



City of Coffs Harbour Annual Report 2022/23

Section 2 Regulatory Information

Acknowledgement of Country

The City of Coffs Harbour Acknowledges the traditional custodians of the land on which we meet, the Gumbaynggirr people, who have cared for this land since time immemorial. We pay our respects to their elders past, present and emerging, and commit ourselves to a future with reconciliation and renewal at its heart.

City Garlambirla junga-ngarraynggi yaanga gungangulam wajaarrgundi yilangandi ngiyaa gawbarri: yaam Gumbaynggirr girrwaam yaamanga-ndi yaam wajaarr jalumbawnyarr ngarraynggang.

Ngiyalagay garla-ngarraynggi yanggidamgundi Guuyunga, Jurruya jalumbawnyarr, giili, waybunyjigam. Baya ngiyalagay yilaana minggiya gunganbuwa ngayinggirra Girrwaanbiya; garra-buugili.

The City of Coffs Harbour acknowledges the traditional custodians of the land on which we meet, the Gumbaynggirr people, who have cared for this land since time immemorial.

City Garlambirla City of Coffs Harbour	junga-ngarraynggi acknowledges	yaanga these	gungangulam ... traditional custodians	wajaarrgundi of the land	yilangandi where			
ngiyaa gawbarri: we	yaam meet	Gumbaynggirr the Gumbaynggirr	girrwaam ... people	yaamanga-ndi these-who	yaam here	wajaarr the land	jalumbawnyarr from of old	ngarraynggang. have cared for.

We pay our respects to their elders past, present and emerging, and commit ourselves to a future with reconciliation and renewal at its heart.

Ngiyalagay we	garla-ngarraynggi respect	yanggidamgundi their	Guuyunga, Eldermen,	Jurruya ... Elderwomen	jalumbawnyarr, past	giili, present	waybunyjigam ... and emerging	
Baya Let	ngiyalagay us	yilaana minggiya hence in the heart	gunganbuwa be friends	ngayinggirra and sit together	Girrwaanbiya; ... with the First People	garra-buugili and be renewed.		

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This Annual Report showcases the City of Coffs Harbour's (City) progress in delivering the 2022–2026 Delivery Program and 2022/23 Operational Plan over the course of the 2022/23 financial year.

This Annual Report is one of the key ways that the City shows its progress and accountability to the community. It is a document that is a part of the integrated planning and reporting framework. Full details of the City's performance against the 2022–2026 Delivery Program and 2022/23 Operational Plan can be found on the City's website under Corporate planning and reporting.

Section 1 of the Annual Report focuses on the City's performance and achievements in the implementation of the Delivery Program and Operational Plan. It is organised into the 4 key themes from the Community Strategic Plan:

Section 2 of the Annual Report includes information prescribed by the Local Government (General) Regulation 2005. The information in Section 2 indicates how the City has been performing as a service provider and a community leader.

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



Brisbane

Coffs Harbour

Sydney

Coffs Harbour is a vibrant regional centre on the Mid North Coast of New South Wales, about midway between Sydney and Brisbane. The traditional home of the Gumbaynggirr people, the area is home to 79,598 residents and encompasses 1,174 square kilometres of land stretching from Red Rock, south to Bundagen and west past Brooklana and Lowanna.

Capital Works Projects

Local Government Act 1993 — Section 508(2) and 508A
1 July 2022 to 30 June 2023

City Centre Capital Works Program (2013/14–2022/23)

The City 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, The City secured approval, via the Independent Pricing and Regulatory Tribunal (IPART), to continue the CBD Special Rate in 2012/13 to allow work, including preparing 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, the City 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 the City's general income for 2013/14.

The approval was subject to the following conditions:

1. The City 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 City 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 City 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 City 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 2022/2023.

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.

Capital Works Projects (continued)

In relation to approval condition 2 above, Table 1 is the total expenditure per project in 2022/23. Table 2 is the total income in 2022/23 and the outcomes achieved:

City Centre Capital Works Program 2022/23			
Project Description	Revised Budget 2022/23 (\$)	Expenditure 2022/23 (\$)	Original Budget 2022/23 (\$)
CBD Marketing	50,000	45,727	50,000
Marketing and Activation (includes Growers Markets)	110,000	118,984	110,000
Christmas Activation	-	572	-
Total Operating Expenditure	160,000	165,283	160,000
Street Furniture	5,000	26,353	-
Park Ave Upgrade	-	-	220,000
Shade sails	-	-	247,000
Total Capital Expenditure	5,000	26,353	467,000
Total Expenditure	165,000	191,636	627,000

TABLE 1

City Centre Capital Works Program 2022/2023 (Continued)			
Project Description	Revised Budget 2022/23 (\$)	Expenditure 2022/23 (\$)	Original Budget 2022/23 (\$)
CBD Special Rate Variation	954,652	954,652	954,652
Marketing and Activation Income (includes Growers Markets)	10,000	20,497	10,000
Transfer to /from Reserves	(799,652)	(783,513)	(337,652)
Total income	165,000	191,636	627,000
Funding deficit / (surplus)	-	-	-

TABLE 2

City Centre Capital Works Program 2022/23 — Achievements

This project has been completed with Council adopting the Moonee Street and Park Avenue Reconfiguration Plan on 9 June 2022. This project is an action of the Coffs Harbour City Centre Masterplan 2031.

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

The City requires additional funding to maintain infrastructure assets. To maintain current condition and avoid continued deterioration over time requires an estimated \$6.2M (over and above 2013 funding levels) for asset repair and renewal per annum.

On 3 June 2014, the City received approval from the Independent Pricing and Regulatory Tribunal (IPART) for a special variation of 7.9% for the City for 2014/2015.

The approval was subject to the following conditions:

1. That the City uses the additional income for the purposes of funding a program maintenance, rehabilitation and renewal of infrastructure.
2. The City reports in its Annual Report for the period 2014/2015 to 2023/2024 information on the total income received, expenditure per project/program and outcomes achieved.

This special variation is a key element of the City's funding strategy to ensure the sustainable management of the City'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.

- **Roads Maintenance** — funds used to address a backlog of sealing maintenance works across the Local Government Area (LGA).
- **Asset Management** — used to plan and design priority schedule of work.
- **Building Maintenance** — numerous projects delivered
- **Roads Rehabilitation** — used for road upgrades mainly in Ray McCarthy Drive, Aubrey Crescent, River Street and Hulberts Road
- **Open Space Asset Renewal** — used to update playgrounds, fences and access ways across the LGA as well upgrades at the Vost Street netball courts

- **Building renewals** — includes Woolgoolga and Sawtell Pool Investigation, building the Botanic Gardens Glasshouse and amenity upgrades at York 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.

