

# Coffs Harbour City Council

2020/21 Annual Report — Section 2 | Regulatory Information

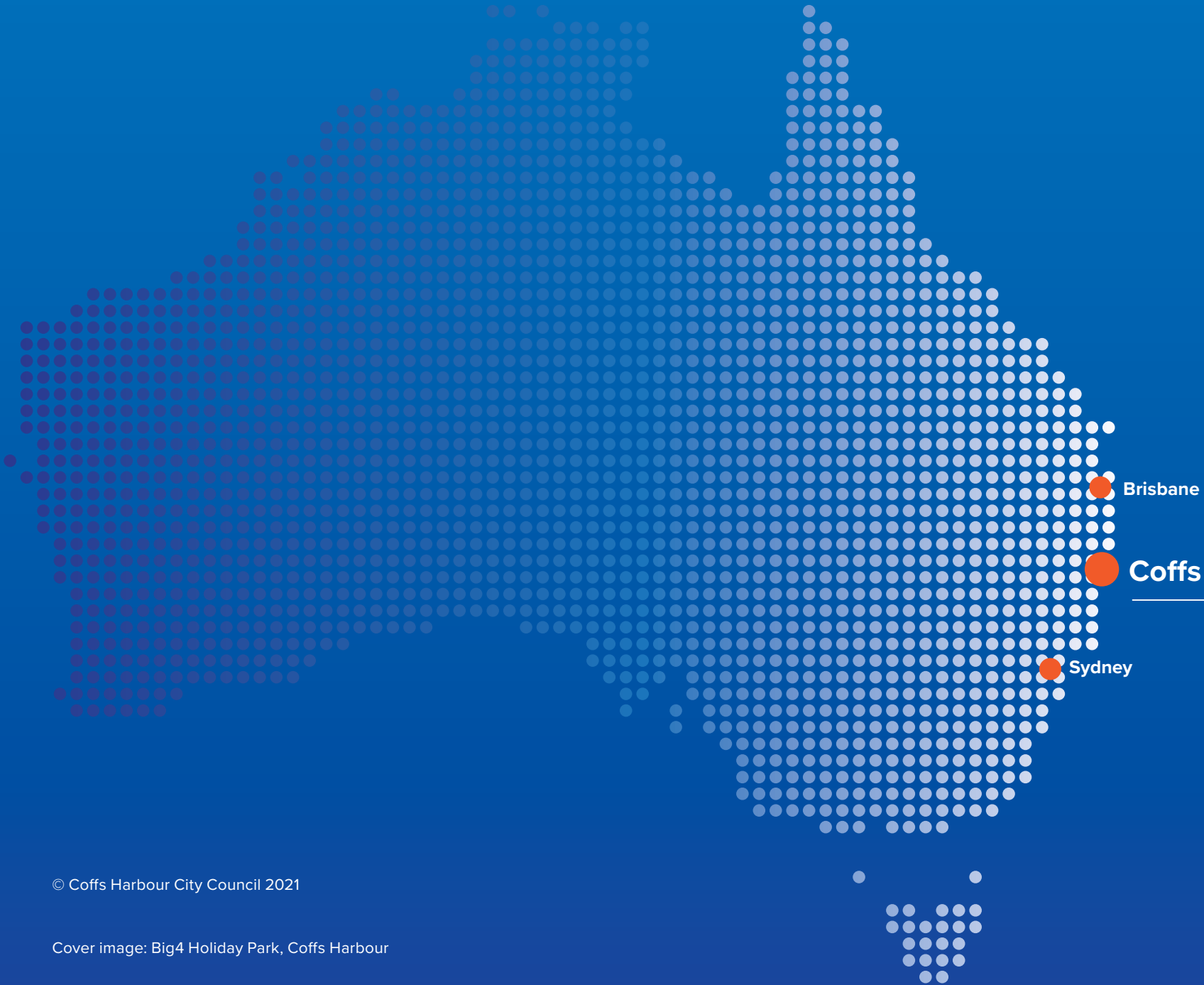


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Brisbane

## Coffs Harbour

Sydney

Coffs Harbour is a major regional city on the Mid North Coast of New South Wales, about midway between Sydney and Brisbane. The traditional home of the Gumbaynggirr people, the local government area has a population of approximately **78,000** and encompasses a total area of **1,174** square kilometres of land, stretching from Red Rock in the north, south to Bundagen and west past Brooklana and Lowanna.

# Contents

	Introduction	5
Compliance with Special Rate Variation Approval Conditions		6
	Capital Works Projects	9
	Overseas Visits	10
	Elected Members' Expenses	10
Major Contracts (Greater than \$150,000) Awarded		11
	Legal Proceedings	12
	Works Subsidised On Private Land	13
	Donations and Contributions	14
	Rates and Charges Written Off	15
	Delegated Functions / Companies / Partnerships	16
	Planning Agreements	17
	Environmental Agreements	17
Equal Employment Opportunity Management Plan		18
	General Manager Remuneration	20
	Senior Staff Remuneration	21
Stormwater Management Services / Coastal Protection Services		22
	Companion Animals Act — Compliance	23
Assets Acquired, Assets Held and Condition of Public Works		25
	Public Interest Disclosures	27
	Carers Recognition Act	28
	Fisheries Management Act	28
	Private Swimming Pools Inspections	28
	<b>Appendices</b>	
Appendix 1 — Government Information (Public Access) Act — Annual Report		29
	<i>Government Information (Public Access) Act 2009 — S125(1) Government Information (Public Access) Regulation 2018 — Clause 8 and Schedule 2</i>	
	<i>1 July 2020 to 30 June 2021</i>	
Appendix 2 — Disability Inclusion Action Plan 2017–2021 — Annual Progress Report		35
	<i>Disability Inclusion Act 2014 — S13</i>	
	<i>1 July 2020 to 30 June 2021</i>	





# Introduction

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**The Annual Report refers to the period 1 July 2020 to 30 June 2021.**

**Section 2** of the Annual Report includes information that is prescribed by the Local Government (General) Regulation 2021. It is considered important for the community to have access to this information so it can better understand how Council has been performing both as a service provider and as a community leader.

**Section 1** of the Annual Report focuses on Council's significant achievements in the implementation of its Delivery Program and Operational Plan. These are the plans that are wholly Council's responsibility under the NSW Integrated Planning and Reporting (IP&R) Framework.

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

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



# Compliance with Special Rate Variation Approval Conditions

Local Government Act 1993 — Section 508(2) and 508A  
1 July 2020 to 30 June 2021

## City Centre Capital Works Program (2013–2023)

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

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

The approval was subject to the following conditions:

1. The council uses the 'Additional Income'\* for the purposes of funding a program of City Centre capital works, including improving City streetscapes and upgrading car parking and pedestrian and traffic flows. The program of works was listed in IPART's determination, dated June, 2013.
2. The council reports in its Annual Report for each rating year over the period from 2013/14 to 2022/23 on:
  - a) The program of expenditure that was actually funded by the special variation and the reasons for any significant differences from the program listed in IPART's determination; and
  - b) The outcomes achieved as a result of the special variation.

