Coffs Harbour City Council

ORDINARY COUNCIL MEETING

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

THURSDAY, 10 MAY 2018

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
9. Rescission Motion
10. Notices of Motion - General
11. General Manager’s Reports
12. Notices of Motion – Business Services
13. Directorate Reports – Business Services
14. Notices of Motion – Sustainable Communities
15. Directorate Reports – Sustainable Communities
16. Notices of Motion – Sustainable Infrastructure
17. Directorate Reports – Sustainable Infrastructure
18. Trust Reports
19. Requests for Leave of Absence
20. Questions On Notice
21. Matters of an Urgent Nature
22. Consideration of Confidential Items (if any)

Steve McGrath
General Manager
## Order of Business

### DIRECTORATE REPORTS - BUSINESS SERVICES

| BS18/24 | QUARTERLY BUDGET REVIEW STATEMENT FOR MARCH 2018 | 3 |
| BS18/25 | ENVIRONMENTAL LEVY GRANTS PROGRAM POLICY, GUIDELINES AND PANEL | 29 |
| BS18/26 | HEARNES LAKE/SANDY BEACH RELEASE AREA DEVELOPER CONTRIBUTIONS PLAN REVIEW 2018 | 66 |
| BS18/27 | COFFS HARBOUR DEVELOPMENT CONTROL PLAN AMENDMENT 7 (WEST WOOLGOOLGA CHAPTER G14) AND WEST WOOLGOOLGA DEVELOPER CONTRIBUTIONS PLAN REVIEW 2018 | 94 |
| BS18/28 | RELEASE OF EASEMENT FOR PIPELINE 5 METRES WIDE AFFECTING COFFS HARBOUR PUBLIC SCHOOL, SALAMANDER STREET, COFFS HARBOUR | 130 |

### NOTICES OF MOTION - SUSTAINABLE COMMUNITIES

| NOM18/05 | SUSTAINABILITY ADVISORY COMMITTEE | 134 |

### DIRECTORATE REPORTS - SUSTAINABLE COMMUNITIES

| SC18/19 | EXPRESSIONS OF INTEREST TO PROVIDE SPECIALIST ANIMAL IMPOUNDING SERVICES | 136 |

### DIRECTORATE REPORTS - SUSTAINABLE INFRASTRUCTURE

| SI18/11 | AMENDMENT TO ALCOHOL FREE AREAS IN WOOLGOOLGA CBD FOR EAT STREET EVENTS | 140 |
| SI18/12 | CONTRACT NO. RFT-916-TO - COFFS HARBOUR CBD GORDON STREET FOOTPATH WORKS | 143 |
EXECUTIVE SUMMARY

The Office of Local Government has developed a minimum set of budget reports to assist Council in meeting their legislative requirements under Clause 203 of the Regulation. This regulation requires a council’s responsible accounting officer to submit quarterly budget review statements to the governing body of Council. These minimum statements are contained within the attachments to this report.

The responsible accounting officer advises that the Quarterly Budget Review Statement indicates the financial position of the Council is satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

The budget adjustments recommended in this report, together with previously approved budget adjustments by Council, result in a projected budget surplus of $32,250,000 and a reduced deficit of $4,776,000 before capital revenue. There has been an improvement in the operating result of $490,035 this quarter, the projected budget deficit represents an improved position on what is contained within Council’s Long Term Financial Plan.

RECOMMENDATION:

That Council:

1. Note the Quarterly Budget Review Statement and the following estimated budget position as at 31 March 2018:

<table>
<thead>
<tr>
<th></th>
<th>2017/18 Original Budget ‘000s</th>
<th>2017/18 Revised Budget ‘000s</th>
<th>2017/18 Projected Budget ‘000s</th>
<th>2017/18 Mar YTD Actuals ‘000s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurrent Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates &amp; Annual Charges</td>
<td>$94,845</td>
<td>$93,814</td>
<td>$94,124</td>
<td>$93,319</td>
</tr>
<tr>
<td>User Charges &amp; Fees</td>
<td>$30,750</td>
<td>$30,641</td>
<td>$30,776</td>
<td>$26,065</td>
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<tr>
<td>Interest &amp; Investment Revenue</td>
<td>$5,140</td>
<td>$5,221</td>
<td>$5,221</td>
<td>$5,097</td>
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<tr>
<td>Other Revenues</td>
<td>$15,171</td>
<td>$15,185</td>
<td>$14,383</td>
<td>$6,480</td>
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<tr>
<td>Grants &amp; Contributions provided for Operating Purposes</td>
<td>$12,620</td>
<td>$10,846</td>
<td>$10,941</td>
<td>$8,183</td>
</tr>
<tr>
<td>RECURRENT REVENUE</td>
<td>$158,526</td>
<td>$155,717</td>
<td>$155,445</td>
<td>$139,144</td>
</tr>
</tbody>
</table>

<p>| Recurrent Expenditure    |                               |                             |                                |                               |</p>
<table>
<thead>
<tr>
<th>Employee Benefits &amp; Oncosts</th>
<th>$48,718</th>
<th>$48,358</th>
<th>$48,313</th>
<th>$37,508</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowing Costs</td>
<td>$10,621</td>
<td>$10,621</td>
<td>$10,621</td>
<td>$6,675</td>
</tr>
<tr>
<td>Materials &amp; Contracts</td>
<td>$117,366</td>
<td>$140,215</td>
<td>$145,363</td>
<td>$61,504</td>
</tr>
<tr>
<td>Depreciation &amp; Amortisation</td>
<td>$46,170</td>
<td>$38,907</td>
<td>$38,907</td>
<td>$29,200</td>
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<tr>
<td>Other Expenses</td>
<td>$1,667</td>
<td>$12,794</td>
<td>$12,818</td>
<td>$4,935</td>
</tr>
<tr>
<td>Less: Capitalised Expenses</td>
<td>(58,482)</td>
<td>(89,912)</td>
<td>(95,801)</td>
<td>(31,557)</td>
</tr>
<tr>
<td><strong>RECURRENT EXPENDITURE</strong></td>
<td><strong>$166,060</strong></td>
<td><strong>$160,983</strong></td>
<td><strong>$160,221</strong></td>
<td><strong>$108,265</strong></td>
</tr>
<tr>
<td><strong>NET OPERATING (DEFICIT)/SURPLUS</strong></td>
<td><strong>($7,534)</strong></td>
<td><strong>($5,266)</strong></td>
<td><strong>($4,776)</strong></td>
<td><strong>$30,879</strong></td>
</tr>
<tr>
<td><strong>Capital Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Grants, Subsidies, Contributions</td>
<td>$25,793</td>
<td>$34,522</td>
<td>$36,306</td>
<td>$15,134</td>
</tr>
<tr>
<td>and Donations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CAPITAL REVENUE</strong></td>
<td><strong>$25,793</strong></td>
<td><strong>$34,522</strong></td>
<td><strong>$36,306</strong></td>
<td><strong>$15,134</strong></td>
</tr>
<tr>
<td><strong>NET SURPLUS</strong></td>
<td><strong>$18,259</strong></td>
<td><strong>$29,256</strong></td>
<td><strong>$32,250</strong></td>
<td><strong>$46,013</strong></td>
</tr>
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</table>

2. Approve the net operating budget adjustments of ($490,035) and the net capital budget adjustments, including transfers to and from reserves, of $274,892.

**REPORT**

**Description of Item:**

As part of the Integrated Planning and Reporting (IP&R) Framework for local government, the Office of Local Government has developed a minimum set of budget reports to assist Council in meeting their legislative requirements. These documents are collectively known as the Quarterly Budget Review Statement (QBRS) and form part of the framework of Clause 203 of the Regulation. This regulation requires a Council's Responsible Accounting Officer to submit quarterly budget review statements to the governing body of Council. These minimum statements are contained within the attachments to this report.

Following is a list of recommended variations for the Quarter ending 31 March 2018 for the consideration of the Council. These variations are reflected in the projected budget as presented in the estimated budget position as at 31 March 2018 contained within the recommendation.

The end of year financial statements excludes any internal transactions which may be recorded within our financial system so as to truly reflect our financial position. An example of such a transaction would be where the Council charges itself Rates for a property it owns. For financial statement preparation, such a transaction would be excluded from the financial statements.
Recommended variations for month ending 31 March 2018

OPERATING

General Operating:
Quarterly revision of Financial Support budgets:
- Valuer General valuation fees revised in line with notified actual fee 16,127
- Ordinary Rates revenue adjusted to end of financial year estimated levy 61,500
- Asset revaluation fees adjusted to actual costs (15,000)
- Pensioner Rebate expense adjusted to anticipated end of financial year actual cost (59,627)
- Postponed Rates Abandoned adjusted to anticipated end of financial year actuals (3,000)
- Recoverable Rates Legal adjust expense in line with actual costs 50,000
- Recoverable Rates Legal adjust income in line with actuals (50,000)

Revise Building Condition Assessment budget from $120,000 to $190,000 in line with quote received 70,000
Funded from Rigby House Repairs & Maintenance budget (70,000)

Councils contribution to Coffs Harbour Golf Club capital works in conjunction with Golf NSW event 23,582

Quarterly revision of Organisational Development budgets:
- Staff resources available due to temporary vacancy (21,314)
- Provision for job demand analysis, occupational assessment of the physical demands of critical roles for pre staff physicals and return to work positions 35,000
- Revision of anticipated income to be received from insurers for Council’s Work Health and Safety performance (47,000)
- State Cover Mutual Ltd Performance rebate distribution to members (91,909)

Reallocate budgets due to Community / Cultural services staff working on Community Venue projects:
- Community Venue projects 30,000
- Community Venues staff salaries (30,000)

Quarterly revision of Jetty Memorial Theatre (JMT) operations in line with trending actuals:
- JMT Operating Expense 1,000
- JMT Operating Income (1,000)
Quarterly revision of Community Venues operations in line with trending actuals:
- Community Venue Operating expense 85,800
- Community Venue Operating income (85,800)

Be Connected: Activation Grant approved:
- Helping older Australians thrive in a digital world 1,500
- Good Things Foundation grant approved (1,500)

Shark Observation project, raise budget in line with approved grant to purchase Blue Ocean portable megaphones (11) and Bushnell binoculars to be located at beaches within the LGA 8,479
Department of Primary Industries grant approved (8,479)

2018 NSW Seniors Week, raise budget in line with approved grant 7,000
Department Ageing Disability & Home Care grant approved (7,000)

Child Car Seat Safety Checking Day budget in line with approved grant 1,560
Riads & Maritime Services grant approval (1,560)

Quarterly revision of Community Planning and Performance budget to distinguish new Aboriginal Awareness Strategy from general salaries:
- New Aboriginal Awareness Strategy Project 34,158
- Community Planning and Commissioning General (34,158)

Seniors Planning is a two year project in the Delivery Program. The majority of the expenditure, including community consultation and graphic design of the strategy will occur in 2018/19. This is to remove the 2017/18 unspent funds. (23,000)

Quarterly revision of Local Planning budgets:
2015/16 to 2017/18 Orara River Rehabilitation Works, raise budget in line with approved grant variation 45,249
Local Land Services North Coast grant variation approved (45,249)
Expedite Coffs Harbour Local Growth Management Strategy – Rural Residential Component 2009 (per 8/2/18 Council meeting - resolution SC18/01) 80,000

Councils contribution towards Golf NSW event 25,000
Seed funding sourced by internal sponsorship, event and marketing provisions (25,000)

Regional Roads Block Grant, increase roads maintenance budget in line with approved grant 6,000
Riads & Maritime Services variation to grant approval (6,000)
Part of roads maintenance (operating) budget moved to rescaling works (capital) to complete highway parking lanes works (85,000)

Building Maintenance funds (operating) moved to complete Rigby House External Cladding (capital) (265,000)

Reflect approved support for Prosper Coffs Harbour Fundraising Strategy (per 12/10/17 Council meeting Item GM17/23 – resolution 2017/237), portion of Year 2 commitment to occur in 2017/18 financial year 50,000

Quarterly revision of Governance Services budgets:
- Extended vacancy within staff resources (35,000)
- Anticipated annual legal costs revised from $407,460 to $277,460 (130,000)
- Crown land management and native title revised from $25,000 to $5,000 (20,000)

Additional part-time Laboratory Technical Assistant position approved by Executive Leadership Team 28/02/18 (prorated to June 30) 11,006

Revision of Coastal Works (CW) budgets:
- Coastal Works Business Activities projected income 946,600
- Coastal Works Business Activities projected expenditure (714,500)

**Total General Operating** (286,535)

**CAPITAL**

**General Capital:**

Round One - Stronger Country Communities Fund grant approved:
- Community Facility Activation Upgrades; Upgrade of D-Block Theatre at CHEC campus, installation of a DCP cinema project at the Jetty Memorial Theatre, audio visual upgrades at Coramba, Woolgoolga, Ulong, Lowanna and Toormina community halls and purchase of a mobile DCP projector to enable pop-up cinema 606,901
- Refurbishment of Rugby Park Clubhouse; repair leaking roof and replace damaged ceiling panels and carpet, replace the aged stairs servicing the spectator viewing deck, refresh the internal building with new paint and doors and renew the shower and toilet facilities 156,072
- Missing Links/ Footpath Projects; install footpath and kerb ramps at North Boambee Rd and Harbour Dr between Edinburgh and Hood Sts as well as Market St (South) Woolgoolga, install missing footpath in 1st Ave Sawtell between 11th and 20th Ave, footpath connecting existing cycleway near Coffs Creek at Curacoa St 522,744

Middle Creek Flood Study & Floodplain Management Plan review, raise budget in line with approved grant 135,000
Floodplain Management Program, 2:1 grant approved (90,000)
Councils contribution funded from existing drainage program funds (45,000)

Part of roads maintenance (operating) budget moved to resealing works (capital) to complete highway parking lanes works 85,000

Building Maintenance funds (operating) moved to complete Rigby House External Cladding (capital) 265,000

Increase 2017/18 Design Acceleration Project (DAP) funding from $700,000 to $840,284 to cover projects that will require more external design 140,284
Reduce road renewals scoping allocation budget in Financial Sustainability area (funded Special Rate Variation) from $140,284 to nil (140,284)

Quarterly revision of Developer Contributions (S94) funded works in line with projected / completed costs:
- West Coffs Community Park, majority of design and construction work to be completed in 2018/19. 2017/18 allocation reduced from $50,000 to $4,357 (45,643)
- Moonee Roads works, removed as works now completed by developers, $170,000 to nil (170,000)
- Moonee Cycleways project completed (funding inadvertently not revoted from previous year), nil to $93,543 93,543
- Ocean Parade, raised boardwalk on eastern side of the road, nil to $115,000 115,000
- Missing footpath section on Ocean Parade/ Arthur St to Park Beach Rd, nil to $17,500 17,500
- West Coffs Playground, bringing forward part of 2018/19 construction works to 2017/18, nil to $245,000 245,000
- William Sharpe Drive Bridge works, widen road and replace small culvert with a bridge, $10,000 to $1,239,000 1,229,000
- Remove duplicated project for West Coffs Cycleway works. The Loaders Lane to District Park cycleway project remains in the 2017/18 budget. (150,000)

RMS fully grant funded Safer Roads projects:
Fatal Crash Initiatives program - Eastbank Rd Coramba improvement works. 28,474
St Augustines School Crossing relocation, install pedestrian fencing & centre median. 50,000

Quarterly revision of Bridge allocations in line with projected costs:
- Bridge Forward Planning, revise from $301,905 to $73,692 (228,213)
- Major Bridge Repairs, revise from $25,602 to $30,240 4,638
- Taylors Bridge, revise from $91,563 to $89,294 (2,269)
- Schooners Bridge, revise from $49,010 to $165,731 116,721
- Melaleuca Foot Bridge, revise from $110,000 to $300,000 190,000
- Moleton #3 Bridge, revise from $110,500 to $112,000 1,500
- Wedds Bridge, revise from $150,000 to $121,345 (28,655)
- Williams Seccombes Bridge, revise from $289,122 to $65,225 (223,897)
- Bardens Bridge, revise from $430,000 to $455,000 25,000
- Morrows Bridge, revise from nil to $30,000 30,000

Quarterly revision of Flood Mitigation Works in line with actuals, funded flood mitigation reserve:
- 20 to 22 Turpentine Ave, Sandy Beach 168,727
- 4 Beach / 5 Hasting St, Woolgoolga 127,706

Improved access and canoe launch for disabled at Coffs Creek, raise budget in line with approved NSW Boating Now grant 150,000

Saltwater Park adaptive canoe launch and fishing pontoon, raise budget in line with approved Recreational Fishing Trust grant 72,000

Revision of Fiddaman Road Upgrade budget to reflect the Council report adopted 8/2/18 – SI18/03:
- Increased Fiddamans Rd Upgrade budget (roads component) 1,472,732

Partially funded by:
- Reimbursement of fill costs (25,000)
- Resident kerb and gutter contributions $176,000
- Resident driveway contributions $21,700
- Road asset renewal contribution $127,000
- Stormwater asset renewal contribution $357,000
- Water asset renewal contribution $191,000
- Revised other asset renewal program to identify savings towards shortfall, being: (124,000)
  - Guardrail new / upgrade works revise from $113,300 to $113,000 - $300 surplus
  - Footpaths & Cycleways new / upgrade works revise from $154,500 to nil - $154,500 surplus
  - Pavement investigations revise from nil to $19,536 - $19536 deficit to finalise project
  - Reid Dr road renewal revise from nil to $21,718 - $21,718 deficit to finalise project
  - Stadium Dr retaining wall revise from nil to $6,083 - $6,083 deficit to finalise project
  - Harbour Dr road renewal revise from nil to $872 - $872 deficit to finalise project
  - Pullen St road renewal revise from $58,897 to $39,534 - $19,363 surplus to finalise project
- Hubbard St road renewal revise from nil to $570 - $570 deficit to finalise project
- River St road renewal revise from nil to $1,384 - $1,384 deficit to finalise project
- Revised roads renewal program to identify savings towards shortfall, being: (176,140)
  - MR 151 Coramba Rd, Robin St to Shepherds Lane road renewal, revise from $131,000 to $482,767 in line with final costs - $351,767 deficit
  - Sealed Road Reseals / flush seals - $393,576 surplus
  - Sealed Road Reseals / asphalt - $34,331 surplus
  - Sealed Road Reseals / asphalt roundabouts - $100,000 surplus
Unfunded residual variations: Per report $416,032 less $124,000 and $176,140 savings identified above = $115,892
Unfunded under-recovery: Per report = $159,000

- Increased Fiddamans Rd Upgrade budget (drainage component), funded by flood mitigation unexpended loans 241,000
Civic and Cultural Space additional funding to complete concept design phase 100,000
Reallocation of Design Acceleration Program (DAP) funds to the Civic and Cultural concept design (100,000)
Recoupment of prior expenditure from the Woolgoolga Town Centre Car Parking Developer Contributions (S94) Plan per Ordinary meeting 26/4/18 – BS18/22
Woolgoolga Beach Reserve improvement project
Woolgoolga Town Centre masterplan implementation 538,967

Total General Capital 5,379,408

GENERAL SUMMARY
Operating (286,535)
Capital 5,379,408

WATER
Water Operating:
Revision of projected water access charges income:
- Water Access Charge (Residential), adjust income in line with actuals (20,000)
- Water Access Charge (Non Residential), adjust income in line with actuals (8,000)
Total Water Operating (28,000)
**Water Capital:**

Revision of Headwork’s allocation from $17,000 to $5,000 as no further projects identified in 2017/18

Revision of Water Plant Assets allocation from $76,000 to $6,000 as no current project identified in 2017/18

Revision of Minor Works from $22,500 to $10,000 as only one project identified in 2017/18

- Water Telemetry Program (WTP), revise from $53,000 to $3,000 works have been moved to 2018/19

Revision of Nana Glen Water Treatment Plant allocation from $135,000 to $2,000, adjusted in line with expected timing of works commencing 2018/19

Revision of Water Mains renewals allocations:

- Water mains renewals general, revise these unallocated from $51,626 to $10,626 to reallocate across below mains renewal revisions (41,000)
- Coramba Rd, Spagnolos to Nelson St, revise from $585,000 to $600,000 to finalise works 15,000
- West High St, Moonee St to Lyster St, revise from $175,000 to $210,000, to finalise works 35,000
- Earl St water main renewal from Albany St to Brelsford Park, revise from $nil to $70,374, project brought forward in-line with the grand stand demolition 70,374
- Featherstone Dr mains protection, revise from $5,000 to $45,000. Design this year, construction brought forward to also commence 2017/18 40,000
- Pitt St water main renewal, revise from $100,000 to $115,000, adjusted in line with final costs 15,000
- Reid Dr, Feran Cr to Cornish St, revise from $160,000 to $151,000, adjusted in line with final costs (9,000)
- Poundyard Creek, revise from $150,000 to $145,000, adjusted in line with final costs (5,000)
- Diamond Head Drive, revise from $230,000 to $306,000, adjusted in line with estimated costs 76,000
- Taloumbi Rd, Bray St to Nioka Place, revise from $500,000 to $450,000, adjusted in line with final costs (50,000)
- Pacific Highway Water Main Crossing Renewal – Midway Motel, revise from $28,000 to $60,500, adjusted in line with estimated costs 32,500

Revision of Water Reservoirs allocations:

- Macauleys reservoir roof refurbishment, revise from $375,000 to $440,000 to cover final contract variation costs 65,000
- Red Hill balance tank refurbishment, revise from $385,000 to $425,000, to cover expected contract variations 40,000
- Toormina reservoir inlet modification, revise from $115,000 to $175,000, adjusted to cover additional switchboard and final costs 60,000
- Toormina reservoir refurbishment, revise from $490,000 to $550,000, to cover expected contract variations 60,000

Revision of Water Mains Extension allocations:

- Roselands Drive, revise from $29,000 to $15,000, adjusted in line with final costs (14,000)
- Water Mains Extensions (Unallocated), revise from $31,000 to nil, no further projects for 2017/18, allocate funds to water main renewals (31,000)
- Melaleuca Ave to Lake Rd, revise from $90,000 to $5,000, for works that will be designed and constructed in 2018/19 (85,000)

Revision of S64 & Water Supply Strategy allocations:
- 300diam Water Main Sullivans Rd, revise from $112,000 to $135,000, adjusted in line with final costs 23,000
- William Sharpe Dr, revise from $80,000 to $57,000, adjusted in line with expected timing of works commencing 2017/18 and completion in 2018/19 (23,000)

Revision of Water Telemetry & Monitoring allocations:
- Nana Glen WTP, revise from $150,000 to $5,000, works have been moved to 2018/19 (145,000)
- Flowmeter Renewal Program, revise from $70,000 to $5,000, works have been moved to 2018/19 (65,000)
- Mullaway Booster Water PS, revise from nil to $85,000, project brought forward as works identified within flowmeter renewal program 85,000
- Sawtell Reservoir 100diam, revise from nil to $50,000, project brought forward as works identified within flowmeter renewal program 50,000
- Sawtell Reservoir 150diam, revise from nil to $125,000, project brought forward as works identified within flowmeter renewal program 125,000

Total Water Capital 46,374

WATER SUMMARY
Operating (28,000)
Capital 46,374

SEWER

Sewer Operating:
Revision of projected sewer access charges and pensioner rebate income:
- Pensioner Rebate Sewer expense adjusted to anticipated end of financial year actual cost (13,000)
- Sewer Access Charge (Residential) adjust income in line with actuals (160,000)
- Sewer Access Charge (Non Residential) adjust income in line with actuals (8,000)
- Trade Waste Annual Charge adjust income in line with actuals 5,500

Sewer assets data collection programs 78,700
Funded by CCTV inspection & condition assessment of sewer System (78,700)

Total Sewer Operating (175,500)

Sewer Capital:
Revision of Pumps, Mechanical Equipment and Rising Mains allocations:
- Sewer Pump Station (SPS) Howard St, revise from $180,000 to $140,000, switchboard does not require renewal (40,000)
- SPS Joyce St Pump Station, revise from $160,000 to $210,000, initial works 50,000
were for overflow storage now expanded to include valve pit and switchboard upgrade

- **SPS Barcoo Crt Switchboard**, revise from $15,000 to nil, completed last financial year
  
  (15,000)

- **SPS Thompsons Rd Upgrade**, revise from $220,000 to $175,000, adjusted in line with projected costs
  
  (45,000)

- **SPS Beach St Woolgoolga**, revise from $55,000 to nil, scope of works downgraded due to modelling and systems analysis
  
  (55,000)

- **SPS Links Ave Odour Control**, revise from $30,000 to $10,000, scope of works downgraded
  
  (20,000)

- **SPS Charlesworth Bay**, revise from $80,000 to $100,000, adjusted in line with projected costs
  
  20,000

- **SPS Koala Pl**, revise from $10,000 to $110,000, adjusted in line with estimated costs
  
  100,000

- **SPS Gundagai St**, revise from $40,000 to $5,000, adjusted in line with expected timing of works; design 2017/18 and program works 2018/19
  
  (35,000)

- **SPS Vincent St**, revise from $15,000 to $25,000, adjusted in line with actual completed costs
  
  10,000

- **SPS The Boulevarde**, revise from $80,000 to $75,000, adjusted in line with estimated costs
  
  (5,000)

- **SPS Joyce St Pipe inlet upgrade**, revise from $0 to $35,000, adjusted in line with emergency works to mitigate sewer spill
  
  35,000

Revision of Sewer Mains allocations:

- **Sewer Mains (unallocated)**, revise from $20,000 to $35,000, adjusted in line with miscellaneous works actual costs
  
  15,000

- **Gundagai St sewer reticulation upgrade**, revise from $20,000 to $5,000, adjusted in line with expected timing of works; design 2017/18 and program works 2018/19
  
  (15,000)

- **James Ide Cl upgrade sewer main inlet**, revise from $80,000 to $106,000, adjusted in line with estimated costs
  
  26,000

- **Minorie Dr sewer reticulation upgrade**, revise from $200,000 to $5,000, adjusted in line with expected timing of works; design 2017/18 and program works 2018/19
  
  (195,000)

- **Sand St sewer main renewal**, revise from $190,000 to $504,000 due to necessary diversion of sewer main
  
  314,000

- **Marlin Close sewer main renewal**, revise from $210,000 to $15,000 adjusted in line with expected timing of works; design 2017/18 and program works 2018/19
  
  (195,000)

- **O’Neil St sewer creek crossing**, revise from $40,000 to $70,000, adjusted in line with revised estimate
  
  30,000

- **Calala Cl sewer creek crossing**, revise from $40,000 to $60,000, adjusted in line with revised estimate
  
  20,000

Revision of Sewer Rising Mains allocations:

- **Lyons Rd renew creek crossing**, revise from $20,000 to $65,000 adjusted in line with estimated costs
  
  45,000

- **Jetty Foreshores**, revise from $220,000 to $10,000, adjusted in line with expected timing of works; design 2017/18 and program works 2018/19
  
  (210,000)
- Re-Route SRM Christmas Bells Rd, revise from $45,000 to $110,000 adjusted in line with estimated costs
Net sewer variations transferred to unexpended loan $100,000

**Total Sewer Capital**

(100,000)

**Sewer Summary**

<table>
<thead>
<tr>
<th></th>
<th>Operating</th>
<th>Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating</strong></td>
<td>(175,500)</td>
<td></td>
</tr>
<tr>
<td><strong>Capital</strong></td>
<td>(100,000)</td>
<td></td>
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</tbody>
</table>

**Consolidated Summary**

<table>
<thead>
<tr>
<th></th>
<th>Operating</th>
<th>Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating</strong></td>
<td>(490,035)</td>
<td></td>
</tr>
<tr>
<td><strong>Capital</strong></td>
<td>5,325,782</td>
<td></td>
</tr>
</tbody>
</table>

**Variations recommended to impact reserves:**

Operating improvement recommended to be transferred to/from Reserves:

- Interest free loan transferred from the Strategic Initiatives Reserve (50,000)
- Transfer to Strategic Initiatives Reserve 91,909
- Transfer from Coastal Works reserve (232,100)

**Funding of recommended variations:**

**Capital:**

- Net transfers from S94 reserve (1,334,400)
- Recoupment of prior expenditure from the Woolgoolga Town Centre Car Parking Developer Contributions (S94) Plan per Ordinary meeting 26/4/18 – BS18/22 (538,967)
- Capital Contributions to Fiddamans Rd (197,700)
- Internal Capital Contributions to Fiddamans Rd (675,000)
- Flood mitigation unexpended loans funding for Fiddamans Rd (241,000)
- Grant approvals as notified by funding authority (1,471,016)
- Contribution from Flood Mitigation reserve (296,433)
- Transfer from water reserves (unexpended loans) (46,374)
- Transfer to sewer reserves (unexpended loans) 100,000
- Transfer of funding from operating to capital (350,000)
- Capital works (funding source - cash) (274,892)

(5,325,782)

**Issues:**

This report is tabled to meet Council's statutory requirements.

**Options:**

Council’s options in relation to this report are to:
1. Adopt the recommendation provided to Council.
2. Amend the recommendation provided to Council and then adopt. This may impact upon the projected bottom line budgeted position.
3. Reject the recommendation provided to Council. This would revert the budget back to its revised position prior to the recommendation being sought.

**Sustainability Assessment:**

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

- **Social**
  
  There are no perceived short or long term social impacts.

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

- **Economic – Broader Economic Implications**
  
  This report assesses the current year’s projected budget position only. Any variations approved by Council are subsequently reflected in Council’s Delivery Program and may affect future economic sustainability.