In relation to approval condition 2, Table 3 provides information on the total income received and expenditure per asset group in 2022/23.

Funding for the Future — Financial Sustainability 2022/23		
Project Description	Revised budget 2022/23 (\$)	Actual 2022/23 (\$)
Roads maintenance	624,912	246,980
Record Digitisation	100,000	78,430
Asset management	122,753	9,537
Building maintenance	590,410	158,945
Total operating expenditure	1,438,075	493,892
Road pavement renewals	1,669,635	1,464,291
Open space assets	385,068	471,212
Other transport assets new/upgrade	462,226	465,558
Buildings renewal	871,371	783,410
Total capital expenditure	3,388,300	3,184,471
Total expenditure	4,826,375	3,678,363
Financial Sustainability Rate Variation — 2014/15	2,437,001	2,437,001
Financial Sustainability Rate Variation — 2015/16	4,941,643	4,941,643
Other transport assets new/upgrade grants and contributions	445,407	206,702
Special Rate Variation revotes reserve	(2,997,676)	(3,906,983)
Total income	4,826,375	3,678,363
Funding Deficit / (Surplus)	-	-

TABLE 3

Capital Works Projects

Capital Expenditure Guidelines
1 July 2022 to 30 June 2023

Reporting under the Capital Expenditure Guidelines

- The Sportz Central Upgrade will deliver a new fully compliant basketball court, new female friendly amenities, refurbished existing amenities, aesthetic upgrades, solar power, new cricket practice facilities, and a new skate park at a total cost of \$7.4m.
- Wiigulga Sports Complex is a new integrated sport and community facility, located on the north western end 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, Touch Football as well as multi use fields, including lighting, drainage and amenities.
 - Northern Beaches Multi-Purpose Centre: two indoor courts (Basketball and Netball), stage, kitchen, multi-purpose rooms, amenities
 - Civil works including roadways, shared pathways, carparks and services.
- Yarrila Place started 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 regions library, gallery and museum. It will also include City 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 2022 to 30 June 2023

City of Coffs Harbour did not conduct any overseas visits in the year ended 30 June 2023.

Elected Members' Expenses

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

Local Government (General) Regulation 2021 — Clause 217 (1) (a1)

1 July 2022 to 30 June 2023

Expense	Amount (\$)
Mayoral allowance	62,510
Councillor fees	227,790
Mayor vehicle expenses	1,783
Provision of dedicated office equipment allocated to councillors	339
Telephone calls made by councillors	5,015
Attendance by Councillors at conferences and seminars (excluding overseas and interstate)	10,137
Providing induction training for councillors, supplementary induction training for mayors and professional development programs for mayors and other councillors	6,445
Other training of mayors and councillors and provision of skill development for mayors and councillors	0
Interstate visits during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses	9,747
Overseas visits during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses	0
Expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions	18
Expenses involved in providing 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.)	9,735
Total	333,520

TABLE 4

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 2022 to 30 June 2023

Contract No.	Contract	Supplier	Start Date	Contract Sum (\$) (inc GST)
CON00181	Electricity Large Sites Jan 2023–Jun2023	Origin Energy	01-Jan-2023	1,426,000
CON00209	Security Services	Advanced Inland Security, Coffs Coast Security, Mid North Coast Security, No.1 Protection, Valley Protection	01-Aug-2022	3,352,000
CON00222	BIG4 PBHP — Supply, Delivery & Install Moveable dwellings	Wendgold Pty Ltd	07-Nov-2022	279,484
CON00223	Sandy Beach Youth Space Playground	CRS Creative Recreation Solutions	28-Nov-2022	793,988
CON00224	Coffs WRP Replace walkways	Nextep Miyama P/L	19-Oct-2022	152,918
CON00226	New PLC & SCADA at Woolgoolga Water Reclamation Plant	Safe Group	22-Aug-2022	215,350
CON00231	Electricity Streetlighting unmetered Jan 2023–Jun 2023	Shell Energy	01-Jan-2023	356,000
CON00232	Electricity Small Sites July2022 to June2025	Shell Energy	01-Jul-2022	2,310,000
CON00233	Plumbing Maintenance and Repair Services (Panel Contract)	Coastal Plumbing, Jetty Plumbing, Joel Street Plumbing, Obrein Plumbing, Park Beach Plumbing	27-Mar-2023	824,000
CON00242	Trojan UV System Overhaul & Maintenance	Aquatec-Maxcon	07-Sep-2022	410,039
CON00243	Cleaning of Truck Wash at Englands Road	Clarence Valley Septics	01-Nov-2022	235,000
CON00250	LED Sports Lighting at Clive Joass Oval	Smada Electrical	30-Nov-2022	258,154
CON00281	Riding Lane Upgrade	AJ Pipelines & Construction	21-Feb-2023	754,559
CON00286	Solitary Islands way Construction	Mid North Coast Construction	04-Jul-2022	6,248,629
CON00287	Concrete Encasement Works — Buchanans Road 600mm Watermain	JZ Concrete Pty Ltd	03-May-2023	680,000
CON00291	Orara River Rehabilitation Project Bush Regeneration 2022–25 (panel contract)	Coffs Harbour Bushland Regeneration Group, Ecolinx Environmental, Bush Dynamics, Orara Valley Native Plant Nursery	03-Jan-2023	400,000
CON00298	Gordon-Albany Streets Roundabout Resurfacing	Boral Construction	03-Jan-2023	150,640
CON00299	Hogbin Dr/Sawtell Rd Roundabout Resurfacing	Boral Construction	04-Apr-2023	249,898
CON00303	Construction of the Sportz Central Upgrade	Patterson Build	04-Apr-2023	7,130,163
CON00305	Nana Glen Water Supply — Stage 3A	KBS Mackay Pty Ltd	09-Dec-2022	680,000
CON00323	Heavy Asphalt Patching — Lyons Road, Sawtell	Boral Construction	29-Mar-2023	156,992
CON00324	Heavy Asphalt Patching — Stadium Drive, Coffs Harbour	Boral Construction	31-May-2023	204,282

TABLE 5

Legal Proceedings

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

Local Government (General) Regulation 2021 — Section 217 (1) (a3)

1 July 2022 to 30 June 2023

Legal proceedings

In 2022/23, the City incurred \$508,374 in legal expenses in relation to proceedings taken against or by the City. These proceedings are detailed in table 6.