3. The council reduces its general income for the 2023/24 rating year by:
  - a) \$691,640 (initial Reduction Amount); and
  - b) The cumulative additional income derived for the 2014/15 to 2022/23 rating years on the application of:
    - Any special variation percentage approved under section 508(2) or 508A of the Act for the council for each rating year during the period 2014/15 to 2022/23; and
    - Any general variation percentage approved under section 506 of the Act for the council for each rating year during the period from 2014/15 to 2022/23, to the 'Reduction Amount'\*\*.
4. The council reports to the Office of Local Government, Department of Premier and Cabinet, by 30 November each year on its compliance with these conditions for each rating year over the period from 2013/14 to 2022/23.

**\*Additional Income** — means the additional general income generated above the rate pegging increase allowance.

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

In relation to approval condition 2 above, the following table provides information on the total income received and expenditure per project in 2020/21 and the outcomes achieved:

<b>City Centre Capital Works Program 2020/21</b>			
<b>Project Description</b>	<b>Revised Budget 2020/21 (\$)</b>	<b>Expenditure 2020/21 (\$)</b>	<b>Original Budget 2020/21 (\$)</b>
CBD Marketing	49,598	38,686	24,598
<b>Marketing and Activation (includes Growers Markets)</b>	<b>93,613</b>	<b>97,207</b>	<b>61,493</b>
Christmas Activation	4,345	9,006	55,345
<b>Total Operating Expenditure</b>	<b>147,556</b>	<b>144,899</b>	<b>141,436</b>
City Square Upgrade — awning, lighting and landscaping	-	1,073	-
Park Ave Upgrade	180,000	-	-
Sunday Activation (capital component)	37,281	40,787	-
Christmas Activation (capital component)	14,235	-	-
Street Reconfiguration Design (Moonee/Park Ave/Gordon St)	30,000	47,066	-
<b>Total Capital Expenditure</b>	<b>261,516</b>	<b>88,926</b>	<b>-</b>
<b>Total Expenditure</b>	<b>409,042</b>	<b>233,825</b>	<b>141,436</b>
*CBD Special Rate Variation	-	-	-
Marketing and Activation Income (includes Growers Markets)	(33,900)	(24,071)	-
Transfer to/from Reserves	(375,142)	(209,754)	(141,436)
<b>Total Income</b>	<b>(409,042)</b>	<b>(233,825)</b>	<b>(141,436)</b>
<b>Funding Deficit / (Surplus)</b>	<b>-</b>	<b>-</b>	<b>-</b>

\*Rates deferred 12 months due to COVID-19

## City Centre Capital Works Program 2020/21 — Achievements

- ▶ **Sunday Activation** — Funding to allow City Square entertainment and the functions of graphic design, video production and advertising to be undertaken.
- ▶ **Street Reconfiguration Design (Moonee/Park Ave/Gordon St)** — Consultants have completed a staff workshop and a community design charrette. It is planned to take the developed concept plans to exhibition late August/early October, with a final report to Council the first meeting in November.

## Funding for the Future — Financial Sustainability (2014–2024)

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

The approval was subject to the following conditions:

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

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

In relation to approval condition 2 above, the table left provides information on the total income received and expenditure per asset group in 2020/21.

## Funding for the Future 2020/21 — Achievements

- **Roads Maintenance** — Funds used to address a backlog of sealing maintenance works across the Local Government Area.
- **Asset Management** — Used to ascertain scope required on priority schedule of works through geotechnical and similar investigations.
- **Building Maintenance** — Numerous projects undertaken:
  - **Roads Rehabilitation** — Utilised for road pavement renewal, mainly in Boronia St, Beach St, Bonville Waters Dr, Hulberts Rd, Greys Rd, Archibald Place and Wingara Dr.
  - **Open Space Asset Renewal** — Used to address playground, fences and accessways across the LGA, as well as upgrades at the Woolgoolga Lakeside Walking Trail and Toormina Skate Park.
  - **Building rRenewals** — Includes Woolgoolga and Sawtell Pool Investigation and construction of the Botanic Gardens Glasshouse. In addition, amenity upgrades were undertaken at McLean St.
  - **Transport Assets Renewal** — Used to upgrade footpaths and cycle ways, kerbing, guardrails and carparks, and help address the backlog of kerb and footpath renewals across the LGA.

Funding For the Future — Financial Sustainability 2020/21		
Project Description	Revised Budget 2020/21 (\$)	Actual 2020/21 (\$)
Roads Maintenance	705,058	670,897
Asset Management	213,059	60,369
Building Maintenance	685,360	355,662
<b>Total Operating Expenditure</b>	<b>1,603,477</b>	<b>1,086,928</b>
Road Pavement Renewals	2,180,180	1,631,735
Open Space Assets	803,963	904,239
Other Transport Assets New/Upgrade	832,806	317,841
Buildings Renewal	5,171,632	1,618,270
<b>Total Capital Expenditure</b>	<b>8,988,581</b>	<b>4,472,085</b>
<b>Total Expenditure</b>	<b>10,592,058</b>	<b>5,559,013</b>
Financial Sustainability Rate Variation — 2014/15	(2,330,943)	(2,330,943)
Financial Sustainability Rate Variation — 2015/16	(4,726,583)	(4,726,583)
Building Renewals Grants	(899,765)	(421,140)
Other Transport Assets New/Upgrade Contributions	(50,000)	(103,324)
SRV Revotes reserve	(2,584,767)	(400,358)
<b>Total Income</b>	<b>(10,592,058)</b>	<b>(7,982,348)</b>
<b>Funding Deficit / (Surplus)</b>	<b>0</b>	<b>(2,423,335)</b>



# Capital Works Projects

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*Capital Expenditure Guidelines*  
1 July 2020 to 30 June 2021

## Reporting under the Capital Expenditure Guidelines

- The Regional Sports Hub Program has progressed in 2020/21. This project will deliver two synthetic football fields, one turf field, a new amenity block and change rooms, an extension to the existing change rooms, a carpark and footpath connectivity between the Coffs Harbour Education Campus, the Health campus and the Sport and Leisure Park Precinct. The total cost of the project is \$12.5 million. The project is expected to be completed in 2021.
- Wiigulga Sports Complex is the development of a new integrated sport and community facility, located on the north western end of the township of Woolgoolga. The project is the result of considerable support from the local community over many years and includes:
  - West Woolgoolga Playing fields to cater to AFL, cricket and touch football, as well as multi use fields, including lighting, drainage and amenities.
  - Northern Beaches Multi-Purpose Centre: two indoor courts (basketball and Nnetball), stage, kitchen, multi-purpose rooms and amenities.
  - Civil works including roadways, shared pathways, carparks and services.
- Cultural and Civic Space commenced in 2020/21 and is designed to become a statement building to develop the city centre as a social and cultural focus for the city and Mid North Coast region. The new development will be a central hub that will house larger and improved cultural facilities including the regional library, gallery and museum; and will also include Council offices and chambers, as well as co-working and event spaces for community hire and use.

# Overseas Visits

Local Government Act 1993 — Section 428 (4) (b)  
Local Government (General) Regulation 2021 — Clause 217 (1) (a)  
1 July 2020 to 30 June 2021

Coffs Harbour City Council did not conduct any overseas visits in the year ended 30 June, 2021.

