Street intersection and drainage works.
- Masterplan activities also included sponsorship of the NSW Blues State of Origin team's camps in Coffs Harbour and associated promotions to benefit City Centre traders. Negotiations were undertaken to increase the presence of the International Buskers Festival in the City Centre in 2016/17.
- Three new members were interviewed and appointed to the Masterplan Committee to replace outgoing representatives and fill a new retailer representative position created by Council.





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

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

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

The approval was subject to the following conditions:

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

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

### ***Funding For the Future 2015/16 Achievements***

- Roads Maintenance – funds used to address a backlog of sealing maintenance works across the Local Government Area.
- Asset Management – used to ascertain scope required on priority schedule of works through geotechnical and similar investigations.
- Building Maintenance – numerous projects undertaken including maintenance of Community Village, Swimming Pools, Cavanbah Hall, Coramba Hall, Rose Avenue refurbishment, Jetty Memorial Theatre cladding and air-conditioning repair.
- Roads Rehabilitation – utilised for road pavement renewals at Jordan Esplanade, Newman Street, James Small Drive, Bucca Road, Coramba Road, Korora School Road, Bonville Waters Drive and Green Lea Rosedale Road.
- Transport Assets Renewal – used to upgrade Footpaths and Cycleways, Kerbing, Guardrails and carparks and help address the backlog of kerb and footpath renewals across the LGA.
- Recreation Services Asset Renewal – used to address playground, fences and access ways across the LGA.
- Building renewals – includes works undertaken at Jetty Memorial Theatre, Nana Glen pool, Elizabeth Street Bus Terminal, Fitzroy Oval public amenities, amenities upgrades at various parks and reserves and access walkways at Rigby House.

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

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

In relation to approval condition 2 above, the table on the following page provides information on the total income received and expenditure per asset group in 2015/16.

<b>Funding For the Future - Financial Sustainability 2015/16</b>			
<b>Project Description</b>	<b>Budget 2015/16 (\$)</b>	<b>Expenditure 2015/16 (\$)</b>	<b>Budget Revotes 2015/16 (\$)</b>
Roads Maintenance	398,676	394,811	-
Asset Management	125,898	80,965	-
Building Maintenance	419,848	360,600	-
<b>TOTAL OPERATING EXPENDITURE</b>	<b>944,422</b>	<b>836,376</b>	<b>108,046</b>
Roads Rehabilitation	1,529,985	1,384,762	-
Transport Assets Renewal	398,676	436,091	-
Recreation Services Assets Renewal	545,557	394,127	-
Buildings Renewal	1,039,517	308,611	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>3,513,735</b>	<b>2,523,591</b>	<b>990,144</b>
<b>TOTAL EXPENDITURE</b>	<b>4,458,157</b>	<b>3,359,967</b>	<b>1,098,190</b>
Financial Sustainability Rate Variation	(4,312,347)	(4,312,347)	-
<b>TOTAL INCOME</b>	<b>(4,312,347)</b>	<b>(4,312,347)</b>	<b>-</b>
<b>FUNDING DEFICIT / (SURPLUS)</b>	<b>(145,810)</b>	<b>952,380</b>	<b>1,098,190</b>



## Capital Works Projects

*Capital Expenditure Guidelines*  
1 July 2015 to 30 June 2016.

In 2015/16, Coffs Harbour City Council did not undertake any capital works projects within the scope of the above guidelines.



## Overseas Visits

*Local Government Act 1993 - Section 428 (4) (b)*  
*Local Government (General) Regulation 2005 - Section 217 (1) (a)*  
*1 July 2015 to 30 June 2016.*

Coffs Harbour City Council did not conduct any overseas visits in the year ended 30 June 2016.



## Elected Members' Expenses

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 - Section 217 (1) (a1)  
1 July 2015 to 30 June 2016.

Expense	Amount (\$)
Mayoral Allowance	40,090
Councillor fees	161,795
Mayor vehicle expenses	16,069
Provision of dedicated office equipment allocated to councillors	7,547
Telephone calls made by councillors	2,142
Attendance by Councillors at conferences and seminars (excluding overseas and interstate)	19,159
Training of councillors and provision of skill development	997
Interstate visits by councillors, including transport, accommodation and out-of-pocket expenses	1,226
Overseas visits by councillors, including transport, accommodation and out-of-pocket expenses	-
Expenses of any spouse, partner or other person who accompanied a councillor	-
Expenses involved in the provision of care for a child or an immediate family member of a councillor	-
Other councillor expenses (catering, election, stationery, etc)	20,388
<b>Total</b>	<b>269,413</b>





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

Local Government Act 1993 - Section 428 (4) (b)  
 Local Government (General) Regulation 2005 - Section 217 (1) (a2)  
 1 July 2015 to 30 June 2016.