- **Economic – Delivery Program/Operational Plan Implications**
  
  The original adopted budget for 2017/18 provided a surplus of $18,259,000 and a deficit of $7,534,000 before capital revenue. The budget adjustments recommended in this report, together with previously approved budget adjustments by Council, result in a projected budget surplus of $32,250,000 and a reduced deficit of $4,776,000 before capital revenue. There has been an improvement in the operating result of $490,035 this quarter, the projected budget deficit still represents an improved position on what is contained within Council’s Long Term Financial Plan.

**Risk Analysis:**

Not applicable.

**Consultation:**

Group Leaders and their relevant staff have reviewed their budgets by cost centre in consultation with Finance Business Partners. Requested variations and variations adopted by Council have been included in the report.

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

Under Local Government Regulations the Responsible Accounting Officer is required to submit a quarterly budget review to Council.

**Implementation Date / Priority:**

The approved variations will be updated in the affected budgets prior to release for review in the following month.
Conclusion:

This report summarises the proposed budget adjustments for the quarter and the impact upon the projected budget position for the current financial year. The Responsible Accounting Officer confirms the Quarterly Budget Review Statement indicates the financial position of the Council is satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.
## 4 Year Consolidated Income Statement

<table>
<thead>
<tr>
<th>Description</th>
<th>2017/18</th>
<th>2018/19</th>
<th>2019/20</th>
<th>2020/21</th>
</tr>
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<tbody>
<tr>
<td><strong>Recurrent Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates &amp; Annual Charges</td>
<td>94,945</td>
<td>98,137</td>
<td>101,783</td>
<td>105,552</td>
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<td>User Charges &amp; Fees</td>
<td>30,750</td>
<td>32,029</td>
<td>33,089</td>
<td>34,019</td>
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<td>Interest &amp; Investment Revenue</td>
<td>5,140</td>
<td>4,479</td>
<td>4,895</td>
<td>5,294</td>
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<td>Other Revenues</td>
<td>15,171</td>
<td>18,166</td>
<td>18,947</td>
<td>17,839</td>
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<tr>
<td>Grants &amp; Contributions provided for Operating Purposes</td>
<td>12,620</td>
<td>12,849</td>
<td>13,089</td>
<td>13,325</td>
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<td><strong>RECURRENT REVENUE</strong></td>
<td>$158,525</td>
<td>$163,679</td>
<td>$169,803</td>
<td>$176,029</td>
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<tr>
<td><strong>Recurrent Expenditure</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Employee Benefits &amp; Oncosts</td>
<td>49,718</td>
<td>50,254</td>
<td>52,884</td>
<td>54,224</td>
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<td>Borrowing Costs</td>
<td>10,621</td>
<td>9,723</td>
<td>8,895</td>
<td>7,629</td>
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<td>Materials &amp; Contracts</td>
<td>122,848</td>
<td>101,910</td>
<td>100,851</td>
<td>103,230</td>
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<td>Depreciation &amp; Amortisation</td>
<td>46,170</td>
<td>47,619</td>
<td>49,049</td>
<td>50,492</td>
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<td>1,715</td>
<td>1,784</td>
<td>1,911</td>
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<td>Internal Expenses</td>
<td>(5,582)</td>
<td>(5,386)</td>
<td>(5,547)</td>
<td>(5,883)</td>
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<td>Less: Capitalised Expenses</td>
<td>(58,482)</td>
<td>(37,462)</td>
<td>(37,479)</td>
<td>(37,397)</td>
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<tr>
<td><strong>RECURRENT EXPENDITURE</strong></td>
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<td>$160,373</td>
<td>$169,817</td>
<td>$174,266</td>
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<td>($7,534)</td>
<td>($4,694)</td>
<td>($14)</td>
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<tr>
<td><strong>Capital Revenue</strong></td>
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</tr>
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<td>Capital Grants, Subsidies, Contributions and Donations</td>
<td>25,793</td>
<td>17,941</td>
<td>14,973</td>
<td>14,465</td>
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<tr>
<td><strong>CAPITAL REVENUE</strong></td>
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<td>$17,941</td>
<td>$14,973</td>
<td>$14,465</td>
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<td><strong>NET SURPLUS</strong></td>
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<td>$16,168</td>
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<td>INCOME &amp; EXPENSES BY COST CENTRE</td>
<td>ORIGINAL BUDGET 2017/18</td>
<td>REVISED BUDGET 2017/18</td>
<td>APPROVED CHANGE SEPT QTR</td>
<td>APPROVED CHANGE DEC QTR</td>
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<tr>
<td>---------------------------------</td>
<td>-------------------------</td>
<td>------------------------</td>
<td>--------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>INCOME</td>
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<td></td>
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<td>3,292,270</td>
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<td>(128,906)</td>
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<td>Customer Services</td>
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<td>Jetty Theatre</td>
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<td>Museum</td>
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<td>(2,500)</td>
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<td>Community Venues</td>
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<td>-</td>
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<tr>
<td>Cultural &amp; Creative Industries Development</td>
<td>-</td>
<td>-</td>
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<td>Lifeguards</td>
<td>(15,600)</td>
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<td>(15,600)</td>
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<td>Sustainable Living &amp; Community Programs</td>
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<td>-</td>
<td>(48,044)</td>
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<td>Community Planning &amp; Commissioning</td>
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<td>Corporate Sustainability</td>
<td>(27,575)</td>
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<td>-</td>
<td>(27,575)</td>
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<td>(73,962)</td>
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<td>Development Assessment</td>
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<td>(1,883,570)</td>
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<td>Compliance &amp; Regulatory Enforcement</td>
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<td>(570,856)</td>
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<td>Environmental &amp; Pollution Control</td>
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<td>-</td>
<td>(619,658)</td>
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<td>Industry &amp; Destination Development</td>
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<td>-</td>
<td>(194,698)</td>
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<td>-</td>
<td>(520,321)</td>
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<td>-</td>
<td>(64,700)</td>
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<td>-</td>
<td>(83,430)</td>
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<td>87,300</td>
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<td>Infrastructure Construction &amp; Maintenance</td>
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<td>-</td>
<td>(37,800)</td>
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<td>CW Commercial Works</td>
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<td>-</td>
<td>-</td>
<td>(5,205,100)</td>
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<td>Infrastructure Maintenance Water</td>
<td>(1,175,294)</td>
<td>-</td>
<td>-</td>
<td>(1,175,294)</td>
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<td>Infrastructure Maintenance Sewer</td>
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<td>-</td>
<td>-</td>
<td>(2,302,779)</td>
</tr>
<tr>
<td>Item</td>
<td>BS18/24</td>
<td>Attachment 1</td>
<td>Page 19</td>
<td></td>
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<tr>
<td>---</td>
<td>---</td>
<td>---</td>
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<td></td>
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<tr>
<td><strong>Sewer Treatment</strong></td>
<td>1,310,400</td>
<td>(60,000)</td>
<td>(35,000)</td>
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<tr>
<td><strong>Open Space Maintenance</strong></td>
<td>1,318,000</td>
<td>-</td>
<td>(453,790)</td>
<td></td>
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<tr>
<td><strong>Roads Maintenance</strong></td>
<td>1,319,000</td>
<td>-</td>
<td>(1,768,790)</td>
<td>(6,000)</td>
</tr>
<tr>
<td><strong>Footpaths, Cycleways &amp; Bus Shelters Maint</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Quarries</strong></td>
<td>194,400</td>
<td>-</td>
<td>-</td>
<td>(164,400)</td>
</tr>
<tr>
<td><strong>Strategic Asset Management</strong></td>
<td>80,000</td>
<td>-</td>
<td>-</td>
<td>(90,400)</td>
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<tr>
<td><strong>Financial Sustainability</strong></td>
<td>547,252</td>
<td>-</td>
<td>-</td>
<td>(547,252)</td>
</tr>
<tr>
<td><strong>Community Facilities</strong></td>
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<td>-</td>
<td>-</td>
<td>(1,858,647)</td>
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<tr>
<td><strong>CBD Masterplan Works</strong></td>
<td>749,635</td>
<td>-</td>
<td>-</td>
<td>(749,635)</td>
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<tr>
<td><strong>Jetty Foremosts Project</strong></td>
<td>273,512</td>
<td>-</td>
<td>-</td>
<td>(273,512)</td>
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<tr>
<td><strong>Bridges, Jetty Structures and Boat Ramps</strong></td>
<td>900,602</td>
<td>-</td>
<td>-</td>
<td>(900,602)</td>
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<td><strong>Drainage Infrastructure</strong></td>
<td>2,506,997</td>
<td>-</td>
<td>-</td>
<td>(2,506,997)</td>
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<td><strong>Domestic Waste Service Planning &amp; Delivery</strong></td>
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<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>(6,071,885)</td>
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<td>337,000</td>
<td>-</td>
<td>-</td>
<td>(337,000)</td>
</tr>
<tr>
<td><strong>Sewer</strong></td>
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<td>-</td>
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<td>(16,500)</td>
<td>(24,545)</td>
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<td><strong>Asset Strategies</strong></td>
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<td><strong>Asset Project Delivery</strong></td>
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<tr>
<td><strong>Business Improvement</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Governance Services</strong></td>
<td>190,500</td>
<td>-</td>
<td>-</td>
<td>(190,500)</td>
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<td><strong>Airport</strong></td>
<td>8,949,142</td>
<td>-</td>
<td>-</td>
<td>(8,998,142)</td>
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<tr>
<td><strong>CitySmart Solutions</strong></td>
<td>2,200,001</td>
<td>-</td>
<td>-</td>
<td>(2,200,001)</td>
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<td><strong>Environmental Laboratory</strong></td>
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<td>-</td>
<td>-</td>
<td>(501,500)</td>
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<td><strong>INCOME</strong></td>
<td>158,525,668</td>
<td>(171,540)</td>
<td>3,176,511</td>
<td>(198,555)</td>
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<tr>
<td><strong>EXPENSES</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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455,051 | (32,350) | - | 425,701 | - | 425,701 | 319,012 |
3,023,965 | (1,124,003) | - | 1,904,962 | - | 1,904,962 | 1,261,172 |
2,319,594 | - | 5,432,071 | (896,910) | 8,935,755 | 151,127 | 7,094,082 | 4,698,253 |
3,849,594 | - | 630,257 | 896,910 | 4,116,247 | 23,552 | 4,139,629 | 2,713,200 |
6,349,202 | - | 401,887 | - | 5,946,315 | - | 5,946,315 | 4,513,192 |
3,720,329 | - | (985,650) | - | 3,031,674 | - | 3,031,674 | 2,546,392 |
1,343,667 | 36,000 | (98,505) | - | 1,260,362 | 13,686 | 1,307,048 | 1,051,297 |
2,637,967 | (143,396) | - | 2,494,591 | - | 2,494,591 | 1,800,247 |
356,691 | (25,205) | - | 331,895 | - | 331,895 | 210,589 |
<p>| Community and Cultural Services | 384,128 | - | (27,111) | - | 357,017 | 30,009 | 357,017 | 315,394 |
| Library | 1,779,387 | - | (131,474) | - | 1,647,923 | - | 1,647,923 | 1,224,192 |
| Regional Gallery | 369,332 | - | (25,011) | - | 344,321 | - | 344,321 | 318,178 |
| Jetty Theatre | 594,170 | - | (11,390) | - | 572,780 | - | 572,780 | 344,492 |
| Museum | 298,660 | - | (17,008) | - | 281,652 | - | 281,652 | 207,365 |
| Community Venues | 568,487 | - | (228,279) | - | 340,178 | 57,300 | 397,488 | 278,828 |
| Cultural &amp; Creative Industries Development | 415,456 | 54,257 | (8,777) | - | 460,966 | 100,000 | 560,986 | 170,002 |
| Lifeguards | 792,515 | 5,000 | (85,196) | - | 709,409 | 8,479 | 717,888 | 892,217 |
| Sustainable Living &amp; Community Programs | 181,831 | 10,400 | (13,883) | 137,155 | 444,249 | 9,580 | 452,829 | 268,847 |
| Corporate Planning &amp; Performance | 210,638 | - | (9,306) | - | 201,332 | - | 201,332 | 118,330 |
| Community Planning &amp; Commissioning | 601,587 | 14,510 | (21,190) | - | 580,417 | (23,000) | 557,317 | 332,121 |
| Corporate Sustainability | 115,307 | 52,732 | (9,065) | - | 161,342 | - | 161,342 | 71,259 |
| Local Planning | 1,544,271 | 66,129 | 292,970 | 8,091 | 2,506,522 | 125,249 | 2,831,771 | 1,373,059 |
| Development Assessment | 1,801,130 | 5,000 | (143,202) | - | 1,662,283 | - | 1,662,283 | 1,245,643 |
| Compliance &amp; Regulatory Enforcement | 1,381,903 | - | (32,989) | (25,000) | 1,274,950 | - | 1,274,950 | 935,930 |
| Environmental &amp; Pollution Control | 886,947 | 106,259 | (53,055) | - | 940,161 | - | 940,161 | 449,549 |
| Industry &amp; Destination Development | 1,523,220 | 49,122 | (40,029) | - | 1,532,314 | - | 1,532,314 | 1,137,820 |
| Events | 2,164,114 | 20,860 | (39,192) | - | 2,104,922 | 25,000 | 2,130,892 | 1,240,934 |
| International Stadium | 742,395 | - | (50,954) | - | 686,441 | - | 686,441 | 711,555 |
| Local Sport | 685,666 | - | 685,666 | - | 685,666 | 380,386 |
| Sustainable Infrastructure | 2,214,325 | - | (912,860) | - | 1,301,465 | - | 1,301,465 | 579,097 |
| Infrastructure Construction &amp; Maintenance | 993,251 | - | (955,773) | - | 377,478 | - | 377,478 | 557,785 |
| CW Commercial Works | 4,103,559 | - | (339) | - | 4,103,211 | (714,500) | 3,388,711 | 1,908,639 |
| Infrastructure Maintenance Water | 19,891,856 | - | (2,750,723) | - | 17,141,133 | - | 17,141,133 | 11,085,141 |
| Infrastructure Maintenance Sewer | 25,194,778 | - | (1,251,948) | - | 23,932,830 | - | 23,932,830 | 15,458,242 |
| Open Space Maintenance | 5,243,426 | 251,122 | (1,580,399) | - | 5,809,128 | - | 5,809,128 | 4,255,215 |
| Roads Maintenance | 15,203,320 | 66,100 | 2,431,806 | - | 17,048,356 | 5,009 | 17,048,356 | 12,823,347 |
| Bridges, Jetty Structures &amp; Bollard Masts | 1,165,852 | - | (80,974) | - | 1,084,879 | - | 1,084,879 | 597,295 |
| Footpaths, Cycleways &amp; Bus Shelters | 1,112,199 | - | 34,769 | - | 1,146,962 | - | 1,146,962 | 941,398 |
| Parking Maintenance | 1,120,541 | - | (920,941) | - | 200,600 | - | 200,600 | 115,386 |
| Drainage Maintenance | 321,100 | - | 321,100 | - | 321,100 | - | 321,100 | 289,324 |
| Quarries | 194,406 | - | - | 194,406 | 57,112 |
| Pumping Stations &amp; Telemetry Operating | 2,727,283 | - | (171,704) | - | 2,555,579 | - | 2,555,579 | 1,626,900 |
| Strategic Asset Management | 196,653 | - | (13,577) | - | 183,076 | - | 183,076 | 155,040 |
| Financial Sustainability | 1,137,973 | - | - | 1,137,973 | (350,000) | 787,973 | 582,839 |
| Community Facilities | 564,193 | - | (8,331) | - | 555,862 | - | 555,862 | 458,841 |</p>
<table>
<thead>
<tr>
<th>Item BS18/24</th>
<th>Attachment 1</th>
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<table>
<thead>
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<th></th>
<th>ORIGINAL BUDGET 2017/18</th>
<th>REVISED BUDGET 2017/18</th>
<th>APPROVED CHANGE SEPT QTR</th>
<th>APPROVED CHANGE DEC QTR</th>
<th>REVISED BUDGET 2017/18</th>
<th>MARCH QTR RECOMMENDED CHANGES</th>
<th>PROJECTED BUDGET 2017/18</th>
<th>ACTUAL YTD 2017/18</th>
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<td>10,066</td>
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<td>-</td>
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<td>-</td>
<td>571,384</td>
<td>-</td>
<td>1,798,403</td>
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<td>1,798,403</td>
<td>12,588,732</td>
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<td>Non Dom Waste Service Planning &amp; Delivery</td>
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<td>-</td>
<td>5,587,481</td>
<td>-</td>
<td>5,587,481</td>
<td>2,116,154</td>
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<td>-</td>
<td>1,150,305</td>
<td>-</td>
<td>1,150,305</td>
<td>228,394</td>
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<td>-</td>
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<td>-</td>
<td>2,413,305</td>
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<td>Project Design &amp; Survey</td>
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<td>(9,900)</td>
<td>1,063,016</td>
<td>(100,000)</td>
<td>963,016</td>
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<td>485,423</td>
<td>-</td>
<td>485,423</td>
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<td>-</td>
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<td>976,457</td>
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<td>89,292</td>
<td>437,882</td>
<td>-</td>
<td>437,882</td>
<td>303,067</td>
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<td>Governance Services</td>
<td>2,140,056</td>
<td>56,725</td>
<td>(48,017)</td>
<td>-</td>
<td>2,145,794</td>
<td>(135,000)</td>
<td>2,010,794</td>
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<td>-</td>
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<td>3,941,549</td>
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<td>CitySmart Solutions</td>
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<td>1,598,805</td>
<td>-</td>
<td>1,598,805</td>
<td>2,426,901</td>
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<td>Environmental Laboratory</td>
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<td>-</td>
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<td>11,006</td>
<td>574,013</td>
<td>457,575</td>
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<td>-</td>
<td>(491,000)</td>
<td>(38,000)</td>
<td>(6,170,000)</td>
<td>-</td>
<td>(6,170,000)</td>
<td>(2,534,753)</td>
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<td><strong>EXPENSES</strong></td>
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<td><strong>1,624,556</strong></td>
<td><strong>(5,981,709)</strong></td>
<td><strong>208,730</strong></td>
<td><strong>16,109,830</strong></td>
<td><strong>(752,511)</strong></td>
<td><strong>15,357,319</strong></td>
<td><strong>10,268,290</strong></td>
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<tr>
<td><strong>TOTAL DEFICIT (SURPLUS)</strong></td>
<td><strong>7,534,455</strong></td>
<td><strong>1,453,010</strong></td>
<td><strong>(3,805,278)</strong></td>
<td><strong>84,183</strong></td>
<td><strong>5,266,370</strong></td>
<td><strong>(493,035)</strong></td>
<td><strong>4,776,335</strong></td>
<td><strong>(30,678,704)</strong></td>
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</tbody>
</table>

This document forms part of Coffs Harbour City Council's Quarterly Budget Review Statements for the quarter ended 31 March 2018 and should be read in conjunction with other documents contained in the QBR.
<table>
<thead>
<tr>
<th>Description</th>
<th>Opening Balance</th>
<th>Additions (Balances)</th>
<th>Budget Variations</th>
<th>Approval Changes</th>
<th>Additions (Appointed)</th>
<th>Revised Balance</th>
<th>Budget Transfers</th>
<th>Recommended Closing</th>
<th>Proposed Closing</th>
<th>YTD</th>
<th>Reconciliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cash and Investments</td>
<td>122,316,000</td>
<td>(5,165,259)</td>
<td>(2,636,656)</td>
<td>(3,287,319)</td>
<td>3,096,001</td>
<td>171,416,005</td>
<td>(2,312,587)</td>
<td>(169,321,008)</td>
<td>262,325,259</td>
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<tr>
<td>Affairs (see below)</td>
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<tr>
<td>Environmental Reconciliation</td>
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<td>(599,427)</td>
<td>(2,835,377)</td>
<td>(2,482,947)</td>
<td>33,000</td>
<td>1,152,705</td>
<td>1,145,403</td>
<td>1,088,767</td>
<td>104,637,200</td>
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<tr>
<td>Total Reconciliation (net Ireland)</td>
<td>1,977,000</td>
<td>(599,427)</td>
<td>(2,835,377)</td>
<td>(2,482,947)</td>
<td>33,000</td>
<td>1,152,705</td>
<td>1,145,403</td>
<td>1,088,767</td>
<td>104,637,200</td>
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<tr>
<td>Unallocated</td>
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<td>102,414</td>
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<td>(2,832,490)</td>
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<tr>
<td>Total Cash and Investments</td>
<td>194,119,000</td>
<td>(5,165,259)</td>
<td>(2,636,656)</td>
<td>(3,287,319)</td>
<td>3,096,001</td>
<td>171,416,005</td>
<td>(2,312,587)</td>
<td>(169,321,008)</td>
<td>262,325,259</td>
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**Environmental Reconciliation**

<table>
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<th>Additions (Balances)</th>
<th>Budget Variations</th>
<th>Approval Changes</th>
<th>Additions (Appointed)</th>
<th>Revised Balance</th>
<th>Budget Transfers</th>
<th>Recommended Closing</th>
<th>Proposed Closing</th>
<th>YTD</th>
<th>Reconciliation</th>
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</thead>
<tbody>
<tr>
<td>Development Contributions</td>
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<td>(5,720,247)</td>
<td>(7,115,000)</td>
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<td>1,010,000</td>
<td>1,040,000</td>
<td>1,142,000</td>
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<td>(9,539,559)</td>
<td>(18,068,430)</td>
<td>350,000</td>
<td>12,960,559</td>
<td>12,960,559</td>
<td>12,960,559</td>
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<td>Other</td>
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<tr>
<td>Water</td>
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<td>18,769,000</td>
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<td>18,769,000</td>
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<tr>
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<td>(2,636,656)</td>
<td>(3,287,319)</td>
<td>3,096,001</td>
<td>171,416,005</td>
<td>(2,312,587)</td>
<td>(169,321,008)</td>
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**Internal Reconciliation**

<table>
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<th>Additions (Balances)</th>
<th>Budget Variations</th>
<th>Approval Changes</th>
<th>Additions (Appointed)</th>
<th>Revised Balance</th>
<th>Budget Transfers</th>
<th>Recommended Closing</th>
<th>Proposed Closing</th>
<th>YTD</th>
<th>Reconciliation</th>
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<tbody>
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<td>(227,609)</td>
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<td>(227,609)</td>
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<td>COS Maintenance</td>
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<td>(3,000)</td>
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<tr>
<td>Docks, Roads, Terminals and Wharves</td>
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<tr>
<td>Environmental Assets</td>
<td>16,497,000</td>
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<td>(9,539,559)</td>
<td>(18,068,430)</td>
<td>350,000</td>
<td>12,960,559</td>
<td>12,960,559</td>
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<td>(3,287,319)</td>
<td>3,096,001</td>
<td>171,416,005</td>
<td>(2,312,587)</td>
<td>(169,321,008)</td>
<td>262,325,259</td>
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This document forms part of Cooffs Harbour City Council's Quarterly Budget Review Statements for the quarter ended 31 March 2018 and should be read in conjunction with other documents in the GBSR.
# Coffs Harbour City Council
## Quarterly Budget Review for the Month Ended 31 March 2018

### Capital Expenditure Budget

<table>
<thead>
<tr>
<th>CAPITAL EXPENDITURE</th>
<th>ORIGINAL BUDGET 2017/18</th>
<th>REVISED BUDGET 2017/18</th>
<th>APPROVED CHANGES SEPT QTR</th>
<th>APPROVED CHANGES DEC QTR</th>
<th>REVISED BUDGET RECOMMENDED 2017/18</th>
<th>MAR QTR BUDGET CHANGES</th>
<th>PROJECTED BUDGET 2017/18</th>
<th>ACTUAL 2017/18</th>
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<tbody>
<tr>
<td><strong>NEW ASSETS</strong></td>
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<tr>
<td>Plant &amp; Equip - Work in Progress</td>
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<td>5,000</td>
<td>(12,000)</td>
<td>35,000</td>
<td>1,143,000</td>
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<td>1,143,000</td>
<td>119,225</td>
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<td>771,654</td>
<td>-</td>
<td>771,654</td>
<td>381,990</td>
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<td>Furniture &amp; Fittings - Work in Progress</td>
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<td>15,156</td>
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<td>15,156</td>
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<td>15,156</td>
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<td>Council Owned Freeshold Land - Work in Progress</td>
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<td>Depreciable Land Improve - Work in Progress</td>
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<td>250,000</td>
<td>-</td>
<td>3,094,444</td>
<td>-</td>
<td>3,094,444</td>
<td>481,323</td>
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<td>Buildings Non Specialised - Work in Progress</td>
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<td>1,085,903</td>
<td>-</td>
<td>2,936,903</td>
<td>695,000</td>
<td>3,092,002</td>
<td>769,775</td>
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<tr>
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<td>5,586,703</td>
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<td>1,602,722</td>
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<td>109,374</td>
<td>3,738,305</td>
<td>627,374</td>
<td>3,455,679</td>
<td>2,893,916</td>
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<tr>
<td>Sewerage Networks - Work in Progress</td>
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<td>300,000</td>
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<td>8,072,500</td>
<td>(110,000)</td>
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<td>1,165,500</td>
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<tr>
<td>Library Books - Work in Progress</td>
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<td>7,643</td>
<td>-</td>
<td>62,971</td>
<td>70,614</td>
<td>-</td>
<td>70,614</td>
<td>10,925</td>
</tr>
<tr>
<td>Other Non Current Assets - Work in Progress</td>
<td>585,000</td>
<td>311,289</td>
<td>-</td>
<td>232,705</td>
<td>929,974</td>
<td>-</td>
<td>929,974</td>
<td>469,031</td>
</tr>
<tr>
<td>Buildings Specialised - Work in Progress</td>
<td>882,000</td>
<td>144,000</td>
<td>-</td>
<td>806,000</td>
<td>606,801</td>
<td>1,412,801</td>
<td>243,185</td>
<td></td>
</tr>
<tr>
<td>Footpaths - Work in Progress</td>
<td>589,500</td>
<td>287,500</td>
<td>71,500</td>
<td>968,200</td>
<td>594,207</td>
<td>1,562,607</td>
<td>276,031</td>
<td></td>
</tr>
<tr>
<td>Swim Pools - Work in Progress</td>
<td>12,000</td>
<td>12,000</td>
<td>-</td>
<td>12,000</td>
<td>-</td>
<td>12,000</td>
<td>12,000</td>
<td>34,189</td>
</tr>
<tr>
<td>Open Space Recreation - Work in Progress</td>
<td>244,907</td>
<td>8,477,855</td>
<td>-</td>
<td>6,729,852</td>
<td>470,383</td>
<td>7,199,852</td>
<td>5,367,120</td>
<td></td>
</tr>
<tr>
<td>Intangible/Software Assets - Work in Progress</td>
<td>202,000</td>
<td>-</td>
<td>200,000</td>
<td>-</td>
<td>200,000</td>
<td>-</td>
<td>200,000</td>
<td>59,914</td>
</tr>
<tr>
<td>Developer Contributions</td>
<td>5,498,300</td>
<td>-</td>
<td>-</td>
<td>5,498,300</td>
<td>-</td>
<td>5,498,300</td>
<td>-</td>
<td>431,422</td>
</tr>
<tr>
<td><strong>NEW ASSETS</strong></td>
<td>26,602,746</td>
<td>16,255,079</td>
<td>5,463,611</td>
<td>(67,664)</td>
<td>46,233,775</td>
<td>3,265,524</td>
<td>51,435,295</td>
<td>17,549,730</td>
</tr>
<tr>
<td><strong>RENEWALS REPLACEMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant &amp; Equip - Work in Progress</td>
<td>170,500</td>
<td>-</td>
<td>10,000</td>
<td>36,400</td>
<td>216,900</td>
<td>(82,500)</td>
<td>134,400</td>
<td>79,019</td>
</tr>
<tr>
<td>Non Depreciable Land Improve - Work in Progress</td>
<td>-</td>
<td>186,951</td>
<td>-</td>
<td>186,950</td>
<td>-</td>
<td>186,950</td>
<td>-</td>
<td>8,780</td>
</tr>
<tr>
<td>Depreciable Land Improve - Work in Progress</td>
<td>-</td>
<td>400,000</td>
<td>-</td>
<td>400,000</td>
<td>-</td>
<td>400,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Buildings - Work in Progress</td>
<td>99,000</td>
<td>701,937</td>
<td>(10,000)</td>
<td>892,937</td>
<td>42,000</td>
<td>934,937</td>
<td>1,854,199</td>
<td></td>
</tr>
<tr>
<td>Other Structures - Work in Progress</td>
<td>13,456,504</td>
<td>240,760</td>
<td>1,005,125</td>
<td>2,425,000</td>
<td>17,128,989</td>
<td>140,284</td>
<td>17,269,275</td>
<td>1,992,562</td>
</tr>
<tr>
<td>Roads - Work in Progress</td>
<td>11,292,988</td>
<td>3,303,265</td>
<td>(953,875)</td>
<td>535,000</td>
<td>14,277,648</td>
<td>1,573,582</td>
<td>15,851,130</td>
<td>6,862,339</td>
</tr>
<tr>
<td>Stormwater - Work in Progress</td>
<td>135,000</td>
<td>35,000</td>
<td>-</td>
<td>170,000</td>
<td>-</td>
<td>170,000</td>
<td>33,548</td>
<td></td>
</tr>
<tr>
<td>Water Supply Networks - Work in Progress</td>
<td>1,135,000</td>
<td>230,000</td>
<td>-</td>
<td>(64,574)</td>
<td>1,530,282</td>
<td>(290,500)</td>
<td>1,340,282</td>
<td>709,229</td>
</tr>
<tr>
<td>Sewerage Networks - Work in Progress</td>
<td>-</td>
<td>80,000</td>
<td>80,000</td>
<td>80,000</td>
<td>9,500</td>
<td>100,000</td>
<td>4,156</td>
<td></td>
</tr>
<tr>
<td>Other Non Current Assets - Work in Progress</td>
<td>202,000</td>
<td>305,673</td>
<td>98,000</td>
<td>(15,000)</td>
<td>290,000</td>
<td>93,773</td>
<td>276,773</td>
<td>31,528</td>
</tr>
<tr>
<td>Buildings Specialised - Work in Progress</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
<td></td>
</tr>
<tr>
<td>Bridges - Work in Progress</td>
<td>933,800</td>
<td>972,100</td>
<td>-</td>
<td>1,872,800</td>
<td>1,113,826</td>
<td>1,288,527</td>
<td>883,986</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ORIGINAL BUDGET 2017/18</td>
<td>REVISED BUDGET 2017/18</td>
<td>APPROVED CHANGE SEPT QTR</td>
<td>APPROVED CHANGE OCT QTR</td>
<td>REVISED BUDGET RECOMMENDED 2017/18</td>
<td>MAB QTR</td>
<td>PROJECTED BUDGET 2017/18</td>
<td>ACTUAL YTD 2017/18</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------</td>
<td>------------------------</td>
<td>--------------------------</td>
<td>-------------------------</td>
<td>------------------------------------</td>
<td>---------</td>
<td>-------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Footpaths - Work in Progress</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>280,000</td>
<td>-</td>
<td>-</td>
<td>100,000</td>
</tr>
<tr>
<td>Open Space Recreation - Work in Progress</td>
<td>130,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>280,000</td>
<td>-</td>
<td>280,000</td>
<td>280,000</td>
</tr>
<tr>
<td>Fleet P&amp;E - Work in Progress</td>
<td>4,277,425</td>
<td>-</td>
<td>-</td>
<td>4,277,425</td>
<td>4,277,425</td>
<td>-</td>
<td>2,814,362</td>
<td>2,814,362</td>
</tr>
<tr>
<td>RENEWALS REPLACEMENT</td>
<td>31,879,100</td>
<td>6,401,675</td>
<td>410,450</td>
<td>2,087,026</td>
<td>41,678,350</td>
<td>2,683,601</td>
<td>44,362,041</td>
<td>14,007,407</td>
</tr>
<tr>
<td>TOTAL CAPITAL EXPENDITURE</td>
<td>56,481,648</td>
<td>22,656,764</td>
<td>5,874,061</td>
<td>2,899,362</td>
<td>86,912,125</td>
<td>5,889,215</td>
<td>95,801,340</td>
<td>31,557,137</td>
</tr>
</tbody>
</table>