# Elected Members' Expenses

Local Government Act 1993 — Section 428 (4) (b)  
Local Government (General) Regulation 2021 — Clause 217 (1) (a1)  
1 July 2020 to 30 June 2021

Expense	Amount (\$)
Mayoral allowance	55,066
Councillor fees	178,288
Mayor vehicle expenses	12,064
Provision of dedicated office equipment allocated to councillors	940
Telephone calls made by councillors	2,845
Attendance by councillors at conferences and seminars (excluding overseas and interstate)	1,083
Provision of induction training for councillors, supplementary induction training for mayors, and professional development programs for mayors and other councillors	0
Other training of mayors and councillors and provision of skill development for mayors and councillors	18
Interstate visits undertaken during the year by councillors while representing Council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses	10,079
Overseas visits undertaken during the year by councillors while representing Council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses	0
Expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions	0
Expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions	0
Other councillor expenses (catering, stationery, costs associated with attending meetings etc.)	5,494
<b>Total</b>	<b>265,877</b>

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

Local Government Act 1993 – Section 428 (4) (b)  
 Local Government (General) Regulation 2021 – Section 217 (1) (a2)  
 1 July 2020 to 30 June 2021

Contract No.	Contract	Supplier	Start Date	Contract Sum (\$ (inc GST))
LGP-1315-QI	Construction of Playgrounds @ Gillibri, Mullaway, Seacrest & Nana Glen	Moduplay Group Pty Ltd	19/05/2021	502,451.40
RFT-1169-TO	CCRSB-Stage 2 – Access Roads and Car Parks Construction	Mid North Coast Contractors	25/9/2020	3,205,639.81
LGP-1307-QI	Lining of Defective Sewer Pipes 2020–2021	Abergeldie Watertech	3/12/2020	1,788,883.28
RFT-1185-TO	CCRSB – Stage 2 – Synthetic Turf Fields – Design and Construct	Polytan Asia Pacific Pty Ltd	15/10/2020	3,057,982.95
RFT-1210-TO	AEP – Work Portion A	Bob Chambers Pty Ltd	21/8/2020	3,531,207.16
RFT-1220-TO	Sawtell BMX Track Starting Ramp & ancillary work – Design & Construct	F&SJ Maione	10/8/2020	540,017.42
RFT-1230-TO	Supply & Install movable dwellings WLHP & WBHP	Eastcoast Homes & Park Cabins	10/3/2021	1,036,097.00
RFT-1241-TO	Demolition stage of Gordon Street	All Areas Demolition	9/10/2020	219,184.20
RFT-1301-TO	Toormina Oval Change Rooms	Van Mal Group Construction P/L	24/2/2021	532,100.00
RFT-1302-TO	Supply & Deliver Excavator – Rubber tyred PSA Class 15	Hitachi Construction Machinery	7/12/2020	297,200.00
RFT-1308-TO	3D Field Survey Positioning & Data Collection Equipment	CR Kennedy & Co	18/3/2021	194,300.00
RFT-1309-TO	Solitary Islands Way Intersection – Design & Construct	Coote Burchills Engineering Pty Ltd	18/2/2021	249,447.00
RFT-1312-TO	Enabling Works at West Woolgoolga Sports Complex	Burnett Civil Pty Ltd	29/10/2020	211,734.57
RFT-1318-TO	AEP – Works Portion B	Mid North Coast Contractors	21/8/2020	8,944,924.91
RFT-1321-TO	Construction of Glasshouse @ Botanic Gardens	Connex Management & Construction	26/1/2021	1,037,753.76
RFT-1324-TO	Building Works – West Woolgoolga Sports Complex	Lahey Constructions Pty Ltd	15/2/2021	26,924,125.94
RFT-1332-TO	Animal Impound – Design & Construct	Connex Management & Construction	28/1/2021	1,373,562.42
RFT-1170-TO	CCRSB – Stage 2 Construct Northern Amenity Building	Connex Management & Construction	3/6/2021	3,524,731.83
RFT-1337-TO	Melaleuca Footbridge Replacement	SMC Marine Pty Ltd	22/3/2021	559,603.00
DIR-1311-TI	Project Management services for West Woolgoolga Sports Complex	APP Pty Ltd	27/8/2020	538,902.10



# Legal Proceedings

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*Local Government Act 1993 — Section 428 (4) (b)*  
*Local Government (General) Regulation 2021 — Section 217 (1) (a3)*  
1 July 2020 to 30 June 2021

## Legal proceedings

In 2020/21, Council incurred \$546,924.28 in legal expenses in relation to proceedings taken against or by Council. These proceedings are detailed in the table opposite.

## Legal advice

In 2020/21, Council sought legal advice on a range of matters including contract disputes, debt recovery, planning, enforcement, property, conveyancing and procurement.

The amount incurred was \$3,279,833.94.

## Planning

Six of the matters listed in the table opposite relate to planning determinations made either under delegated authority or by the elected Council. Planning determinations may be appealed in the Land and Environment Court and can arise when a consent is refused or deemed to have been refused.

## Rates recovery

In the 2020/21 year the Council issued letters of demand to 514 properties in relation to outstanding rates. Proceedings to recover outstanding rates was suspended from April 2020 to March 2021 due to the COVID-19 pandemic.

## Public liability claims

In 2020/21 there were two proceedings brought against Council seeking compensation for personal injury. One matter was discontinued by the Applicant and the other matter is ongoing. Public liability claims are managed by Council's insurer, Statewide Mutual.

## Appeals against orders issued by Council

Council had one matter involving an objection to a menacing dog order under the Companion Animals Act.

Case Name	Court (NSW)	Total costs 2020/21 (\$)	Status as at 30 June 2021	Date of decision
Coffs Harbour City Council v Noubia Pty Limited	Land and Environment Court 2017/00083167	367,988.39	Ongoing	n/a
Bannerman Consulting v Coffs Harbour City Council	Land and Environment Court 2020/0029499	2,422.17	Ongoing	n/a
Regional Architects Pty Ltd v Coffs Harbour City Council (No 2)	Land and Environment Court 2021/00144888	0.00	Ongoing	n/a
GDK Investments Pty Ltd v Coffs Harbour City Council	Land and Environment Court 2020/00353824	23,274.42	Ongoing	n/a
Carly Anne Vrouwenvelder v Coffs Harbour City Council	District Court 1 2021/00112395 Insurance claim managed by Statewide Mutual	2,610.00	Ongoing	n/a
Regional Architects Pty Ltd v Coffs Harbour City Council (No 1) — includes costs matter	Land and Environment Court 2018/00289749	48,597.72	Finalised	Applicant discontinued proceedings on 21 February, 2020. On 7 April, 2021, Applicant ordered to pay three quarters of Council's costs of the proceedings.
Coffs Harbour City Council v Amanda Barry	Local Court 2019/00374410	2,647.90	Finalised	9 July, 2020
Peterson Consulting Group Pty Ltd v Coffs Harbour City Council	Land and Environment Court 2020/00077059	7,280.68	Finalised — discontinued by Applicant	24 June, 2020
Optus Mobiles Pty Ltd v Coffs Harbour City Council	Land and Environment Court 2020/0032381	1,003.00	Finalised — discontinued by Applicant	24 June, 2020
Hartsuyker t/as Coffs Village Caravan Park v Coffs Harbour City Council and AJ Pipelines & Constructions Pty Ltd	District Court 2021/00043397 Insurance claim managed by Statewide Mutual	1,100.00	Finalised (proceedings discontinued)	16 August, 2021

## Works Subsidised On Private Land

Local Government Act 1993 — Section s67, 67 (2) (b)  
Local Government (General) Regulation 2021 — Section 217 (1) (a4)  
1 July 2020 to 30 June 2021