Contract No.	Contract	Supplier	Start Date	Revised Contract Sum (\$)
LGP-745-TO	Supply of Bulk Fuels & Associated Products (NPN C031-12)	United Petroleum	1/01/2016	Schedule of Rates
RAT-743-TO	Electricity for Contestable Metered Sites	ERM Power Retail Pty Ltd	1/01/2016	Schedule of Rates
RAT-744-TO	Electricity for Non-Metered Sites (Street Lighting)	AGL Energy Sales and Marketing Ltd	1/01/2016	Schedule of Rates
SGC-741-TO	Security Services - Guards, Vehicle Patrols, Alarm Monitoring & Call-Outs	SNP Security	1/01/2016	Schedule of Rates
RFT-749-Parent	Provision for Legal Services	Panel of Suppliers	4/05/2016	Schedule of Rates
RFT-747-Parent	Councils Development Engineering Department	Panel of Suppliers	17/05/2016	Schedule of Rates
RFT-716-TO	Harbour Dr / Gordon St Intersection	Bob Chambers Pty Ltd	23/06/2016	\$1,401,235.00
RFT-725-TO	Supply & Delivery of Bitumen Sealing Works	NSW Boral Asphalt	23/10/2015	\$860,206.00
RFT-687-TO	Underbores at Double Crossing Creek, Gun Club and Skinners Creek	Coffs Coast Under Road Boring	14/03/2016	\$449,072.82
RFT-722-TO	Sawtell Beach Holiday Park- Renovation of the Bottom Amenity Block	4d Building Solutions Pty Ltd	1/02/2016	\$307,804.98
RFT-693-TO	Upgrading of portion of Electrical Reticulation at Park Beach Holiday Park	Laser Electrical Pty Ltd	26/08/2015	\$307,599.98
RFT-751-TO	Sewer Main Upgrade MH CB2-MH CB4 Fiddaman Rd	Ledonne Constructions Pty Ltd	27/06/2016	\$296,965.00
RFT-712-TO	McCauleys Headland Amenities	Momentum Built Pty Ltd	7/09/2015	\$287,179.38
RFT-679-TO	Design and Construct - Resurface Woolgoolga Netball Courts	Court Craft Australia Pty Ltd	20/07/2015	\$238,955.00



## Legal Proceedings

Local Government Act 1993 - Section 428 (4) (b)  
 Local Government (General) Regulation 2005 - Section 217 (1) (a3)  
 1 July 2015 to 30 June 2016.

Case Name	Court (NSW)	Total Costs 2015/16 (\$)	Status	Date of Decision
Class action against Lehman Bros Australia Limited (in liq) and McGraw Hill Companies Inc. and Standard and Poor's International	Federal Court	3,415,259.29	Ongoing	n/a
Coffs Harbour City Council v Australian and New Zealand Banking Group Ltd (Trading as ANZ Investment Bank) – Credit Sail II	Federal Court	Nil	Ongoing	n/a
Iris May Hoy v Coffs Harbour City Council (No 2)	Land and Environment Court – 14/10574	13,860.37	Appeal dismissed	14-Aug-15
Iris May Hoy v Coffs Harbour City Council (No 3)	Land and Environment Court – 15/254677	47,594.74	Appeal dismissed Cross appeal dismissed	8-Sep-16
Nick Faseas v Coffs Harbour City Council	Land and Environment Court – 15/10935	8,562.21	Withdrawn	20-May-16
Community Housing Limited v Coffs Harbour City Council & Ors (No 2)	Supreme Court – Court of Appeal – 15/14853	48,595.30	Appeal allowed	19-Oct-15
Coffs Harbour City Council v Sarabjit Singh & Onkar Moore	Local Court – 2016/00113506	6,857.88	Guilty plea accepted	21-Jun-16
Noubia Pty Ltd v Coffs Harbour City Council	Land and Environment Court – 16/10077	Nil	Appeal upheld	30-Aug-16

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## Legal Proceedings *(continued)*