This document forms part of Coffs Harbour City Council's Quarterly Budget Review Statements for the quarter ended 31 March 2018 and should be read in conjunction with other documents contained in the QBRS.
## COFFS HARBOUR CITY COUNCIL
### QUARTERLY BUDGET REVIEW FOR THE MONTH ENDED 31 MARCH 2018

### CAPITAL FUNDING BUDGET

<table>
<thead>
<tr>
<th>CAPITAL FUNDING TYPE</th>
<th>ORIGINAL BUDGET 2017/18</th>
<th>REVISED BUDGET 2017/18</th>
<th>APPROVED CHANGES SEPT QTR</th>
<th>APPROVED CHANGES DEC QTR</th>
<th>REVISED BUDGET 2017/18</th>
<th>RECOMMENDED CHANGES MARCH QTR</th>
<th>PROJECTED BUDGET 2017/18</th>
<th>YTD ACTUAL 17/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserves</td>
<td>-7,088,400</td>
<td>-13,391,187</td>
<td>-921,242</td>
<td>2,389,901</td>
<td>-25,060,800</td>
<td>-2,517,800</td>
<td>-27,578,600</td>
<td>-768,572</td>
</tr>
<tr>
<td>Rates and Other Levied Funding</td>
<td>-20,052,931</td>
<td>-4,102,025</td>
<td>-1,568,554</td>
<td>65,500</td>
<td>-31,635,740</td>
<td>-1,612,599</td>
<td>-33,243,439</td>
<td>-26,554,715</td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL FUNDING</strong></td>
<td><strong>-53,495,458</strong></td>
<td><strong>-27,858,754</strong></td>
<td><strong>-5,374,051</strong></td>
<td><strong>-2,989,362</strong></td>
<td><strong>-89,912,125</strong></td>
<td><strong>-5,889,215</strong></td>
<td><strong>-95,801,349</strong></td>
<td><strong>-31,557,157</strong></td>
</tr>
</tbody>
</table>

*This document forms part of Coffs Harbour City Council’s Quarterly Budget Review Statements for the quarter ended 31 March 2018 and should be read in conjunction with other documents contained in CBIRS.*
## Coffs Harbour City Council
### Quarterly Budget Review for the Month Ended 31 March 2018
### Key Performance Indicators Statement

<table>
<thead>
<tr>
<th>Ratio</th>
<th>Calculation</th>
<th>What is Being Measured</th>
<th>Figure</th>
<th>Sustainable Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources of Revenue Ratio (Consolidated)</td>
<td>Own source revenue (all income excluding grants and contributions) divided by total income from continuing operations</td>
<td>Council's reliance on funding from sources other than grants and contributions. The greater the reliance on own source revenue the more control council has over its income stream.</td>
<td>66.6%</td>
<td>&gt; 65%</td>
</tr>
<tr>
<td>Rates and Annual Charges Coverage Ratio (Consolidated)</td>
<td>Rates and annual charges outstanding divided by income from continuing operations</td>
<td>The degree of dependence upon revenues from rates and annual charges and to assess the security of Council's income.</td>
<td>47.18%</td>
<td>55% to 75%</td>
</tr>
<tr>
<td>Asset Sustainability Ratio (Consolidated)</td>
<td>Capital amounts spent on rehabilitation and replacement of existing assets divided by the level proposed in the infrastructure and asset management plan</td>
<td>The extent to which assets are being replaced at the rate they are wearing out.</td>
<td>58.26%</td>
<td>90% to 110%</td>
</tr>
<tr>
<td>Debt Service Ratio (Consolidated)</td>
<td>Debt service cost divided by income from continuing operations excluding capital items and specific purpose grants and contributions</td>
<td>The impact of loan principal and interest repayments on the discretionary revenue of council.</td>
<td>11.68%</td>
<td>&lt; 10% Sustainable</td>
</tr>
<tr>
<td>Rates and Annual Charges Outstanding (Consolidated)</td>
<td>Rates and annual charges outstanding divided by rates and annual charges collectable</td>
<td>The impact of uncollected rates and annual charges on liquidity and the adequacy of recovery efforts.</td>
<td>8.91%</td>
<td>7%</td>
</tr>
</tbody>
</table>

This document forms part of Coffs Harbour City Council's Quarterly Budget Review Statement for the quarter ended 31 March 2018 and should be read in conjunction with other documents in the QBRM.
COFFS HARBOUR CITY COUNCIL
QUARTERLY BUDGET REVIEW FOR THE MONTH ENDED 31 MARCH 2018
PART A - CONTRACTS LISTING

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>CONTRACT DETAIL &amp; PURPOSE</th>
<th>CONTRACT COMMENCEMENT VALUE (ex GST)</th>
<th>CONTRACT COMPLETION DATE</th>
<th>BUDGETED (Y/N)</th>
</tr>
</thead>
</table>

No contracts were awarded in this period

Notes
1. Minimum reporting level is 1% of estimated income from continuing operations or $50,000 whenever is the lesser
2. Contracts to be listed are those entered into during the quarter and have yet to be fully performed, excluding contractors that are on Council’s preferred supplier list
3. Contracts for employment are not required to be included

This document forms part of Coffs Harbour City Council's Quarterly Budget Review Statement for the quarter ended 31 March 2018 and should be read in conjunction with other documents contained in the QBRS
**COFFS HARBOUR CITY COUNCIL**

**QUARTERLY BUDGET REVIEW FOR THE MONTH ENDED 31 MARCH 2018**

**PART B - CONSULTANCY AND LEGAL EXPENSES**

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>EXPENDITURE YTD</th>
<th>BUDGETED (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancies</td>
<td>1,372,472</td>
<td>Y</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>392,489</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Definition of Consultant**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.
EXECUTIVE SUMMARY

A new Environmental Levy (EL) Policy was presented to Council for consideration at its meeting on 8 March 2018 and the policy was placed on exhibition from 19 March 2018 until 9 April 2018 (22 days). The purpose of this policy is to provide the framework for the allocation of Environmental Levy funds to support major Council environmental initiatives and a community based Environmental Levy Grants Program.

As an outcome of the submissions some changes have been made to the policy, primarily by adding definitions and expanding wording to provide further explanation. Also, the policy review date has been brought forward to 1 July 2019 to allow an early review to make any improvements based on the first year of operation.

Operational guidelines for the Environmental Levy Grants Program (ELGP) have also been prepared which are broadly consistent with the previous EL documentation.

The EL Policy post-exhibition, associated guidelines and Environmental Levy Grants Program Panel membership recommendations are now presented to Council for approval.

RECOMMENDATION:

That Council:
1. Adopt the new Environmental Levy Policy and associated guidelines.
2. Appoint Simon Abbott and Jonathan Cassell as community members to the Environmental Levy Grants Program Panel and advise all applicants of Council’s resolution.
3. Appoint Councillor ________________ to the Environmental Levy Grants Program Panel.
REPORT

Description of Item:

At its meeting on 7 December 2017, Council resolved in part to note that officers would draft a new Environmental Levy (EL) Policy and guidelines in accordance with Council’s decisions in relation to the Environmental Levy Program Review.

A new EL Policy was presented to Council for consideration at its meeting on 8 March 2018 and the policy was placed on exhibition from 19 March 2018 until 9 April 2018 (22 days). The purpose of this policy is to provide the framework for the allocation of Environmental Levy funds to support major Council environmental initiatives and a community based Environmental Levy Grants Program.

Operational guidelines for the Environmental Levy Grants Program (ELGP) have also been prepared which are broadly consistent with the previous EL documentation. Improvements made from the previous documentation include:

- Consolidation of previous EL documentation
- Improved consistency with guidelines for other Council grant programs
- Specification of a minimum grant of $2,000 with grants from $2,000 - $5,000 now eligible for unincorporated applicants
- Maximum grant specified of $25,000 per application

It should be noted that the assessment criteria and equal weightings have not been changed at this time as there has been no clear indication from Council or stakeholders what alternative weighting should be applied. It is suggested that this be re-assessed following the first year of operation of the ELGP and further consultation.

To facilitate the ELGP for 2018/19 commencing as soon as possible, applications were invited by public notice on 17 March 2018 for the two community member positions on the ELGP Panel. Four applications were received by the due date of 6 April 2018 and a selection process was undertaken. The selection process is outlined within confidential attachment 4 to this report. The two applicants are recommended for appointment as community members are:

- Simon Abbott; and
- Jonathan Cassell

A Councillor is also required to be appointed by Council.

An appropriate staff member will be authorised by the General Manager to be part of the panel. Following further consideration and consistent with staff membership on committees, it is recommended that the staff member be a non-voting member of the panel. This is now reflected in the EL Policy.

Council officers are working to identify an appropriate interagency person to complete the panel membership.

The EL Policy post-exhibition (Attachment 1), associated guidelines (Attachment 3) and Environmental Levy Grants Program Panel membership recommendations are now presented to Council for approval.
Issues:

Six submissions were received during the EL Policy’s public exhibition period (refer Confidential Attachment 2). The matters raised and the officers’ responses are included below.

<table>
<thead>
<tr>
<th>Matter Raised</th>
<th>Response</th>
<th>Policy Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method of inclusion in Delivery Program and Operational Plan not outlined</td>
<td>Funding for Delivery Program and Operational Plan initiatives will be by the current process; that is, based on recommendations to Council. For 2018/19 this will be through a separate report to Council, due to the current timing.</td>
<td>No</td>
</tr>
<tr>
<td>ELGP pool to be quarantined if not allocated or spent within a year</td>
<td>Supported and made explicit in the policy.</td>
<td>Yes</td>
</tr>
<tr>
<td>Inclusion of on-ground monitoring and review of projects to be included</td>
<td>Included in the policy under 2.5 and as part of the acquittal process in the guidelines.</td>
<td>Yes</td>
</tr>
<tr>
<td>Appropriate definition of ‘credentialed’ to be included in terms of skills and experience</td>
<td>Definition added to the policy.</td>
<td>Yes</td>
</tr>
<tr>
<td>Heavy weighting of funding towards Council as opposed to community groups</td>
<td>Allocation split between the two pools based on an historic analysis. The community based ELGP also now excludes Council based projects to provide an increased funding opportunity for community groups.</td>
<td>No</td>
</tr>
<tr>
<td>Council commitment required for Bush Regeneration Team</td>
<td>The inclusion of Council’s Bush Regeneration Program in the major pool provides longer term commitment through the Delivery Program.</td>
<td>No</td>
</tr>
<tr>
<td>Policy does not include procedures, process and guidelines</td>
<td>The policy purposefully does not include operational matters covered in procedures or guidelines. However, the guidelines are now provided per Council’s previous resolution.</td>
<td>No</td>
</tr>
<tr>
<td>Support ELGP grants for unincorporated bodies</td>
<td>The guidelines provide for unincorporated bodies to access ELGP grants from $2,000 to $5,000.</td>
<td>No</td>
</tr>
<tr>
<td>Retention of unspent funds for emergency or disaster purposes for Orara Rivercare</td>
<td>To be considered further as part of Council’s allocation of funds in the major pool to Orara Rivercare.</td>
<td>No</td>
</tr>
<tr>
<td>Further definition of funding categories</td>
<td>Expanded wording added to the policy.</td>
<td>Yes</td>
</tr>
<tr>
<td>Information on Water Fund allocation</td>
<td>The policy relates to Environmental Levy funding and not to other Council funding sources; however, it is recommended that Water Fund contributions continue at an appropriate level for relevant initiatives. This will be captured in the separate report to Council on major project funding through the Delivery Program.</td>
<td>No</td>
</tr>
<tr>
<td>Define that the EL does not fund Council core business activities</td>
<td>The policy provides the scope of projects and initiatives recommended for funding which is considered appropriate based on the recent EL Program Review.</td>
<td>No</td>
</tr>
<tr>
<td>Policy lacks detail around terminology, criteria and guidelines</td>
<td>Further explanations and definitions included in the policy. The assessment criteria are specified in the guidelines, which are attached to this report.</td>
<td>Yes</td>
</tr>
<tr>
<td>Further review after first year of operation to assess and adjust as required</td>
<td>Policy review date brought forward to 1 July 2019 to facilitate an early review.</td>
<td>Yes</td>
</tr>
<tr>
<td>Matter Raised</td>
<td>Response</td>
<td>Policy Change</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Use the terms ‘long term’ and ‘short term’ rather than ‘major’ and ‘minor’</td>
<td>The term ‘major’ does not necessarily relate to size but also to strategic importance. The explanation under ‘Major Strategic Programs and Projects’ now refers to long term with a definition added to the policy.</td>
<td>Yes</td>
</tr>
<tr>
<td>to more accurately reflect the review report and Council’s resolution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explicit inclusion for strategies and resourcing plans to underpin long term</td>
<td>Included in the explanation of ‘Major Strategic Programs and Projects’ in the policy.</td>
<td>Yes</td>
</tr>
<tr>
<td>projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inclusion of monitoring and reporting of objectives/KPIs</td>
<td>Included in the policy under 2.5 and as part of the acquittal process in the guidelines.</td>
<td>Yes</td>
</tr>
<tr>
<td>Expand Council partnering to include research institutions and other</td>
<td>Expanded wording added to the policy.</td>
<td>Yes</td>
</tr>
<tr>
<td>government bodies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relative size of ELGP pool and security of Jetty Dunecare funding</td>
<td>Size of the ELGP pool based on an historic analysis. The community based ELGP also now excludes Council based projects to provide an increased funding opportunity for community groups.</td>
<td>No</td>
</tr>
</tbody>
</table>

As an outcome of the submissions some changes have been made to the policy, primarily by adding definitions and expanding wording to provide further explanation. Also, the policy review date has been brought forward to 1 July 2019 to allow an early review to make any improvements based on the first year of operation.

The EL Policy captures the main recommendations from the Environmental Levy Program Review Action Plan consistent with Council’s resolved position from 7 December 2017. There are five remaining action plan items which will be addressed subsequent to this report and are summarised below.

<table>
<thead>
<tr>
<th>Action Plan Item</th>
<th>Council’s Resolved Position</th>
<th>Status Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2</td>
<td>Adopted in principle</td>
<td>No specific weighting has been included in the current ELGP Guidelines. This will be reassessed as part of the review after the first year of operation of the ELGP.</td>
</tr>
<tr>
<td>1.3</td>
<td>Adopted</td>
<td>To be included as part of the induction for ELGP panel members.</td>
</tr>
<tr>
<td>1.4</td>
<td>Adopted</td>
<td>Upgrade of website page and increased external communications on EL funded projects and initiatives will occur as part of the launch of the 2018/19 program.</td>
</tr>
<tr>
<td>2.6</td>
<td>Adopted in principle</td>
<td>No specific weighting has been included in the current ELGP Guidelines. This will be reassessed as part of the review after the first year of operation of the ELGP.</td>
</tr>
<tr>
<td>Action Plan Item</td>
<td>Council’s Resolved Position</td>
<td>Status Comment</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>3.3</td>
<td>Adopted in principle</td>
<td>Further investigation required, particularly given recent legislative changes relating to biodiversity. It is not proposed to action this item at this time but may be included in future years.</td>
</tr>
</tbody>
</table>

**Options:**

The following options are available to Council:

1. Adopt the Environmental Levy Policy and guidelines. This allows for the implementation of 2018/19 Environmental Levy Program to commence.

2. Amend the Environmental Levy Policy and guidelines. Depending on the nature of the changes, there may be some impact on the timing of the implementation of the 2018/19 Environmental Levy Program.

3. Reject the Environmental Levy Policy and guidelines. This will postpone any further action on the implementation of the 2018/19 Environmental Levy Program.

**Sustainability Assessment:**

- **Environment**

  The Environmental Levy funds a combination of major Council projects and initiatives and community projects, which collectively deliver on the environmental objectives in the MyCoffs Community Strategic Plan.

- **Social**

  The EL Policy and provides support for community organisations through a dedicated environmental grants pool as well as partnership opportunities in relation to Council supported initiatives. This will assist in building community capacity, involvement and ownership of projects, and promote improved environmental outcomes.

- **Civic Leadership**

  The purpose of Council policy is to ensure transparency and accountability in local government. The implementation of policy enables Council to identify and respond to the community. This is consistent with the Council’s MyCoffs Community Strategic Plan, D.1 Our leaders give us confidence in the future.

  Strengthening the program's links to Council's Integrated Planning and Reporting Framework will demonstrates Council's leadership by ensuring the EL Program more closely aligns to broader community expectations.

- **Economic – Broader Economic Implications**

  The EL Program funds environmental projects that would not otherwise be undertaken with revenue funding.
• **Economic - Delivery Program/Operational Plan Implications**

Under the EL Policy, the allocation of funds to major Council initiatives and to the Environmental Levy Grants Program has been calculated from an analysis of past allocations. The analysis supports a 75%/25% split between these funding pools.

The funding of two community organisations, Orara Rivercare and Landcare, has also been included as Council supported major initiatives and each organisation will be invited to provide a proposal on environmental works to be undertaken for the remaining three years of the current Delivery Program. These will be provided to Council for consideration as part of a separate report to allocate the major Council initiatives pool funds.

The Environmental Levy is estimated to raise $1.326 million in 2018-19 and will therefore provide around $330,000 for the community based Environmental Levy Grants Program. The estimated Environmental Levy revenue is included in Council’s draft Operational Plan for 2018-19.

**Risk Analysis:**

Strengthening the program’s links to Council’s Integrated Planning and Reporting Framework will ensure the EL Program more closely aligns to broader community expectations. This approach also provides increased transparency to the program.

**Consultation:**

The new EL policy articulates key points of Council’s resolved position following the EL Program Review process, which was carried out through much of 2017. The review process included significant consultation with stakeholders, including interviews with members of the committee, Council officers and several grant applicants/recipient, workshops with Council and the committee, and opportunities for feedback.

The policy was placed on public exhibition for the period 19 March 2018 to 9 April 2018 (22 days) and six submissions were received (refer Confidential Attachment 2). The matters raised in the submissions and responses are detailed in the Issues Section of the report.

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

This is detailed within the policy as required.

**Implementation Date / Priority:**

The Environmental Levy Program for 2018-19 will be actioned immediately upon Council’s adoption of the new EL Policy and guidelines.

A review of the effectiveness of the program based on the first year’s operation will also be undertaken so that improvements may be made for future years. This is reflected in the policy’s review date.

**Conclusion:**

The EL Policy post-exhibition, associated guidelines and Environmental Levy Grants Program Panel membership recommendations are now presented to Council for approval.
Environmental Levy Policy

1 Purpose
To provide the framework for the allocation of Environmental Levy funds to support major Council environmental initiatives and a community based Environmental Levy Grants Program.

2 Policy
This policy provides a framework for the allocation of Environmental Levy funds to support the achievement of the MyCoffs Community Strategic Plan objective – “A natural environment sustained for the future”. The framework includes the:
- Definition of eligibility criteria to be met for projects to be funded
- Allocation of funds to major strategic programs and projects initiated and supported by Council through its four year Delivery Program;
- Allocation of funds for a community based Environmental Levy Grants Program (ELGP);
- Assessment methods; and
- Monitoring and reporting requirements.

2.1 Eligibility Criteria
For applications to be considered for assessment they must first meet the following eligibility criteria:
- Address one or more of the key strategies identified in the MyCoffs Community Strategic Plan objective – “A natural environment sustained for the future”; and
- Works on private land must have a greater “public benefit” than the benefit to an individual or individual group. This means that the benefit must be to others in the community; either the general community as a whole or a significant section of the community.

2.2 Fund Allocation
Environmental Levy funds are raised annually through a special rate from all property owners in the Coffs Harbour City Local Government Area.

Through the Integrated Planning and Reporting Framework Council engages with the community to develop a Community Strategic Plan. Council’s role in the delivery of the plan is articulated through the four year Delivery Program with resourcing provided through the annual Operational Plan.

To maximise the benefit achieved from Environmental Levy funds, the funding is split into two pools:
1. Funds for major strategic programs and projects initiated and supported by Council through its four year Delivery Program; and
2. Allocation of funds for a community based ELGP.

To maintain the relativity of funding for the two funding pools 75% of funds levied are available for major strategic projects and 25% of funds levied are available for the ELGP. If the ELGP funding pool is not fully allocated or spent in a particular year the balance will be rolled forward into the next year.

2.3 Assessment Methods
An assessment method is used for each of the two Environmental Levy funding pools as follows:
1. Major Strategic Programs and Projects
These programs and projects are identified through Council’s planning processes and are included in the four year Delivery Program adopted by Council, with the level of resourcing of each project determined through the adoption by Council of the annual Operational Plan.
These programs and projects will be long-term and/or strategically important in nature and will therefore be underpinned by strategies and resourcing plans.

Program and project areas for consideration include:

- **Environmental Levy and ELGP Coordination**
  Administration and accounting for Environmental Levy funds and ELGP coordination, including the application process, support for the ELGP Panel, reporting and acquittal of grants.

- **Bush Regeneration**
  Programs and projects for natural area restoration of remnant vegetation, while minimising negative disturbances such as exotic weeds and erosion, and the protection and enhancement of natural areas.

- **Environmental Weed Management**
  Programs and projects to remove or control weeds through physical, chemical and/or biological control measures to assist in the restoration of biodiversity.

- **Biodiversity Strategies**
  The preparation and implementation of strategies which advance the protection and management of biodiversity beyond Council’s established service levels.

- **Waterway Health Initiatives**
  Programs and projects to monitor and improve water quality, including management of riparian areas, sampling programs, prevention and control of run-off and erosion prevention works.

- **Coastal Initiatives**
  Programs and projects to understand and/or manage environmental impacts on coastal zones to control or prevent erosion from causes such as storms or climate change, and other issues relevant to the coastal zone.

- **Environmental Education**
  The development and provision of education programs, resources and infrastructure to increase community and visitor understanding of the natural environment, provide interpretation and facilitate environmental learning.

Programs and projects may be delivered by Council or in partnership with or through community organisations, research institutions and/or other government bodies.

2. **ELGP**
   The community grants program is operated, and applications assessed, in accordance with the ELGP Guidelines. Applications will be called for up to twice yearly and will be assessed by the ELGP Panel using the assessment criteria specified in the guidelines.

2.4 **ELGP Panel**
   The ELGP Panel will consist of one Councillor, as the Chair, two credentialed community members, one interagency advisor, and one credentialed Council staff member. The Council staff member is a non-voting member of the panel. The panel members will be appointed for a period of four years.

   The community and interagency advisor positions are to be declared vacant at 30 June every four years and nominations be invited for new membership. Existing members may re-nominate. Council will consider reappointment of the panel within 12 months of the holding of a general election.

2.5 **Monitoring and Reporting**
   The programs and projects included in Council’s Delivery Program will be reported on through Council’s Delivery Program progress reports with further detail on outcomes and expenditure included in Council’s Annual Report.

   ELGP funded projects will be reported on through the acquittal process outlined in the ELGP Guidelines.
All programs and projects are subject to on-ground monitoring by the assigned program/project manager or when required, by Council’s Grants Administration Officer.

3 Definitions

Credentialed: A person with an adequate combination of environmental qualifications, skills and/or experience.

Long Term: No shorter than the Delivery Plan period of four years.

4 Key Responsibilities

<table>
<thead>
<tr>
<th>Position</th>
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<th>Responsibility</th>
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<tbody>
<tr>
<td>Mayor</td>
<td>Council</td>
<td>To lead councillors in their understanding of, and compliance with this policy and guidelines.</td>
</tr>
<tr>
<td>General Manager</td>
<td>Executive</td>
<td>To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this policy and guidelines.</td>
</tr>
<tr>
<td>Directors</td>
<td>All Directorates</td>
<td>To communicate, implement and comply with this policy.</td>
</tr>
<tr>
<td>Council Leaders</td>
<td>All Directorates</td>
<td>To implement and comply with this policy and related guidelines.</td>
</tr>
<tr>
<td>All Council Staff</td>
<td>Council</td>
<td>To comply with and follow the requirements of this policy and related guidelines.</td>
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5 References

- MyCoffs Community Strategic Plan
- Coffs Harbour Biodiversity Action Strategy 2012 – 2030
- Council’s Coastal Zone Management Plans/Programs
- Environmental Levy Grants Program Guidelines

6 Details of Approval and Revision

- Approval date: [Resolution Date]
- Responsible Section: Financial Planning
- Superseded policies/procedures:
- Next review date: 1/07/2019

Table of amendments

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Environmental Levy Grants Program Guidelines
Contents

1. Introduction ................................................................. 3
2. Objectives .................................................................... 3
3. What funding is available? ........................................... 3
4. What projects could be eligible for funding? .................. 4
5. What projects would be ineligible for funding? .............. 4
6. Who is eligible to apply? .................................................. 5
7. What will make your application ineligible for funding?..... 5
8. General Consideration for Projects ............................... 6
9. Assessment Criteria ...................................................... 6
10. Application Process ..................................................... 6
11. Help, Advice and Additional Information ...................... 10
12. Conditions of Funding for Successful Applications ....... 10
12.1 Conduct of the Project .................................................. 10
12.2 Records .................................................................. 11
12.3 Acknowledgement of Support ..................................... 11
12.4 Financial Provisions ................................................... 11
13. Assessment of Application .......................................... 12
13.1 Assessment Criteria and Scoring ................................. 13
14. How do I lodge an application .................................... 14
Annexure 1 - Steps Prior to Lodging a Grant Application .... 15
Annexure 2 - Environmental Levy Grant Application .......... 156
Annexure 3 – Environmental Levy Grant Acquittal ............... 244
Annexure 4 – Key Date Guide for 2018 / 2019 .................. 28
1. Introduction

Coffs Harbour City Council recognises the value and importance in providing an environmental program that offers and delivers opportunities to help sustain and improve the local environment. Funds are raised through a specific levy paid by Coffs Harbour ratepayers.

Council actively seeks ways to enhance the delivery of this program. These guidelines accompany the Environmental Levy Policy to assist in achieving the objectives outlined.

2. Objectives

The objectives of the Environmental Levy Grants Program are to ensure that:

- The allocation of Environmental Levy funds support the achievement of the MyCoffs Community Strategic Plan - A natural environment sustained for the future:
  - We protect the diversity of our natural environment (C2.1)
  - We use resources responsibly to support a safe and stable climate (C2.2)

- Council has an established framework to assist in the allocation of funding. This will result in direct benefits to the local environment and the wider community.

- Council has a consistent, equitable and transparent process to respond to requests by community organisations for the funding of environmental projects.

- Council assists in increasing the participation and accessibility for community organisations looking to improve and enhance the environment in the Coffs Harbour City Council area.

- An Environmental Levy Grant Program Panel is supported to enable effective assessment and allocation of funding, within the Environmental Levy Grants Program funding pool.

3. What funding is available?

As part of the overall Environmental Levy Program – funding is identified and allocated within two funding pools:

- Major Strategic Programs and Projects initiated through the Council’s four year Delivery Program and receives a 75% allocation of annual Environmental Levy funds.