Planning

Seven of the matters listed in table 6 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 2022/23 year, the City initiated 286 statements of claim in relation to outstanding rates.

Public liability claims

In 2022/23 there were no new proceedings brought against the City seeking compensation for personal injury. There is one ongoing matter in the reporting period. Public liability claims are managed by the City's insurer, Statewide Mutual.

Appeals against orders issued by the City

The City had 2 proceedings involving appeals against dangerous dog declarations made under the Companion Animals Act.

Legal Proceedings (continued)

Matter	Nature of proceeding	Amount incurred for financial year ending 30 June 2022 \$ (GST excl)	Status
Trent Withers v CHCC	Local Court — appeal dangerous dog declaration	0	Ongoing
Andrew Cushing v CHCC	Local Court — appeal penalty infringement notice	0	Ongoing
CHCC v Noubia	Supreme Court, Court of Appeal — appeal decision 2017/000831167	22,067	Ongoing
Noubia Pty Ltd v CHCC	Land & Environment Court	238,891	Ongoing
Barr Property and Planning Pty Ltd v CHCC	Land & Environment Court — class 1 appeal 0004/22DM	12,479	Ongoing
McCarthy v CHCC	District Court — public liability claim	0	Ongoing
ACN 144015191 v CHCC	Local Court 1. appeal dangerous dog declaration 2. appeal penalty infringement notice	8,412	1. Ongoing 2. Finalised
Bruckner v CHCC	Local Court — appeal dangerous dog declaration/ appeal penalty infringement notice/ civil claim in relation to companion animals	5,528	Finalised / withdrawn by applicant
McDonalds Australia Limited v CHCC	Land & Environment Court — class 1 appeal 0110/20DA	110,668	Finalised
Ruishton Pty Ltd v CHCC	Land & Environment Court — class 1 appeal 0085/22DM	16,931	Finalised
Regional Architects Pty Ltd v CHCC	Land & Environment Court — class 1 appeal 0818/18DA	12,877	Finalised — discontinued by applicant. Costs recovery proceedings in progress.
Cortas Pty Ltd v CHCC	Land & Environment Court — class 1 appeal 0145/23DA	8,965	Finalised
Tareik Hart v CHCC	Local Court — appeal dangerous dog declaration	1,320	Finalised
Environment Protection Agency v CHCC	Local Court — breach of environmental protection licence	70,236	Finalised

TABLE 6

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 2022 to 30 June 2023

No resolutions were made during this period concerning work subsidised by the City 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 2022 to 30 June 2023

Recipient	Amount (\$)
Westpac Rescue Helicopter	909
Schools Annual Presentations	5,900
North Coast Academy of Sport	6,000
Southern Cross University Presentations	300
TAFE Presentations	300
Road Closures & Catering — Anzac Day	17,370
Park Run — Licence Fee	525
Coffs Harbour Show Society	5,000
Harding Miller Education Scholarship	4,375
Coffs Harbour Creative Arts Group	1,500
AIME Mentoring	1,000
Childrens Xmas Party	500
Woolgoolga Art Group	950
Orara Valley Progress Association — Sponsorship of Santa Run	227
Other Minor Donations	808

Recipient	Amount (\$)
Rates Subsidy — Sporting & Cultural Groups	47,682
Surf Life Saving Clubs — Subsidy	45,472
Event Funding Program	60,994
Sawtell & Woolgoolga Chamber of Commerce	25,000
Arts & Cultural Development Grants Program	39,900
State Emergency Services — Contribution	209,103
Community Capital Infrastructure Grants Program	44,067
NSW Fire and Rescue Subsidy	614,754
Rural Fire Service Subsidy	921,764
TOTAL	2,056,400

TABLE 7

Rates and Charges Written Off

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

Local Government (General) Regulation 2021 — Clause 132

1 July 2022 to 30 June 2023

The total value of rates and charges written off for the year 2022/23 was

\$3,331,901.68.

Item	Amount (\$)
Pension Rebates	3,050,803.52
Postponed Rates	160,486.55
Interest > \$50	20,049.76
Water Usage Charges	68,298.33
Sewer Usage Charges	30,420.19
Trade Waste Usage Charges	1,843.33
Total	3,331,901.68

TABLE 8

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 2021/22 was

\$3,356,405.69)

Delegated Functions / Companies / Partnerships

Functions delegated by the City

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

Local Government (General) Regulation 2021 — Section 217 (1) (a6)

1 July 2022 to 30 June 2023

External bodies that exercised functions delegated by Council were:

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

Companies in which the City held a controlling interest

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

Local Government (General) Regulation 2021 — Section 217 (1) (a7)

1 July 2022 to 30 June 2023

- **Prosper Coffs Harbour Limited**

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 2022 to 30 June 2023

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

Environmental Agreements

Section S7.11 Contributions

Contributions Plan	Project ID (as identified in the CP)	Project description	The kind of public amenity or service	Monetary amount expended from development contributions	Value of land dedication	Value of material public benefit provided	Contributions expended to date	Amounts expended temporarily borrowed	Project status	% of cost funded by contributions
S7.11 Contributions Plan West Coffs Harbour Contributions Plan 2017	211002	Flood Mitigation and Drainage Reserves	Drainage and stormwater	\$719,074	\$-	\$-	\$719,074	0	Underway	100%
S7.11 Contributions Plan North Boambee Valley West Contributions Plan 2022	421691	North Boambee Valley Detention Basin	Drainage and stormwater	\$93,130	\$-	\$-	\$93,130	\$931,239.93	Underway	22%
S7.11 Contributions Plan Moonee Release Area Contributions Plan	421233	Moonee Beach Collector Road and Bridge	Roads and Traffic Facilities	\$1,200,000	\$-	\$582,172	\$2,045,073	0	Underway	100%
S7.11 Contributions Plan Moonee Release Area Contributions Plan	421480	Moonee Forest Cycle Way	Roads and Traffic Facilities	\$317,710	\$-	\$-	\$547,133	0	Underway	100%
S7.11 Contributions Plan West Woolgoolga Contributions Plan 2017	421481	Dalgety Street Cycleway and Pedestrian Bridge	Roads and Traffic Facilities	\$13,725	\$-	\$-	\$51,778	0	Underway	100%
S7.12 Contributions Plan Administration Plan	211002	Contributions Plans Co-ordination & Administration	Other	\$145,048	\$-	\$-	\$585,942	0	Ongoing	50%
S7.11 Contribution Plan Coffs Harbour District Open Space	421164	Nana Glen Equestrian Centre Earthworks — Stage 2	Open Space	\$15,000	\$-	\$-	\$32,999	0	Underway	100%
								Total contributions expended	\$2,503,687	
								Total contributions received	\$4,277,563	

TABLE 9

Planning Agreements

Environmental Planning and Assessment Act 1979 — Section 7.5(5)
1 July 2022 to 30 June 2023

The City was party to 1 Planning Agreement during the reporting period.