*Continued from previous page*

Case Name	Court (NSW)	Total Costs 2015/16 (\$)	Status	Date of Decision
Pridel Investments Pty Limited v Coffs Harbour City Council	Land and Environment Court – 15/10342	638,242.02	Awaiting judgement	n/a
McCann v Coffs Harbour City Council	NSW Civil & Administrative Tribunal – COM 15/40089	10,399.12	Application dismissed	16-Dec-15
Coffs Harbour City Council v Darren O'Connor	Local Court – 2016/00146192-001463203	2,189.09	Ongoing	n/a
Tedmund Polglase by his tutor Jeffrey Polglase v Coffs Harbour City Council	Supreme Court – Civil – 2014/00281434	1,022.50	Ongoing	n/a
Doreen Joy Knight v Coffs Harbour City Council	District Court – Civil – 2015/000946690	3,667.85	Ongoing	n/a
McLeod v Coffs Harbour City Council	District Court – Civil – 2013/255451	Nil	Judgement for the plaintiff	02-Oct-15
Coffs Harbour City Council v McLeod	NSW Supreme Court – Civil – 2015/295752	Nil	Leave to appeal dismissed	03-May-16

Note: Additional amounts were incurred during the year in Recoverable Rates expenses (\$203,225.10) and general legal advice and administrative working expenses (\$100,380.12).



## Works Subsidised On Private Land

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

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

*1 July 2015 to 30 June 2016.*

No resolutions were made during this period concerning work subsidised by Council and carried out on private land.



## Donations and Contributions

Local Government Act 1993 - Section 428 (4) (b)  
 Local Government (General) Regulation 2005 - Section 217 (1) (a5)  
 Amounts granted under Section 356 of the Act  
 1 July 2015 to 30 June 2016.

RECIPIENT	AMOUNT(\$)	RECIPIENT	AMOUNT(\$)
Ride to Conquer Cancer	500	TAFE Presentations	300
St John Paul College Trivia Night - Prize	50	Visual & Performing Arts Grants Program	34,705
Jodi Lee Foundation for Bowel Cancer Research	500	Community Capital Infrastructure Grants Program	216,100
Woolgoolga Carols by the Sea	500	Sawtell & Woolgoolga Chamber of Commerce	19,700
Hire Fee for Xmas Party – Botanic Gardens	320	Westpac Rescue Helicopter	500
Mid North Coast Local Heath Area Sponsorship	1,000	Cancer Council – Relay for Life	2,273
Coffs Harbour PCYC	200	North Coast Academy of Sport	5,500
Orara Valley Progress Association	630	Emerald Beach Fair Committee – Traffic Control Plan	150
Coffs Harbour Uniting Church Soup Kitchen	1,000	Woolgoolga Triathlon – Traffic Control Plan	517
REAP Coffs Harbour	600	Coffs Harbour Spring Garden Festival	1,000
Men's Resource Centre	500	Hope Bears Charity	250
Headspace Coffs Harbour (Genhealth Inc.)	500	Coffs Harbour Ladies Silk Day	600
Nana Glen Sport Recreation Centre	1,000	Coffs Harbour Running Festival	5,000
Warrina Domestic & Family Violence Centre	500	Coffs Harbour Ocean Swims	2,500
Bear Cottage, The Children's Hospital Westmead	500	Coffs Harbour Triathlon	15,000
Woolgoolga Red Cross – Student Homework Program	500	Rotary Club Coffs Coast Cycle Challenge	4,000
Make-a-Wish Foundation	500	South Coffs Community Garden Inc (Legal Fees Reimbursement)	500
Schools Annual Presentations	5,300	TS Vendetta – Licence for Navy Cadets	977
Southern Cross University Presentations	300	Variety Special Children's Christmas Party	250
<i>(continued next column)</i>		<i>(continued next page)</i>	





## Donations and Contributions *(continued)*

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

RECIPIENT	AMOUNT(\$)
New Year's Eve Fireworks	3,000
Coffs Harbour Agricultural Show	5,000
State Emergency Services – Contribution	124,254
NSW Fire Brigades Subsidy	81,231
Sawtell Chamber of Commerce – Valuation Fee	1,000
Surf Life Saving Clubs – Subsidy	36,000
Rates Subsidy – Sporting & Cultural Groups	79,217
<b>TOTAL:</b>	<b>\$654,424</b>



## Rates and Charges Written Off

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 - Clause 132  
1 July 2015 to 30 June 2016.