- Environmental Levy Grants Program (ELGP) funding pool made available to community groups and non-government organisations on an annual and/or bi-annual basis, and receives a 25% allocation of annual Environmental Levy funds.

The ELGP funds will be made available on application to fund community driven environmental levy projects. The Environmental Levy Grant Program Panel will
consider all applications for funding in accordance with specific assessment criteria. Only projects that are closely aligned with the MyCoffs Community Strategic Plan’s objective – A natural environment sustained for the future, will be considered.

Council will allocate the funds at the start of the financial year. Should all the available funds not be allocated in the initial round, a second distribution of funds may be offered. A second round of funding will reduce the term for project completion, as all projects must be completed within that financial year.

Minimum grants are from $2,000 to a maximum of $25,000 for the ELGP funding pool.

An organisation may make more than one application for funding for separate projects.

4. What projects could be eligible for funding?

As a community initiated project, Council will be seeking to ensure a commitment to the project by the community or non-government organisation, financially and otherwise.

For applications to be considered for assessment they must first meet the following eligibility criteria:

- Projects that align with MyCoffs Community Strategic Plan’s objective – A natural environment sustained for the future.
- Projects that look to directly benefit the local environment.
- Innovative projects that serve community benefit.
- Projects on private land must have a “public benefit” rather than of benefit to an individual or individual group. This means that the benefit must be to others in the community; either the general community as a whole or a significant section of the community.
- Projects must be completed by 30 June with a final acquittal to be submitted by 31 July.
  Note: If a project is approved in a 2nd round then these projects will have a reduced term for completion as all projects must be completed by 30 June.

5. What projects would be ineligible for funding?

Projects that would be ineligible for funding would be any project:

- Not located within the Coffs Harbour City Council local government area.
- That is not available or accessible to the general public.
- Projects that cannot be completed by 30 June
- Where the funding component can not be distinctly identifiable
- Where the results/outcomes of the project do not have a significant lifespan. This grant program is about providing for environmentally sustainable projects.
- Where the ongoing costs or maintenance burden to the community is assessed as being unacceptable i.e. proposals that may lead to a dependence on Council funds.
- Where community benefit can not be identified or quantified
• Where funds or projects have commenced and the organisation is seeking a reimbursement of funds.

6. **Who is eligible to apply?**

The following bodies are eligible to apply:

• Any not-for-profit group, community group or voluntary association that is incorporated.
• Any unincorporated group where the grant amount is less than $5,000.
• Any group or organisation that currently receives funding from Council, providing that they can demonstrate that the project that they are applying for is independent of any current funding.

Coffs Harbour City Council will only consider applications from groups that operate within acceptable community standards.

As a guide, eligible applicants are seen as those who:

• Can demonstrate the capacity to use the funds effectively for the benefit of the Coffs Harbour environment.
• Will be primarily responsible for the project and continue to maintain the project.
• Respond to a need that leads to tangible outcomes with environmental and social benefits.
• Are willing and able to meet performance measures that focus on outcomes.
• Assist a wider group in the community rather than individuals.

7. **What will make your application ineligible for funding?**

The following will render your application ineligible:

• Applications from groups and organisations which have not adequately fulfilled the obligations from previous Council grant programs or rounds.
• Applications from groups or organisations that are not current in their repayment of loans or funding from Council.
• Applications for projects that have been previously funded, unless the application is for funding for a new stage of your project.
• Applications for commercial activities.

The following costs are also ineligible for receipt of grant funding:

• Money already spent on delivering a project – retrospective costs that have already taken place or began prior to approval of the application.
• Recurrent operational costs (e.g. telephone, electricity, maintenance and public liability insurance, lease costs and accounting fees)
• Costs related to Council fees (e.g. Planning and Building Fees and associated State Government Levies)
• Administration costs (including newsletters)
• Fundraising activities
• Purchase of capital equipment
8. General Consideration for Projects

The following factors should be considered when determining whether a project is suitable for receipt of funding:

- Projects should have a community benefit that is clearly identifiable and where possible quantifiable.

- Projects funded must be distinctly identifiable, i.e. they must not be embedded so deeply into a project that you cannot specifically indicate what Council's funding was used for.

- Projects should align with the organisation's goals and strategic plans and not just be a 'good' idea.

- Projects must be completed by 30 June, with a final acquittal to be submitted by 31 July. Should a second round of funds be offered, it will reduce the term for completion, as all projects must be completed by the 30 June of that financial year.

- It is conditional upon receiving a grant under this program, that the successful applicant will assume all normal commercial responsibility including public risk and/or any other appropriate insurance cover for the project.

9. Assessment Criteria

The Environmental Levy Grant Program Panel will assess all applications and make recommendations to Council for funding based upon the criteria shown and displayed in the table on page 13, of these guidelines.

10. Application Process

The application process for the ELGP is as follows:

Step One Requests for Applications

- Council will advertise in local media and on Council's website for applicants potentially seeking funding through the ELGP.
- Minimum grant is $2,000 and maximum grant amount is $25,000.
- Applications are to close at 30 June
- Applications received after the closing date will not be considered.
- For approved applications Council will allocate the funds after all relevant documentation is returned to Council in the specified time. Should a second round of funds be offered, it will reduce the term for completion, as all projects must be completed by the 30 June of that financial year.

Step Two Submission of Applications

Upon receipt of the application the following process will be followed:

- Submitting an application does not guarantee funding and the assessment panel may recommend partial or no funding. You should not rely upon only one source of funding for your project as this will be taken into consideration with all applications.
• Applications are made electronically and made available through www.offsharbour.nsw.gov.au/environment
• Once you have submitted your electronic application, you will receive an automatic response email to acknowledge receipt of your application.
• Applications will be assessed to ensure that all sections of the application form are complete. Ensure you provide any relevant supporting documentation, as the assessment panel will determine suitable projects solely upon what information has been provided in the application. Incomplete applications will be assessed accordingly and may not be successful.
• If the application complies with the ELGP’s eligibility criteria, it will be assessed by the ELGP Panel.

Step Three Assessment by ELGP Panel

• A recommendation to Council by the ELGP Panel will be based on the eligibility, merit of the project in accordance with the points scoring assessment and the ability of the applicant/organisation to manage the project. The application form includes the information required for this assessment.
• In the event of a member of the ELGP Panel having a conflict of interest in an application, they will take necessary steps to declare and manage the conflict in accordance with Council’s Code of Conduct.
• The process of consideration and determination may take up to 60 days from the date of submission of the application.
• All applications will be subject to the ELGP panel assessment.

Step Four Council Approval or Decline

• If an approval is granted by Council, the applicant will be advised of the outcome in writing and Council will request:
  - An executed “Conditions of Funding Agreement” between Council and the applicant.
  - An invoice will be requested in order for Council to make the upfront payment in accordance with the mentioned agreement.
  - Public liability insurance (minimum $20 million), personal injury income protection for volunteer insurance and/or any other appropriate insurance cover for the project. Council is to be noted as an interested party on all insurance certificates for the purposes of the grant.

Council will require these items within 14 days of receipt of approval letter. Failure to do so, could result is loss of funding.

• If the application is not approved, then Council will write to the applicant advising that the project was not approved. Unsuccessful applicants can re-apply in future rounds/years.
Step Five  Project Payment

- Council will disburse the funds to the applicant, within 30 days of the receiving an invoice accompanied with the mentioned documents (in step four).

Note: If all grant monies have not been expended by the end of the financial year, then these funds will need to be returned to Council and identified on the final acquittal. The acquittal is due for all projects, within a fortnight at end of June. These unspent funds will be added to the following year’s ELGP funding pool.

Step Six  Project Completion and Acquittal – see attached annexure 3

- Successful applicant to complete the project by 30 June.
- Formal notification highlighting the completion of the project will be supplied by the applicant. This will be done by the completion of an acquittal form and will include actual financial expenditure, photos and project outcomes.
- A site inspection may be requested by a relevant Council officer.
Application Process Flowchart

Grant funding advertisement in April/May
Preliminary work in developing your grant application for submission.

Submit grant applications in May/June

Consideration and assessment by ELGP Panel in July

Approval by Council July

Grant Approved
Applicant notified (Aug⁷) and sent:
- Request for invoice
- Signed agreement
- Request for insurance
- Copy of acquittal

Round 1. Funding disbursed Aug/Sept
Round 2. Funding disbursed Nov/Dec

Completion of project – by 30 June

Acquittal of the grant and evaluation of project by 31 July

Application not approved. Applicant to be notified

Chance to apply for possible round 2 funding in September

*Dates may vary due to unforeseen issues
11. Help, Advice and Additional Information

For help with completion of your application or any additional information you may have, please contact:

Grants Administration Officer  
T: 6648 4278 or 6448 4668  
E: coffs.council@chcc.nsw.gov.au

**Taxation Information and the Impact of GST**

Applicants should be aware of the Federal Government's Taxation requirements, including GST, Australian Business Number (ABN) and the implications that these may have on your project. Coffs Harbour City Council will not offer technical taxation advice to community organisations. Applicants are encouraged to seek independent professional advice.

For information and advice on whether you should be registered for an ABN, or for information on GST, please contact the Australian Tax Office Infoline

Australian Taxation Office  
T: 13 28 66  

12. Conditions of Funding for Successful Applications

Should an application be approved for funding, Council will provide the applicant with a "Conditions of Funding Agreement", which will include the following conditions:

Council requires the following conditions:

12.1 Conduct of the Project

- Completion of the project must be carried out in a diligent, efficient, effective manner and in good faith to a high standard, so as to achieve the project's objective.

- Prior to funding of the grant, the applicant must have in place public liability insurance (minimum $20 million), personal injury income protection for volunteer insurance and/or any other appropriate insurance cover for the project. Council is to be noted as an interested party on all insurance certificates for the purposes of the grant.

- Your organisation is to ensure that all approvals required to complete the project are obtained prior to commencement of any works. This includes consultation with the relevant Council Departments, for specific Council related matters.

- Council requires that all works are to be carried out in a safe work environment in accordance with the Work Health and Safety Act, Regulations and Codes of Practice.

- Only licensed contractors are to undertake related works for the project. Council reserves the right to pre-approve contractors for the project.
• Any changes to the project that would result in the funding being expended for activities other than those detailed on the application may not be undertaken without prior written approval of Coffs Harbour City Council.

• Should your organisation cease to operate you are required to negotiate with Council to return the funding.

• All projects must be completed by the 30 June in the year funding is received.

12.2 Records

• Your organisation must keep accurate records and accounts regarding each activity including receipts, proof of purchase and invoices and other documents to show how your organisation spent the grant funds for at least 7 years after the Activity End Date for that Activity (or any such longer period required by legislation).

12.3 Acknowledgement of Support

• The applicant agrees any promotional signs/material or general advertisement of the project, acknowledges that it is “an initiative delivered by Coffs Harbour City Council, as part of the Environmental Levy Grants Program”.

12.4 Financial Provisions

• That the funds provided must be used solely for the approved project.

• Formal advice of any unexpended funds is required and funds not expended for the purposes outlined in the application, must be returned to Coffs Harbour City Council.

• The successful organisation is required to issue Council with an invoice for the grant received. This invoice is to state the Australian Business Number (ABN) for the organisation and the name of the organisation.

• Council will provide the approved grant funds to the organisation, once the duly signed agreement and tax invoice are held by Council.

• Council may elect to fund the grant, in instalments where deemed appropriate.

• Allocation of funds to your organisation in any year should not be taken as a commitment for funding in subsequent years.

• Within three months of conclusion of the project, or within a fortnight of 30 June of that financial year – whichever comes first. Council requires that the “Environmental Grants Program Acquittal Form” is completed and returned to Council.
13. Assessment of the Application

All applications will be subject to the ELGP panel assessment which comprises:

- One Councillor (as chairperson)
- Two credentialed community members
- One credentialed Council staff member
- One interagency advisor.

They will take into account the environmental, social and strategic factors of the proposed project.

Environment

Council will assess the merit of the project based on improvements and sustainable ecological benefits to the local environment. Council will also consider the location of the proposed projects in terms of community amenity and acceptance.

Social

Applications for funding projects that also look to benefit the community directly will be considered favourably.

Strategic Integration

Applications that align to Council approved action plans or displaying priority in a Natural Resource Management Strategy or plan relevant to the Coffs Harbour Local Government Area, will be considered favourably. Links to such strategies are shown below:

Coffs Harbour Biodiversity Action Strategy:

Coffs Harbour Coastal Zone Management Plan:

Coffs Harbour Estuary Management Plans:

Threatened Plants & Animals Resources:
### 13.1 Assessment Criteria and Scoring

<table>
<thead>
<tr>
<th>Eligibility Criteria</th>
<th>Desired Outcomes of Activities</th>
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<tr>
<td>Protect and/or Rehabilitate the Natural Environment</td>
<td>* Through collaboration, we protect and enhance our natural environment.</td>
</tr>
<tr>
<td></td>
<td>* Through collaboration, we understand and address the challenges to our natural environment and act to mitigate them.</td>
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<tr>
<td></td>
<td>* Community involvement in projects protecting the natural environment is increased.</td>
</tr>
<tr>
<td></td>
<td>* We manage public access to natural areas to enhance environmental experience and protect ecological values.</td>
</tr>
<tr>
<td></td>
<td>* Pollution from human activities is minimized.</td>
</tr>
<tr>
<td></td>
<td>* The environmental impact of agricultural production is minimized.</td>
</tr>
<tr>
<td></td>
<td>* The use of renewable resources increases and the use of non-renewable resources decreases.</td>
</tr>
<tr>
<td></td>
<td>* As informed consumers, we reduce our impact on the environment with a focus on recovering, recycling and reusing.</td>
</tr>
<tr>
<td></td>
<td>* Water use and waste-cycle management is sustainable and meets current and future demand.</td>
</tr>
<tr>
<td></td>
<td>* We are adapting to climate change, and we work collaboratively to mitigate our impacts.</td>
</tr>
<tr>
<td></td>
<td>* Our use of public transport increases.</td>
</tr>
</tbody>
</table>

#### Assessment Criteria

| Protect and/or Rehabilitate the Natural Environment | Does the project protect and/or rehabilitate the natural environment in accordance with a Council adopted policy or strategy? Please consider the physical environment (biodiversity) as well as the catchment. |
| Strategic Integration | Does the project comply with any of Council’s relevant strategic documents (e.g. Biodiversity Action Plan, Coastal Management Plan and/or Edible Garden Strategy and Water Resource Management Plan)? See relevant links in the guidelines. |
| Community Benefit | Will the project benefit the wider community, a small group of people or an individual? What is the extent of the benefit? Will the benefits be within the local area, the Local Government Area (LGA) or are there inter-regional? Is the benefit of long or short term? |
| Community Based | Is the project affiliated with a community-based or community-based group? |
| Attract Other Funding e.g. Matching Grants | Is the project likely to attract other funding? Does the project offer an opportunity to attract other funding or would the project require significant additional funding from other sources? |
| Improve Aesthetic Quality of our Natural Environment and/or raise community awareness and education | Does the project improve the aesthetic quality of the natural environment, e.g. replacing weeds with native plants, redeveloping areas, protecting existing vegetation? Does the project raise community awareness or seek to educate the community about the natural environment? |

#### ELIGIBILITY CRITERIA

| MyCoffs Community Strategic Plan | A natural environment sustained for the future | YES | CONTINUE ASSESSMENT | NO | FURTHER ASSESSMENT NOT REQUIRED |

#### ASSESSMENT CRITERIA

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<tr>
<td>Minimal Value</td>
<td>Project does not protect and/or rehabilitate the natural environment.</td>
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<td>Good Value</td>
<td>Project will protect and/or rehabilitate the natural environment.</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>High Value</td>
<td>Project will have significant outcomes to protect and/or rehabilitate the natural environment.</td>
<td></td>
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</tr>
<tr>
<td>Very High Value</td>
<td>Project will have very high outcomes to protect and/or rehabilitate the natural environment.</td>
<td></td>
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</tr>
</tbody>
</table>

#### Strategic Integration

<table>
<thead>
<tr>
<th>Score Value</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Value</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimal Value</td>
<td>Project is not integrated into the existing Council Management Plan or Strategic Plan.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Value</td>
<td>Project is well integrated into the existing Council Management Plan, Strategy, or Resource document.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>High Value</td>
<td>Project has strong link with existing Council Management Plan, Strategy, or Resource document.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very High Value</td>
<td>Project has very strong link with existing Council Management Plan, Strategy, or Resource document.</td>
<td></td>
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</tbody>
</table>

#### Community Benefit

<table>
<thead>
<tr>
<th>Score Value</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
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<tbody>
<tr>
<td>No Value</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimal Value</td>
<td>Project has no community benefit and very high individual benefit.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Value</td>
<td>Project has minimal community benefit and high individual benefit.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Value</td>
<td>Project has high community benefit and moderate individual benefit.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very High Value</td>
<td>Project has very high community benefit.</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### Community Based

<table>
<thead>
<tr>
<th>Score Value</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>No Value</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimal Value</td>
<td>Private venture with no community involvement.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Value</td>
<td>Good level of community involvement.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Value</td>
<td>Higher level of community involvement with positive feedback.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very High Value</td>
<td>Very high level of community involvement responsible for the project.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Attract Other Funding e.g. Matching Grants

<table>
<thead>
<tr>
<th>Score Value</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>No Value</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimal Value</td>
<td>Project has no other funding and is solely dependent on EL for all components.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Value</td>
<td>Project has potential for other funding and is dependent on EL for most components.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Value</td>
<td>Project has high value of other funding and is dependent upon EL for most components.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very High Value</td>
<td>Project has very high value of other funding and is likely to attract other grant funds.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Improve Aesthetic Quality of Natural Environment and/or Raise Community Awareness

<table>
<thead>
<tr>
<th>Score Value</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Value</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimal Value</td>
<td>Project is not going to improve aesthetic quality or raise community awareness.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Value</td>
<td>Minimal improvement to aesthetic quality or community awareness.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Value</td>
<td>Good improvement to aesthetic quality or community awareness.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very High Value</td>
<td>Very high improvement to aesthetic quality or community awareness.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
14. How do I lodge an application?

Applications are to be submitted by completing the “Environmental Levy Grants Program 2018 / 2019 Application Form”.

Application forms are available from Council’s website at www.coffsharbour.nsw.gov.au/environment

To ensure a streamlined and time efficient process, electronic submission of the application is required. If you have any problems with the lodgement, please contact the Grants Administration Officer on 9448 4668 or 6248 4278.

Note: Applications received after the closing date will not be considered.
Annexure 1 - Steps Prior to Lodging a Grant Application

**Know your Project**
- What is your project idea?
- What will your project achieve?
- How will the project benefit the local environment?
- Why does your organisation wish to do this project?

**Support of your Committee**
Example: Letters of support, minutes of meeting.

**Consultation, Networking, Building Partnerships**
- Consult with all stakeholders.
- If the project involves Council or Community Land you need to consult in detail prior to lodging any grant applications.

**Develop your Project**
- Seek detailed plans
- Refer to any plans of management for the site.
- Determine your budget:
  - material costs
  - contractors
  - administration costs
  - in-kind support
  - potential funding sources.

**Proceed to Grant Application**
Annexure 2 - Environmental Levy Grant Application

ENVIRONMENTAL LEVY GRANTS PROGRAM
APPLICATION 2018/19

Locked Bag 125, Coffs Harbour 2450
Administrative Centre, 2 Clarke Street, Coffs Harbour
Email: coffs.council@nsw.gov.au  Phone: (02) 6642 6000  Fax: (02) 6642 6199
Website: www.coffsharbour.nsw.gov.au  ABN 79 126 244 487

The supporting guidelines provide assistance for completing the application.
Applications will be assessed solely using the criteria provided in the supporting guidelines. Please ensure you read and understand what is required in your application and if necessary seek advice before submitting an application.

Submitting an application does not guarantee full funding for any project and the assessment panel may recommend partial or no funding. Do not rely upon only one source of funding for your project as this will be taken into consideration with all applications.

Ensure you provide any necessary supporting documentation as the assessment panel will determine suitability projects solely upon what has been provided in the application. Incomplete applications will not be considered under any circumstances.

1A. Organisation information - applicant and contact details

Name of organisation/group: ___________________________

ABN: ___________________________

Postal address: ___________________________

Suburb or town: ___________________________

State: ___________________________

Postcode: ___________________________

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr □ Mrs □ Mrs □ Dr □ Other: ___________________________

Name of contact person 1: ___________________________

Position within organisation: ___________________________

Daytime telephone: ___________________________

Fax: ___________________________

Mobile: ___________________________

Email address: ___________________________

Mr □ Mrs □ Mrs □ Dr □ Other: ___________________________

Name of contact person 2: ___________________________

Position within organisation: ___________________________

Daytime telephone: ___________________________

Fax: ___________________________

Mobile: ___________________________

Email address: __________________________
1B. Organisation details

1. Is your organisation non-profit?  Yes  No

2. Is your organisation incorporated?  Yes  No  If No, maximum grant is $5,000

Incorporation Number:  ABN

3. Registered for GST?  Yes  No

4. If your organisation has a strategic plan please attach (this will be highly regarded, refer to the assessment criteria in supporting guidelines)

5. Public liability insurance cover will be required – if the application is approved

   The applicant must have in place public liability insurance (minimum $20 million), personal injury income protection for volunteer insurance and/or any other appropriate insurance cover for the project. Council is to be noted as an interested party on all insurance certificates for the purpose of the grant.

2A. Project title (maximum 10 words)


2B. Project description

   Please provide a brief description of your project:

   ……………………………………………………………………………………………………………………………

   ……………………………………………………………………………………………………………………………

   ……………………………………………………………………………………………………………………………

   ……………………………………………………………………………………………………………………………

   ……………………………………………………………………………………………………………………………

2C. Funds requested

   Please provide the amount of grant funds being requested  $  Ex GST

   Minimum Grant Amount is $2,000 and Maximum grant Amount is $25,000
### 2D. Land ownership

1. What is the real property description of the proposed site for your project (if known)?

   Lot No: ____________________  Registered plan No: ____________________

2. What is the physical address of your project? (Attach maps for on-ground works if the project will be over multiple sites or facilities)

   No./Park Name: ____________________

   Street Address: ____________________

   Suburb: ____________________

3a. Who is the owner of the land or facility where the proposed project is to be located?

   [ ] Your organisation
   [ ] Coffs Harbour City Council
   [ ] State Government
   [ ] Other – please provide details below: ____________________

3b. If you do not own the land or facility then please attach a letter of support for your proposed project from the landowner.

### 2E. Applicant's contribution

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash contribution</td>
<td>$</td>
</tr>
<tr>
<td>In-kind contribution</td>
<td>$</td>
</tr>
<tr>
<td>Donations/ use of equipment</td>
<td>$</td>
</tr>
<tr>
<td>Total applicant's contribution</td>
<td>$</td>
</tr>
</tbody>
</table>
### 3A. Project Details

All projects must be completed by 30 June.

<table>
<thead>
<tr>
<th>Anticipated Commence Date</th>
<th>/ /</th>
<th>Anticipated completion date</th>
<th>/ /</th>
</tr>
</thead>
</table>

### 3B. Project Funding (excl. GST)

1. Expenditure table list all related expenditure and costs e.g. labour, materials etc.
   Your total cash expenditure should equal your total cash income (excl. GST).

<table>
<thead>
<tr>
<th>Summary of Project Costs</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials &amp; Equipment (to be purchased)</td>
<td>$</td>
</tr>
<tr>
<td>Professional labour / traders/people</td>
<td>$</td>
</tr>
<tr>
<td>Other expenses</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Project cost</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

2. Income table. Funding sought from this grant, plus details of income from all other sources

<table>
<thead>
<tr>
<th>Summary of Project Income</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>This grant funding</td>
<td>$</td>
</tr>
<tr>
<td>Other grant income - please provide details</td>
<td>$</td>
</tr>
<tr>
<td><strong>Other Contributions</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Project Income - (must equal Total Project cost)</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

### 3C. Applicant Financial Position

Has your organisation received financial or "in-kind" support from Council in the last 12 months? If yes, please provide details of amount and purpose

<table>
<thead>
<tr>
<th>In-kind support</th>
<th>Financial support</th>
<th>Description of the support received</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Have you received or applied for any grants or funding from other sources in relation to this project? If yes, briefly list details of these grants.

<table>
<thead>
<tr>
<th>Funding source</th>
<th>Successful Yes</th>
<th>Not Pending</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
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</tbody>
</table>

Council may not be able to fund the full amount applied for. Will the project continue with less funding than requested? If yes, please provide details

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
### 4A. Project objectives

1. What are the aims or objectives of this project? Please be specific i.e. provide a list with expected outcomes and how this can be measured.

<table>
<thead>
<tr>
<th>Project objective</th>
<th>Objectives measure</th>
<th>Objectives target</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

2. Describe any experience your organisation has in relation to managing community projects or grant funding? Only provide examples from within the past 10 years.

<table>
<thead>
<tr>
<th>Project description</th>
<th>Date undertaken</th>
<th>Project amount</th>
<th>Project outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td></td>
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<tr>
<td></td>
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<td></td>
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</tbody>
</table>

### 4B. Project Assessment Criteria

**My Coffs Community Strategic Plan - A natural environment sustained for the future:**

To be eligible your project must achieve one or both Key strategies.

1. We protect the diversity of our natural environment (C2.1)
2. We use resources responsibly to support a safe and stable climate (C2.2)

1. Describe how your project will address one or both of the My Coffs objectives

<table>
<thead>
<tr>
<th>Description</th>
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<td></td>
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</tbody>
</table>

2. Describe how your project protects or rehabilitates the natural environment (max 100 words)

<table>
<thead>
<tr>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>
3. Does this project link to a Council approved action or priority in a Natural Resource Management Strategy or plan relevant to the Coffs Harbour Local Government Area? (max 100 words) Refer to links and information in the supporting guidelines.

Details


4. How will this grant benefit the Coffs Harbour community? Please briefly describe:

<table>
<thead>
<tr>
<th>Who will benefit?</th>
<th>How will they benefit?</th>
<th>Estimated number of people who will benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

5. Will the community be involved in the project? (max 100 words)

Details


6. What other funding including in-kind is this project likely to attract? (max 100 words)

Details


7. How will this project improve the aesthetic quality of our natural environment and/or raise community awareness and education? (max 100 words)

Details:


5. Privacy Advice

The personal information that Council is collecting on this application and in any information submitted with the application is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPA).

The supply of personal information requested on this application is voluntary and if it is not provided, Council may be unable to process the application.

The individual to whom the personal information relates, may request Council to make appropriate amendments to ensure that their personal information is accurate, and having regard to the purpose for which the information is collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.

Council will not use personal information for any other purpose than for which it is collected, without seeking the consent of the person to whom it relates, or as required by law.

This application with supporting information will be retained in Council’s Records Management System and will be disposed of in accordance with the Local Government Disposal Authority.

Council is committed to openness and transparency in its decision making processes. The Government Information (Public Access) Act 2009 requires Council to provide public access to information held unless there are overriding public interest considerations against disclosure. Your application will be made publicly available unless you can demonstrate that the release of part or all of the information would not be in the public interest. However, Council would be obliged to release information as required by court order or other specific law.

6. Certification and undertaking

I certify that all details supplied in this application form and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the applicant group/organisation.

The work to be undertaken must be based in the Coffs Harbour City Council local government area.

Where possible or feasible recipients of this program are required to give public recognition for the grant received from Council and acknowledge Council’s financial assistance on any promotional material produced.

An undertaking is given that all funds granted by Council will only be expended on the project for which the funds were sought as applied for in this application. Should an applicant not be in a position to expend the funds within the year, the applicant should prepare a written explanation and proposed timeframe for the expenditure.

If an organisation wishes to modify its request or alter the proposed project, the applicant should make this request in writing. It is at the discretion of the General Manager as to whether the intent of this modification meets Council’s objectives.

I have read and followed the guidelines of this application form.

Name:  

Position:  

Signature:  

Date:
<table>
<thead>
<tr>
<th>Name &amp; Position</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible for funding?</td>
<td>□ Yes  □ No</td>
</tr>
<tr>
<td>Further information required</td>
<td></td>
</tr>
<tr>
<td>Panel Supported / Not supported</td>
<td>□ Yes  □ No  Amount $ ____________________  Recommended</td>
</tr>
<tr>
<td>Reasons given by panel:</td>
<td></td>
</tr>
<tr>
<td>Council Adopted</td>
<td>□ Yes  □ No</td>
</tr>
<tr>
<td>ECM record number:</td>
<td></td>
</tr>
<tr>
<td>Date application received:</td>
<td></td>
</tr>
<tr>
<td>Date acknowledgement letter sent:</td>
<td></td>
</tr>
<tr>
<td>Further information requested:</td>
<td></td>
</tr>
</tbody>
</table>
## Annexure 3 – Environmental Levy Grant Acquittal

### GRANT ACQUITTAL - OUTCOME REPORT

**ENVIRONMENTAL LEVY**

**GRANTS PROGRAM 2018-2019**

Coffs Harbour City Council requires that all recipients of the Environmental Levy Grants Program must complete a Grants Acquittal – Outcome Report and return to Council. This must be done within three months of conclusion of the project or by 31 July, whichever comes first.

Outcome reports are essential in maintaining accountability for the use of public funds. Failure to complete a satisfactory acquittal of the grant funds may jeopardise future funding applications.

Please ensure that all attachments required within the acquittal form are submitted, including reports and photographs.