Agreement Number	Agreement Name	Date Entered Into	Land to which the agreement applies	Description of Agreement	Parties to the Agreement
VPA 01/23	Planning Agreement Lot 1 DP 1057416 Ocean Parade Coffs Harbour NSW 2450	30-March-2023	Lot 51 DP 1057416	The Planning Agreement requires the Developer to pay a monetary contribution of \$200,000 for the purpose of Offsite Environmental Works. The funds will be provided to the Coffs Coast Regional Park Trust to under the Offsite Environmental Works at Macauleys Headland.	City of Coffs Harbour Globuild Pty Ltd NSW National Parks and Wildlife Service ATF the Coffs Coast Regional Park Trust.

TABLE 10

Environmental agreements

Local Government Act 1993 — Part 2A Environmental upgrade agreements
1 July 2022 to 30 June 2023

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

Equal Employment Opportunity Management Plan (Organisational Development Activities)

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

Local Government Act (General) Regulation 2005 – Section 217 (1) (a9)

1 July 2022 to 30 June 2023

Equal employment opportunities have been an ongoing focus for the City during 2022–23.

Our People and Culture Framework has underpinned a number of new initiatives along with continued successful practices which support diversity and inclusion in the workplace, including:

- Providing opportunities and support for volunteer work experience for community members with disabilities to work alongside staff in various business units.
- Presenting and participation in workshops — such as The Smith Family Work Inspirations program — which supports students in year 10 from local high-schools who are looking for inspiration to either remain in school to work towards a vocation, or leave school and open their eyes to the numerous job opportunities to stay in the local community and potentially ‘learn as you earn’ through an apprenticeship or traineeship program, or work experience.
- Attendance at various school career days to promote the vast employment and volunteer opportunities available when working for the City.
- Various presentations and membership at Industry Training Hubs, which is an Australian Government initiative to bring together employers, vocational bodies and High Schools (careers advisors / Principals).

- Work with Apprenticeship Careers Australia in order to progress and develop opportunities for traineeships and apprenticeships within the City, thus establishing workforce planning at grassroots level by “growing our own”.
- An enhanced focus on the ongoing development of an Aboriginal Employment Strategy with the aim of supporting and enhancing Aboriginal employment opportunities at the City, including Apprenticeship / Trainee programs for school based or full-time trainees.
- A renewed focus on a framework for the support of Apprenticeships and Traineeships in the workplace and engagement with relevant supporting agencies.

This year, our recruitment initiatives have been reviewed to ensure that they reflect legislative requirements, are inclusive by investigating and exploring additional opportunities for equal employment, enabling support for diversity and talent / succession pathways. There has been a review of the language used in the City’s recruitment advertising. This included updating the careers section of the City website to make sure the information around applying and being interviewed for positions with the City is meaningful and transparent.

The City is actively reviewing the language used when writing new or updating existing policies, procedures, guidelines and position descriptions to ensure the language used is relevant and inclusive in nature.

This work has been supported by unconscious bias training for our people leaders. This training supports our leaders with an important awareness of ensuring that bias is eliminated from all people related activities, including recruitment, and performance review processes.

The investment in training and development opportunities has also enabled the City's employees to be appropriately trained and have the right skillset for their role. This enables the City to promote and encourage its employees to work in higher roles and secondment opportunities in other areas of the business, diversifying knowledge and job satisfaction opportunities. Our performance review process also allows our staff to identify their ongoing learning needs and to articulate other opportunities they are interested in working towards at the City.

Access to flexible working initiatives continues to support diversity, inclusion and equal opportunity for our employees by allowing them to create flexible working schedules enabling a healthy work / life balance. This also extends to transition to retirement options, variable working arrangements including hybrid work and variations to working hours, workspaces and equipment.

During this period, the City continued with and promoted its health and wellbeing programs to support the health and wellbeing of the City's employees. This included promotion of the Employee Assistance Program, which provides the City's employees and their immediate families with free access to a variety of services including counselling and mental health & wellbeing support.

The City's Enterprise Agreement continues to provide and reinforce the availability of a range of leave options which support our employees including:

- Special leave for health and wellbeing initiatives
- Transition to retirement strategies
- Leave supporting staff who are experiencing family and domestic violence
- Provision of a variety of flexible workstations and working hours to support employees with disabilities.
- Promotion of and supporting our Indigenous and Torres Strait Island staff during Naidoc week celebrations allowing them special leave to participate in cultural activities

The City has worked with the Indigenous community via it's elected committee to investigate and implement a proposed online learning module and a face-to-face workshop session on Aboriginal Cultural Awareness. The intent is that all employees, contractors and volunteers will complete the online training and attend the workshop.

Work health and safety approaches have been established to enable the City to support potential/existing employees and volunteers who have personal conditions or disabilities with appropriate work adjustments to enable meaningful employment opportunities.

The City has taken a holistic approach to diversity and inclusion in the workplace and is working with a variety of Agencies that support Aboriginal employment, disability in the workplace, youth enrolled in High School education as well as industry sectors and Government Agencies, to broaden awareness and implement support programs.

Continuing to apply a focus to existing and new actions through strategic workforce planning, including the review of and updating of current practices will ensure the City remains diverse and inclusive as an employer and provides a positive employee experience.

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 2022 to 30 June 2023

The remuneration package total effective for the position of General Manager at 30 June 2023 was **\$359,830**.