The total value of rates and charges written off for the year 2015/16 was **\$3,393,177.55**

Item	Amount (\$)
Pension Rebates	-3,070,800.18
Postponed Rates	-224,024.97
Interest > \$50	-9,472.95
Water Usage Charges	-67,429.76
Sewer Usage Charges	-20,631.91
Trade Waste Usage Charges	-817.78
<b>Total</b>	<b>-3,393,177.55</b>

**Notes:**

- A Government subsidy is provided for part of the Pension Rebates.
- Postponed Rates are amounts abandoned as required under Section 595 (Local Government Act)

(The total value of rates and charges written off for the year 2014/15 was **\$3,328,559.27**)



## Delegated Functions / Companies / Partnerships

### Functions Delegated by Council

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

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

*1 July 2015 to 30 June 2016.*

External bodies that exercised functions delegated by Council were:

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

### Companies in Which Council Held a Controlling Interest

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

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

*1 July 2015 to 30 June 2016.*

- Prosper Coffs Harbour Limited

### Partnerships, Cooperatives or Other Joint Ventures

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

*Local Government (General) Regulation 2005 - Section 217 (1) (a8)*

*1 July 2015 to 30 June 2016.*

- Statecover Mutual Limited
- Coffs Harbour Technology Park



## Planning / Environmental Agreements

### Planning Agreements

*Environmental Planning and Assessment Act 1979 - Section 93G(5)  
1 July 2015 to 30 June 2016.*

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



## Planning / Environmental Agreements

### Environmental Upgrade Agreements

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

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



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

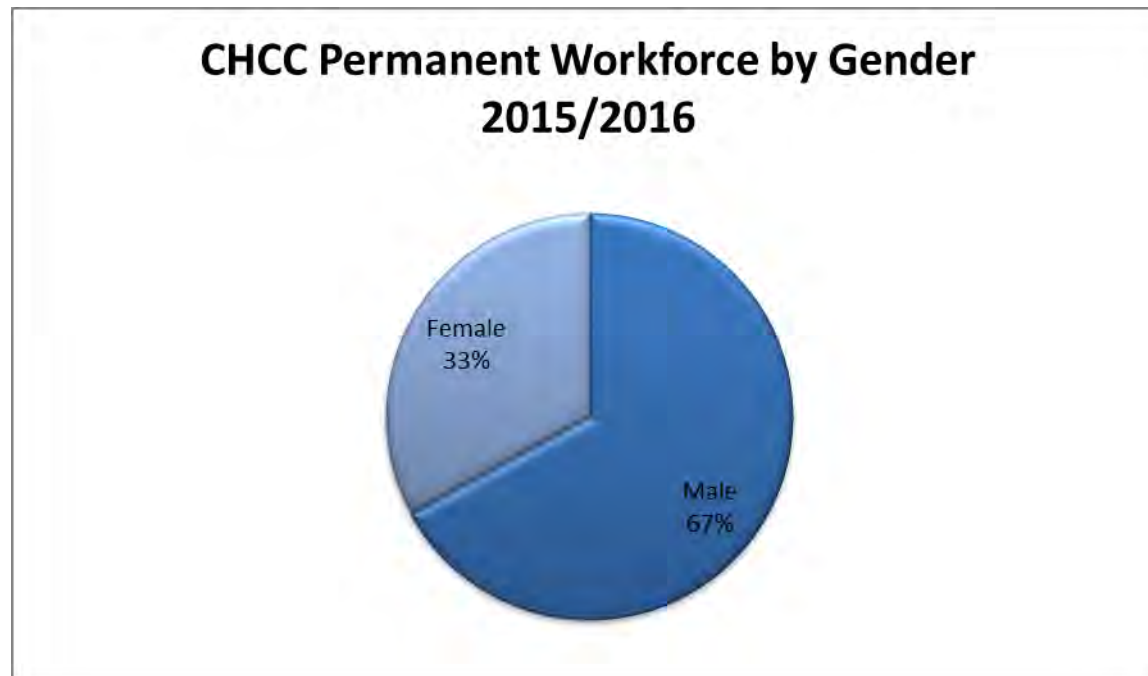
Local Government Act 1993 – Section 428 (4) (b)  
Local Government Act (General) Regulation 2005 – Section 217 (1) (a 9)  
1 July 2015 to 30 June 2016.

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

Council's previous Equal Employment Opportunity Management Plan covered the period 2012 to 2014. Due to the significant transformation Council underwent during the period 2014 to 2016, the review of this Plan was placed on hold, however workplace diversity remained high on the agenda and the principles outlined in the 2012/2014 Plan were incorporated in all processes and decision making.