It should be noted that Council reserves the right to print or publish information contained in this Grants Acquittal – Outcome Report for the purpose of promotion of the Environmental Levy Grants Program.

Should you require any assistance with completion of this report, please contact Council’s Grants Administration Officer on 6648 4000.

Completed outcome reports and supplementary material can be:

**Emailed to:**  coffs.council@chcc.nsw.gov.au

Please retain a copy of your outcome report, for your records.

### 2. Organisation information - applicant and contact details

<table>
<thead>
<tr>
<th>Name of organisation/group</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Name and title of person completing the Outcome Report</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Commencement date of project:</th>
<th>End of project date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>/ /</td>
<td>/ /</td>
</tr>
</tbody>
</table>

### 3. Funding information

<table>
<thead>
<tr>
<th>Grant funding provided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding amount used:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Is there any funding to be returned to Council:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>
4. Project Evaluation

1. Did your organisation achieve the aims or objectives of this project? Where applicable, please attach digital copies of photographs and documentation of the project.

2. Describe the benefit of your project to the local environment and the community.

3. Please indicate the number of people who were involved in your project.

4. Did your organisation receive any feedback about your project? If so, please detail.

25
### 5. Actual project costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary of total project costs</td>
<td></td>
</tr>
<tr>
<td>Materials (to be purchased or donated)</td>
<td></td>
</tr>
<tr>
<td>Equipment (please specify where applicable)</td>
<td></td>
</tr>
<tr>
<td>Plans / specifications / engineering</td>
<td></td>
</tr>
<tr>
<td>Compliance / approvals</td>
<td></td>
</tr>
<tr>
<td>Professional labour (e.g., tradespeople)</td>
<td></td>
</tr>
<tr>
<td>In-kind labour (at $40.62 per hour)</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>Total project cost</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 6. Actual Project Funding

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Levy Grant Funding</td>
<td></td>
</tr>
<tr>
<td>Cash contribution</td>
<td></td>
</tr>
<tr>
<td>Other grant income (please provide details)</td>
<td></td>
</tr>
<tr>
<td>Sponsorships (please provide details)</td>
<td></td>
</tr>
<tr>
<td>Donated materials or equipment (please provide details)</td>
<td></td>
</tr>
<tr>
<td>In-kind labour (at $40.62 per hour)</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>Total project funding</strong></td>
<td></td>
</tr>
</tbody>
</table>
7. Evaluation of grant process

How would you rate the grant process?

- [ ] Very poor
- [ ] Poor
- [ ] Satisfactory
- [ ] Good
- [ ] Very good

Would your organisation apply for a grant under the Environmental Levy Grant Program again?

- [ ] Yes
- [ ] No

Would you like to make a comment about the grant program and provide any suggestions?

__________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________

9. Privacy Advice

The personal information that Council is collecting on this application and in any information submitted with the application is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPiPA).

The supply of personal information requested on this application is voluntary and if it is not provided, Council may be unable to process the application.

The individual to whom the personal information relates, may request Council to make appropriate amendments to ensure that their personal information is accurate, and having regard to the purpose for which the information is collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.

Council will not use personal information for any other purpose for which it is collected, without seeking the consent of the person to whom it relates, or as required by law.

This application with supporting information will be retained in Council’s Records Management System and will be disposed of in accordance with the Local Government Disposal Authority.

Council is committed to openness and transparency in its decision making processes. The Government Information (Public Access) Act 2009 requires Council to provide public access to information held unless there are overriding public interest considerations against disclosure. Your application will be made publicly available unless you can demonstrate that the release of part or all of the information would not be in the public interest. However, Council would be obliged to release information as required by court order or other specific law.

8. Certification and undertaking

I certify that all details supplied in this grant acquittal / outcome report and in any attached documents are true and correct to the best of my knowledge, and that the grant acquittal / outcome report has been submitted with the full knowledge and agreement of the applicant group/organisation.

I understand that Coffs Harbour City Council may request further information in the acquittal of this grant.

Name: ..............................................................................................................................................

Position: ..........................................................................................................................................

Signature: ..........................................................................................................................................

Date: ..............................................................................................................................................

OFFICE USE ONLY
Assessment Outcomes

ECM record number: ..........................................................................................................................

Date report received: ..........................................................................................................................

Further information requested: .........................................................................................................

27
## Annexure 4 – Key Dates Guide for 2018 / 2019

<table>
<thead>
<tr>
<th>Anticipated Key Date</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 May 2018</td>
<td>Applications Open – Round 1</td>
</tr>
<tr>
<td>30 June 2018</td>
<td>Applications Close – Round 1</td>
</tr>
<tr>
<td>July 2018</td>
<td>Consideration by ELGP panel</td>
</tr>
<tr>
<td>26 July 2018</td>
<td>Report to Council</td>
</tr>
<tr>
<td>August 2018</td>
<td>Applicants notified (with documentation)</td>
</tr>
<tr>
<td>August 2018</td>
<td>Applicant documentation returned:</td>
</tr>
<tr>
<td>August 2018</td>
<td>- Signed agreement</td>
</tr>
<tr>
<td>August – September 2018</td>
<td>- Invoice for payment</td>
</tr>
<tr>
<td>August – September 2018</td>
<td>Within 14 days of receipt of approval</td>
</tr>
<tr>
<td>1 September 2018</td>
<td>Funding paid to applicant for round 1</td>
</tr>
<tr>
<td>30 September 2018</td>
<td>Applications Open – Round 2 *</td>
</tr>
<tr>
<td>October 2018</td>
<td>Applications Close – Round 2 *</td>
</tr>
<tr>
<td>25 October 2018</td>
<td>Consideration by ELGP panel *</td>
</tr>
<tr>
<td>25 October 2018</td>
<td>Report to Council *</td>
</tr>
<tr>
<td>November 2018</td>
<td>Applicants notified (with documentation)</td>
</tr>
<tr>
<td>November 2018</td>
<td>Applicant documentation returned:</td>
</tr>
<tr>
<td>November 2018</td>
<td>- Signed agreement</td>
</tr>
<tr>
<td>November – December 2018</td>
<td>- Invoice for payment</td>
</tr>
<tr>
<td>November – December 2018</td>
<td>Within 14 days of receipt of approval</td>
</tr>
<tr>
<td>November – December 2018</td>
<td>Funding paid to applicant for round 2 *</td>
</tr>
<tr>
<td>30 June 2019</td>
<td>Project must be completed</td>
</tr>
<tr>
<td>31 July 2019</td>
<td>All Acquittals due</td>
</tr>
</tbody>
</table>
EXECUTIVE SUMMARY

The objective of the report is to obtain Council approval to adopt the Hearnes Lake/Sandy Beach Developer Contributions Plan Review 2018.

The Plan has been on public exhibition for a period of 28 days with one submission being received by Council during this period.

It is recommended that the Hearnes Lake/Sandy Beach Developer Contributions Plan be adopted by Council and that the person(s) who made a submission be advised of the outcome.

RECOMMENDATION:

That Council:

1. Adopts the attached Hearnes Lake / Sandy Beach Developer Contributions Plan 2018 (attachment 1); and
2. Writes to those person(s) who made a submission advising them of the outcome.

REPORT

Description of Item:

A review has been conducted on the Hearnes Lake / Sandy Beach Developer Contributions Plan. The Developer Contribution Plan was provided to Council on 22 March 2018, where it was resolved to place on public exhibition, with submissions invited for a period of 28 days.

The Plan was advertised for public exhibition, from 28 March to 25 April 2018. During this period one submission was received. The submission is attached as a confidential attachment. However it is noted that the submission was not directly related to Developer Contributions, but was more a general comment regarding development and environmental concerns in the Hearnes Lake area.

Issues:

Development has progressed in accordance with this plan; that is, specific works have been completed within the existing schedule of works. Therefore, it is necessary for the plan to be
reviewed and amended to ensure financial viability and to also ensure it meets the future development needs of the urban release area.

Options:

In considering this report Council has the following options:

1. Accept the recommendation of this report and adopt the Hearnes Lake / Sandy Beach Developer Contribution Plan review.

2. Detail any proposed amendments to the Hearnes Lake/ Sandy Beach Developer Contribution Plan review.

3. Reject the recommendations of this report and retain the current Hearnes Lake / Sandy Beach Developer Contribution Plan.

Option 1 is recommended to ensure the plan is aligned and reflects current infrastructure provisions for this release area.

Sustainability Assessment:

- Environment
  Environmental issues are considered in the preparation of the Development Control Plans applicable to the relevant areas. Detailed environmental issues are assessed at the design stage for infrastructure works and at the time of assessment of development applications.

- Social
  The completion of the works included in the developer contributions plan will have a positive effect on the future population of the release areas through improved provision of infrastructure for use by the residents.

- Civic Leadership
  The revised costs included in the Developer Contributions Plan more accurately reflect the estimated costs of providing infrastructure required for use by the future population of Hearnes Lake/Sandy Beach area. This exhibits sound management practices and ensures infrastructure is provided in line with the intentions and requirements of Part 7.11 of the Environmental Planning and Assessment Act 1979.

- Economic – Broader Economic Implications
  The Developer Contribution Plans provide a mechanism for the collection of funds to enable the provision of infrastructure required as a result of development. Future maintenance will ensue from the provision of the facilities, however funding for this is generally derived from increased general revenue resulting from additional urban development.

- Economic - Delivery Program/Operational Plan Implications
  There are no immediate Delivery Program/Operational Plan implications associated with this report.

Risk Analysis:

The Developer Contributions Plan includes work schedules that are dependent upon future contribution income streams/developments. The plan is based on cost estimates of proposed works that may require adjustment as final costings are prepared prior to commencement.
However, significant effort has been directed towards a lengthy process of costing the projects included in the works schedule to minimise the risk of cost variances.

Should the Developer Contributions Plan not be progressed then Council may be open to challenge as a result of contribution levels not being aligned with funding for infrastructure included in the contributions plan.

**Consultation:**

Relevant Council staff have been consulted and have provided the necessary information to progress the review of the Hearnes Lake/Sandy Beach Contributions Plan. Specialist consultants were engaged as part of the Developer Contributions working group to provide the necessary information to enable determination of the level of works required.

The plan was placed on public exhibition for a period of 28 days with one submission being received.

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

Since the Hearnes Lake / Sandy Beach Developer Contributions Plan was placed on public exhibition, a change to the term Section 94 has been initiated, under the revised Environmental Planning and Assessment Act 1979. The term Section 94 or S94 has been replaced with the term Part 7.11. Any previous reference to Section 94 or s94 in this paper or the attached document has been amended to reflect this recent change.

Part 7.11 of the Environmental Planning and Assessment Act 1979 makes provision for Council to impose a condition of consent requiring a monetary contribution towards the provision of amenities and services that are required as a result of development.

Section 31 of the Environmental Planning and Assessment Regulation 2000 states:

**Approval of Contributions Plan by Council:**

1. After considering any submissions about the draft contributions plan that have been duly made, the council:
   a) may approve the plan in the form in which it was publicly exhibited, or
   b) may approve the plan with such alterations as the council thinks fit, or
   c) may decide not to proceed with the plan.

2. The council must give public notice of its decision in a local newspaper within 28 days after the decision is made.

3. Notice of a decision not to proceed with a contributions plan must include the council’s reasons for the decision.

4. A contributions plan comes into effect on the date that public notice of its approval is given in a local newspaper, or on a later date specified in the notice.

**Implementation Date / Priority:**

The reviewed Developer Contributions Plan will be made available to the public, within 28 days after the decision to adopt is made.
**Conclusion:**

It is now recommended that the Hearnes Lake/Sandy Beach Developer Contributions Plan 2018 be adopted to ensure that contributions reflect the true cost of the infrastructure to be funded under the Developer Contributions Plan.
HEARNES LAKE
/ SANDY BEACH
RELEASE AREA

Developer
Contributions Plan
2018
TABLE OF CONTENTS

PART A — PLAN SUMMARY ........................................................................................................1
1. NAME AND LEGAL BASIS OF THE PLAN ........................................................................1
2. THE AREA TO WHICH THE PLAN APPLIES ......................................................................1
3. PURPOSES OF THE PLAN .................................................................................................1

PART B — THE PLANNING AND POLICY CONTEXT .........................................................4
4. STRATEGIC PLANNING AND POLICY FRAMEWORK ......................................................4
5. FORECAST DEVELOPMENT AND POPULATION GROWTH AND NEXUS FOR
   PUBLIC FACILITIES AND SERVICES .............................................................................4

PART C — ADMINISTRATION AND ACCOUNTANCY FOR THE PLAN ..........................7
6. DEVELOPMENT TO WHICH THE PLAN APPLIES .........................................................7
7. ASSESSMENT OF CONTRIBUTIONS ................................................................................7
8. FORMULA FOR DETERMINING CONTRIBUTIONS ........................................................8
9. TIMING OF PAYMENT OF CONTRIBUTIONS ..................................................................8
10. DEFERRED OR PERIODIC PAYMENTS .........................................................................8
11. EXEMPTIONS ................................................................................................................9
12. WORKS IN KIND ..........................................................................................................9
13. POOLING OF FUNDS .....................................................................................................9
14. INDEXATION OF CONTRIBUTION RATES ....................................................................10

PART D — PROPOSED PUBLIC FACILITIES, AND INFRASTRUCTURE ......................11
15. COMMUNITY FACILITIES ...........................................................................................11
16. OPEN SPACE AND RECREATION ................................................................................11
17. TRANSPORT AND TRAFFIC MANAGEMENT ..............................................................15

APPENDICES

APPENDIX “A” - INDEXING FACTORS FOR FUTURE WORKS .......................................20
APPENDIX “B” – STANDARD EQUIVALENT TENEMENT FIGURES .................................21
PART A – PLAN SUMMARY

1. NAME AND LEGAL BASIS OF THE PLAN

1.1 This Contributions Plan is to be referred to as the Hearnes Lake / Sandy Beach Release Area Development Contributions Plan 2018 and the Plan came into effect on 31 August 2016.

1.2 The Plan has been prepared in accordance with the provisions of Part 7.11 of the Environmental Planning and Assessment Act (as amended) 1979 and Part 4 of the Environmental Planning and Assessment Regulation 2000.

1.3 This Developer Contributions Plan is effective from XX XX XX and replaces the previous Hearnes Lake / Sandy Beach Developer Contribution Plan which was amended on 24 April 2008, 8 May 2013, 19 December 2013, 23 October 2014, 2 September 2015 and 31 August 2016.

1.4 This Plan therefore repeals any other Plan made before this Plan and this Plan prevails to the extent to any inconsistency with previous Plans.

2. THE AREA TO WHICH THE PLAN APPLIES

2.1 The Plan applies to all land within the Hearnes Lake / Sandy Beach Release Area as shown in Map 1: Locality Plan – Hearnes Lake / Sandy Beach Release Area and, for purposes of assessing contributions, has been divided up into three precincts.

3. PURPOSES OF THE PLAN

3.1 The primary purpose of this Plan is to enable Council to require contributions, by imposing conditions on development consents, towards the provision, extension or augmentation of public services and facilities that:-

a) Will be, or are likely to, be required as a consequence of development and population growth, in the area; or

b) Have been provided in anticipation of that development or growth and has incured expenditure for Council which it can legitimately recoup because the demand for those facilities and services is generated by development / growth in the locality.

3.2 The purposes of the Plan are also to:-

a) Ensure that an adequate level of public services and facilities are provided throughout the subject locality as development occurs;

b) Ensure that there is equity in terms of the existing community not being liable to contribute to the cost of the provision of public facilities and services required by demand generated by future development and growth in the subject locality.

c) Provide a comprehensive strategy and administrative framework for Council to assess liabilities for contributions, apply conditions requiring payment of
d) contributions, outlay expenditure for relevant services and facilities, and undertake accounting in a transparent manner for the equitable allocation of contributions throughout the Hearnes Lake / Sandy Beach Release Area; and

e) Enable Council to be publicly and financially accountable and transparent in its implementation and administration of the Development Contributions Plan.

f) Table 1 summarises the contribution rates applicable under this contributions plan.

Map 1: Locality Plan – Hearnes Lakes / Sandy Beach Release Area
## Table 1 – Summary of Contributions

<table>
<thead>
<tr>
<th>Service / Facility</th>
<th>Cost of Facilities</th>
<th>Contribution levied or held</th>
<th>Inter Plan Loan</th>
<th>Not Cost to be Levied $</th>
<th>Per Lot Or Large dwelling $</th>
<th>Per Small Dwelling $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighbourhood Open Space</td>
<td>200,000</td>
<td>119,976</td>
<td>11,289</td>
<td>68,735</td>
<td>1,762.48</td>
<td>1,238.70</td>
</tr>
<tr>
<td>Road Network</td>
<td>1,247,007</td>
<td>779,208</td>
<td>228,978</td>
<td>238,821</td>
<td>6,123.26</td>
<td>4,286.59</td>
</tr>
<tr>
<td>Sub District Open Space</td>
<td>495,000</td>
<td>389,077</td>
<td>0</td>
<td>105,923</td>
<td>2,161.69</td>
<td>1,513.18</td>
</tr>
<tr>
<td>Transport Network</td>
<td>1,134,600</td>
<td>608,493</td>
<td>423,199</td>
<td>102,998</td>
<td>2,102.09</td>
<td>1,472.09</td>
</tr>
<tr>
<td><strong>Total Contributions Northern Precinct</strong></td>
<td>3,076,607</td>
<td>1,896,564</td>
<td>0</td>
<td>516,477</td>
<td>12,151</td>
<td>8,506</td>
</tr>
<tr>
<td>Road Network</td>
<td>Seacrest r/about:</td>
<td>354,178</td>
<td>482,459</td>
<td>248,281</td>
<td>1,367.04</td>
<td>970.93</td>
</tr>
<tr>
<td>Road Network</td>
<td>60,000</td>
<td>106,597</td>
<td>54,007</td>
<td>14,410</td>
<td>1,441.00</td>
<td>1,008.70</td>
</tr>
<tr>
<td>Road Network</td>
<td>495,000</td>
<td>389,077</td>
<td>0</td>
<td>105,923</td>
<td>2,161.69</td>
<td>1,513.18</td>
</tr>
<tr>
<td>Transport Network</td>
<td>1,134,600</td>
<td>608,493</td>
<td>423,199</td>
<td>102,998</td>
<td>2,102.09</td>
<td>1,472.09</td>
</tr>
<tr>
<td><strong>Total Contributions Western Precinct</strong></td>
<td>1,689,600</td>
<td>1,458,255</td>
<td>0</td>
<td>471,612</td>
<td>7,093</td>
<td>4,965</td>
</tr>
<tr>
<td>Road Network</td>
<td>Seacrest r/about:</td>
<td>354,178</td>
<td>482,459</td>
<td>248,281</td>
<td>1,367.04</td>
<td>970.93</td>
</tr>
<tr>
<td><strong>Total Contributions Eastern Precinct</strong></td>
<td>0</td>
<td>354,178</td>
<td>0</td>
<td>248,281</td>
<td>1,367.04</td>
<td>970.93</td>
</tr>
</tbody>
</table>

**Notes:**

1. In addition to the above, the relevant contribution rates in the Coffs Harbour Open Space Contributions Plan, the Coffs Harbour Road Network Contributions Plan, the Administration Levy Contributions Plan, the Surf Rescue Facilities Contributions Plan, the Coffs Harbour Water Supply and Wastewater Developer Services Plans and other contribution plans will also apply.

2. Contribution rates will be applied as follows:
   - the first lot in a residential subdivision is exempt from contributions
   - the first dwelling on a residential lot is exempt from contributions
   - the contribution rate for a dual occupancy, villa, townhouse or residential flat development is the number of dwellings multiplied by the appropriate dwelling rate minus one lot rate.

3. A small dwelling is deemed to be any dwelling with a floor area less than 100 square metres (excluding garages and balcony areas) excluding secondary dwelling as defined under the Affordable Rental Housing SEPP

4. The lot rate/large dwelling rate applies to all types of dwelling with a floor area equal to or exceeding 100m² of floor area excluding garages and balcony areas

5. Additional contribution rates for various other types of development are included in this plan at appendix "B".

Hearnes Lake / Sandy Beach Release Area Developer Contributions Plan 2018
PART B – THE PLANNING AND POLICY CONTEXT

4. STRATEGIC PLANNING AND POLICY FRAMEWORK

4.1 The strategic planning framework which establishes the basis for the projected types of development in the area, related yield of lots, dwellings and related population growth are as follows:

a) The Mid North Coast Regional Strategy (MNCRS) – this Strategy prepared by the State Government Department of Planning and Environment includes planned growth in this sector of Coffs Harbour;

b) The Coffs Harbour “Our Living City” Settlement Strategy – This Strategy implements the MNCRS, identifies the preferred locations and expected types of development for future urban expansion within the city and the associated demands and requirements for public facilities and services;

c) The Coffs Harbour Sewerage Strategy 2000 – This Strategy identifies areas to be serviced by reticulated sewerage up to the Year 2021;

d) The Coffs Harbour City Council Social and My Coffs Community Strategic Plan 2017 – This Strategy provides information on the existing and needed provision of community facilities in the city of Coffs Harbour; and

e) The Coffs Harbour City Council Open Space Strategy 2010 – This strategy identifies the passive and active open space facilities required by future population in the city.

4.2 This Development Contributions Plan should be read in conjunction with the Coffs Harbour Open Space Developer Contributions Plan and the Coffs Harbour Water Supply and Waste Water Developer Services Plan and other Development Contributions Plans that apply to the Hearnes Lake / Sandy Beach Release Area from time to time.

5. FORECAST DEVELOPMENT AND POPULATION GROWTH AND NEXUS FOR PUBLIC FACILITIES AND SERVICES

5.1 The forecast yield of subdivided residential lots and the related population growth is presented below for the three precincts identified in Map 1 and are based upon:

a) The development yields enabled by Development Consents granted by the Department of Planning and Environment to the date of adoption of this Plan (under Part 3A of the Environmental Planning and Assessment Act (as amended) 1979 and Coffs Harbour City Council based upon preceding Development Contributions Plans for this Release Area; and

b) The forecast yield of lots and dwellings from land zoned for residential development purposes are based on current approvals and projected lot yields included in the Hearnes Lake/Sandy Beach Development Control Plan 2015.
Table 2: Forecast Development Yield and Population Growth

<table>
<thead>
<tr>
<th>CATCHMENT</th>
<th>NUMBER OF LOTS</th>
<th>NUMBER OF PEOPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Precinct</td>
<td>235</td>
<td>611</td>
</tr>
<tr>
<td>Western Precinct</td>
<td>82</td>
<td>213</td>
</tr>
<tr>
<td>Eastern Precinct</td>
<td>169</td>
<td>439</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>486 lots</strong></td>
<td><strong>1,263 people</strong></td>
</tr>
</tbody>
</table>

5.2 The projected overall population will be a consequence of the dwelling yield and varying occupancy rates. For purposes of estimating the population increase from the projected lot yield, an occupancy rate of 2.6 persons per household has been applied for planning purposes to cater for different household types.

Table 3: Occupancy Rate

<table>
<thead>
<tr>
<th>HOUSING TYPE</th>
<th>OCCUPANCY RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conventional, Dual Occupancy, Integrated Housing</td>
<td>2.6 persons / dwelling</td>
</tr>
<tr>
<td>Medium Density</td>
<td>1.8 persons / dwelling</td>
</tr>
<tr>
<td>Seniors Living SEPP Developments (Self-Care)</td>
<td>1.5 persons / dwelling</td>
</tr>
</tbody>
</table>

5.3 The social infrastructure needs are based on an anticipated population of 1,263 persons. The population profile of Hearnes Lake / Sandy Beach is initially anticipated to reflect an "ageing" population model. This ageing population is expected to have the following age characteristics.

Table 4: Demographic Structure

<table>
<thead>
<tr>
<th>AGE</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 9</td>
<td>13.8</td>
</tr>
<tr>
<td>10 – 19</td>
<td>11.9</td>
</tr>
<tr>
<td>20 – 29</td>
<td>9.1</td>
</tr>
<tr>
<td>30 – 39</td>
<td>9.6</td>
</tr>
<tr>
<td>40 – 49</td>
<td>12.8</td>
</tr>
<tr>
<td>50 – 59</td>
<td>14</td>
</tr>
<tr>
<td>60+</td>
<td>28.8</td>
</tr>
</tbody>
</table>

The population is expected to have a high proportion of elderly people with persons of pensioner age (60+ years), young to middle age adults (30 – 49 years) and school age (5 – 19 years).
Causal Nexus

5.4 The anticipated increase in population in Hearnes Lake will place greater demands on existing public facilities and require the provision of new public facilities that are not currently available in the Hearnes Lake / Sandy Beach area.

5.5 Appendix A in this plan lists the public facilities to be provided in the Hearnes Lake / Sandy Beach catchment.

5.6 The Coffs Harbour Open Space Developer Contributions Plan lists public facilities provided for the benefit of future population in Hearnes Lake together with future population in other catchments.

5.7 The Coffs Harbour Water Supply Development Services Plan and Wastewater Treatment and Carrier System Development Services Plan, lists the water and sewerage requirements for new development in the Hearnes Lake / Sandy Beach Area.

Physical Nexus

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

Temporal Nexus

5.9 The public facilities will be provided in a timely manner to benefit those who contributed towards them.
PART C – ADMINISTRATION AND ACCOUNTANCY FOR THE PLAN

6. DEVELOPMENT TO WHICH THE PLAN APPLIES

6.1 The Hearnes Lake / Sandy Beach Developer Contributions Plan applies to the following development types:-

a) Dwellings – including:

- Dwelling houses – conventional single dwellings
- Attached dwellings
- Semi-detached dwellings
- Dual occupancy housing
- Multi-dwelling housing
- Residential flat buildings
- Shop top housing
- Secondary dwellings
- Mixed use development that includes dwellings
- Caravan parks and moveable dwellings

b) Senior housing developments; and

c) Subdivision of land.

7. ASSESSMENT OF CONTRIBUTIONS

7.1 The amounts of the contributions will be based upon relevant factors, such as:-

a) Net additional lots in the case of subdivision;

b) Additional dwellings in the case of residential development minus the provision for one contribution for a dwelling if a contribution for the relevant residential lot has already been paid;

c) Additional residential units in the case of moveable dwellings and caravans;

d) Additional traffic generated in the case of road works contributions; and

e) The demand for upgrading of infrastructure, such as roads and services which result from development.
8. **FORMULA FOR DETERMINING CONTRIBUTIONS**

8.1 The forecast yield of subdivided residential lots and the related population growth is presented in Table 1 for the three precincts identified in Map 1.

The formula to be used for the calculation of contributions under Part 7.11 of the Environmental Planning and Assessment Act is as set out below:-

\[ \text{Contribution per lot} = \frac{C - F + \text{or} - PF}{L} \]

Where:

- \(C\) = Total cost of works to provide the desired facility or service including land acquisition, survey and design and construction costs, but less any grant, cash held, and amounts levied but not yet received.
- \(F\) = Total of contributions levied on existing consents and cash held for contributions paid.
- \(PF\) = Pool funds within the Hearnes Lake/Sandy Beach contributions plan, used to fund facilities within the contributions plan.
- \(L\) = The projected number of net additional lots or dwellings forecast to be created in the catchment after the adoption of this Plan.

9. **TIMING OF PAYMENT OF CONTRIBUTIONS**

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

a) Development Consents involving subdivisions — prior to release of the subdivision certificate;

b) Development Consents involving building work — prior to the release of the construction certificate; and

c) Development Consents where no construction certificate is required — at the time of issue of the notification of consent, or prior to the commencement of approved development as may be determined by Council.

This plan requires a certifying authority (the Council or an accredited certifier) to issue a Complying Development Certificate in respect of development to which this plan applies subject to a condition requiring the applicant to pay to the Council a contribution calculated in accordance with this plan.

The certifying authority must cause the applicant's receipt for payment of the contribution to be provided to the Council at the same time as the other documents required to be provided under clause 142(2) of the EP&A Regulation.

10. **DEFERRED OR PERIODIC PAYMENTS**

10.1 Where an applicant wishes to seek a deferral of contributions payable they should consult Council's current "Deferred Developer Contributions Policy".
11. **EXEMPTIONS**

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

11.2 Development consents involving construction of a secondary dwelling as defined under the Affordable Rental Housing State Environmental Planning Policy are exempt from contributions applicable under this contributions plan.

12. **WORKS IN KIND**

12.1 Council may accept an applicant's offer to make a contribution by way of a works in kind contribution (for an item included on the works schedule) or a material public benefit (for an item not included on the works schedule) as referred to in Part 7.24 (5b) of the Environmental Planning and Assessment Act.

Applicants should consult Council's current Works in Kind Policy prior to making an application for the undertaking of Works in Kind.

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

a) Payment of the contribution in accordance with the provisions of the plan is unreasonable or unnecessary in the circumstances of the case;

b) The in kind contribution will not prejudice the timing or the manner of the provision of the public service or facility for which the contribution was required;

c) The value of the works to be undertaken is at least equal to the value of the contribution assessed in accordance with this Plan.

13. **POOLING OF FUNDS**

13.1 This Plan expressly authorises monetary Part 7.11 Contributions paid for different purposes to be pooled and applied (progressively or otherwise) for those purposes.
14. **INDEXATION OF CONTRIBUTION RATES**

14.1 Monetary contributions paid under Part 7.11 are exempt from the Federal Government Goods and Services Tax (GST).

14.2 In accordance with Clause 32(3)(B) of the EP&A Regulation, the approach below to indexation is authorised:-

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

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

\[
RC = C \times \frac{\text{Current Index}}{\text{Previous Index}}
\]

Where:-

- \( RC \) = Revised contribution rate per ET applicable at the time of payment
- \( C \) = Previous contribution rate
- Current Index is the Consumer Price Index at the date of review of the contribution.