The statement includes the total of the following:

Remuneration Item	Amount (\$)
(i) the total value of the salary component of the package	334,622
(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 City by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor	25,208
(iv) the total value of any non-cash benefits for which the general manager may elect under the package	-
(v) the total amount payable by the City by way of fringe benefits tax for any such non-cash benefits	-
Total	359,830

TABLE 11

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 2022 to 30 June 2023

The remuneration package total effective for the City's three Senior Staff positions for the period ending 30 June 2023 was **\$967,591**. 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	784,672
(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	112,204
(iii) the total amount payable by the City by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the senior staff may be a contributor	70,715
(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 City by way of fringe benefits tax for any such non-cash benefits	-
Total	967,591

TABLE 12

Employee Statistics

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

Local Government (General) Regulation 2021 – Section 2171 (d) (i), (ii), (iii), (iv)

1 July 2022 – 30 June 2023

Councils must publish a statement of the total number of persons who performed paid work for them on Wednesday 23 November 2022 including, in separate statements, the total number of the following:

- the number of persons directly employed by the City:
 - on a permanent full-time basis
 - on a permanent part-time basis
 - on a casual basis
 - under a fixed-term contract
- the number of persons employed by the City who are "senior staff" for the purposes of the Local Government Act 1993
- the number of persons engaged by the City, under a contract or other arrangement with the person's employer, that is wholly or principally for the labour of the person, and
- the number of persons supplied to the City, under a contract or other arrangement with the person's employer, as an apprentice or trainee.

Employment Type	Number
Permanent full-time	478
Permanent part-time	74
Casual	37
Fixed-term contract	37
Senior Staff	3
Labour Hire*	35
Apprentice / Trainee under labour hire	2

*Amount of labour hire employees who were engaged in paid work on 23 November 2022

TABLE 13

Stormwater Management Services / Coastal Protection Services

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

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

1 July 2022 to 30 June 2023

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

Information on the revenue and expenditure associated with that charge is included in the table on Page 2 of this report — “Flood Mitigation and Drainage Works Program 2022/23.”

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

Local Government (General) Regulation 2021 — Section 217 (1) (e1)

1 July 2022 to 30 June 2023

City of Coffs Harbour 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 2022 to 30 June 2023

Overview

The City's animal management facility has completed its first full year of reporting, following the closure of the RSPCA and the withdrawal of their animal impounding services.

The new animal management service has been aligned with the Rangers to provide for the streamlined delivery of the City's Companion Animal Management program. The City continues to focus on a steady and constant approach toward animal management and owner responsibilities. Particularly when owners take their pets into public places or are not preventing animals escaping their property.

Dog related fines increased during the reporting period by approximately 33% compared to 2021/22. Fines for unregistered animals were also up by 75%, driven by a targeted follow up program using microchip identifications. Fines for dog attacks were also up by 34%. Several formal actions were undertaken against dog owners arising from serious breaches of the Companion Animals Act including court prosecutions, declarations and orders.

Dog Blitzes, microchipping and registration follow up programs were done throughout the year, focusing on breaches of control requirements for dogs in public places and non-identified and unregistered Companion Animals. These programs have taken the form of high-profile patrols being undertaken during business hours and out-of-hours periods with promotion on occasion via media coverage and social media platforms. During the period, the City's Ranger Services handled more than 1,266 companion animal complaints, a 16% increase from the previous period. Survey of the City's seizures of cats and dogs Table (14) 2022/2023 has been prepared in accordance with statutory reporting requirements.

Dog Attacks

There were 92 recorded dog attacks in 2022/23, a 14% decrease on the previous year's figures. It has been noted that dog attack incidents were on the increase over the last few years but had stabilised in 2021/22 and is now trending down.

Attacks reported during the period varied in severity, from dogs acting aggressively without biting, through to incidents which required medical treatment / hospitalisation of the victim and/or the injury or death of another animal. The majority of incidents were minor, however a number required medical treatment and is reflected in fines issued for attacks.

Eight dangerous dogs were destroyed as a result of these reported incidents or non-compliance with legislated requirements.

SURVEY OF COUNCIL SEIZURES OF CATS AND DOGS 2022/2023

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Council Name: Coffs Harbour City Council
 Council/Facility Name: Coffs Harbour City Council
 Council owned and operated facility?: YES
 Location of Animal Care Facility: 47 Christmas Bell Rd, Coffs Harbour

Facility Manager's Name: Sonja Laine
 Facility Contact Name: Animal Management Centre
 Facility Contact Phone: 66484615
 Facility Contact Fax:
 Facility Contact E-mail: animal.managementcentre@chcc.nsw.gov.au

Comments:

[Print](#) [Download Survey Data](#) [Menu](#)

COUNCIL SEIZURE ACTIVITY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total	
	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog
Seized	0	18	0	31	0	16	0	34	0	15	0	13	0	14	0	11	0	21	0	8	0	14	0	18	0	213
Returned to Owner	0	8	0	16	0	4	0	15	0	6	0	1	0	5	0	2	0	8	0	1	0	3	0	2	0	71
Transferred to Council's Facility	0	10	0	15	0	12	0	19	0	9	0	12	0	9	0	9	0	13	0	7	0	11	0	16	0	142
Check (Zero)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ANIMALS IN AND ARRIVING AT COUNCIL'S FACILITY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total	
	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog
Animals In Council's Facility (Start of Month)	3	6	2	4	2	3	2	3	1	4	0	5	0	5	0	5	1	8	0	9	0	9	0	9		
Abandoned or Stray	9	4	11	14	18	4	12	11	10	5	13	4	20	7	39	7	7	8	32	3	31	13	5	3	207	83
Surrendered	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Animals transferred from Seizure Activities	0	10	0	15	0	12	0	19	0	9	0	12	0	9	0	9	0	13	0	7	0	11	0	16	0	142
Total Incoming Animals	12	20	13	33	20	19	14	33	11	18	13	21	20	21	39	21	8	29	32	19	31	33	5	28		