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

# Donations and Contributions

Local Government Act 1993 — Section 428 (4) (b)

Local Government (General) Regulation 2021 — Section 217 (1) (a5)

Amounts granted under Section 356 of the Act

1 July 2020 to 30 June 2021

Recipient	Amount (\$)
Westpac Rescue Helicopter	1,000
Schools Annual Presentations	6,325
North Coast Academy of Sport	6,000
Southern Cross University Presentations	300
TAFE Presentations	300
Life Education — Transport of Education Van	4,487
Road Closures & Catering — Anzac Day	4,907
TS Vendetta — Licence for Navy Cadets	510
Park Run — Licence Fee	520
Sawtell Chamber of Commerce — Christmas Festival	3,000
Coffs Harbour Spring Garden Competition	1,000
Coffs Harbour & District Eisteddfod Committee	1,000
COVID-19 Community Assistance Funding	3,950
Coffs Harbour Probus Club Inc. — Contribution towards purchase of a defibrillator	1,000
2021 Coffs Coast & Clarence Can Do Cancer Trust — Coffs Coast Freemasons 'Rottnest Channel Swim'	250
C.ex Community Crew Sleepout 2021	1,000
Coffs Coast Committee Against Domestic & Family Violence — Payment of Sportz Central Hire — 'Ball Against DV' Event	990
Sawtell Art Group Inc. — Sponsorship of the 33rd Annual Art Exhibition	500
Lions Club of Coffs Harbour Inc. — Women's Shed Coffs Harbour	2,000
Woolgoolga Art Group — Sponsorship of the Woolgoolga Lillipilli Art Exhibition	500

Recipient (continued)	Amount (\$)
Woolgoolga Lions Club — Licence Fee for fundraising activities	520
Sawtell Historical Society Inc. — Kitchenette & Signage	1,000
Woolgoolga & District Longboard Club — Payment of Competition Licence — Longboard Classic	318
Rotary Club of Coffs Harbour Daybreak — Contribution towards the 'Frankly Health' facility @ Community Village	1,000
Older Women's Network — Contribution towards Venue Hire for 2021	500
Lease Survey services for Coffs Harbour Kart Club	2,625
Zonta Club — Sponsorship of Woman of the Year Award	500
Camp Quality — Sponsorship of 13 Child Life Therapy Sessions for local oncology patients	1,000
Lease Survey services for Coffs Harbour Motorcycle Club	1,610
Coffs Coast Committee Against Domestic & Family Violence — 'Ball Against DV' Event — Team Entry	120
Rates Subsidy — Sporting & Cultural Groups	94,331
Event Seed Funding Program	75,904
Surf Life Saving Clubs — Subsidy	36,000
Event Destination & Marketing Funding Program	50,000
Sawtell & Woolgoolga Chamber of Commerce	22,900
Visual & Performing Arts Grants Program	46,064
State Emergency Services — Contribution	149,096
Community Capital Infrastructure Grants Program	258,816
NSW Fire Brigades Subsidy	580,869
<b>TOTAL</b>	<b>1,362,712</b>



# Rates and Charges Written Off

Local Government Act 1993 – Section 428 (4) (b)  
Local Government (General) Regulation 2021 – Clause 132  
1 July 2020 to 30 June 2021

The total value of rates and charges written off for the year 2020/21 was \$3,468,878.54.

Item	Amount (\$)
Pension Rebates	3,165,826.34
Postponed Rates	184,504.53
Interest > \$50	10,813.42
Water Usage Charges	41,202.82
Sewer Usage Charges	8,686.49
Trade Waste Usage Charges	361.01
Other relating to Sale of Land	57,483.93
<b>Total</b>	<b>3,468,878.54</b>

## Notes:

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

(The total value of rates and charges written off for the year 2019/20 was \$3,349,073.84)

# Delegated Functions / Companies / Partnerships

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## Functions Delegated by Council

*Local Government Act 1993 – Section 428 (4) (b)*  
*Local Government (General) Regulation 2021 – Section 217 (1) (a6)*  
1 July 2020 to 30 June 2021

External bodies that exercised functions delegated by Council were:

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

## Partnerships, Cooperatives or Other Joint Ventures

*Local Government Act 1993 – Section 428 (4) (b)*  
*Local Government (General) Regulation 2021 – Section 217 (1) (a8)*  
1 July 2020 to 30 June 2021

- ▶ Statecover Mutual Limited
- ▶ Coffs Harbour Technology Park
- ▶ Coffs Harbour Regional Park Trust

## Companies in which Council Held a Controlling Interest

*Local Government Act 1993 – Section 428 (4) (b)*  
*Local Government (General) Regulation 2021 – Section 217 (1) (a7)*  
1 July 2020 to 30 June 2021

- ▶ Prosper Coffs Harbour Limited

# Planning Agreements

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*Environmental Planning and Assessment Act 1979 – Section 93G(5)*

*1 July 2020 to 30 June 2021*

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

# Environmental Upgrade Agreements

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*Environmental Planning and Assessment Act 1979 – Section s7.5 (5)*

*1 July 2020 to 30 June 2021*

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



# Equal Employment Opportunity Management Plan (Organisational Development Activities)

Local Government Act 1993 – Section 428 (4) (b)

Local Government Act (General) Regulation 2021 – Section 217 (f) (a9)

1 July 2020 to 30 June 2021

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

Over the course of 2020/21, Council's overall employee experience has continued to ensure a strong focus on diversity and inclusion. Workforce diversity is seen as part of normal business with a work environment that is based on the principles of equal employment opportunity and is free from harassment and discrimination. All of our employees and People Leaders not only understand their responsibilities but also the benefits that come from embracing inclusivity in the workplace.

During the year, our People & Culture Framework was further embedded across the organisation ensuring a focus on people-related decisions that are undertaken through fairness, transparency, consistency and importantly, ensuring equality in opportunity. Sessions were held with all of our leadership groups to reinforce the key aspects of the framework and outline how our leaders can contribute to its effectiveness.

During 2020/21, a review was undertaken of our Recruitment and Selection Procedure, which further identified our approach to ensuring fair, equitable and accessible recruitment processes. The procedure and its application across Coffs Harbour City Council (CHCC) includes a strong focus on open recruitment marketing, diversity on interview panels and, importantly, support for individuals through the recruitment process.

The period 2020/21 also saw the development of a Flexible Working discussion paper, which confirmed in principle what flexible working will be like for staff at CHCC. This will see a program that offers a range of flexible working options beyond our legislative obligations that all employees have the opportunity to access. With 'accessibility' as the underpinning principle, CHCC's flexible working will support diversity, inclusion and equal employment opportunities by:

- Committing to making all positions at Council potentially flexible and creating pathways for all staff to access greater employment opportunities.
- Breaking down location as a barrier and therefore diversifying our talent pool.
- Creating flexible working schedules to achieve work / life balance for all employees.

In addition to these new initiatives, a range of activities and approaches continue to be available at Council, which are aimed at supporting diversity, inclusion and equal employment opportunity in the workplace. These include:

- Council's Enterprise Agreement, which reinforces Council's position as a supportive employer, through:
  - flexible work arrangements to accommodate the varied needs of our workforce;
  - leave to focus on pro-active Health & Wellbeing activities;
  - leave to support employees experiencing situations involving domestic violence; and
  - transition to retirement strategies.