Previous Index is the Consumer Price Index as listed in Appendix “A” or applicable at the time of issue of the consent.

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

14.3 Indexing factors for future works are detailed in Appendix A.
PART D – PROPOSED PUBLIC FACILITIES, SERVICES AND INFRASTRUCTURE

15. COMMUNITY FACILITIES

15.1 There is no community facilities proposed for Hearnes Lake / Sandy Beach as the expected population for the area is not sufficient to warrant any new such facilities. In addition, people in the Hearnes Lake area will have access to the Woolgoolga Neighbourhood Centre, Senior Citizens Centre and Woolgoolga Health Community Centre and other regional facilities in Woolgoolga.

15.2 The population will contribute proportionally to the demands for certain regional and / or District facilities that could not be sustained by the Hearnes Lake / Sandy Beach Area in its own right.

16. OPEN SPACE AND RECREATION

16.1 Existing formal open space and recreation facilities are limited within Hearnes Lake / Sandy Beach. Informal recreation opportunities are provided with the nearby beaches, and various bushland areas and reserve corridors.

16.2 On the basis of the population model and demographic structure, it is anticipated that a preference for structured facilities, passive recreation and neighbourhood parks / playgrounds will exist. Open space facilities (active and passive) can be considered at a regional, district and local level.

16.3 Regional open space caters for users prepared to travel significant distances from within and outside the Coffs Harbour local government area. These lands generally form part of an extensive network of open space facilities and provide a regional resource for passive and active recreational pursuits, and nature conservation. Regional open space areas in the vicinity of Hearnes Lake / Sandy Beach include the Coffs Coast Sport and Leisure Park, North Coast Regional Botanic Garden, Brelsford Park and Jetty Foreshores.

16.4 District open space is land used primarily for district sporting events and generally comprises playing fields and district sporting facilities. Council's Open Space Strategy provides standards for the provision of district sporting facilities. As the additional population of the release area is 1,263 people, and the provision of a centralised complex with all these facilities is not justified. These district facilities will be levied on a district basis under a separate Contributions Plan – the Coffs Harbour Regional, District and Neighbourhood Facilities Plan.

16.5 Residents of Hearnes Lake / Sandy Beach can utilise a number of the facilities available in the northern district such as Centennial Reserve, Woolgoolga Sports Ground, Woolgoolga Beach Reserve, Woolgoolga Lake Reserve and Woolgoolga Creek Foreshores.

16.6 Recreation areas located on coastal reserves are also classified as district open space. A range of facilities are provided in these locations to complement the attraction of the coastline and beach.

NOTE: Contributions for District Open Space are calculated and established under a separate plan – the Coffs Harbour Open Space Developer Contributions Plan.
16.7 Local open space is land used primarily for localised recreational purposes. These lands comprise neighbourhood parks, children’s playground areas, passive reserves and drainage reserves. Given that local open space primarily serves young children, this space should be provided within a reasonable and safe walking distance. A reasonable walking distance to a neighbourhood park or playground is considered to be 500 metres which represents, on average, a seven minute walk. Map 2 illustrates a 500 metre radius around potential neighbourhood park sites to provide a measure of demand based on spatial distribution and accessibility. It is to be noted that this radius does not take into account topography and other physical constraints. On this basis, two designated neighbourhood parks / playgrounds have been completed in the north and south of the western precinct and funded from the existing Hearnes Lake / Sandy Beach Contributions Plan. Further embellishment of the southern park is included in this plan. Another neighbourhood park with playgrounds and associated facilities will also be required in the northern precinct to meet the needs of the community.

16.8 Additional facilities are planned for the Hearnes Lake foreshore area within the northern precinct. These facilities include car parking, picnic facilities, playground, toilets, a canoe launching facility, and other associated facilities. It is envisaged that these facilities will be used by all residents of the release area. Accordingly the cost of the facilities will be funded through contributions from all precincts.

16.9 The location of the neighbourhood parks are shown on Map 2. The minimum works required for neighbourhood parks are:-

- Playground equipment;
- Park seats; and
- Landscaping.

16.10 The proposed open space and recreation facilities are included in Table 4: Summary of Proposed Facilities, Infrastructure and Services.

The following formula is used to calculate the contribution rate

\[
\text{Contribution per lot} = \frac{C - F + \text{PF}}{L}
\]

Where:-

\( C = \) Total cost of works to provide the desired facility or service including land acquisition, survey and design and construction costs, but less any grant, cash held, and amounts levied but not yet received.

\( F = \) Total of contributions levied on existing consents and cash held for contributions paid.

\( \text{PF} = \) Pool funds within the Hearnes Lake/Sandy Beach contributions plan, used to fund facilities within the contributions plan.

\( L = \) The projected number of net additional lots or dwellings forecast to be created in the catchment after the adoption of this Plan.
• Western and Northern Precincts – Sub District

Poreshore embellishment works including:
Toilets $200,000
Beach Access $20,000
Playground $150,000
Picnic facilities $40,000
Canoe launching facility $35,000
Car Park $50,000
Total $495,000
Amounts levied & Cash Held $389,077
Net Cost to Levy $105,923

Contribution per lot = \( \frac{C - F}{L} \)

\[ = \frac{495,000 - 389,077}{49} \]

\[ = $2,161.69 \text{ per lot} \]

• Northern Precinct

Playground $200,000
Amounts levied & Cash Held $119,976
Inter Plan Loan / Transfer $11,289
Net Cost to Levy $66,735

Contribution per lot = \( \frac{C - F + or - PF}{L} \)

\[ = \frac{200,000 - 119,976 - 11,289}{39} \]

\[ = $1,762.43 \text{ per lot} \]

• Western Precinct

Playground embellishment $60,000
Amounts levied & Cash Held $108,597

Inter Plan Loan / Transfer - Neighbourhood recovery $(61,007)
Net Cost to Levy $14,410

Contribution per lot = \( \frac{C - F + or - PF}{L} \)

\[ = \frac{60,000 - 108,597 + 61,007}{10} \]

\[ = $1,441.00 \text{ per lot} \]

Hearmes Lake / Sandy Beach Release Area Developer Contributions Plan 2018
Map 2: Open Space and Recreation
17. TRANSPORT AND TRAFFIC MANAGEMENT

17.1 The strategy for the movement of people within and through the Hearnes Lake / Sandy Beach area recognizes the dependence on the motor vehicle, yet provides for an efficient and convenient network of pedestrian and bicycle routes. The strategy also provides the infrastructure needed for an efficient bus service.

17.2 The Hearnes Lake / Sandy Beach Release Area is bisected by the Pacific Highway. Access to the east is provided by Hearnes Lake Road/Solitary Islands Way and to the west by Graham Drive.

17.3 The transport demands within the release area can be categorised in terms of the road network, public transport and pedestrian / bicycle network.

17.4 To date the contributions plan has provided for the major improvements of two intersections along Graham Drive, in the Western precinct. This included the construction of the roundabout at Seacrest Boulevard and Holloways Road, total cost of construction was $822,619. Based on Traffic Impact Assessments undertaken it is concluded that 55% of generated traffic for all trips for future residents of the Eastern Precinct will travel south and 45% will travel north. Hence, costs and contributions for the intersection works were apportioned based on this assessment and having regard to the relevant lot yields in each precinct.

17.5 In terms of local level infrastructure, construction of a 9 metre wide collector road in the northern precinct is required. Where development fronts the collector road contributions will fund the difference between a local road and a collector road, being an additional 1 metre in width. Where no development fronts the collector road, the full cost will be funded by contributions collected under this plan. Map 3 indicates those sections of the collector road to be fully funded, and those sections to be partially funded.

17.6 Development in the northern precinct will also be required to pay a local contribution towards the construction of a bus turn around area at the eastern end of Hearnes Lake Road.

17.7 Additional transport and traffic management facilities required for development of the Eastern Precinct will be determined at the time of assessment of an application for subdivision.

Public Transport

17.8 Bus stops are to be included in the cost estimates for road works, where required. It is proposed to provide bus shelters / seats at key bus stop locations. A total of four stops will be provided, as shown in Map 3.

Pedestrian and Bicycle Ways

17.9 The provision of a good public transport system will reduce car dependency, provide for energy efficiency and enable residents without a private vehicle to maintain reasonable mobility, particularly the elderly and those under 17 years of age. Opportunities for public transport within the release area are currently limited to the provision of a bus service. To provide for a safe, comfortable and efficient bus service, certain facilities are required, including bus shelters, seats and bus bays.
17.10 The provision of pedestrian and bicycle facilities in residential areas can provide an important alternative transport route for both recreation and functional journeys. The proposed routes are identified in Map 3 and have been designed to relate to the need for access to Sandy Beach School, recreation facilities and shops. These facilities will also provide a link for the Coastal Walk and northern beaches cycle way.

17.11 Pedestrian and cycle routes are to be shared with vehicles on low order local roads and off-road footpaths / cycle ways on the collector roads. A pedestrian / cycle way bridge over Double Crossing Creek linking the Northern Precinct to the Western and Eastern Precincts is required to separate vehicle traffic from school children and bicycle traffic. This bridge is to be funded through this Contribution Plan.

The following formula is used to calculate the contribution rate

\[
\text{Contribution per lot} = \frac{C - F + \text{PF}}{L}
\]

Where:-

\(C\) = Total cost of works to provide the desired facility or service including land acquisition, survey and design and construction costs, but less any grant, cash held, and amounts levied but not yet received.

\(F\) = Total of contributions levied on existing consents and cash held for contributions paid.

\(\text{PF}\) = Pool funds within the Hearnes Lake/Sandy Beach contributions plan, used to fund facilities within the contributions plan.

\(L\) = The projected number of net additional lots or dwellings forecast to be created in the catchment after the adoption of this Plan.

- **Northern and Western Precincts (Transport network):**
  - District cycleway
  - Pedestrian bridge over Double Crossing Creek

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Cycleway</td>
<td>$745,500</td>
</tr>
<tr>
<td>Bridge over Double Crossing Creek</td>
<td>$200,000</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$945,500</td>
</tr>
<tr>
<td>Design &amp; Contingencies @ 20%</td>
<td>$169,100</td>
</tr>
<tr>
<td>Total</td>
<td>$1,134,600</td>
</tr>
<tr>
<td>Amounts Levied and Cash held</td>
<td>$608,403</td>
</tr>
<tr>
<td>Inter Plan Loan / Transfer</td>
<td>$423,199</td>
</tr>
<tr>
<td>Net cost to Levy</td>
<td>$102,996</td>
</tr>
</tbody>
</table>

\[
\text{Contribution per lot} = \frac{1,134,600 - 608,403 - 423,199}{49}
\]

\[
= \frac{2,102.00}{\text{per lot}}
\]
**Western and Eastern Precinct (Road Network):**

- The Seacrest roundabout and upgrade to Morgan Road/Graham Drive intersection has been complete and funded by the Hearnes Lake/Sandy Beach Contribution Plan. The below levied funds were required due to Inter Plan Loan/Transfer.

Inter Plan Loan/Transfer - Seacrest Boulevard Roundabout recovery ($602,459)

Amount Levied not Paid & Cash held $354,178
Net Cost to Levy $248,281

Contribution per lot = \( \frac{PF - F}{L} \)

= \( \frac{602,459 - 354,178}{179} \)

= $1,387 per lot
- **Northern Precinct (Road Network):**
  - Collector road construction
  - Bus facilities
  - Closure of Hearnes Lake Road

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collector road full width construction</td>
<td>$370,000</td>
</tr>
<tr>
<td>Collector road Part Construction</td>
<td>$164,167</td>
</tr>
<tr>
<td>Land purchase under roads</td>
<td>$78,750</td>
</tr>
<tr>
<td>Land purchase full width of road</td>
<td>$140,000</td>
</tr>
<tr>
<td>Bus Turning area / bus stops</td>
<td>$120,000</td>
</tr>
<tr>
<td>Closure of Hearnes Lake Road</td>
<td>$80,000</td>
</tr>
<tr>
<td><strong>Sub total</strong></td>
<td>$942,916</td>
</tr>
<tr>
<td>Design &amp; Supervision</td>
<td>$141,437</td>
</tr>
<tr>
<td>Contingencies</td>
<td>$162,653</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,247,007</td>
</tr>
<tr>
<td>Amount levied but not paid</td>
<td>$779,208</td>
</tr>
<tr>
<td>Inter Plan Loan / Transfer</td>
<td>$228,978</td>
</tr>
<tr>
<td><strong>Net cost to levy</strong></td>
<td>$238,821</td>
</tr>
</tbody>
</table>

Contribution per lot = \[
\frac{C - F + or - PF}{L} = \frac{1,247,007 - 779,208 - 228,978}{39} = \frac{739,821}{39} = \frac{739,821}{39} = 19,
\]

= $6,123 per lot
Map 3: Traffic and Transport Strategy
## APPENDIX A - INDEXING FACTORS FOR FUTURE WORKS

<table>
<thead>
<tr>
<th>CONTRIBUTION TYPE</th>
<th>INDEXATION BASIS</th>
<th>INDEX</th>
<th>DATE APPLIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Facilities</td>
<td>Consumer Price Index, All Groups (A) Sydney</td>
<td>113.3</td>
<td>March 2018</td>
</tr>
<tr>
<td>Neighbourhood Open Space</td>
<td>Consumer Price Index, All Groups (A) Sydney</td>
<td>113.3</td>
<td>March 2018</td>
</tr>
<tr>
<td>Development Studies</td>
<td>Consumer Price Index, All Groups (A) Sydney</td>
<td>113.3</td>
<td>March 2018</td>
</tr>
</tbody>
</table>
### APPENDIX B - STANDARD EQUIVALENT TENEMENT FIGURES

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>UNIT RATE PER ET PART 3.13 CONTRIBUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td></td>
</tr>
<tr>
<td>Subdivision Lot</td>
<td>1</td>
</tr>
<tr>
<td>Small Dwelling</td>
<td>0.7 per dwelling</td>
</tr>
<tr>
<td>Large Dwelling</td>
<td>1 per dwelling</td>
</tr>
<tr>
<td>Boarding House</td>
<td>0.35 per bed</td>
</tr>
<tr>
<td>Seniors Living</td>
<td>0.5% per dwelling</td>
</tr>
<tr>
<td>Nursing Home</td>
<td>0.35 per bed</td>
</tr>
<tr>
<td>Self-Care Retirement Unit</td>
<td>0.55 per unit</td>
</tr>
<tr>
<td>Motel</td>
<td>0.35 per bed</td>
</tr>
<tr>
<td>Group Home</td>
<td>0.35 per bed</td>
</tr>
</tbody>
</table>

**Tent and Visitor Accommodation**

<table>
<thead>
<tr>
<th>Accommodation Type</th>
<th>Unit Rate per Night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motel / Hotel / Resort Room</td>
<td>0.70 per night</td>
</tr>
<tr>
<td>Serviced Apartments</td>
<td>0.70 per night</td>
</tr>
<tr>
<td>Backpackers Accommodation per Bed</td>
<td>0.1 per bed</td>
</tr>
<tr>
<td>Bed and Breakfast Accommodation</td>
<td>0.35 per night</td>
</tr>
<tr>
<td>Guest House / Hostel</td>
<td>0.35 per night</td>
</tr>
<tr>
<td>Caravan / Camper / Cabin Site - Permanent</td>
<td>0.6 per site</td>
</tr>
<tr>
<td>Caravan / Cabin Site - Temporary</td>
<td>0.35 per night</td>
</tr>
<tr>
<td>Camp / Tent Site - Temporary</td>
<td>0.25 per site</td>
</tr>
</tbody>
</table>

**Business Premises**

<table>
<thead>
<tr>
<th>Premises Type</th>
<th>Unit Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shop</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>General Store</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Convenience Store</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Supermarket</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Butchery/Meat Market</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Hairdressing/Beauty Salon</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Laundromal</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Office Premises</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Warehouse/Distribution Centre</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Industrial Premises ***</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Self Storage Premises ***</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Car Wash</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Plant Nursery</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Service Station</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Car Sales Showroom (Indoor)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Car Sales Showroom (Outdoor)</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

*A small dwelling is deemed to be any dwelling with a floor area less than 100 square metres (excluding garages and balcony areas) excluding secondary dwelling as defined under the Affordable Rental Housing State Environmental Planning Policy.

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

*** For onsite caretaker facilities refer to the residential rate applicable.
Coffs Harbour City Council
Cnr Coff and Castle Streets
(Locked Bag 155)
COFFS HARBOUR NSW 2450

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

The objective of the report is to obtain Council approval to adopt the draft Coffs Harbour Development Control Plan Amendment 7 (West Woolgoolga Chapter G14) and West Woolgoolga Developer Contributions Plan 2018.

The plans were placed on public exhibition for a period of 28 days with no submissions received.

It is now recommended that the Coffs Harbour Development Control Plan Amendment 7 (West Woolgoolga Chapter G14) and West Woolgoolga Developer Contributions Plan 2018 be adopted by Council.

RECOMMENDATION:

That Council adopts the attached Coffs Harbour Development Control Plan Amendment 7 (West Woolgoolga Chapter G14) and West Woolgoolga Developer Contributions Plan 2018.

REPORT

Description of Item:

A review has been conducted on the Coffs Harbour Development Control Plan Amendment 7 (West Woolgoolga Chapter G14) and West Woolgoolga Developer Contributions Plan. The Plans were provided to Council on 22 March 2018 where it was resolved to place them on public exhibition, with submissions invited for a period of 28 days.

The Plans were advertised for public exhibition from 28 March to 25 April 2018. During this period no submissions were received.

Issues:

Chapter G14 of Coffs Harbour Development Control Plan 2015

- Removal of the Collector Road - The collector road is no longer necessary or feasible within the release area. The expected population is not sufficient to warrant the need for a collector road. There are two property owners and each have direct access to their proposed development sites via either McIntosh Road or Newmans Road.
- Moving the Neighbourhood Playground - The neighbourhood park has been moved following negotiations as part of an approved development. The intended new site means the playground will be more centrally located with improved accessibility for a greater number of residences. It will form a stopping point on the proposed cycleway and is in close proximity to the proposed pedestrian/cycleway bridge.

**West Woolgoolga Developer Contributions Plan**

- The upgrade of the Pacific Highway has resulted in it no longer passing through parts of the Woolgoolga Town Centre area. This has resulted in a need to review the level of proposed works required at the Newmans Road/Solitary Islands Way intersection, which is the major access point for the majority of the release area. A traffic study commissioned has indicated that upgrade works are required with the preferred option being the re-alignment of the eastern section of Newmans Road and the installation of traffic signals at the intersection with Solitary Islands Way.

- The plan review has resulted in the release area being divided into two precincts for the purposes of contributions towards road and intersection upgrades. The intersection upgrade works and the upgrade of Newmans Road provide a benefit to Precinct 1 only and accordingly contributions are to be levied on this precinct.

**Options:**

In considering this report Council has the following options:

1. Accept the recommendation of this report and proceed to adopt the Coffs Harbour Development Control Plan Amendment 7 (West Woolgoolga Chapter G14) and the West Woolgoolga Developer Contribution Plan review.

2. Detail any proposed amendments to the Coffs Harbour DCP Amendment 7 (West Woolgoolga Chapter G14) and/or the West Woolgoolga Developer Contribution Plan review.

3. Reject the recommendations of this report and retain the current Chapter G14 of Coffs Harbour DCP 2015 and/or the West Woolgoolga Developer Contribution Plan.

Option 1 is recommended to ensure the plans are aligned and reflect current infrastructure provisions for this release area.

**Sustainability Assessment:**

- **Environment**

  Environmental issues are considered in the preparation of the Development Control Plans applicable to the relevant areas. Detailed environmental issues are assessed at the design stage for infrastructure works and at the time of assessment of development applications.

- **Social**

  The completion of the works included in the developer contributions plan will have a positive effect on the future population of the release areas through improved provision of infrastructure for use by the residents.

- **Civic Leadership**

  The revised costs included in the Contributions Plan more accurately reflect the estimated costs of providing infrastructure required for use by the future population of West Woolgoolga. This exhibits sound management practices and ensures infrastructure is provided in line with the intentions and requirements of Part 7.11 of the *Environmental Planning and Assessment Act 1979.*
• Economic – Broader Economic Implications

The Contribution Plans provide a mechanism for the collection of funds to enable the provision of infrastructure required as a result of development. Future maintenance will ensue from the provision of the facilities, however funding for this is generally derived from increased general revenue resulting from additional urban development.

• Economic - Delivery Program/Operational Plan Implications

There are no immediate Delivery Program or Operational Plan implications associated with this report.

Risk Analysis:

The Developer Contributions Plan includes work schedules that are dependent upon future contribution income streams/developments. The plan is based on cost estimates of proposed works that may require adjustment as final costings are prepared prior to commencement. However, significant effort has been directed towards a lengthy process of costing the projects included in the works schedule to minimise the risk of cost variances.

Should the Developer Contributions Plan not be progressed then Council may be open to challenge as a result of contribution levels being in excess of that required to fund the infrastructure included in the contributions plan.

Consultation:

Relevant Council staff have been consulted and have provided the necessary information to progress the review of the West Woolgoolga Contributions Plan. Specialist consultants were also engaged to provide the necessary information to enable determination of the level of works required at the Newman’s road/Solitary Islands Way intersection.

The plans were placed on public exhibition for a period of 28 days and no submissions were received.

Related Policy, Precedents and / or Statutory Requirements:

Since the West Woolgoolga Developer Contributions Plan was placed on public exhibition, a change to the term Section 94 has been initiated, under the revised Environmental Planning and Assessment Act 1979. The term Section 94 or S94 has been replaced with the term Part 7.11. Any previous reference to Section 94 or s94 in this paper or the attached document has been amended to reflect this recent change.

Part 7.11 of the Environmental Planning and Assessment Act 1979 makes provision for Council to impose a condition of consent requiring a monetary contribution towards the provision of amenities and services that are required as a result of development.

Section 31 of the Environmental Planning and Assessment Regulation 2000 states:

Approval of Contributions Plan by Council;

1. After considering any submissions about the draft contributions plan that have been duly made, the council:
   a) may approve the plan in the form in which it was publicly exhibited, or
   b) may approve the plan with such alterations as the council thinks fit, or
   c) may decide not to proceed with the plan.
2. The council must give public notice of its decision in a local newspaper within 28 days after the decision is made.

3. Notice of a decision not to proceed with a contributions plan must include the council’s reasons for the decision.

4. A contributions plan comes into effect on the date that public notice of its approval is given in a local newspaper, or on a later date specified in the notice.

Implementation Date / Priority:

The reviewed Plans will be made available to the public, within 28 days after the decision is made.

Conclusion:

It is now recommended that the Coffs Harbour Development Control Plan Amendment 7 (West Woolgoolga Chapter G14) and West Woolgoolga Developer Contributions Plan 2018 be adopted to ensure that contributions reflect the true cost of the infrastructure to be funded under the Developer Contributions Plan.
Attachment 1: Coffs Harbour Development DCP 2015 – Amendment No. 7 (West Woolgoolga)

G14.1 MASTERPLAN

Applies to Land

This control applies to land within the West Woolgoolga urban release area shown on the West Woolgoolga Masterplan.

Objectives

- To enable the coordination of public and private development within the release area.
- To provide for development on land that is free from environmental constraints.

Requirements

(i) Development and subdivision proposals are to comply with the principles of the West Woolgoolga Masterplan.
Attachment 1: Coffs Harbour Development DCP 2015 – Amendment No. 7 (West Woolgoolga)

G14.2 INFRASTRUCTURE REQUIREMENTS

Applies to Land

This control applies to the subdivision of land within the West Woolgoolga urban release area shown on the West Woolgoolga Masterplan.

Objectives

- To ensure that appropriate infrastructure and utility services are provided to land within the urban release area.
- To ensure that development within the urban release area is responsive to the environmental context of the land.

Requirements

1. Subdivision proposals are to accord with the requirements of relevant controls within Chapter C1 Subdivision of this Plan.
2. The roads and intersections shown on the West Woolgoolga Masterplan shall be constructed at no cost to Council (unless otherwise specified in the West Woolgoolga Developer Contributions Plan).
3. Cycleways are to be provided at no cost to Council in accordance with the West Woolgoolga Masterplan (unless otherwise specified in the West Woolgoolga Developer Contributions Plan).
4. Neighbourhood open space areas (including playgrounds) are to be provided at no cost to Council in accordance with the West Woolgoolga Masterplan (unless otherwise specified in the West Woolgoolga Developer Contributions Plan).
5. Reticulated water and sewerage services are to be provided within the release area by the developer in accordance with Council’s Development Servicing Plans and Development Specifications.
6. Where services identified in Council’s Development Servicing Plans are not in place, it is the developer’s responsibility to forward fund such services.
7. The sewer rising main from Pump Station 14 shall be upgraded and diverted along the Pacific Highway to Pullen Street.
8. Smaller pump stations shall be provided as necessary.
Attachment 1: Coffs Harbour Development DCP 2015 – Amendment No. 7 (West Woolgoolga)

G14.3 ENVIRONMENTAL REQUIREMENTS

Applies to Land

This control applies to the subdivision of land within the West Woolgoolga urban release area shown on the West Woolgoolga Master Plan.

Objectives

- To protect and maintain high conservation value land.

Requirements

(1) Subdivision proposals are to comply with the relevant controls of B1 Biodiversity of this Plan.
Attachment 1: Coffs Harbour Development DCP 2015 – Amendment No. 7 (West Woolgoolga)

G14.4 LAND DEDICATION

Applies to Land

This control applies to the subdivision of land within the West Woolgoolga urban release area shown on the West Woolgoolga Masterplan.

Objectives

- To enable the dedication of suitable land of significant environmental value or public benefit.

Requirements

1. Land that is unable to be developed due to significant environmental constraints or that is of public benefit may be dedicated to Council via a voluntary planning agreement or other suitable arrangement in accordance with Council’s Dedication of Land Policy.

2. Where land identified in requirement number (1) above is to be retained in private ownership, development applications are to be accompanied by sufficient information to demonstrate that the subdivision will not compromise the continued protection and long term maintenance of high conservation value land under Coffs Harbour LEP 2013.

Notes

Additional mechanisms exist for the in perpetuity management of high conservation value land, such as the Offsets Scheme administered by the NSW Office of Environment and Heritage under the Biodiversity Conservation Act 2016.
WEST WOOLGOOLGA

Developer Contributions
Plan 2018
# TABLE OF CONTENTS

**PART 1 - SUMMARY SCHEDULES**

- Executive Summary ................................................................. 1  
- Summary of Contribution Rates ............................................... 1  
- Date of Commencement of the Plan ......................................... 1  

**PART 2 - ADMINISTRATION AND ACCOUNTING**

- Name of the Plan ....................................................................... 4  
- Purpose of the Plan ................................................................... 4  
- How The Plan Operates ............................................................ 4  
- Relationship to Other Plans and Policies .................................. 5  
- Area to which the Plan Applies .................................................. 5  
- Formula for Determining Contributions ...................................... 5  
- Timing of Payment of Contributions .......................................... 5  
- Deferred or Periodic Payments ................................................... 7  
- Exemptions .............................................................................. 7  
- Works in Kind ........................................................................ 7  
- Indexing of Contribution Rates .................................................. 8  
- Pooling of Funds ...................................................................... 8  

**PART 3 - STRATEGY PLANS**

- Relationship between Expected Development and Demand for Additional Public Facilities ............................................. 9  
- Proposed Public Facilities ......................................................... 12  
- Open Space and Recreation ......................................................... 12  
- Transport and Traffic Management .......................................... 15  
- Fire Services .......................................................................... 19  
- Urban Planning ....................................................................... 20  

**APPENDICES**

- A  Indices ................................................................................... 21  
- B  Standard Equivalent Tenement Figures .................................. 22  

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Item BS18/27- Attachment 2  
Page 104
PART 1 - SUMMARY SCHEDULES

EXECUTIVE SUMMARY

This contributions plan enables Coffs Harbour City Council to levy contributions under Part 7.11 of the Environmental Planning and Assessment Act 1979 where the anticipated development will or is likely to increase the demand for public facilities.

The Coffs Harbour Development Control Plan 2015 makes provision for further residential expansion in the order of 270 additional lots accommodating approximately 702 people.

Development consents have been issued for several land parcels within the release area. Analysis indicates that undeveloped land will accommodate an additional 270 lots.

As a consequence of this anticipated development and having regard to the level of facilities currently available and the expected profile of the new population, it will be necessary to provide:

- open space and recreational facilities
- transport and traffic facilities
- fire fighting services

SUMMARY OF CONTRIBUTION RATES

Table 3 summarises the contribution rates applying to the different forms of development in West Woolgoolga. Appendix "B" includes additional contribution rates that apply to various other forms of development.

Table 1 summarises the costs of the identified public facilities.