ANIMALS LEAVING COUNCIL'S FACILITY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total	
	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog	Cat	Dog
Released to owners	2	9	3	20	0	11	0	22	0	8	1	12	1	10	5	8	0	7	0	5	5	6	0	6	17	124
Sold	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0	0	1	9	0	5	9	2	0	22	10
Released to Organisations for Rehoming	1	2	3	9	8	4	8	4	7	4	8	2	6	3	22	1	2	4	12	2	13	6	3	8	93	49
Died at Council's Facility (other than euthanased)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stolen from Council's Facility	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Escaped from Council's Facility	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other (reason if entered)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Euthanased																										
Restricted Dogs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dangerous Dogs	0	5	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	8
Owners Request	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Due to Illness/Disease or Injury	1	0	0	0	1	0	1	0	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	6	0
Feral/Infant Animal	5	0	4	0	5	0	0	0	3	0	4	0	3	0	0	0	0	0	0	0	0	0	0	0	24	0
Unsuitable for rehoming	1	0	1	1	4	0	4	0	1	0	0	5	1	2	1	3	2	7	2	7	1	0	2	34	11	
Unable to re-home	0	0	0	0	0	0	3	0	0	0	1	4	2	3	3	2	5	4	1	1	2	0	2	14	19	
Total Euthanased	7	5	5	1	10	1	5	3	4	1	4	2	13	3	5	4	6	8	11	3	8	3	0	4	78	38
Total Outgoing Animals	10	16	11	30	18	16	13	29	11	13	13	16	20	16	38	13	8	20	32	10	31	24	5	18		
Total In Council's Facility (End of Month)	2	4	2	3	2	3	1	4	0	5	0	5	0	5	1	8	0	9	0	9	0	9	0	10		

(Total Outgoing Animals = Total Incoming Animals - Animals in Council's Facility end of month)

Details will not be able to be modified once they are submitted. Button available after end of financial year only. 2023

Survey has been Completed

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TABLE 14

Companion Animal Management Funding

Companion animal complaints and tasks made up approximately 47% of the Ranger Services workload.

Expenditure	Amount \$
Ranger wages, office expenses, IT, consumables etc.	190,228
Plant vehicles	42,769
Animal Management Centre Wages & Operating Costs	327,649
Total Expenditure	560,646
Income	Amount \$
Companion Animals registration commissions and impounding fees and charges	122,030
Fines	40,813
Total Income	162,183

TABLE 15

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
- The City's website (www.coffsharbour.nsw.gov.au) is a major source of information
- Increase profile through use of social media including Facebook and (formally) Twitter corporate pages
- Tourist publications
- Information brochures and flyers sent with registration papers.

Strategies for alternatives to euthanasia for unclaimed animals

Recent changes to the Companion Animals Act 1998 has made it compulsory for the City to notify at least two re-homing organisations at the end of the statutory hold periods for companion animals. The City maintained its approach to provide re-homing opportunities via RSPCA when they were doing the City's impounding responsibilities, this arrangement continues. Further to this, the City has been contacting multiple organisations for potential re-homing opportunities and extends holding times for companion animals as capacity allows.

Dog off-leash areas

City of Coffs Harbour currently provides 9 leash-free areas for dogs at:

- North Wall Beach
- Thompsons Road Dog Exercise Area
- Boambee Beach
- Hearn's Lake Beach
- Darkum Beach
- Corindi/Pipe Clay Beach
- Emerald Beach North
- Woolgoolga Back Beach
- West Coffs Reserve District Park

Grant Funding — During 2022/23, the City 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 2022 to 30 June 2023

Special Schedule — Report on Infrastructure Assets as at 30 June 2023											
Asset Class	Asset Category	Estimated cost to bring to a satisfactory standard	Required annual maintenance	2022/23 actual maintenance	Carrying Value	Gross Replacement Cost	Assets in a condition as a % of gross replacement cost (See Notes page 32)				
							\$'000	\$'000	\$'000	\$'000	\$'000
Buildings	Buildings		3,541	1,656	167,911	257,687	23%	22%	35%	18%	2%
	Sub total	-	3,541	1,656	167,911	257,687	23%	22%	35%	18%	2%
Public Roads	Roads		481	321	63,215	117,399	81%	16%	2%	1%	0%
	Sealed roads		10,875	12,515	424,275	538,289	48%	50%	2%	0%	0%
	Unsealed roads		155	468	8,385	11,715	24%	36%	35%	4%	1%
	Bridges		163	154	80,497	120,662	25%	60%	13%	2%	0%
	Footpaths and cycleways		338	316	67,705	95,450	49%	29%	16%	3%	3%
	Other road assets		-	-	-	-	0%	0%	0%	0%	0%
	Bulk earthworks		5,483	6,310	296,768	296,768	100%	0%	0%	0%	0%
	Kerb and gutter		1,539	1,771	83,243	98,859	54%	34%	10%	2%	0%
Sub total			19,034	21,855	1,024,088	1,279,142	61%	33%	5%	1%	0%

TABLE 16

*Percentage sub total is a weighted average calculation.

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

Special Schedule — Report on Infrastructure Assets as at 30 June 2023											
Asset Class	Asset Category	Estimated cost to bring to a satisfactory standard	Required annual maintenance	2022/23 actual maintenance	Carrying Value	Gross Replacement Cost	Assets in a condition as a % of gross replacement cost (See Notes page 32)				
							\$'000	\$'000	\$'000	\$'000	\$'000
Water supply network	Water supply assets		3,974	2,315	349,650	493,340	34%	13%	51%	2%	0%
	Sub total		3,974	2,315	349,650	493,340	34%	13%	51%	2%	0%
Sewerage	Sewerage assets		3,431	2,013	541,597	814,731	35%	32%	29%	3%	1%
	Sub total		3,431	2,013	541,597	814,731	35%	32%	29%	3%	1%
Stormwater drainage	Stormwater drainage		306	279	212,262	301,189	47%	35%	16%	1%	1%
	Sub total		306	279	212,262	301,189	47%	35%	16%	1%	1%
Open space / recreational assets	Other open space / recreational assets	20,000	517	532	50,963	111,276	23%	22%	28%	5%	22%
	Swimming pools	34,770	-	31	4,241	7,199	13%	49%	4%	34%	0%
	Sub total	54,770	517	563	55,204	118,475	22%	24%	27%	7%	21%
Other infrastructure assets	Other		-	-	423	1,303	8%	90%	2%	0%	0%
	Sub total		-	-	423	1,303	8%	90%	2%	0%	0%
Total classes	Total — all assets	54,770	30,803	28,681	2,351,135	3,265,867	45%	29%	22%	3%	1%

*Percentage sub total is a weighted average calculation.

TABLE 17

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 2022 to 30 June 2023

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.

The City has an established internal reporting policy. This policy was adopted by the City on 12 April 2012. The policy was reviewed to ensure it reflected changes in the legislation and the current version was adopted by the City on 23 March 2017.