- Support for employees with disabilities or specific work requirements through adjusted working hours and workspaces and equipment.
- Support for identified indigenous staff to access leave to attend and participate in NAIDOC week activities.
- Provision of our Health & Wellbeing Program which supports a range of health and wellness initiatives that employees can access to suit their individual needs.
- Our Employee Assistance Program for employees who require support and guidance to assist when personal, family or work-related concerns are impacting their health or quality of life.
- Transition to retirement assistance through our primary superannuation provider, which complements Council's own opportunities.
- A continued focus on traineeships and apprenticeships across Council, including ongoing assistance to employees undertaking these roles, as well as identifying opportunities for career progression beyond the completion of the traineeship/apprenticeship contract.
- Ongoing review and refreshing of Council's Employee Onboarding process. Key aspects include ensuring new employees are aware of their behavioural responsibilities in the workplace as well as key people-related policies and procedures, covering the Code of Conduct, Bullying and Harassment, Cultural awareness and Diversity and Inclusion.
- Ongoing work with NSW Health regarding the 'Respecting the Difference' training program which is aimed at informing and educating employees on working with indigenous people and understanding the unique cultural differences and challenges experienced by them. This program will become part of our revised Employee Onboarding package.
- Working in partnership with TAFE to access a range of initiatives to support the upskilling of employees around challenging issues such as Digital Literacy.
- Partnering with local schools to provide meaningful work placement opportunities for students experiencing disabilities or other disadvantage.
- Continuing to use demographic data and reporting to review trends and identify potential issues, as well as reinforcing the positive outcomes from initiatives that have been undertaken.

Our new and ongoing actions will enable Council to continue its journey of ensuring diversity, inclusion and equal employment opportunities. They are the underpinning principles across all aspects of our workforce.

# General Manager Remuneration

Local Government Act 1993 — Section 428 (4) (b)

Local Government (General) Regulation 2021 — Section 217 (1) (b) (i), (ii), (iii), (iv), (v)

1 July 2020 to 30 June 2021

The remuneration package total effective for the position of General Manager at 30 June 2021 was \$369,780. The statement includes the total of the following:

Remuneration Item	Amount (\$)
(i) The total value of the salary component of the package.	344,590
(ii) The total amount of any bonus payments, performance payments or other payments made to the general manager that do not form part of the salary component of the general manager.	-
(iii) The total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor.	25,000
(iv) The total value of any non-cash benefits for which the general manager may elect under the package.	190
(v) The total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.	-
<b>Total</b>	<b>369,780</b>

# Senior Staff Remuneration

Local Government Act 1993 – Section 428 (4) (b)

Local Government (General) Regulation 2021 – Section 217 (1) (c) (i), (ii), (iii), (iv), (v)

1 July 2020 to 30 June 2021

The remuneration package total effective for Council's three Senior Staff positions for the period ending 30 June 2021 was \$813,185. The statement reflects the total remuneration comprised in the remuneration packages of all senior staff members (other than the general manager) employed during the year, expressed as the total remuneration of all the senior staff members concerned (not of the individual senior staff members) and including totals of each of the following:

Remuneration Item	Amount (\$)
(i) The total value of the salary component of the package.	746,179
(ii) The total amount of any bonus payments, performance payments or other payments made to the senior staff that do not form part of the salary component of the senior staff.	-
(iii) The total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the senior staff may be a contributor.	67,006
(iv) The total value of any non-cash benefits for which the senior staff may elect under the package.	-
(v) The total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.	-
<b>Total</b>	<b>813,185</b>

# Stormwater Management Services / Coastal Protection Services

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## Stormwater Management Services

*Local Government Act 1993 — Section 428 (4) (b)*  
*Local Government (General) Regulation 2021 — Section 217 (1) (e)*  
*1 July 2020 to 30 June 2021*

Since 1 July, 2007, Coffs Harbour City Council has levied an annual charge of \$25 per property for stormwater management services.

On 24 June, 2010, the Minister for Local Government approved a special variation of seven per cent for Coffs Harbour City Council in 2010/11.

The approval was for a period of 10 years which ceased at the commencement of the 2020/21 financial year, resulting in Council reducing its general income for the 2020/21 rating year by \$1,373,358 million plus the equivalent cumulative proportion of this increase from any general variation increases approved for the 2010/11 to 2019/20 year inclusive.

This rate variation assisted in funding a ten-year program of flood mitigation and drainage works in and around Coffs Harbour and was augmented by the Stormwater Charge levied by Council.

## Coastal Protection Services

*Local Government Act 1993 — Section 428 (4) (b)*  
*Local Government (General) Regulation 2021 — Section 217 (1) (e1)*  
*1 July 2020 to 30 June 2021*

Coffs Harbour City Council does not levy an annual charge for coastal protection services.



# Companion Animals Act – Compliance

Local Government Act 1993 – Section 428 (4) (b)  
Local Government (General) Regulation 2021 Clause 217 (1)(f)  
1 July 2020 to 30 June 2021

## Overview

Despite limitations imposed due to the COVID pandemic, Coffs Harbour City Council Ranger Services remained active in Companion Animal Management during 2020/21, with a consistent and measured approach being maintained. Owner responsibilities, particularly when taking their pets into public places or not properly restraining them within their properties to prevent their animals escaping has been an important focus to improve community safety. There has been approximately a 10 per cent increase in dog fines issued during the reporting period in comparison to the previous period. A number of formal legal actions against owners involved in serious breaches of the Companion Animals Act were instigated. These actions have included court prosecutions, declarations and orders being imposed.

Programs (“Dog Blitzes”, “Registration Follow Up”) have been run throughout the year, focusing on control requirements for all dogs in public places and un-identified and unregistered Companion Animals. These programs have taken the form of highly visible patrols during business hours and out-of-hours periods. These blitzes have been promoted on occasion via media coverage. During the reporting period, Council’s Ranger Services handled 1,219 companion animal complaints, a 16 per cent decrease from the previous period. The tables below identify certain aspects of Council’s activities and have been prepared in accordance with statutory reporting requirements.

Total Companion Animals arriving at Council’s Impound facility for the reporting period was 583, comprising 227 dogs, Ranger services seizing 143 dogs, the remainder of companion animals including 213 cats were brought in by members of the public. 127 dogs and 18 cats were reclaimed by their owners. A further 63 dogs and 147 cats were released to re-homing organisations.

## Dog Attacks

There were 93 recorded dog attacks in 2020/21 involving 113 dogs, a four per cent increase on the previous year’s figures.

The attacks reported during the period varied in severity, from dogs acting aggressively without biting, through to several incidents which required hospitalisation of the casualty and/or the death of another animal. The majority of incidents were minor.

A number of dangerous dogs were destroyed as a result of reported incidents. (9 dogs in total destroyed, 2 restricted breed, 7 declared Dangerous).

## Companion Animal Management Funding

Companion animal complaints and tasks made up approximately 37 per cent of the Ranger Services workload.