### **Workforce Demographics**

- During the reporting period, females formed approximately one third of council's permanent workforce:



**Figure 1 CHCC Permanent Workforce by Gender 2015/2016**

(continued next page)



## Workforce Demographics *Continued*

- Council's senior leadership team, which includes the General Manager, Directors, Group and Section leaders, is comprised of one third females.
- Council continues to offer flexible work arrangements to accommodate the varied needs of our workforce. During the 2015/2016 financial year, 63 staff were identified as part time (12% of our total permanent workforce).
- Council continued to support staff with disabilities through adjusted working hours and supporting equipment needs.
- Employees were encouraged to support various cultural initiatives such as NAIDOC celebrations and Harmony Day.
- Local government has a high number of mature age workers compared to the national average. Council's workforce is reflective of this, with 25% of our workforce eligible for retirement within the next ten years :

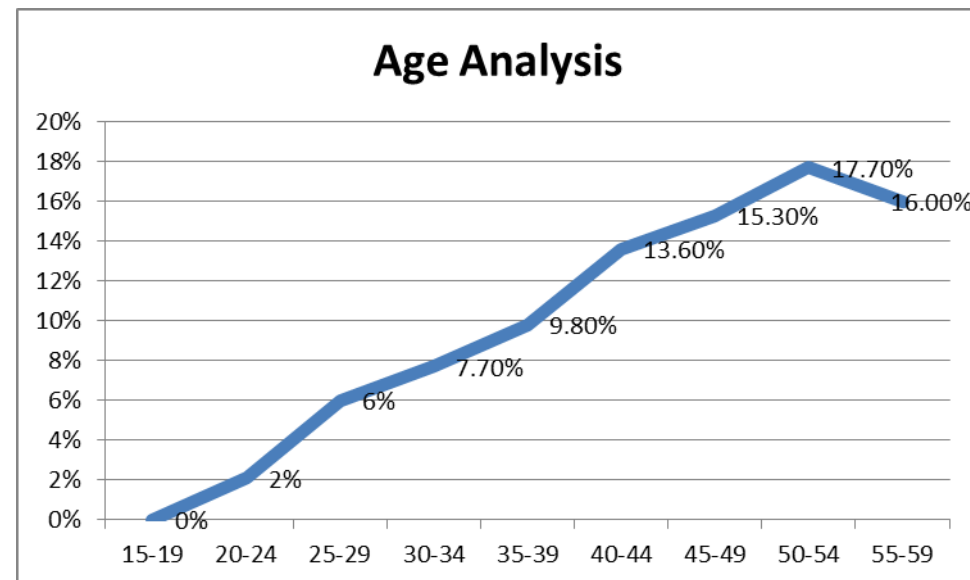


Figure 2 CHCC Permanent Workforce by Age 2015-2016





### Recruitment

- Council continues to promote fair and equitable recruitment principles through practices such as ensuring gender balance of interview panels where applicable. During the reporting period, 25 new independent panelists were identified and trained in interviewing skills, techniques and principles of ethics and fairness.
- Of the 100 new appointments made in the 2015/2016 financial year, 38% were female.
- During the reporting period, Council continued to provide one-on-one coaching to staff seeking assistance with interview skills, with emphasis on people from Cultural and Linguistically Diverse (CALD) backgrounds.
- Of the 46% internal promotions that were made, 26 were female, equating to 57%.
- Coffs Harbour City Council was a principal sponsor of the 2016 Directions Plus Careers Expo and representatives of Council were on hand to promote careers in local government, with an emphasis on promoting non-traditional career pathways for women.
- Council continued to offer traineeships and apprenticeships across Council with appointments made in Financial Services and Stadium and Major Events.
- In 2015/2016 we continued to support the engagement of an Aboriginal trainee in the Horticulture branch and one female trainee in a non-traditional role and also commenced work on obtaining grant funding to engage an Aboriginal school-based trainee.

### Learning and Development Initiatives

- Council continued making learning and development opportunities available to all staff via initiatives such as supporting employees in obtaining formal qualifications.
- Council's induction procedure for new employees covers policies such as the Code of Conduct, Bullying and Harassment Policies as well as information on Council's Employee Assistance program and grievance procedure. The aim of the induction program is to ensure staff have an understanding of our behavioural obligations in the workplace, which includes a strong focus on equal employment practices and a workplace free from bias and discrimination.
- Staff from Council's Community and Cultural Services group underwent Community Engagement Training to enable better provision of service to our increasingly diverse local government community.



## General Manager / Senior Staff Remuneration

### General Manager Remuneration

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

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

*1 July 2015 to 30 June 2016.*

The remuneration package total effective for the position of General Manager at 30 June 2016 was \$304,681. The statement includes the total of the following:

- (i) the total value of the salary component of the package,
- (ii) the total amount of any bonus payments, performance payments or other payments made to the general manager that do not form part of the salary component of the general manager,
- (iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor,
- (iv) the total value of any non-cash benefits for which the general manager may elect under the package,
- (v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.