The General Manager of the City (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 the City's intranet site, the distribution of information brochures and the display of posters identifying officers who can receive reports.

City of Coffs Harbour — Report to the NSW Ombudsman			
Reporting Period July 2022 to June 2023	Made by public officials performing their day-to-day functions	Under a statutory or other legal obligation	All other PIDs
Number of public officials who made PIDs	0	0	0
Number of PIDs received	0	0	0
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
No. of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period	N/A		

TABLE 18

Carers Recognition Act

Carers Recognition Act 2019 (CR Act), s 8(2)
1 July 2022 to 30 June 2023

The City has not engaged in activities that require reporting under the terms of the Carers Recognition Act.

Fisheries Management Act

Fisheries Management Act 1994 – Section 220ZT (2)
1 July 2022 to 30 June 2023

The City was not required to take any actions during 2022/23 pursuant to Recovery and Threat Abatement Plans under the Fisheries Management Act 1994. The program came to an end in 2017.

Private Swimming Pool Inspections

Swimming Pools Act 1992, s 22F (2)
Swimming Pools Regulation 2008 (SP Reg) cl 23
1 July 2022 to 30 June 2023

Details of inspections of private swimming pools	Number
Tourist and visitor accommodation	22
Premises with more than 2 dwellings	8
Resulted in issuance of a certificate of compliance under section 22D of the Act	290
Resulted in issuance of a certificate of non-compliance under clause 18BA of the Regulation	172

TABLE 19

Government Information (Public Access) Act 2009

Appendix 1

Annual Report — 1 July 2022 to 30 June 2023



Agency Name	City of Coffs Harbour
Principal Department	Minister for Local Government Office of Local Government
Reporting Period	1 July 2022 to 30 June 2023

Review of proactive release program

During the reporting period, the City did 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), the City 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
- the City's Disclosure Log
- the City's initiatives, surveys, exhibitions and projects
- the City's media releases
- the City's community newsletters
- the City's staff consultations to identify information for inclusion or placed on the City's website
- information held on the City's website
- websites of other councils to identify new strategies for the City's proactive release program.

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

1. Annual rates for each property in the Coffs Harbour local government area
2. Online Mapping Tool
3. The City's Integrated Planning and Reporting documents (archived annual Reports, financial statements, management plans and strategic reported) continue to be available from 2009/10
4. Promotion of the Information and Privacy Commission Right to Know Week.

Telecommunications Infrastructure — proposed policy, development controls and public notification requirements:

1. Draft Coffs Harbour Movement and Place Strategy
2. Woolgoolga bike lane trial
3. Part day public holiday — Coffs Harbour Gold Cup and possible Community Festival
4. Draft Coffs Harbour Public Realm Strategy
5. Koala Register — Koala Sightings
6. Sandy Beach Public School — Student travel
7. Draft Planning Controls and Transport Plan for Woolgoolga
8. Disaster Risk and Response
9. Draft Economic Development Strategy — Revised 2022-2027
10. Draft Planning Controls and Transport Plan for Woolgoolga
11. Draft Coffs Harbour Movement and Place Strategy
12. Draft 2022-26 Delivery Program (Year 2) and Draft 2023/24 Operational Plan
13. North Coast Regional Botanic Garden Draft Plan of Management
14. Moonee Creek Flood Study
15. Draft Telecommunications Facilities Policy — Revised
16. Road Naming Proposals — Comment on new road name proposals
17. Draft Youth Strategy 2022–2025
18. Argyll Estate Precinct renewal- exhibition of Draft LEP amendment, Draft Development Control Plan amendment and Draft Contributions Plan
19. 9 Crown Reserves Draft Plan of Management
20. Woolgoolga Lake Draft Plan of Management
21. Draft Coffs Harbour Northern LGA Flood Study
22. Draft Plan of Management — 13 Manning Avenue, Coffs Harbour
23. Councillor Expenses and Facilities Policy
24. Coffs Harbour Development Control Plan 2015 (DCP 2015) Amendment No. 35
25. DCP Amendment No. 35 Employment Zone Conservation Zone and General
26. 14 Crown Reserves Draft Plan of Management
27. Draft Youth Strategy 2022–2025
28. S7.11 Contribution Plan Review — West Coffs Harbour
29. S7.11 Contribution Plan Review — North Bonville
30. S7.11 Contribution Plan Review — Moonee-Sapphire
31. S7.11 Contribution Plan Review — Bonville Large Lot
32. North Boambee Valley West — exhibition of draft Coffs Harbour DCP Amendment No. 29 and draft Developer Contributions Plan
33. Public exhibition of NSW Government Employment Zones Reform
34. Draft Amended Fees & Charge

Formal access applications

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

During the reporting period, the City received 34 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, 0 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	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	2	0	0	0	0	0	0	2
Not for profit organisations or community groups	2	0	0	0	0	0	0	1
Members of the public (application by legal representative)	3	0	2	0	0	1	0	2
Members of the public (other)	2	4	2	0	0	1	0	7

TABLE 20

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

Formal access applications (continued)

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	2	0	0	0	1	0	1
Access applications (other than personal information applications)	6	0	4	0	0	1	0	9
Access applications that are partly personal information applications and partly other	3	2	0	0	0	0	0	2

TABLE 21

*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)	1
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	1
Invalid applications that subsequently became valid applications	1

TABLE 22

Formal access applications (continued)

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	0
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
Total	0

TABLE 23

*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	2
Individual rights, judicial processes and natural justice	6
Business interests of agencies and other persons	3
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

TABLE 24

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	17
Decided after 35 days (by agreement with applicant)	1
Not decided within time (deemed refusal)	0
Total	18

TABLE 25

Formal access applications (continued)

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

TABLE 26

*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 27

Table I: Applications transferred to other agencies

	Number of applications for review
Agency initiated transfers	0
Applicant initiated transfers	0

TABLE 28

Disability Inclusion Action Plan 2022–2026

Appendix 2



Agency Name	City of Coffs Harbour
Reporting Period	1 July 2022 to 30 June 2023

Accessible and inclusive communities is a vital part of enabling people with a disability to participate in community life. The purpose of the Disability Inclusion Action Plan (DIAP) is to help make sure that people with a disability have equal access to information, services and facilities provided by the City, 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. Particularly those with a disability, older people, people with a chronic illness, people experiencing temporary illness or injury, and parents of young children and their families.