Expenditure	\$
Wages, Office Exp, IT, Consumables etc.	471,770
Plant Vehicles	20,627
RSPCA Pound Facilities Contract	162,133
Equipment Purchases	0
<b>Total Expenditure</b>	<b>654,530</b>
Income	
Companion Animals Registration Commissions & Impounding Fees and Charges	113,470
Fines	37,440
<b>Total Income</b>	<b>150,910</b>

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

- ▶ High profile patrols with a concentration on education and enforcement.
- ▶ Regular media reports and stories highlighting companion animal issues.
- ▶ Coffs Harbour City Council's website ([www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)) is a major source of information.
- ▶ Increase profile through use of social media including Facebook and Twitter corporate pages.
- ▶ Tourist publications.
- ▶ Information brochures and flyers sent with registration papers.
- ▶ Information on responsible ownership sent with rate notices.

## Strategies for Alternatives to Euthanasia for Unclaimed Animals

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

## Dog Off-Leash Areas

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

- ▶ North Wall Beach.
- ▶ Thompsons Road Dog Exercise Area.
- ▶ Boambee Beach.
- ▶ Hearnese Lake Beach.
- ▶ Darkum Beach.
- ▶ Corindi/Pipe Clay Beach.
- ▶ Emerald Beach North.
- ▶ Woolgoolga Back Beach.

## Grant Funding

During 2020/21, Coffs Harbour City Council did not access any Companion Animal grant funding.

# Assets Acquired, Assets Held and Condition of Public Works

Local Government Act 1993 — Section 428 (4)(a)  
1 July 2020 to 30 June 2021

Special Schedule — Report on Infrastructure Assets as at 30 June 2021												
Asset Class	Asset Category	Estimated cost to bring to a satisfactory standard \$'000	Required annual maintenance \$'000	2020/21 actual maintenance \$'000	Carrying Value \$'000	Gross Replacement Cost \$'000	Assets in a condition as a % of gross replacement cost (See Notes page 33)					
							1	2	3	4	5	
<b>Buildings</b>	Buildings	-	1,895	1,593	104,997	147,911	59.0	33.0	6.0	1.0	1.0	
	Sub total	-	1,895	1,593	104,997	147,911	59.0	33.0	6.0	1.0	1.0	
<b>Public Roads</b>	Sealed Roads	-	3,917	3,788	403,438	527,352	48.0	48.0	4.0	0.0	0.0	
	Unsealed Roads	-	157	664	20,813	23,425	20.0	24.0	50.0	5.0	1.0	
	Bridges	2,000	160	131	69,009	101,473	23.0	61.0	14.0	2.0	0.0	
	Footpaths and Cycleways	-	305	350	56,373	77,443	51.0	28.0	15.0	4.0	2.0	
	Other road assets	-	272	333	3,582	4,911	72.0	21.0	6.0	1.0	0.0	
	Bulk Earthworks	-	1,765	1,707	249,268	249,268	100.0	0.0	0.0	0.0	0.0	
	Kerb and Gutter	-	502	485	70,852	80,827	98.0	2.0	0.0	0.0	0.0	
	Sub total	2,000	7,078	7,458	873,336	1,064,699	61.3	32.4	5.5	0.6	0.2	
<b>Water Supply Network</b>	Water Supply Assets	-	2,871	2,462	346,674	482,278	8.0	18.0	70.0	3.0	1.0	
	Sub total	-	2,871	2,462	346,674	482,278	8.0	18.0	70.0	3.0	1.0	
<b>Sewerage</b>	Sewerage Assets	-	3,040	2,565	472,050	695,257	16.0	35.0	46.0	3.0	0.0	
	Sub total	-	3,040	2,565	472,050	695,257	16.0	35.0	46.0	3.0	0.0	
<b>Stormwater Drainage</b>	Stormwater Drainage	-	342	405	168,647	239,608	45.0	37.0	17.0	1.0	0.0	
	Sub total	-	342	405	168,647	239,608	45.0	37.0	17.0			
<b>Open Space / Recreational Assets</b>	Other Open Space/Recreational Assets	22,590	525	656	33,471	75,186	18.0	16.0	28.0	8.0	30.0	
	Swimming Pools	8,000	54	136	2,016	4,713	20.0	51.0	2.0	27.0	0.0	
	Sub total	30,590	579	792	35,487	79,899	18.1	18.1	26.5	9.1	28.2	
<b>Other Infrastructure Assets</b>	Other	-	-	-	522	1,190	5.0	90.0	4.0	1.0	0.0	
	Sub total	-	-	-	522	1,190	5.0	90.0	4.0	1.0	0.0	
<b>Total classes</b>	<b>Total — all assets</b>	<b>32,590</b>	<b>15,805</b>	<b>15,275</b>	<b>2,001,818</b>	<b>2,710,842</b>	<b>37.3</b>	<b>30.5</b>	<b>29.0</b>	<b>1.9</b>	<b>1.1</b>	

\*Percentage sub total is a weighted average calculation.

**Notes:**

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

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

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

# Public Interest Disclosures

Public Interest Disclosures Act 1994 — Section 31

1 July 2020 to 30 June 2021

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

Coffs Harbour City Council – Report to the NSW Ombudsman			
Reporting Period July 2020 to June 2021	Made by public officials performing their day- to-day functions	Under a statutory or other legal obligation	All other PIDs
Number of public officials who made PIDs	1	0	0
Number of PIDs received	1	0	0
Of PIDs received, number primarily about:			
Corrupt conduct	0	0	0
Maladministration	1	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
Coffs Harbour City Council has an established internal reporting policy. This policy was adopted by Council on 12 April, 2012. The policy was reviewed to ensure it reflected changes in the legislation and the current version was adopted by Council on 23 March, 2017.			
The General Manager of Coffs Harbour City Council (as head of the public authority) has taken action to ensure that staff have been made aware of their obligations under the PID Act. These actions include training conducted by the NSW Ombudsman, email messaging to all staff, training provided to new staff during induction, links to information on Council's intranet site, the distribution of information brochures and the display of posters identifying officers who can receive reports.			



# Carers Recognition Act

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*Carers Recognition Act 2019 (CR Act), s 8(2)*

*1 July 2020 to 30 June 2021*

Coffs Harbour City Council has not engaged in activities that require reporting under the terms of the *Carers Recognition Act*.

# Fisheries Management Act

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*Fisheries Management Act 1994 – Section 220ZT (2)*

*1 July 2020 to 30 June 2021*

Coffs Harbour City Council was not required to take any actions during 2020/21 pursuant to Recovery and Threat Abatement Plans under the *Fisheries Management Act 1994*. The program came to an end in 2017.

# Private Swimming Pools Inspections

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*Swimming Pools Act 1992, s 22F(2)*

*Swimming Pools Regulation 2018 (SP Reg) cl 23*

*1 July 2020 to 30 June 2021*

Details of inspections of private swimming pools	Number
Tourist and visitor accommodation	48
Premises with more than 2 dwellings	7
Resulted in issuance of a certificate of compliance under section 22D of the Act	319
Resulted in issuance of a certificate of non-compliance under clause 21 of the Regulation	27

# Government Information (Public Access) Act 2009

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## Appendix 1

### Annual Report — 1 July 2020 to 30 June 2021



Agency Name	Coffs Harbour City Council
Principal Department	Minister for Local Government Office of Local Government
Reporting Period	1 July 2020 to 30 June 2021

# Government Information (Public Access) Act — Annual Report

## Review of Proactive Release Program

During the reporting period, Council undertook various reviews to identify information for proactive release as required under Section 7(3) of the GIPA Act.

Under Clause 8(a) of the Government Information (Public Access) Regulation 2018 (the GIPA Regulation), Council provides the following details of the review undertaken and the information that was proactively released.