### Senior Staff Remuneration

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

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

*1 July 2015 to 30 June 2016.*

The remuneration package total effective for all Senior Staff positions for the period ending 30 June 2016 was \$676,500. The statement reflects the total remuneration comprised in the remuneration packages of all senior staff members (other than the general manager) employed during the year, expressed as the total remuneration of all the senior staff members concerned (not of the individual senior staff members) and including totals of each of the following:

- (i) the total of the values of the salary components of their packages,
- (ii) the total amount of any bonus payments, performance payments or other payments made to them that do not form part of the salary components of their packages,
- (iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which any of them may be a contributor,
- (iv) the total value of any non-cash benefits for which any of them may elect under the package,
- (v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.



## Stormwater Management Services

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

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

*1 July 2015 to 30 June 2016.*

Since 1 July 2007, Coffs Harbour City Council has levied an annual charge for stormwater management services.

Information on the revenue and expenditure associated with that charge is included in the table on Page 6 - "Flood Mitigation and Drainage Works Program 2015/16."



## Companion Animals Act – Compliance

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 Clause 217 (1)(f)  
1 July 2015 to 30 June 2016.

### Overview

Coffs Harbour City Council Ranger Services has been active in Companion Animal Management during 2015/16. The main focus has again been to apply a steady and constant approach toward companion animal management and owner responsibilities when taking their pets into public places and/or not properly restraining them within their properties to prevent their animals escaping. There has been a decrease in dog fines issued during the reporting period in comparison to the previous reporting period with the reduction primarily attributable to reduced resource availability most of the year.

Regular programs (“Dog Blitzes”, “Microchipping and Registration Follow Up”) have been run throughout the year, focussing on breaches of control requirements for all dogs in public places and non-identified and unregistered Companion Animals. These programs have taken the form of very high profile patrols during business hours and out-of-hours periods. These blitzes have been promoted on occasions via media coverage. During the period, Council’s Ranger Services handled more than 1,992 companion animal complaints: a 20% increase on previous years.

The tables below identify certain aspects of Council’s activities and have been prepared in accordance with statutory reporting requirements.

#### Companion Animal Seizure (As per 2014/15 seizure survey submitted to DLG)

Seized by Council Rangers	487
Seized by members of the public	302
<b>Total animals seized</b>	<b>789</b>
Companion Animals returned by Rangers (not impounded)	234
Companion Animals returned from Council’s Pound Facility	178
<b>Total Companion Animals returned to owners</b>	<b>412</b>
<b>Total Companion Animals re-homed</b>	<b>170</b>
<b>Total Number of Animals Euthanized</b> (including carry over 2015)	<b>225</b>

*(This figure is down from 261 from last year and 294 in 2014.)*

*(continued next page)*



## Companion Animals Act – Compliance *(continued)*

### Dog Attacks

There were 68 reported dog attacks in 2015/16, a 36% decrease on the previous year's figures. It is noted the incidence of dog attack had been on the increase in recent years, with this year being the first reported decrease since 2012/13.

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

A number of dangerous dogs were destroyed as a result of these reported incidents (8 dogs in total destroyed).

### Companion Animal Management Funding

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

<b>Expenditure</b>	<b>\$</b>
Staffing	243,354
Plant vehicles	20,503
General Dog Seizure Expenses	1,048
RSPCA Pound Facilities Contract	175,427
Office Accommodation / Sundry Expenses	1,493
Equipment Purchases	0
<b>Total Expenditure</b>	<b>441,825</b>
<i>slight decrease from last year's figure (\$451,279)</i>	
<b>Income</b>	<b>\$</b>
Companion Animals Registrations Commissions*	109,537
Impounding Fees and Charges	22,482
Fines (Net income amount after service fees)	24,889
<b>Total Income</b> <i>(Up by \$29,982 on last year's figure)</i>	<b>156,908</b>

*(continued next page)*



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

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

### Strategies for alternatives to Euthanasia for Unclaimed Animals

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

### Dog Off-Leash Areas

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

- Park Beach South
- Thompsons Road Dog Exercise Area
- Boambee Beach
- Hearnese Lake Beach
- Darkum Beach
- Corindi/Pipe Clay Beach
- Emerald Beach North
- Woolgoolga Back Beach



## Assets Acquired, Assets Held and Condition of Public Works

Local Government Act 1993 - Section 428 (4)(a)  
1 July 2015 to 30 June 2016.

Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2016												
Asset Class	Asset Category	Estimated cost to bring to a satisfactory standard \$'000	Required annual maintenance \$'000	2015/16 actual maintenance \$'000	Carrying Value \$	Gross Replacement Cost \$	Assets in a condition as a % of gross replacement cost (See Notes page 37)					
							1	2	3	4	5	
<b>Buildings</b>	Buildings	-	845	836	97,386	90,835	19	38	41	2	-	
	<b>Sub total</b>	-	<b>845</b>	<b>836</b>	<b>97,386</b>	<b>90,835</b>	<b>19</b>	<b>38</b>	<b>41</b>	<b>2</b>	<b>-</b>	
<b>Other Structures</b>	Other Structures	-	-	-	676	1,212	49	32	18	1	-	
	<b>Sub total</b>	-	-	-	<b>676</b>	<b>1,212</b>	<b>49</b>	<b>32</b>	<b>18</b>	<b>1</b>	<b>-</b>	
<b>Public Roads</b>	Sealed Roads	-	4,443	4,180	382,196	504,341	31	44	19	5	1	
	Unsealed Roads	-	797	763	5,004	11,724	14	9	34	29	14	
	Bridges	-	111	130	64,809	72,157	95	2	2	1	-	
	Footpaths and Cycleways	-	317	323	39,192	47,426	68	11	16	5	-	
	Kerb and Gutter	-	14	13	34,903	46,573	25	18	45	12	-	
	Bulk Earthworks	-	23	22	134,473	134,473	100	-	-	-	-	
	Other road assets	-	162	152	15,857	17,834	73	12	11	3	1	
	<b>Sub total</b>	-	<b>5,867</b>	<b>5,583</b>	<b>676,434</b>	<b>834,528</b>	<b>50</b>	<b>29</b>	<b>16</b>	<b>4</b>	<b>1</b>	

(continued next page)





## Assets Acquired, Assets Held and Condition of Public Works *(continued)*

Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2016 <i>(continued)</i>												
Asset Class	Asset Category	Estimated cost to bring to a satisfactory standard \$'000	Required annual maintenance \$'000	2015/16 actual maintenance \$'000	Carrying Value \$	Gross Replacement Cost \$	Assets in a condition as a % of gross replacement cost (See Notes page 37)					
							1	2	3	4	5	
<b>Water Supply Network</b>	Water Supply Assets	-	2,330	2,799	275,761	420,736	27	45	16	3	9	
	<b>Sub total</b>	-	<b>2,330</b>	<b>2,799</b>	<b>275,761</b>	<b>420,736</b>	<b>27</b>	<b>45</b>	<b>16</b>	<b>3</b>	<b>9</b>	
<b>Sewerage</b>	Sewerage Assets	-	3,486	3,607	440,392	656,746	32	28	12	15	13	
	<b>Sub total</b>	-	<b>3,486</b>	<b>3,607</b>	<b>440,392</b>	<b>656,746</b>	<b>32</b>	<b>28</b>	<b>12</b>	<b>15</b>	<b>13</b>	
<b>Stormwater Drainage</b>	Stormwater Drainage	-	305	334	152,649	195,852	40	42	17	1	-	
	<b>Sub total</b>	-	<b>305</b>	<b>334</b>	<b>152,649</b>	<b>195,852</b>	<b>40</b>	<b>42</b>	<b>17</b>	<b>1</b>	<b>-</b>	
<b>Open Space / Recreational Assets</b>	Swimming Pools	-	66	21	2,396	4,210	-	77	23	-	-	
	Other Open Space/ Recreational Assets	-	1,218	1,162	5,926	14,126	23	26	35	11	5	
	<b>Sub total</b>	-	<b>1,284</b>	<b>1,183</b>	<b>8,322</b>	<b>18,336</b>	<b>18</b>	<b>38</b>	<b>32</b>	<b>9</b>	<b>4</b>	
<b>Total classes</b>	<b>Total - all assets</b>	-	<b>14,117</b>	<b>14,342</b>	<b>1,651,620</b>	<b>2,218,245</b>	<b>38</b>	<b>33</b>	<b>16</b>	<b>7</b>	<b>6</b>	

*(continued next page)*



### Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2016 *(continued)*

Notes:

1. *Satisfactory refers to estimated cost to bring the asset to a satisfactory condition as deemed by Council. It does not include any planned 'enhancement(s)' to the existing asset.*
2. *Required Annual Maintenance is what should be spent to maintain assets in a satisfactory standard.*
3. *Current Annual Maintenance is what has been spent in the current year to maintain assets.*
4. *Asset Condition Assessment (DLG Integrated Planning and Reporting Manual) – Councils are strongly encouraged to use these asset condition rankings.*

#### **Level Condition Description - as per NSW Local Government Code of Accounting Practice**

1. **Excellent** - No work required (normal maintenance).
2. **Good** - Only minor maintenance work required.
3. **Average** - Maintenance work required.
4. **Poor** - Renewal required.
5. **Very Poor** - Urgent renewal/upgrading required.