The DIAP establishes the framework and priorities to implement significant improvements for access and inclusion for people with a range of abilities.

The plan has four focus areas:

1. Developing Positive Attitudes towards Disability

Objective: Community awareness of the rights and capabilities of people with disabilities reduces barriers to full access and inclusion.

2. Creating liveable communities

Objective: A liveable community is one which allows everyone to participate.

3. Increasing Access to meaningful employment

Objective: Many barriers can impact on the ability of people with disabilities to gain employment.

4. Improving access to mainstream services improved systems and processes

Objective: Access to information is important to ensure that everyone is able to participate and engage in our community. Community members need to be able to make informed choices about available services and to understand decision making processes that impact on their lives.

Creating liveable communities

The City has delivered the following projects to increase access to the built environment for people with a disability:

- Significant upgrades to the footpath network and accessibility upgrades to bus stops
- Installing a mobi-mat at Coffs Harbour Jetty Beach with a lifeguard service during peak holiday periods
- New accessible amenity block at the Sawtell Reserve Hall.
- The Wiigulga Sports Complex now complete, which has accessible change rooms available and a high tech sensory room.
- New accessible female change rooms and pathways at Toormina Oval.

The City is working toward greater access across the LGA and has allocated funding in the 2022/23 budget for:

- Bus stop upgrades for Disability Discrimination Act compliance across the local government area
- Develop and implement guidelines to ensure graphic design publications are accessible for people with disability
- Various plans and strategies making clearer links to the DIAP

Improving access to mainstream services through improved systems and processes

The City has worked to increase access to information including:

- Social media and web pages promoting information relevant to people with disabilities such as access to beach wheelchairs and installation of the mobi-mat at Jetty Beach
- 318 Junior fiction titles available in a print format for young people with dyslexia
- Over 2,000 accessible items were added to the library's collections during 2022/23:
 - 504 talking books (books on CD)
 - 590 eAudiobooks (for download)
 - 689 e-books
 - 734 new large print books.
- Assistive software for people with a disability installed for the library computers and purchase of adaptive technology:
 - 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.
- Improving the City's website accessibility to meet Web Content Accessibility Guidelines (WCAG) 2.1 standards
- Road and Community Safety activations and information about the use of bikes, wheelchairs and mobility scooters.

Highlight

Coffs Harbour Libraries has a large collection of junior fiction books in special fonts to alleviate some of the difficulties that readers can experience.

Some of the book features include:

- Bolds at the bottom of letters
- Gives letters larger openings
- Slants similar looking letters

- Improves layout of text on page
- Bolds capitals
- Improves spacing between letters and words

The library has also been able to purchase a scanning pen for members to use during opening hours. This is thanks to a generous donation from the Herford family. The C-Pen Reader 2 is held and operated like a highlighter, and when text is scanned by the pen it will read it out loud



Developing positive community attitudes and behaviours

The City continues to be committed to consulting with people with disabilities. This includes:

- Regular meetings of the City's Disability Inclusion and Access Advisory Committee and engagement with City staff
- Disability Inclusive Emergency Forum — hosting this forum in partnership with the University of Sydney means in the future we can better support everyone in our community.
- The Disability Inclusion and Access Advisory Committee has provided input into the design of major developments, including Yarrila Place and the Wiigulga Sports Complex.

The City has worked to promote positive community attitudes and behaviours towards people with disabilities through:

- Promoting library services and events to people with a disability as a key audience
- Including community members with disabilities and sharing information about disability services on the MyCoffs Connect Facebook page.

Community Safety Programs

Community Safety Programs continued to deliver events and workshops over the year that were free. They were held in venues that were easily accessible. These programs included offering four +65 On The Road presentations with Transport for NSW and experts. These presentations covered mobility aids, driving with a disability and how to obtain a disabled parking permit.

Other Road and Community Safety activations also offered information about the use of modified bikes, wheelchairs and mobility scooters.

Work was also done with Department of Health to deliver part of their Stepping On program for falls prevention. This program provides a positive space for community to discuss accessibility issues and helps create a more liveable community.

City Public Swimming pools

Many people with a disability and their support services utilise the pool for a variety of reasons — recreation, therapy, exercise, social networking. The pools have:

- ramp access and water wheelchairs, hoist lift in accessible changerooms.
- North coast Swim Academy, the squad program operating at Coffs pool has swimmers competing at state and national multi-event competitions.

A community member visits the pool most days with a support worker. Being able to use the pool and be in the water helps to lessen their chronic pain. They can move and exercise and have also motivated some of the support workers around them to get into swimming.

Sailfish Swim School provides swim classes to students with a disability. Students can join a group swim session or have one on one classes, with swim teachers who have Access and Inclusion Qualifications. The classes focus on:

- Water safety
- Swimming stroke development
- Social skill development
- Communication
- Motor planning
- Working towards student's individual NDIS goals
- Fun and enjoyment
- Building confidence, self-esteem, and positive self-image

The swim instructors use a range of strategies to support their students:

- Use of visual schedules
- Use of signing
- Consistent teaching methods
- Adapting as required
- Transition from one on one to group classes.

Increasing access to meaningful employment

The City has worked to increase employment opportunities for staff with a disability including:

- Access to flexible work arrangements that support employment of people with a disability and carers of people with a disability.
- Updating the content of the City's recruitment advertising, including the careers section of the City's website to ensure it provides meaningful and transparent information in respect of applying for and being interviewed for a vacant position with the City.
- Actively reviewing the language used when writing new or updating existing policies, procedures, guidelines and position descriptions to ensure the language used is relevant and inclusive in nature.
- Undertaking unconscious bias training for our people leaders to provide a foundation for ensuring bias is eliminated from all people related activities, including recruitment, and performance review processes.
- Supporting leaders in working effectively with employees with a disability through capability development, as well as one on one support with specific issues.
- Working with a variety of Agencies that support disability in the workplace, to broaden awareness and implement support programs.

Highlight

The City held a Disability Inclusive Emergency Planning Forum in April 2023.

The forum was attended by more than 35 community members, people with disability, emergency services, government agencies and local service providers. The forum produced a report which reflected the five thematic learnings from the forum.

Subsequently, the City's Resilience and Recovery Service has initiated the P-CEP Connect Mid-North Coast community of practice. P-CEP is the acronym for Person Centred Emergency Preparedness toolkit, and the City is working with diverse stakeholders to encourage the use of this tool.





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