DATE OF COMMENCEMENT OF THE PLAN

This plan came into operation on the 13 October 2004. This Plan was amended on 24 August 2005, and on 24th April 2008, on 26th November 2009, 8th May 2013, 18th December 2013, 2 September 2015 and further on XXX/XXX/XXXX.
### Table 1 - Schedule of Works, Commencement, Staging and Expenditures

<table>
<thead>
<tr>
<th>Works Required</th>
<th>Estimated Capital Cost $</th>
<th>Benchmark/Estimated Staging</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transport &amp; Traffic</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Precincts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cycle ways/Pathways</td>
<td>597,425</td>
<td>Works commenced on Newmans Road. Future works as demand dictates</td>
</tr>
<tr>
<td><strong>Precinct 1</strong></td>
<td>1,598,187</td>
<td>Works commenced on Newmans Road. Future works as demand dictates</td>
</tr>
<tr>
<td>- Road Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Neighbourhood Open Space</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Embellishment</td>
<td>$273,240</td>
<td>As funds becomes available</td>
</tr>
<tr>
<td><strong>Development Studies</strong></td>
<td>$54,796</td>
<td>Completed</td>
</tr>
<tr>
<td><strong>Bush Fire Control</strong></td>
<td>$150,000</td>
<td>As funds become available</td>
</tr>
</tbody>
</table>

### Table 2 - Summary Costs by Land Use

<table>
<thead>
<tr>
<th>Public Facility</th>
<th>Total Cost Of Future Works/Recoupment Costs $</th>
<th>Anticipated Future Lot Yield in Catchment</th>
<th>Contributions collected as at 13-02-2018 $</th>
<th>Net Cost to be Levied $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transport &amp; Traffic</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Precincts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cycle ways/Pathways</td>
<td>597,425</td>
<td>270</td>
<td>0</td>
<td>597,425</td>
</tr>
<tr>
<td><strong>Precinct 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Road Construction</td>
<td>2,067,357</td>
<td>223</td>
<td>469,170</td>
<td>1,598,187</td>
</tr>
<tr>
<td><strong>Neighbourhood Open Space</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>273,240</td>
<td>270</td>
<td>24,668</td>
<td>248,572</td>
</tr>
<tr>
<td><strong>Development Studies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>62,833</td>
<td>270</td>
<td>8,037</td>
<td>54,796</td>
</tr>
<tr>
<td><strong>Bush Fire Control</strong></td>
<td>150,000</td>
<td>270</td>
<td>33,265</td>
<td>116,735</td>
</tr>
</tbody>
</table>
### Table 3—Summary of Contributions

<table>
<thead>
<tr>
<th>Service / Facility</th>
<th>Net Cost to be Levied $</th>
<th>Per Lot Or large dwelling $</th>
<th>Per Small Dwelling $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transport &amp; Traffic</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Precincts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cycleways/Pathways</td>
<td>597,125</td>
<td>2,213</td>
<td>1,549</td>
</tr>
<tr>
<td><strong>Precinct 1</strong></td>
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<td></td>
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<tr>
<td>- Road Construction</td>
<td>1,398,187</td>
<td>7,167</td>
<td>5,017</td>
</tr>
<tr>
<td><strong>Neighbourhood Open Space</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>248,572</td>
<td>921</td>
<td>644</td>
</tr>
<tr>
<td><strong>Development Studies</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>54,796</td>
<td>203</td>
<td>142</td>
</tr>
<tr>
<td><strong>Fire Fighting Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>116,735</td>
<td>432</td>
<td>303</td>
</tr>
<tr>
<td><strong>Total Section 94 Contributions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Precinct 1</strong></td>
<td>2,556,228</td>
<td>10,936</td>
<td>7,655</td>
</tr>
<tr>
<td><strong>Precinct 2</strong></td>
<td>1,017,528</td>
<td>3,769</td>
<td>2,638</td>
</tr>
</tbody>
</table>

**Notes:**

1. In addition to the above, the relevant contribution rates in the Coffs Harbour Open Space Contributions Plan, The Coffs Harbour Road Network Contributions Plan, the Administration Levy Contributions Plan, the Coffs Harbour Water Supply and Wastewater Developer Services Plans and other relevant contribution plans will also apply.

2. Contribution rates will be applied as follows:
   - the first lot in a residential subdivision is exempt from contributions
   - the first dwelling on a residential lot is exempt from contributions
   - the contribution rate for a dual occupancy, villa, townhouse or residential flat development is the number of dwellings multiplied by the appropriate dwelling rate minus one lot rate.

3. A small dwelling is deemed to be any dwelling with a floor area less than 100 square metres (excluding garages and balcony areas) excluding secondary dwellings as defined in the State Environmental Planning Policy (Affordable Rental Housing) 2009.

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

5. Additional contribution rates for various other types of development are included in this plan at appendix "B"
PART 2
ADMINISTRATION AND ACCOUNTING

NAME OF THE PLAN
This contributions plan has been prepared in accordance with the provisions of Part 7.11 of the Environmental Planning and Assessment Act 1979 and Part 4 of the Environmental Planning and Assessment Regulation 2000 and is referred to as the West Woolgoolga Developer Contributions Plan 2018.

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

Other purposes of the plan are to:

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

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

This plan requires a certifying authority (the Council or an accredited certifier) to issue a Complying Development Certificate in respect of development to which this plan applies subject to a condition requiring the applicant to pay to the Council a contribution calculated in accordance with this plan.

The certifying authority must cause the applicant's receipt for payment of the contribution to be provided to the Council at the same time as the other documents required to be provided under clause 142(2) of the EP&A Regulation.
RELATIONSHIP TO OTHER PLANS AND POLICIES

The plan supplements the Coffs Harbour City Local Environmental Plan 2013 and Coffs Harbour Development Control Plan 2015.

This contributions plan should be read in conjunction with the Coffs Harbour Open Space Contributions Plan, the Administration Levy Contributions Plan, the Coffs Harbour Road Network Contributions Plan and the Coffs Harbour Water Supply and Wastewater Developer Services Plans (Section 305 (3) of the Water Management Act, 2000) and other contribution plans that may apply to the West Woolgoolga Release Area.

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

THE AREA TO WHICH THE PLAN APPLIES

The plan applies to all land within the West Woolgoolga Release Area as shown in Map 1.

FORMULA FOR DETERMINING CONTRIBUTIONS

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

Contribution per Lot = \( \frac{C - F}{L} \)

Where:

\( C \) = total cost of works to provide the desired facility or service including land acquisition, survey and design and construction costs.

\( F \) = Funds collected to date

\( L \) = Expected future lot yield

TIMING OF PAYMENT OF CONTRIBUTIONS

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

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

Where an applicant wishes to seek a deferral of contributions payable, they should consult Council’s current “Deferred Developer Contributions Policy”.

EXEMPTIONS

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

Development consents involving construction of a secondary dwelling as defined under the State Environmental Planning Policy (Affordable Rental Housing) 2009 Policy are exempt from contributions applicable under this contributions plan.

WORKS IN KIND

Council may accept an applicant’s offer to make a contribution by way of a works in kind contribution (for an item included on the works schedule) or a material public benefit (for an item not included on the works schedule) as referred to in Part 7.11 (5b) of the Environmental Planning and Assessment Act.

Applicants should consult Council’s current Works in Kind Policy prior to making an application for the undertaking of Works in Kind.

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

(a) payment of the contribution in accordance with the provisions of the plan is unreasonable or unnecessary in the circumstances of the case;

(b) the in kind contribution will not prejudice the timing or the manner of the provision of the public facility for which the contribution was required;

(c) the value of the works to be undertaken is at least equal to the value of the contribution assessed in accordance with this plan.
INDEXING OF CONTRIBUTION RATES

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

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

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

where

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

C = Previous contribution rate

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

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

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

POOLING OF FUNDS

This plan expressly authorises monetary Part 7.11 contributions paid for different purposes to be pooled and applied (progressively or otherwise) for those purposes.
PART 3 – STRATEGY PLANS

RELATIONSHIP BETWEEN EXPECTED DEVELOPMENT AND DEMAND FOR ADDITIONAL PUBLIC FACILITIES

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

Coffs Harbour City Council’s My Coffs Community Strategic Plan 2017 provides information on strategies for the provision of community facilities.

The Coffs Harbour “Our Living City” Settlement Strategy identifies the preferred location and expected type of future urban expansion within the City, and the associated requirements for public facilities.

Coffs Harbour Sewerage Strategy 2000 identifies areas to be serviced by reticulated sewerage to the year 2021.

Coffs Harbour City Council Open Space Strategy 2010 identifies the passive open space facilities required by future population. The Strategy was prepared following extensive community consultation and a review of current and future demographic patterns and an assessment of issues relevant to all these factors.

The Coffs Harbour Development Control Plan 2015 sets out detailed guidelines for development in the West Woolgoolga catchment. It provides for a range of residential densities, although it is expected that the dominant form of development will be detached dwellings.

CAUSAL NEXUS

The anticipated increase in population in West Woolgoolga will place greater demands on existing public facilities and require the provision of new public facilities that are not currently available in the Woolgoolga area.

Table 1 in this plan lists the public facilities to be provided in the West Woolgoolga catchment.

The Coffs Harbour Open Space Contributions Plan, the Coffs Harbour Road Network plan, the Surf Rescue Equipment Plan, the Coffs Harbour Water and Wastewater Developer Services Plan and other plans that may apply to the release area list the public facilities provided for the benefit of future population in West Woolgoolga together with future population in other catchments.

PHYSICAL NEXUS

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

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

Table 1 lists the benchmark or estimated staging for the provision of public facilities in the West Woolgoolga Release Area.

EXISTING AND FUTURE DEVELOPMENT IN WEST WOOLGOOLGA

West Woolgoolga generally comprises residential accommodation with single dwellings on allotments ranging from 700m² to 20.25ha. Development consent has been issued for several land parcels within the release area. Analysis indicates that undeveloped land will accommodate an additional 270 lots.

PROJECTED DWELLING YIELD

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

The projected dwelling yield for West Woolgoolga can be explained in terms of two types of housing:

- **Conventional Housing** - generally Torrens title allotments with single detached dwellings with an average allotment size of around 700m² or less.

- **Dual Occupancy Housing** - Torrens strata or community title allotments comprising duplexes or two detached dwellings with an average allotment size of around 400m².

OCCUPANCY RATES

The projected overall population will be a consequence of the dwelling yield and varying occupancy rates. The forecast occupancy rates are shown in Table 4.

**Table 4 - Occupancy Rates**

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Occupancy Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot / Large Dwelling</td>
<td>2.6 persons/dwelling</td>
</tr>
<tr>
<td>Small Dwelling</td>
<td>1.8 persons/dwelling</td>
</tr>
</tbody>
</table>
The total projected population of West Woolgoolga based on these occupancy rates and projected dwelling yields include development since commencement in the release area, is shown in Table 5.

**Table 5 - Population Projection**

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>*Occ Rate</th>
<th>No. of Dwellings</th>
<th>Pop’n</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conventional, Dual Occ.</td>
<td>2.6</td>
<td>153</td>
<td>398</td>
</tr>
<tr>
<td>Integrated Housing</td>
<td>1.55</td>
<td>192</td>
<td>300</td>
</tr>
<tr>
<td>Manufactured Homes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>345</strong></td>
<td><strong>698</strong></td>
</tr>
</tbody>
</table>

*Occupancy Rate:

**Notes:**
- A small dwelling is deemed to be any dwelling with a floor area less than 100 square metres (excluding garages and balcony areas).
- A large dwelling is deemed to be any dwelling with a floor area equal to or exceeding 100 square metres (excluding garages and balcony areas).

**Population Profile**

The social infrastructure needs are based on an anticipated minimum population of approx. 950 persons.

The population profile of West Woolgoolga is initially anticipated to reflect an "ageing" population model. This ageing population is expected to have the following age characteristics:

**Table 5 - Population**

<table>
<thead>
<tr>
<th>Age</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-9</td>
<td>12.6</td>
</tr>
<tr>
<td>10-19</td>
<td>12.2</td>
</tr>
<tr>
<td>20-29</td>
<td>10.9</td>
</tr>
<tr>
<td>30-39</td>
<td>10.7</td>
</tr>
<tr>
<td>40-49</td>
<td>12.5</td>
</tr>
<tr>
<td>50-59</td>
<td>13.9</td>
</tr>
<tr>
<td>60+</td>
<td>27.2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.0</strong></td>
</tr>
</tbody>
</table>

The population is expected to have a high proportion of elderly people with persons of pensioner age (60+ years), young to middle age adults (30-49 years) and school age (5-19 years).
PROPOSED PUBLIC FACILITIES

There are no community facilities proposed for West Woolgoolga as the expected population for the area is not sufficient enough to support any new facilities. People in West Woolgoolga will have access to the Woolgoolga Neighbourhood Centre, Senior Citizens Centre and Woolgoolga Health Community Centre.

The population will contribute proportionally to the demands for certain regional facilities that could not be sustained by West Woolgoolga in its own right.

The Coffs Harbour Open Space Contributions Plan identifies the facilities and contribution rate for some of these facilities.

OPEN SPACE AND RECREATION

EXISTING FACILITIES

Existing formal open space and recreation facilities are limited within West Woolgoolga.

Informal recreation opportunities are provided with the nearby beaches, Woolgoolga Creek and various bushland and reserve corridors.

IDENTIFIED NEEDS

On the basis of the population model, it is anticipated that a preference for structured sporting facilities, passive recreation and neighbourhood parks/playgrounds will exist. Open space facilities can be considered at a regional, district and local level.

Regional

Regional open space caters for users prepared to travel significant distances from within and outside the Coffs Harbour local government area. These lands generally form part of a vast network of open space facilities and provide a regional resource for passive and active recreational pursuits, and nature conservation.

Regional open space areas in the vicinity of West Woolgoolga the Coffs Coast Sport & Leisure Park, North Coast Regional Botanic Garden, Brelsford Park and Jetty Foreshores.

District

Council’s Sports Facilities Plan provides standards for the provision of sporting facilities throughout the local government area. The Open Space Contributions Plan includes contributions towards the active open space network.

Since the expected ultimate population of West Woolgoolga is only 950 people, it is not necessary to provide district facilities within the release area. Residents of West Woolgoolga can utilise a number of the facilities available in the open space network including Centennial Reserve, Woolgoolga Sports Ground, Woolgoolga Beach Reserve, Woolgoolga Lake Reserve and Woolgoolga Creek Forests.

Recreation areas located on coastal reserves are also available to the release areas population. A range of facilities are provided in these locations to complement the attraction of the coastline and beach.
Local

Local open space is land used primarily for localised recreational purposes. These lands comprise
neighbourhood parks, children’s playground areas, passive reserves and drainage reserves.

Given that local open space generally serves young children, this space should be provided within
a reasonable walking distance. A reasonable walking distance to a neighbourhood park or
playground is considered to be 500m which represents, on average, a seven-minute walk.

Creek buffers and drainage reserves provide a necessary role in providing stormwater drainage
requirements and environmental protection to Woolgoolga Creek. This contributions plan provides
no allowance for purchase of any of these lands. These lands are to be dedicated progressively as
subdivision applications are lodged.

PROPOSED FACILITIES

The location of the neighbourhood park is shown on Map 2.

The minimum works required for neighbourhood parks are:

- playground equipment;
- park seats; and
- landscaping.

Neighbourhood Park

Playground, furniture,
landscaping $273,240

TOTAL $273,240

CALCULATION OF CONTRIBUTION RATE

The following formula is used to calculate the contribution rate for community facilities/services:

Contribution rate \(= \frac{C - F}{L}\)

\(C = \text{Cost of community facility/service}\)
\(F = \text{Funds collected to date}\)
\(L = \text{Expected future lot yield}\)

\[= \frac{273,240 - 24,668}{270}\]
\[= \$921 \text{ per Lot}\]
MAP 2
OPEN SPACE AND RECREATION
TRANSPORT AND TRAFFIC MANAGEMENT

INTRODUCTION

The strategy for the movement of people within and through West Woolgoolga recognises the dependence on the motor car, yet provides for an efficient and convenient network of pedestrian and bicycle routes.

EXISTING FACILITIES

Access to precinct one in the West Woolgoolga release area is obtained from Newmans Road with Solitary Islands Way forming the easterly boundary of the study area. Access to precinct 2 is obtained via Pullen Street (refer Map 3).

IDENTIFIED NEEDS

The transport demands within West Woolgoolga can be categorized in terms of the road network, public transport and pedestrian/bicycle network.

Road Network

In order to accommodate existing and potential development of land in the West Woolgoolga Release Area, certain roads, both existing and future, have been identified as serving higher than local access.

A road hierarchy has been established classifying roads as collector or local roads in accordance with their functional characteristics.

Newman’s Road forms part of this collector road system, and this contributions plan provides for upgrading to a collector road standard.

Following the completion of the Pacific Highway upgrade traffic levels at the Newmans Road – Solitary Islands Way intersection have altered. In order to assess the capacity of the intersection to address the proposed future development of the release area a traffic study was commissioned to determine the extent of works required. This has revealed that an upgrade to the intersection is required. These works will involve the re-alignment of the eastern section of Newmans Road and the installation of traffic signals at the intersection on Solitary Islands Way.

The cost of these works is to be met from contributions from each lot created in precinct 1.

Public Transport

The provision of a good public transport system will reduce car dependency, provide for energy efficiency and enable residents without a private vehicle to maintain reasonable mobility, particularly the elderly and those less than 17 years of age. Opportunities for public transport within West Woolgoolga are limited to the provision of a possible bus service.
Pedestrian and Bicycle Ways

The provision of pedestrian and bicycle facilities in residential areas can provide an important alternative transport route for both recreation and functional journeys. The proposed routes are identified in Map 3 and have been designed to relate to the need for access to the neighbourhood park, surrounding recreational facilities and nearby shops and beaches.

Pedestrian and cycle routes are to be shared with vehicles on low order local roads and off-road footpaths/cycleways on the collector road. This plan makes provision for a cycleway on Newmans Road. Portions of this cycleway have already been constructed. A pedestrian/cycleway bridge over Woolgoolga Creek and connection to Solitary Islands Way are proposed via Dalgety Street.

PROPOSED FACILITIES

The following table summarises the traffic and transport facilities, which will be funded using Part 7.11 contributions.

ALL PRECINCTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian/Cycleways</td>
<td>$271,575</td>
</tr>
<tr>
<td>Pedestrian/Cycleway bridge</td>
<td>$170,000</td>
</tr>
<tr>
<td>Sub total</td>
<td>$441,575</td>
</tr>
<tr>
<td>Design &amp; Supervision</td>
<td>$ 77,925</td>
</tr>
<tr>
<td>Contingencies</td>
<td>$ 77,925</td>
</tr>
<tr>
<td>Total</td>
<td>$597,425</td>
</tr>
</tbody>
</table>

Contribution rate = \( \frac{C}{L} \)

\( C = \) Cost of works
\( L = \) Expected future lot yield

\( \frac{597,425}{270} = \frac{597,425}{270} = $2,213.00 \) per lot
PRECINCT 1

Solitary Islands Way
Intersection Works $897,219

Upgrading of
Newman's Road $666,000

Total Works $1,563,219
15% Design & Supervision $234,482
15% Contingencies $269,655

Total Cost $2,067,357

CALCULATION OF CONTRIBUTION RATE

The contribution rate is calculated as follows:

Contribution rate = \( \frac{C \cdot F}{L} \)

\( C \) = Cost of works
\( L \) = Expected future lot yield
\( F \) = Funds collected to date

= \( \frac{2,067,357 - 469,170}{223} \)
= $7,167 per lot
FIRE SERVICES

EXISTING FACILITIES

There is a bush fire brigade in Newman’s Road (Country Club Rural Fire Brigade). This Brigade serves the area known as the Country Club Estate (west of the Pacific Highway and north of Woolgoolga Creek).

IDENTIFIED NEEDS

According to the Rural Fire Services “Standards of Fire Cover”, the additional population generated within the West Woolgoolga Release Area will increase the risk of potential fires.

In order to address this increased risk additional fire fighting equipment will be required. As this additional risk is directly attributable to the additional development, all of the additional population lots will contribute to the cost of this equipment.

The cost of the required equipment has been assessed as $150,000.00

CALCULATION OF CONTRIBUTION RATE

The following formula is used to calculate the contribution rate for community facilities/services:

\[
\text{Contribution rate} = \frac{C - F}{L}
\]

- \(C\) = Cost of community facility/service
- \(F\) = Funds Collected to date
- \(L\) = Expected future lot yield

\[
= \frac{150,000 - 33,265}{270}
\]

\[
= \$432 \text{ per lot}
\]
URBAN PLANNING

DEVELOPMENT STUDIES

Section 94 of the Environmental Planning and Assessment Act 1979 allows the recoupment of costs for the preparation of the DCP, this Contributions Plan and associated studies. The indexed cost of studies and the plan is $62,833.

CALCULATION OF CONTRIBUTION RATE

The following formula is used to calculate the contribution rate:

The following formula is used to calculate the contribution rate for community facilities/services:

\[
\text{Contribution rate} = \frac{C \cdot F}{L}
\]

\[
C = \text{Cost of community facility/service}
\]
\[
F = \text{Funds Collected to date}
\]
\[
L = \text{Expected future lot yield}
\]

\[
= \frac{62,833 \cdot 8.037}{270}
\]

\[
= 203 \text{ per Lot}
\]
## APPENDIX A - INDEXING FACTORS FOR FUTURE WORKS

<table>
<thead>
<tr>
<th>Contribution Type</th>
<th>Indexation Basis</th>
<th>Index</th>
<th>Date Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Facilities</td>
<td>Consumer Price Index – All Groups (A) for Sydney</td>
<td>113.3</td>
<td>02/02/2018</td>
</tr>
<tr>
<td>Neighbourhood Open Space</td>
<td>Consumer Price Index – All Groups (A) for Sydney</td>
<td>113.3</td>
<td>02/02/2018</td>
</tr>
<tr>
<td>Fire Fighting Services</td>
<td>Consumer Price Index – All Groups (A) for Sydney</td>
<td>113.3</td>
<td>02/02/2018</td>
</tr>
<tr>
<td>Development Studies</td>
<td>Consumer Price Index – All Groups (A) for Sydney</td>
<td>113.3</td>
<td>02/02/2018</td>
</tr>
</tbody>
</table>

---

WELCOME TO WEST WOOLSOOLGA DEVELOPER CONTRIBUTIONS PLAN 2018

PAGE 21

Item BS18/27- Attachment 2

Page 125
## APPENDIX B – STANDARD EQUIVALENT TENEMENT FIGURES

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>Unit Rate per ET Part 7.11</th>
<th>Unit Rate per ET Water DSP</th>
<th>Unit Rate per ET Waste Water DSP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESIDENTIAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subdivision lot</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Small Dwelling*</td>
<td>0.7 per dwelling</td>
<td>0.7 per dwelling</td>
<td>0.7 per dwelling</td>
</tr>
<tr>
<td>Large Dwelling**</td>
<td>1 per dwelling</td>
<td>1 per dwelling</td>
<td>1 per dwelling</td>
</tr>
<tr>
<td>Boarding House</td>
<td>0.35 per bed</td>
<td>0.35 per bed</td>
<td>0.35 per bed</td>
</tr>
<tr>
<td>Seniors Living (SEPP)</td>
<td>0.55 per dwelling</td>
<td>0.55 per dwelling</td>
<td>0.55 per dwelling</td>
</tr>
<tr>
<td>Nursing Home</td>
<td>0.35 per bed</td>
<td>0.35 per bed</td>
<td>0.35 per bed</td>
</tr>
<tr>
<td>Self Care retirement unit</td>
<td>0.55 per unit</td>
<td>0.55 per unit</td>
<td>0.55 per unit</td>
</tr>
<tr>
<td>Hostel</td>
<td>0.35 per bed</td>
<td>0.35 per bed</td>
<td>0.35 per bed</td>
</tr>
<tr>
<td>Group Home</td>
<td>0.35 per bed</td>
<td>0.35 per bed</td>
<td>0.35 per bed</td>
</tr>
<tr>
<td><strong>TOURIST AND VISITOR ACCOMMODATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motel / hotel / resort room</td>
<td>0.35 per room</td>
<td>0.35 per room</td>
<td>0.35 per room</td>
</tr>
<tr>
<td>Serviced apartments</td>
<td>0.35 per room</td>
<td>0.35 per room</td>
<td>0.35 per room</td>
</tr>
<tr>
<td>Backpackers accommodation per bed</td>
<td>0.1 per bed</td>
<td>0.1 per bed</td>
<td>0.1 per bed</td>
</tr>
<tr>
<td>Bed &amp; Breakfast Accommodation</td>
<td>0.35 per room</td>
<td>0.35 per room</td>
<td>0.35 per room</td>
</tr>
<tr>
<td>Guest House/Hostel</td>
<td>0.35 per room</td>
<td>0.35 per room</td>
<td>0.35 per room</td>
</tr>
<tr>
<td>Caravan/Camping site - Permanent</td>
<td>0.5 per site</td>
<td>0.5 per site</td>
<td>0.5 per site</td>
</tr>
<tr>
<td>Caravan/Camper site temporary</td>
<td>0.35 per site</td>
<td>0.35 per site</td>
<td>0.35 per site</td>
</tr>
<tr>
<td>Camp/Tent Site temporary</td>
<td>0.25 per site</td>
<td>0.25 per site</td>
<td>0.25 per site</td>
</tr>
<tr>
<td><strong>BUSINESS PREMISES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shop</td>
<td>N/A</td>
<td>0.3 per 100m²</td>
<td>0.3 per 100m²</td>
</tr>
<tr>
<td>General Store</td>
<td>N/A</td>
<td>0.3 per 100m² GFA</td>
<td>0.3 per 100m² GFA</td>
</tr>
<tr>
<td>Convenience Store</td>
<td>N/A</td>
<td>0.3 per 100m² GFA</td>
<td>0.3 per 100m² GFA</td>
</tr>
<tr>
<td>Supermarket</td>
<td>N/A</td>
<td>0.3 per 100m² GFA</td>
<td>0.3 per 100m² GFA</td>
</tr>
<tr>
<td>Bulky Goods Premises</td>
<td>N/A</td>
<td>0.2 per 100m²</td>
<td>0.2 per 100m²</td>
</tr>
<tr>
<td>Hairdressing/beauty salon</td>
<td>N/A</td>
<td>0.5 per 100m²</td>
<td>0.5 per 100m²</td>
</tr>
<tr>
<td>Laundromat</td>
<td>N/A</td>
<td>0.5 per machine</td>
<td>0.5 per machine</td>
</tr>
<tr>
<td>Office Premises</td>
<td>N/A</td>
<td>0.65 per 100m² GFA</td>
<td>0.65 per 100m² GFA</td>
</tr>
<tr>
<td>Warehouse/distribution centre</td>
<td>N/A</td>
<td>0.1 per 100m² GFA</td>
<td>0.1 per 100m² GFA</td>
</tr>
<tr>
<td>Industrial Premises***</td>
<td>N/A</td>
<td>0.1 per 100m² GFA</td>
<td>0.1 per 100m² GFA</td>
</tr>
<tr>
<td>Self Storage Premises***</td>
<td>N/A (admin area)</td>
<td>Determined on</td>
<td>Determined on</td>
</tr>
<tr>
<td>Car Wash</td>
<td>N/A (admin area)</td>
<td>Application</td>
<td>Application</td>
</tr>
<tr>
<td>Plant nursery</td>
<td>N/A</td>
<td>Application</td>
<td>Application</td>
</tr>
<tr>
<td>Service Station</td>
<td>N/A</td>
<td>0.6 per lane</td>
<td>0.6 per lane</td>
</tr>
<tr>
<td>Car Sales Showroom (indoor)</td>
<td>N/A</td>
<td>Determined on</td>
<td>Determined on</td>
</tr>
<tr>
<td>Car Sales Showroom (outdoor)</td>
<td>N/A</td>
<td>Application</td>
<td>Application</td>
</tr>
</tbody>
</table>

---

WEST WOOLGoolga DEVELOPER CONTRIBUTIONS PLAN 2018  PAGE 22
<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>Unit Rate per ET</th>
<th>Unit Rate per ET</th>
<th>Unit Rate per ET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOOD AND DRINK PREMISES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafe / Coffee Shop</td>
<td>N/A</td>
<td>1.0 per 100m² GFA</td>
<td>1.0 per 100m² GFA</td>
</tr>
<tr>
<td>Convenience Store</td>
<td>N/A</td>
<td>0.3 per 100m² GFA</td>
<td>0.3 per 100m² GFA</td>
</tr>
<tr>
<td>Fast Food/Snack Bar No amenities</td>
<td>N/A</td>
<td>1.0 per 100m² GFA</td>
<td>1.0 per 100m² GFA</td>
</tr>
<tr>
<td>Fast Food/Snack Bar with amenities</td>
<td>N/A</td>
<td>1.5 per 100m² GFA</td>
<td>1.5 per 100m² GFA</td>
</tr>
<tr>
<td>Restaurant</td>
<td>N/A</td>
<td>1.0 per 100m² GFA</td>
<td>1.0 per 100m² GFA</td>
</tr>
<tr>
<td>Hotel Public Bar</td>
<td>N/A</td>
<td>1.4 per 100m² GFA</td>
<td>1.4 per 100m² GFA</td>
</tr>
<tr>
<td>Lounge/beer garden</td>
<td>N/A</td>
<td>1.3 per 100m² GFA</td>
<td>1.3 per 100m² GFA</td>
</tr>
<tr>
<td>Registered Club - Licensed</td>
<td>N/A</td>
<td>0.6 per 100m² GFA</td>
<td>0.6 per 100m² GFA</td>
</tr>
<tr>
<td>Registered Club - Unlicensed</td>
<td>N/A</td>
<td>0.3 per 100m² GFA</td>
<td>0.3 per 100m² GFA</td>
</tr>
<tr>
<td><strong>COMMUNITY FACILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child care without Laundry - per child</td>
<td>N/A</td>
<td>0.04 per child</td>
<td>0.04 per child</td>
</tr>
<tr>
<td>Child care with Laundry - per child</td>
<td>N/A</td>
<td>0.07 per child</td>
<td>0.07 per child</td>
</tr>
<tr>
<td>Meals per berth -</td>
<td>N/A</td>
<td>Determined on</td>
<td>Determined on</td>
</tr>
<tr>
<td>Place of worship</td>
<td>N/A</td>
<td>Application</td>
<td>Application</td>
</tr>
<tr>
<td>Cultural Establishment</td>
<td>N/A</td>
<td>0.3 per 100m² GFA</td>
<td>0.3 per 100m² GFA</td>
</tr>
<tr>
<td>Correction Centre</td>
<td>N/A</td>
<td>0.5 per bed</td>
<td>0.5 per bed</td>
</tr>
<tr>
<td>Educational Establishment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Primary/Secondary School</td>
<td>N/A</td>
<td>.04 per student</td>
<td>.04 per student</td>
</tr>
<tr>
<td>- Tertiary</td>
<td>N/A</td>
<td>.04 per student</td>
<td>.04 per student</td>
</tr>
<tr>
<td>- Boarding School</td>
<td>N/A</td>
<td>0.35 per resident</td>
<td>0.35 per resident</td>
</tr>
<tr>
<td>Eco Tourism facility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Transport Terminal</td>
<td>N/A</td>
<td>0.15 per 100m² GFA</td>
<td>0.15 per 100m² GFA</td>
</tr>
<tr>
<td><strong>HEALTH SERVICE FACILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital</td>
<td>N/A</td>
<td>1 per bed</td>
<td>1 per bed</td>
</tr>
<tr>
<td>Medical Centre</td>
<td>N/A</td>
<td>0.5 per consultancy room</td>
<td>0.5 per consultancy room</td>
</tr>
<tr>
<td>Dental Surgery</td>
<td>N/A</td>
<td>0.5 per consultancy room</td>
<td>0.5 per consultancy room</td>
</tr>
<tr>
<td>Veterinary Clinic</td>
<td>N/A</td>
<td>0.5 per consultancy room</td>
<td>0.5 per consultancy room</td>
</tr>
<tr>
<td><strong>ENTERTAINMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowling Alley</td>
<td>N/A</td>
<td>0.2 per alley</td>
<td>0.2 per alley</td>
</tr>
<tr>
<td>Brothel</td>
<td>N/A</td>
<td>0.4 per room</td>
<td>0.4 per room</td>
</tr>
<tr>
<td>Swimming Pool - Commercial</td>
<td>N/A</td>
<td>7 per ML</td>
<td>7 per ML</td>
</tr>
<tr>
<td>Recreational centre - indoor</td>
<td>N/A</td>
<td>0.3 per 100m²</td>
<td>0.3 per 100m²</td>
</tr>
<tr>
<td>Function/Conference Centre</td>
<td>N/A</td>
<td>0.3 per 100m²</td>
<td>0.3 per 100m²</td>
</tr>
</tbody>
</table>

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

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

***For onsite caretaker facilities refer to the residential rate applicable
Coffs Harbour City Council
Cnr Coff and Castle Streets
(Locked Bag 155)
COFFS HARBOUR NSW 2450

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

Council has been requested by consultants acting for the Coffs Harbour Public School to release an easement for pipeline 5 metres wide that affects the property and inhibits current development plans. The easement which benefits Council is considered surplus to requirements. Council has required as part of its assessment of Development Application 0197/18DA that the easement be released to facilitate the construction of alterations and additions to the school in the affected location. This report is required to satisfy Council's legal responsibilities in regard to execution of the required document to affect the release.