## Public Interest Disclosures

*Public Interest Disclosures Act 1994 - Section 31  
1 July 2015 to 30 June 2016.*

Annual reporting requirements under section 31 of the Public Interest Disclosures Act 1994 (PID Act) require agencies to prepare and submit an annual report on their obligations under the PID Act. The Public Interest Disclosures Regulation 2011 sets out the information that agencies must include in their PID Act Annual Reports. Those requirements are set out below.

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

Reporting Period July 2015 to June 2016	Made by public officials performing their day to day functions	Under a statutory or other legal obligation	All other PIDs
Number of public officials who made PIDs	0	0	0
Number of PIDs received	0	0	0
<i>Of PIDs received, number primarily about:</i>			
Corrupt conduct	0	0	0
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
Number of PIDs finalised	0	0	0

### 2. Commentary on PID Obligations

2.1 Coffs Harbour City Council has an established internal reporting policy. This policy was adopted by Council on 12 April 2012.

2.2 The General Manager of Coffs Harbour City Council (as head of the public authority) has taken action to ensure that staff have been made aware of their obligations under the PID Act. These actions include training conducted by the NSW Ombudsman, training provided by our organisation, links to information on Council's intranet site and the display of posters identifying officers who can receive reports.



Appendix 1



**Government Information (Public Access) Act 2009  
Annual Report - 1 July 2015 to 30 June 2016**

<b>Agency Name</b>	Coffs Harbour City Council
<b>Principal Department (if applicable)</b>	Minister for Local Government Office of Local Government
<b>Reporting Period</b>	1 July 2015 to 30 June 2016



Clause 7A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

Reviews carried out by the agency	Information made publicly available by the agency
Yes	Yes

Please advise on information released 1. annual rates for each property in the Coffs Harbor City local government area; 2. Online Mapping Tool; 3. Outcome of the Coffs Harbour City Council 2016 Community Wellbeing Survey; 4. Promotion of the Information and Privacy Commission Right to Know Week from 28 September to 4 October 2015; 5. Draft Diggers Beach Reserve Masterplan; 6. MI Organics Amendment to Coffs Harbour LEP 2013 Lot 1 DP777555, Hamilton Drive Boambee East, 17 November 2015 regarding Planning Proposal PP\_2014\_COFFS\_002\_00 Hamilton Drive, Boambee East (Lot 1, DP777555); 7. Draft Bunker Headland Observation Post Conservation Management Strategy, June 2015; 8. Duke Street Road Reserve Redevelopment - Creating Pioneer Park.

Clause 7B: The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

Total number of applications received
16

Clause 7C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Number of Applications Refused	Wholly	Partly	Total
	1	1	2
% of Total	50%	50%	

Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome\*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	1	0	0	2	1	1	0	0	5	33%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	1	0	1	1	0	2	0	1	6	40%
Members of the public (other)	0	1	0	0	0	1	0	2	4	27%
Total	2	1	1	3	1	4	0	3	15	
% of Total	13%	7%	7%	20%	7%	27%	0%	20%		

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

Table B: Number of applications by type of application and outcome\*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	0	0	0	0	0	0	0	3	3	20%
Access applications (other than personal information applications)	0	0	0	2	1	3	0	0	6	40%
Access applications that are partly personal information applications and partly other	2	1	1	1	0	1	0	0	6	40%
Total	2	1	1	3	1	4	0	3	15	
% of Total	13%	7%	7%	20%	7%	27%	0%	20%		

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



Table C: Invalid applications

Reason for invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	0	0%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	0	0%
Invalid applications that subsequently became valid applications	0	0%

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	1	50%
Excluded information	0	0%
Documents affecting law enforcement and public safety	1	50%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Total	2	

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

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

	Number of times consideration used*	% of Total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	2	100%
Business interests of agencies and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
Total	2	

Table F: Timeliness

	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	10	50%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	10	50%
Total	20	

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

	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0%
Review by Information Commissioner*	0	0	0	0%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	0	0	0	
% of Total	0%	0%		

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

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

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

Table I: Applications transferred to other agencies.

	Number of applications transferred	% of Total
Agency-Initiated Transfers	0	0%
Applicant - Initiated Transfers	0	0%
Total	0	



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