The proactive release program included the review of:

- ▶ Information sought by informal access requests.
- ▶ Information sought by formal access applications.
- ▶ Council's Disclosure Log.
- ▶ Council's initiatives, surveys, exhibitions and projects.
- ▶ Council's media releases.
- ▶ Council's community newsletters.
- ▶ Council staff consultations to identify information for inclusion or placed on Council's website.
- ▶ Information held on Council's website.
- ▶ Websites of other councils to identify new strategies for Council's proactive release program.

As a result of this review, Council proactively released the following information:

1. Annual rates for each property in the Coffs Harbour City local government area;
2. Online Mapping Tool.
3. Archived Annual Reports, financial statements, management plans and strategic reports (i.e. now referred to as Council's Integrated Planning and Reporting documents) continue to be available from 2009/10.
4. Promotion of the Information and Privacy Commission Right to Know Week from 28 September to 4 October, 2020.
5. Youth Issues and Options Paper.
6. Endorsement and finalisation of Planning Proposal PP\_2019\_COFFS\_001\_00 and DCP Mapping Amendments: 7 Tasman Street Corindi Beach.
7. Stormwater Inflow Reduction Project.
8. Planning Proposal PP\_2020\_COFFS\_002\_00 Housekeeping Amendment No. 3 (Including Woolgoolga Town Centre Master Plan and Local Growth Management Strategy Design Excellence for Industrial Areas).
9. Coffs Harbour Rural Lands Review.
10. Revised Planning Proposal and Draft DCP Amendments to Height and Built Form Controls within the Coffs Harbour CBD.
11. Planning Proposal PP\_2019\_COFFS\_004\_00 and Draft DCP Mapping Amendments: Butlers Road Bonville — Post Exhibition Stag.
12. Draft Coffs Harbour LGMS — Chapter 7 Residential Lands.
13. Short Term Rental Accommodation in the Coffs Harbour LGA.
14. Affordable Housing in the Coffs Harbour LGA.
15. Amendment to a Commercial Mixed Waste Tipping Charge.

16. Draft Jetty Memorial Theatre Strategic Plan 2022–2026.
17. Contributions Plan Review — Park Beach Area.
18. Boronia Park Draft Concept Plan.
19. Draft Coffs Harbour DCP 2015 — Amendment No. 18 (Housekeeping 5).
20. Regional Athletics Centre Site Selection Report.
21. Regional Indoor Sports Centre.
22. Planning Proposal (PP\_2020\_COFFS\_002\_00) Housekeeping Amendment No. 3 (Including Woolgoolga Town Centre Master Plan and Local Growth Management Strategy Design Excellence for Industrial Areas).
23. Recycled Water Charges Under Consideration.
24. Tennis Facility Strategy and Regional Tennis Centre Feasibility Study.
25. Coffs Harbour Northern LGA Flood Study.
26. Sawtell Pool Upgrade Design Concepts.
27. Woolgoolga Pool Upgrade Design Concepts.
28. North Wall Carpark Upgrade Project.
29. Local Playgrounds.
30. Woolgoolga Whale Trail.
31. Moonee Creek, Coffs Creek and Boambee/Newports Creek Coastal Management Program (Stage 1).
32. Mullaway Beach Reserve — Coffs Coast Regional Park.
33. Alcohol Prohibited Area — Brian Navin Reserve.
34. Community Participation and Engagement Plan review.
35. Community Village & Cavanbah Centre Draft Plan of Management.
36. Refugee Sector Action Plan Group.
37. 1555 Bucca Road Nana Glen — Coffs Harbour Local Environmental Plan 2013 Amendment — Planning Proposal PP-2021-2434.
38. Coffs Harbour Local Environmental Plan 2013 — 5 year review; Part 1 (Planning Proposal PP-2021-133) – proposed amendment.
39. Draft Coffs Harbour Heritage Strategy 2021–2024.
40. 288–294 Coramba Road, Coffs Harbour Planning Proposal: PP-2021-2954 and Draft DCP Mapping Amendments.
41. Draft Revised Renewable Energy and Emissions Reduction Plan (REERP).
42. 2017–2022 Draft Delivery Program (Year 5).
43. Combine Street and Azalea Avenue intersection upgrade.
44. Councillor Facilities and Expenses Policy.
45. A Public Realm Strategy for Coffs Harbour.
46. Woolgoolga bike lane trial.

## Formal Access Applications

### 1. Number of access applications received — Clause 8(b) of the GIPA Regulation

During the reporting period, Council received a total of 13 access applications (including withdrawn applications but not invalid applications).

### 2. Number of refused applications for Schedule 1 information — Clause 8(c) of the GIPA Regulation

During the reporting period, 1 access application was received for information for which there is a conclusive presumption of overriding public interest against disclosure under Schedule 1 of the GIPA Act.

### 3. Statistical information about access applications — Clause 8(d) and Schedule 2 of the GIPA Regulation:

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	1	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	3	1	1	0	2	0	0	1
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	3	3	0	1	1	0	0	0
Members of the public (other)	1	1	0	2	1	1	0	0

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



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

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	7	5	1	3	4	1	0	1
Access applications that are partly personal information applications and partly other	1	0	0	0	0	0	0	0

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

The total number of decisions in Table B should be the same as Table A.

**Table C: Invalid applications**

Reason for invalidity	Number of applications
Application does not comply with formal requirements (Section 41 of the Act)	4
Application is for excluded information of the agency (Section 43 of the Act)	0
Application contravenes restraint order (Section 110 of the Act)	0
Total number of invalid applications received	4
Invalid applications that subsequently became valid applications	2

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

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	1
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0
Privilege generally — Schedule 1(5A)	0
Information provided to High Risk Offenders Assessment Committee	0
<b>Total</b>	<b>1</b>

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

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act	
	Number of occasions when application not successful
Responsible and effective government	2
Law enforcement and security	0
Individual rights, judicial processes and natural justice	5
Business interests of agencies and other persons	1
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Table F: Timeliness	
	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	15
Decided after 35 days (by agreement with applicant)	1
Not decided within time (deemed refusal)	0
Total	16

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)			
	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by NCAT	0	0	0
Total	0	0	0

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

Table H: Applications for review under Part 5 of the Act (by type of applicant)	
	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see Section 54 of the Act)	0

Table I: Applications transferred to other agencies	
	Number of applications for review
Agency initiated transfers	0
Applicant initiated transfers	0

# Disability Inclusion Action Plan 2017–2021

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## Appendix 2

### Annual Progress Report 2020/21



Agency Name	Coffs Harbour City Council
Principal Department	Minister for Local Government Office of Local Government
Reporting Period	1 July 2020 to 30 June 2021

# Background

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**The provision of accessible and inclusive communities is a vital part of enabling people with a disability to participate in community life. The NSW *Disability Inclusion Act 2014* required all NSW government departments and councils to adopt a Disability Inclusion Action Plan (DIAP) by July 2017. The purpose of the DIAP is to help ensure that people with a disability have equal access to information, services and facilities provided by Council, and can participate in the public spaces and public life of the community.**

Supporting the development of an accessible and inclusive area benefits all people living in and visiting the Coffs Harbour Local Government Area. In particular, those with a disability, older people, people with a chronic illness, people experiencing temporary illness or injury, and parents of young children and their friends and families.