RECOMMENDATION:

That Council:

1. Agrees to release the easement for pipeline 5 metres wide which benefits Council and is shown as notification number 2 in the second schedule of Certificate of Title Folio identifier 1/195773.

2. Agrees that all costs associated with this matter will be the responsibility of the proponent.

REPORT

Description of Item:

Council has been requested by consultants RDM who act for the Minister for Education to release an easement for pipeline 5 metres wide that affects the Coffs Harbour Public School at Salamander Street, Coffs Harbour. The easement which benefits Council is located over a decommissioned sewer pipeline within Lot 1 DP 195773 that has no required current or future use to Council. The pipeline, and as a consequence the easement is considered surplus to requirements.

Council is currently processing Development Application Number 0197/18DA which involves a proposal to construct alterations and additions to the school. Council and the proponent have agreed to a proposed consent condition which requires the release of the easement to facilitate construction works in the location of the easement.

The location of the easement as it affects Lot 1 DP 195773 is shown in the plan attached to this report.

The proponent will be required to safely remove the asbestos pipeline from the easement and remediate possible sewer contaminants. The decommissioned main will be capped in the location affected by the proposed building footprint.

This report is required to satisfy Council’s legal responsibilities in regard to execution of the required document to affect the release.
Issues:

There are no issues associated with the release of the easement. The easement is considered surplus to current requirements and it has also been confirmed that there is no future requirement for the easement.

Options:

The following options are available to Council:

1. Agree to release the easement as proposed; or
2. Not agree to the release of the easement.

There is little reason not to consent to the release which is supported by both Council’s technical staff and the proponent of the upgrade to the School.

Sustainability Assessment:

- **Environment**
  
  No impact as all matters will be addressed via the Development Application process.

- **Social**
  
  No impact as all matters will be addressed via the Development Application process.

- **Civic Leadership**
  
  The processing of the matter will facilitate the proposed development at the school in line with the current proposal and will ensure practical and efficient use of the land.

- **Economic – Broader Economic Implications**
  
  There are no implications.

- **Economic - Delivery Program/Operational Plan Implications**
  
  All costs associated with this matter are to be the responsibility of the proponent.

Risk Analysis:

There is considered no risk in processing the release of the easement which has been agreed to by the parties and is a requirement to facilitate alterations and extensions to the school.

Consultation:

The matter has been considered by relevant Council officers.

Related Policy, Precedents and / or Statutory Requirements:

The release of the easement requires a resolution of Council pursuant to Section 377(1)(H) of the Local Government Act 1993.
Implementation Date / Priority:

The matter will be actioned immediately upon Council’s formal resolution and the issue of consent in relation to Development Application 0197/18DA.

Conclusion:

The release of the easement for pipeline is required for proposed extensions and alterations to the Coffs Harbour Public School as defined by Development Application 0197/18DA. The easement benefits Council and is considered surplus to current and future requirements. There is no reason why Council should not consent to the release of the easement.
MOTION:

Councillor Townley has given notice of her intention to move the following:
"That Council establish a Sustainability Advisory Committee."

Rationale:

“Council is undertaking a number of actions and strategies which relate to sustainability. These such things emission reduction targets, actions in the Biodiversity Strategy and many others. An advisory committee can bring a range of expertise, ideas and input to assist Council. Many Councils in NSW and Australia have similar committees.”

Staff Comment:

Council can establish an advisory committee under Section 355 of the Local Government (LG) Act 1993, which states that a function of a council may, subject to Chapter 12 of the LG Act, be exercised:

a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
b) by a committee of the council, or
c) partly or jointly by the council and another person or persons, or
d) jointly by the council and another council or councils (including by means of a Voluntary Regional Organisation of Councils of which the councils concerned are members), or
e) by a delegate of the council (which may, for example, be a Voluntary Regional Organisation of Councils of which the council is a member).

Council can also, in accordance with Section 377(1) of the LG Act, delegate functions to a committee.

At its meeting of 14 April 2016, Council considered a report on a Renewable Energy and Emissions Reduction Plan (REERP), and resolved as following:

1. Council adopts the Coffs Harbour Renewable Energy and Emissions Reduction Plan in order to meet the following targets:
   1.1 Coffs Harbour City Council will reduce its per annum corporate emissions (tonnes CO2-e) from 2010 levels by 25% by 2020 and by 50% by 2025.
   1.2 Coffs Harbour City Council energy use to consist of 25% renewables by 2020, 50% renewables by 2025 and 100% renewables by 2030.

2. Council seek ministerial approval under Section 410(3) of the Local Government Act 1993 to undertake internal borrowing from the Sewer Fund in order to source funds to deliver the Coffs Harbour Renewable Energy and Emissions Reduction Plan targets.

3. Progress is reported annually together with budget and operational planning for each financial year.

4. A plan for energy efficiency is developed and implemented.
At its meeting of 26 November 2015, Council considered a report on an amended Biodiversity Action Strategy and resolved as following:

*That Council adopts the amended Coffs Harbour Biodiversity Action Strategy 2012 – 2030 (Attachment 1), thereby removing references to Landscape Corridors and Priority Habitats and Corridors Strategy.*

If Council is to consider the establishment of a Sustainability Advisory Committee, the functions and Terms of Reference need to be clearly articulated to ensure the committee supports and strengthens the sustainability objective.
EXECUTIVE SUMMARY

Council has a current contract arrangement with the Royal Society for the Prevention of Cruelty to Animals (RSPCA) NSW until September 2020 for the provision of impounding facilities and a range of associated services.

RSPCA NSW has notified Council that they will not be seeking to provide companion animal management services beyond the expiry of the present contract in September 2020.

In order for Council to meet its relevant statutory obligations upon the expiry of the current contract arrangement, it is proposed to seek expressions of interest to assist understanding and enable further consideration of the available opportunities.

A further report detailing the available opportunities and associated recommendations will be brought back to Council following a review of options.

RECOMMENDATION:

1. That Council seek ‘expressions of interest’ to establish an understanding of the available opportunities to meet Council’s statutory obligations associated with the provision of specialist impounding services on a long term basis.

2. That a further report be brought back to Council detailing the available options and recommendations for the provision of specialist impounding facilities.

REPORT

Description of Item:

The Coffs Harbour RSPCA NSW’s shelter has been under contract with the Coffs Harbour City Council to provide holding facilities for dogs and cats which have been seized in accordance with the Companion Animals Act 1998. These contractual arrangements have been in place since 1994 and have been renewed on a number of occasions, with proportionate fee increases in line with the cost of running such facilities. The most recent renewal provides for a 5 year contract arrangement until September 2020.

RSPCA NSW has advised Council that it will not be seeking to provide companion animal management services beyond the expiry of the present contract in September 2020. Previous reviews undertaken in respect to the availability of alternative service providers with the capacity to provide a similar level of service to that of RSPCA NSW has found that there is a general lack of alternative providers.

In brief, the current agreement requires the RSPCA NSW to take charge of impounded dogs and cats as Council’s agent and look after these animals for the term of their impounding. This can be as long as 18 days. This requires accommodation, feeding and veterinary care of the animals.
The agreement also requires that the RSPCA NSW act as registration agents on Council’s behalf by undertaking the micro-chipping and registration of animals before they are released back to their owners or rehoused to new owners.

Whilst the current arrangements have served Council well, it may be difficult to find an alternative service provider that would have the interest or desire to provide for a similar level of service. Council’s options are also limited by not owning an animal impounding facility, however, the lead time provided by the RSPCA NSW does enable the opportunity to construct a facility if determined appropriate.

It is planned to seek expressions of interests to develop an understanding of the available options that may exist and bring back a further report to Council to develop a way forward with a view to achieving a long term solution to meet Council’s future impounding service needs.

Issues:

A previous review was undertaken to determine alternative options available to Council to achieve the service provisions associated with meeting Council’s statutory obligations. This looked at the availability and potential to use private boarding kennels or for Council to establish its own facility and operate or contract out same. Excerpts from the previous review and report to Council on the 27 August 2015 to renew the contract arrangement with RSPCA NSW are provided as follows for reference:

- **Private Boarding** - although available within Coffs Harbour area, the use of a private boarding facility posed a number of problems. Firstly, services such as micro-chipping and registration would not be readily available, ready access to veterinary treatment would be limited and the facilities in a number of establishments would not be equivalent to the facilities provided by the RSPCA. It has been identified that the current private facilities would need considerable expansion of their facilities to meet the criteria set down in the NSW Animal Welfare Code of Practice No 5 – Dogs and Cats in animal boarding establishments, primarily being the separation of pound animals to boarding animals.

  The further issue of having to deal with unclaimed animals and the problems of rehousing and euthanising unwanted animals is also a major issue as part of any consideration associated with the use of private boarding facilities.

- **Establishment of a Council Pound** – investigations into the possibility of establishing a Council owned and operated/contracted pound have determined that the difficulties and costs associated with securing a suitable site and constructing and operating a facility are considered to be less cost effective than using the services currently being offered by the RSPCA.

Potential impact if the RSPCA withdraw service:

Whilst the RSPCA agreement has served Council well in the past and the new agreement is expected to meet Council’s needs for the term of the contract, the review has highlighted the difficulties that would arise should the RSPCA withdraw their service availability at the expiry of the contract. For this reason, it is considered appropriate that Council consider calling for expressions of interest within a suitable period prior to the expiry of the new contract with the intent of providing interested parties with an opportunity to provide alternative service provision for Council consideration.

With RSPCA NSW having now advised of their intention to not seek to provide companion animal management services beyond the expiry of the present contract in September 2020, Council must proceed to explore alternative service provisions. Whilst the private market was unable to meet Council’s needs when last reviewed, the withdrawal of RSPCA NSW may impact and change market view toward provision of impounding services.

The seeking of expressions of interest may assist Council in understanding the private sectors interest to provide impounding services or provide options that may not have been considered. This will provide opportunity to review and provide Council with an informed assessment of private
sector options that may be suitable for further consideration and implementation if deemed appropriate.

Options:

The following two options and associated comment are considered applicable to this matter:

1. Adopt the recommendation as provided; Adopting this option will not commit Council to any defined course of action but will assist in understanding and determining a further course of action that will be brought back to Council for consideration;

2. Reject the recommendation as provided. If Council does not commence planning now for the proposed withdrawal of RSPCA NSW’s services in 2020 it will leave Council without an appropriate means to comply with its statutory obligations under the NSW Companion Animals Act 1998 – No 87.

Sustainability Assessment:

• Environment

Impounding facilities are an essential part of animal control as it helps keep domestic animals off the street. Control of roaming domestic animals is an important strategy in protecting native wildlife and reducing faeces from our public areas and waterways.

• Social

Under the Companion Animals Act, Council has a statutory obligation to accept stray companion animals from persons who may find them wandering the streets. Although the legislation does not require Council to actively look for strays, it is a service provided in order to keep the general public safe from dog attack and other situations whereby dogs or cats cause public nuisances.

• Civic Leadership

The Companion Animals Act places a clear responsibility on Local Government to have in place sound practices to deal with companion animals. The identification and implementation of alternative measures to maintain a continuity of impounding services will demonstrate and meet Council’s civic leadership responsibilities.

• Economic – Broader Economic Implications

At the present time, Council is extremely limited in its options in providing impounding facilities as required under the Companion Animals Act. Council is not currently aware of the interest or capacity of other organisations or businesses within the region who may wish to offer their services to meet Council’s statutory needs. This coupled with Council not having its own pound facility to enable exploration of alternative service provision options is likely to have future financial implications.

• Economic - Delivery Program/Operational Plan Implications

The current 17/18 Operational Plan is not expected to be impacted by RSPCA NSW’s notification of their proposed withdrawal of services in 2020.

Risk Analysis:

If Council does not plan and secure alternative service arrangements in readiness for the proposed withdrawal of RSPCA NSW’s services in 2020, it may be unable to meet relevant statutory obligations.
The absence of having a suitable animal impounding facility will cause significant interruption to Council’s Ranger services and have an adverse impact to the public.

Consultation:

The proposed calling for expressions of interest for the provision of specialist impounding services will be the first phase toward a staged review and decision making process to identify and implement an alternative impounding service following RSPCA NSW’s withdrawal of services in 2020.

Related Policy, Precedents and / or Statutory Requirements:

The NSW Companion Animals Act 1998 is relevant to the current situation with seized animals to be returned to owner or taken to a council Pound. The following provisions are of particular relevance:

62 Seized animals must be delivered to owner, council pound or approved premises

(1) A person who seizes an animal under the authority of this Act must cause the seized animal to be delivered as soon as possible:

(a) to its owner, or
(b) to a council pound, or
(c) to any approved premises.

A person who seizes an animal and does not comply with the requirements of this section is guilty of an offence and is subject to a maximum penalty of 30 penalty units or $3,300.

Implementation Date / Priority:

The placement of suitable advertisements calling for expressions of interest for the provision of specialist impounding service options will be undertaken upon adoption of the proposed recommendation.

Conclusion:

Council is required by legislation to have a pound facility for the holding of impounded companion animals in accordance with the Companion Animals Act, with such facilities to meet guidelines set by the Department of Primary Industries.

With the withdrawal of services by RSPCA NSW in September 2020, Council needs to commence planning for alternative arrangements in readiness for implementation upon their withdrawal.

The planned calling of expressions of interest will assist with understanding available opportunities with a report to be brought back to Council for further consideration and determination of a suitable option to best meet Council’s needs.
AMENDMENT TO ALCOHOL FREE AREAS IN WOOLGOOLGA CBD FOR EAT STREET EVENTS

Author: Works Program Co-ordinator
Authoriser: Director Sustainable Infrastructure
MyCoffs: B.1 A thriving and sustainable local economy
Attachments: Nil

EXECUTIVE SUMMARY

At the Council meeting held on 8 March 2018, Council approved the suspension of the alcohol free zone in Market Street, Woolgoolga for four proposed Eat St. Events. The proposed dates were:

1. Saturday 14th April 2018 from 3pm – 10pm
2. Saturday 14th July 2018 from 3pm – 10pm

The organisers have now requested a change of date from Saturday 14th July 2018 to 16th June 2018 from 3pm -10pm. This report is to approve this amendment.

The event involves a number of mobile vendors in Market Street complementing the permanent dining venues showcasing craft beer, cider and wine products. Stall holders will be permitted to sell alcohol to patrons within the fenced event area.

Market Street is currently an Alcohol Free Zone (AFZ). Section 645 of the Local Government (LG) Act provides for Council, by resolution, to allow the temporary suspension of AFZs for specific periods or events. The LG Act and Ministerial Guidelines on Alcohol Free Zones (February 2009) provide a specific procedure which must be followed in relation to suspending AFZs, and this includes a requirement to seek Council's endorsement as well as Police approval.

RECOMMENDATION:

That Council approve the revised temporary suspension of the Market Street, Woolgoolga Alcohol Free Zone between Nightingale Street and Queen Street, on Saturday 16th June 2018 from 3pm – 10pm

This suspension is pursuant to the provisions of Section 645 of the Local Government Act 1993.

REPORT

Description of Item:

Temporary Suspension of Alcohol Free Zones

Curryfest is an annual festival celebrating Woolgoolga’s unique Punjabi heritage. Each year international and interstate visitors join with thousands of people from all over NSW and locals to enjoy the event. In 2017 there was an additional, very successful event called “Eat Street” on the Saturday following Curryfest, to encourage visitors to lengthen their stay on the Coffs Coast.

“Eat Street” involved a number of mobile vendors, complementing the permanent dining venues operating in Market Street, including 6-8 vendors showcasing their craft beer, cider and wine products. These stallholders were permitted to sell alcohol to patrons within the fenced event area pending suspension of the existing Alcohol Free Zone in Market Street.
Following the outstanding popularity of this event, the organisers propose to hold three more similar “Eat Street” events in Market Street during the course of 2018.

Section 645 of the Local Government (LG) Act provides for Council, by resolution, to allow the temporary suspension of AFZs for specific periods or events. The LG Act and Ministerial Guidelines on Alcohol Free Zones (February 2009) provide a specific procedure which must be followed in relation to suspending AFZs, and this includes a requirement to seek Council’s endorsement as well as obtaining Police approval.

Issues:

Alcohol Free Zone Suspension

NSW Coffs Clarence Local Area Command (NSW Police) has forwarded written approval for the “Eat Street” events. There were no reported incidents during the 2017 event, and Police were satisfied with its responsible management. There are no issues perceived with the temporary suspensions as they are for specific managed events in well frequented areas. AFZ suspensions such as these allow Council and the business community flexibility to stage events and festivals as part of a broader activation strategy.

Options:

1. Adopt the recommendation.
2. Maintain the original recommendation approving the suspension on 14th July 2018. This will possibly result in the cancellation of this Eat St event.
3. Reject the recommendation; however, failure to allow flexibility within the Woolgoolga CBD for managed activation events, such as “Eat Street” may impact negatively on the CBD businesses and local tourism outcomes.

Sustainability Assessment:

• Environment

No negative environmental concerns will occur as a result of the amended alcohol controls.

• Social

There are minimal social concerns associated with amending the Market Street alcohol free zone to allow “Eat Street” events to take place. Police will be monitoring the events and have the powers to deal with any anti-social behaviour that may take place under the existing legislation. The organisers have completed a risk assessment, and have obtained approval from the Police. They will adhere to the Responsible Service of Alcohol guidelines.

• Civic Leadership

This proposal works towards achieving the outcomes identified within the MyCoffs Strategic Plan and addresses the following objectives:

- A thriving and sustainable local economy
- A community achieving its potential
- A vibrant and inclusive place.

• Economic – Broader Economic Implications

Temporarily suspending the AFZ for specific events and building on successful festivals such as Curryfest provides an economic benefit for the region. The event encourages more tourists to stay in Woolgoolga, and provides entertainment for locals.
• **Economic - Delivery Program/Operational Plan Implications**

The cost of installing notices will be absorbed within current programs.

**Risk Analysis**

**Temporary suspension of AFZ’s**

The event organiser has completed a risk assessment and proposed a range of measures, such as security personnel, in relation to controlling unruly behaviour. The event is approved by Council, in consultation with the local police, and appropriate risk mitigation measures will be affected for the purpose on the day, including complying with Responsible Service of Alcohol guidelines.

**Consultation:**

Internally consultation has occurred with all relevant sections. Externally, consultation has been undertaken with the Coffs Clarence Police Local Area Command, Local Traffic Committee and with the event organisers.

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

**Alcohol Free Zones**

Section 645 of the Local Government Act provides for Council, by resolution, to allow the temporary suspension of any AFZ. The Act and Ministerial Guidelines on Alcohol-Free Zones (February 2009) provide a specific procedure which must be followed in relation to suspending AFZs, and this includes a requirement to seek Council’s endorsement.

Following adoption of the suspension of an AFZ, Council must publish a notice in a local newspaper informing the community of the suspension that will be in place: AFZ street signs must be covered immediately on commencement of the timeframe and the covers removed immediately following the suspended time. The Event Organiser will be responsible for ensuring the correct signs are in place.

**Implementation Date / Priority:**

Notices will be installed following the Council resolution at least one week before each event. The resolution will come into effect once notices are installed.

**Conclusion:**

It is recommended, for Councillors’ consideration, that allowing a temporary suspension of the AFZ in Market Street Woolgoolga for regular “Eat Street” events will allow for enhanced opportunities for local businesses and subsequent promotion of the town. A change of date will not impact negatively on the community and will the assist the success of the event.
EXECUTIVE SUMMARY

The purpose of this report is to provide an update and advice regarding the current status of Council’s previous resolution of 22 February 2018 concerning the contracting of public space upgrade works along the Gordon Drive frontage of the Gowings’ Coffs Central development under an existing Voluntary Planning Agreement (VPA) with Gowing Bros Ltd. The public space upgrade works along Gordon Street are the final component of the joint public space works covered by the VPA with Gowing Bros Ltd.

Under the terms of the VPA, Council is responsible for funding 2/3 of the public space works. Gowing Bros Ltd is responsible for entering the contract (as principal) with a supplier to deliver the public space works, and is responsible for 1/3 of the cost of the public space upgrade works.

It is important to note that whilst the VPA stipulates Gowing Bros Ltd as the Principal in the project (i.e., responsible for engaging and managing contractors), the procurement process to engage a contract supplier must still meet Council’s regulatory and Procurement Policy requirements.

Therefore, on the 22 February 2018, Council duly considered tendered offers from two prospective contractors to undertake the final VPA works. Both tendered offers exceeded the estimated cost for the works and as a result Council, in line with staff recommendations, opted to decline both tendered offers and to delegate authority to the General Manager to negotiate with prospective parties.

This report advises that the negotiations endorsed by Council at its meeting of 22 February 2018 have now been completed and a consequent recommendation for Council’s consideration is provided in the confidential attachment to this report.

RECOMMENDATION:

That Council adopt the Recommendation in the Confidential Attachment to this Report.
**REPORT**

**Description of Item:**

Council entered into a Voluntary Planning Agreement (VPA) with Gowing Bros Ltd to share the costs of upgrades to the public space consequent to the Coffs Central development works at the corner of Harbour Drive and Gordon Street.

Under the terms of the VPA Gowing Bros Ltd is responsible for engaging contractors to complete the public space upgrade works and for contributing 1/3 of their cost. Council is responsible for the remaining 2/3 of the cost of the public space upgrade works. Additionally Gowing is required to ensure their procurement of contractors complies with Council’s procurement policy requirements.

In late 2017 Council issued RFT-916-TO, Coffs Harbour CBD Gordon Street Footpath Works on behalf of Gowing Bros Ltd in order that the procurement process complied with the VPA requirements.

In response to that offer, tenders were ultimately received from two companies: Bob Chambers Pty Ltd and Lipman Pty Ltd. A quantity surveyed predictive cost for the works had been established prior to the tender publication. Both tender responses which were received were adjudged as substantially more than this estimated amount.

Due to the fact that neither tendered offer met the estimated cost of the project, Council at its meeting of 22 February 2018, resolved in relation to Contract RFT-916-TO, Coffs Harbour CBD Gordon Street Footpath Works that Council;

1. **Decline to accept any tender received for the Contract RFT-916-TO, Coffs Harbour CBD Gordon Street Footpath Works; in accordance with S178(1)(b) of the Local Government Regulations;**
2. **Not invite fresh tenders, as it is considered that inviting fresh tenders would not attract additional suitable contractors over and above those that have responded to this tender and will delay the project;**
3. **In accordance with S178(3)(e) of the Local Government Regulations, delegate authority for the General Manager to enter into negotiations with contractors that are suitably qualified and demonstrate a capability to undertake the scope of works with a view to entering into a contract in relation to the subject matter of the tender, and that the General Manager accepts the most suitable tender negotiated.**

Since that time negotiations have been conducted with the two original tenderers and other local sub-contractors on a proposal to value engineer and cooperatively manage risk on the project.

This report advises the results of the negotiations and presents appropriate recommendations.

**Options:**

Given the good faith and related ‘partnership’ requirements of the VPA, the commercially imposed timeframes necessary to carry out the works, and the on-going disruption to the community the options provided are necessarily limited to:

Adopt the recommendation. This would allow the project to progress immediately with a qualified contractor.

**Sustainability Assessment:**

- **Environment**

  The works were subject to a Part 4 assessment under the Environmental Planning and Assessment Act has undertaken as part of DA 0960/13. The assessment did not identify any
environmental issues which cannot be addressed by the appropriate application of normal construction risk management practices.

- **Social**

The proposed VPA works will complete the urban streetscape on Harbour Drive, Gordon Street and Vernon Street which has been operating as a construction site since July 2016. The area is designed to be inclusive and will allow easy access and alfresco dining. The area will complement the adjacent development and provide movement and activation opportunities for the CBD.

- **Civic Leadership**

Coffs Harbour City Council through its MyCoffs Community Strategic Plan has identified the following Key Vision Outcome:
*We will have a vibrant and inclusive place.*

- **Economic – Broader Economic Implications**

As per the Key Vision above this project is expected to attract more people to the City Centre resulting in attracting increased retail options.

- **Economic - Delivery Program/Operational Plan Implications**

Council’s funding of the subject Contract Works is accounted for in the 2017/18 Budget. The amount budgeted is reflective of the original QS that was undertaken 3 years ago, and is not enough to cover the additional Contract works that will be Project Managed by Gowings. This additional funding is subject to a separate report in the Confidential Attachment.

It is proposed that variations and contingencies for the proposed works will be managed in the same manner as previous stages, where ‘final cost’ of works will be apportioned in accordance with the VPA.

**Risk Analysis:**

The major risks identified with the project are failure to meet delivery timeframes and failure to achieve cost targets.

The works themselves are considered to have the following high risk areas:
- Completion on time
- Reputation

These risks will be managed by normal Contract Management practices.

Quality and safety risks will be controlled during construction by Gowings Project Management team administering the Contract and additional works, together with support from Council’s construction supervision team.

**Consultation:**

The design of the works has been undertaken in consultation with Gowing Bros Ltd and relevant Council staff teams. The City Centre Masterplan Committee acknowledged and supported this project.

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

Tendering procedures were carried out in accordance with Council's relevant policies. Council’s Tender Value Selection System was not applied during the tender review process due to the initial non selection of Tenders.
The calling and receiving of tenders was carried out in accordance with Part 7 Tendering of the Local Government (General) Regulations 2005.

Additional works include a variety of suppliers, with none reaching the threshold to require the calling of Tenders. Gowings, as the managers of the project, will solicit quotations from suppliers to ensure best value for the project. Council officers will be involved to ensure correct procedures are undertaken.

**Implementation Date / Priority:**

Gowings have progressed the building extension works to a point where occupation of the footpath for the required streetscape works can be achieved by 1 May 2018. Commencement of the works as soon as practicable would ensure that further disruption to the community and continued loss of ‘enjoyment’ of the public space is minimised.

**Conclusion:**

This report provides an update on the contract negotiations which were endorsed by Council resolution on the 22 February 2018. The report advises that negotiations have resulted in an acceptable cost being struck for the final Stage Three public space works required by the Voluntary Planning Agreement with Gowing Bros Ltd. The report requests Council commit additional funding to its previously adopted budget for the Stage Three works.