## Purpose

Coffs Harbour City Council strives to be inclusive and accessible for people with a disability.

Council seeks to achieve this by:

- ▶ Developing and implementing a Disability Inclusion Action Plan which meets the legislative requirements under the *Disability Inclusion Act 2014*.
- ▶ Advocating for equal rights for all people and improving our city as an accessible and inclusive place.
- ▶ Striving for an inclusive society through collaborations with community, business and government organisations.
- ▶ Improving awareness of and access to Council services, facilities and information.
- ▶ Supporting workforce diversity and improving employment practices that increase meaningful participation by people with a disability.

The Disability Inclusion Action Plan 2017–2021 sets out what Council will do over four years to enable people with a disability to have greater access to Council information, services and facilities.

This Plan establishes the framework and priorities to implement significant improvements for access and inclusion for people with a range of abilities. Diverse participation and contributions made by whole of community strengthen our organisational values of a connected, sustainable and thriving community.

The plan has four focus areas:

- ▶ Creating liveable communities.
- ▶ Improving access to services through better systems and processes.
- ▶ Promoting positive community attitudes and behaviours.
- ▶ Supporting access to meaningful employment.

Council is presently reviewing the current Disability Inclusion Action Plan 2017–2021 to inform the preparation of the DIAP for the subsequent four-year period.

Council has undertaken engagement with a broad range of community and organisational stakeholders to seek guidance as to how Council can provide infrastructure and services that ensure equitable access for people with a disability.

## Creating Liveable Communities

**Council has undertaken the following projects to increase access to the built environment for people with a disability:**

- Inclusion of accessible picnic facilities and seating at the North Wall Upgrade at the Coffs Harbour Jetty Foreshores.
- An Adult Change Place constructed at Woolgoolga Beach Reserve upgrade.
- Significant footpath upgrades at King Street, Coffs Harbour; Elizabeth Street, Sawtell; and Bruce King Drive, Boambee East to increase pedestrian accessibility.
- Continued program of upgrade of accessible bus shelters and pathways.
- Continued consultation with the Disability Inclusion and Access Advisory Committee for the design of the Cultural and Civic Space Project (Yarrilla Place) and the West Woolgoolga Sports Complex (Wiigula Sports Complex).

**Council is working toward greater access across the LGA and has allocated funding in the 2021/22 budget for:**

- A footpath construction program to improve accessibility in our community.
- Development of an Integrated Transport Strategy which will consider accessible parking across the Coffs Harbour city center and connection to accessible pathways.
- Continued engagement with a consultant to develop an accessible parking plan and procedure as part of an overall car parking plan for the city centre. The plan will determine an appropriate target of accessible parking spaces for our city centre.
- Significant upgrades of the Sawtell and Woolgoolga Public Pools to increase accessibility and amenity of these facilities.

## Improving Access to Services through Better Systems and Processes

**Council has worked to increase access to information including:**

- Social media and web pages with the sharing of video about local band the Red Hots from Coffs Harbour Support Services and a post about using MyCommunity Directory to find hearing services on the MyCoffs Connect Facebook page.
- Social media videos featuring people with disabilities to help promote community participation in the review of the Disability and Inclusion Action Plan.
- Road & Community Safety activations and information about the use of bikes, wheelchairs, and mobility scooters.
- Expansion of the online delivery of programs including Coffs by Nature Tours, Living Lightly workshops to increase the accessibility of community members who may previously have been unable to attend. Inclusion of captioning on Facebook film content for these programs.
- Council received funding of \$8,000 from the Library Local Priority funding for the purchase of assistive software for people with a disability for the library computers and purchase of adaptive technology. This technology includes PEARL text to speech camera with OpenBook software package, Zoomtext keyboard, and ZoomText Fusion Professional software — designed for users with advanced or progressive vision loss, ZoomText Fusion provides the features and benefits of ZoomText Magnifier/Reader, plus a complete screen reader.
- 2010 accessible items were added to the Library's collections during the period: 592 talking books (books on CD); 526 eAudiobooks (for download); 257 e-books and 635 new large print books.

## Highlight Project

### Woolgoolga Changing Place

Coffs Harbour City Council invited the Mid North Coast Disabled Surfers Association to inspect the new disabled change facility at the revamped Woolgoolga Beach Reserve.

Long-time participant, Luke Graham, ventured along with committee member Brett Pilon. Both were extremely impressed with the room and the equipment provided. "This will make life much easier for everyone. Even people with profound disability and their carers will benefit from such a modern, well equipped change room," Brett said.





## Council is investing in training to build skills and knowledge to support access including:

- ▶ Mental health first aid and awareness.
- ▶ Council has continued to support leaders in working effectively with employees with a disability through both capability development, as well as one-on-one support with specific issues. This has included advice in terms of workplace modifications, as well as considerations around tasks and individual capacity.

## Council continues to be committed to consulting with people with a disability:

- ▶ Council's Disability Inclusion and Access Advisory Committee continues to meet monthly and regularly engages with Council staff, except during periods of COVID restrictions.
- ▶ The Disability Inclusion and Access Advisory Committee provided extensive input into the design of the Cultural and Civic Space Project (Yarrilla Place) and the West Woolgoolga Sports Complex (Wiigula Sports Complex).

## Promote Positive Community Attitudes and Behaviours

### Council has worked to promote positive community attitudes and behaviours toward people with disability through:

- ▶ Celebration of International Day of People with Disability on 3 December, 2020, with a free screening of Peanut Butter Falcon at the Jetty Memorial Theatre with 82 participants.
- ▶ Promotion of library services to community members with a disability as a key audience.
- ▶ The inclusion of community members with a disability and the sharing of information about disability services on the MyCoffs Connect Facebook page.

## Council has worked to increase opportunities for people with disability to participate in community activities. This included:

- ▶ Festival and community event planning continues to seek to partner with local community organisations that are committed to diversity and inclusion of people with a disability and consider the needs and broader community inclusion outcomes in planning and programming.
- ▶ Consultation with Vision Australia to develop plans for the Jetty Theatre Expansion Project to accommodate a quiet room for audio description.
- ▶ Council's work on ECO Destination accreditation showcases the availability of nature-based and sustainable facilities, accommodation and experiences for people with a disability, their families and carers.

## Supporting Access to Meaningful Employment

### Council has worked to increase employment opportunities for people with a disability including:

- ▶ The implementation of flexible work arrangements that support employment of people with a disability and carers of people with a disability.
- ▶ Implementation of the Equal Employment Opportunity Management Plan.
- ▶ Support for management and staff with Disability Awareness training available through Council's online learning management system, including requirements of the *Disability Discrimination Act*, social models, reasonable adjustment and guides for communication.
- ▶ Council has continued to support leaders in working effectively with employees with a disability through both capability development, as well as one-on-one support with specific issues. This has included advice in terms of workplace modifications, as well as considerations around tasks and individual capacity.

## Highlight Project

### Coffs Harbour City Council Disability Inclusion and Access Advisory Committee

Council invited applications for membership to the Disability Access and Inclusion Advisory Committee in February 2021, with the new committee approved by Council at the meeting of 22 April, 2021.

The Disability Inclusion and Access Advisory Committee's purpose is to provide advice and to work collaboratively with Coffs Harbour City Council in the development and implementation of strategies which aim to ensure that the City of Coffs Harbour is an inclusive and accessible city for people with a disability now and into the future.







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