

CITY OF COFFS HARBOUR

Integrated planning and reporting



ANNUAL REPORT 2023/24

Section 2 Regulatory Information

Acknowledgement of Country

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 girrwaa yaamanga-ndi yaam wajaarr jalumbawnyarr ngarraynggang.

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

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

wajaarrgundi

of the land

Gumbaynggirr

the Gumbaynggirr

wajaarr

the land

junga-ngarraynggi

acknowledges

yilangandi

where

girrwaa...

people

jalumbawnyarr

from the old

yaanga

these

ngiyaa gawbarri:

we

yaamanga-ndi

these-who

ngarraynggang.

have cared for.

gungangulam...

traditional custodians

yaam

meet

yaam

here

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

Jurruya...

Elderwomen

Baya

Let

ngayinggirra

and sit together

garla-ngarraynggi

respect

jalumbawnyarr,

past

ngiyalagay

us

Girwaanbiya;...

with the First People

yanggidamgundi

their

giili,

present

yilaana minggiya

hence in the heart

garra-buugili

and be renewed.

Guuyunga,

Eldermen,

waybunyjigam...

and emerging.

gunganbuwa

be friends

Translation provided by Muurrbay Aboriginal Language and Culture

INTRODUCTION

This Annual Report showcases the City of Coffs Harbour's (City) progress in delivering the 2023/24 Operational Plan and 2022 –2026 Delivery Program over the course of the 2023/24 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 2023/24 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, Community Wellbeing, Community Prosperity, A Place for Community and Sustainable Community Leadership.

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).

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 80,489 residents and encompasses 1,175 square kilometres of land stretching from Red Rock, south to Bundagen and west past Brooklana and Lowanna.

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CAPITAL WORKS PROJECTS

Funding for the Future - Financial Sustainability 2023/24

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 2014/15 to 2023/24 information on the total income received, expenditure per project/program and outcomes achieved.

This special variation is a key element of 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 – primarily the painting of Coffs Coast Leisure Park amenities and the new cell installation and commissioning of plant at the Coffs Harbour Memorial Pool.
- Roads Rehabilitation – used for road upgrades at Christmas Bells Rd, Pollack Esplanade, Riding Lane along with transport investigation and planning.
- Open Space Asset Renewal – used to update playgrounds, fences and access ways across the LGA as well upgrades / reconstruction at Englands Park Seawall, Minorie Drive velodrome and Lowanna multi use courts. Building renewals – includes Coffs Harbour Jetty condition inspection, York St and Wiigulga sports field amenities improvements
- 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 1 provides information on the total income received and expenditure per asset group in 2023/24.

Funding for the Future - Financial Sustainability 2023/24

Project description	Revised budget 2023/24 (\$)	Actual 2023/24 (\$)
Roads maintenance	50,000	50,966
Asset management	10,000	15,358
Building maintenance	40,000	41,524
Total operating expenditure	100,000	107,848
Road pavement renewals	1,257,094	1,157,649
Open space assets	1,493,695	998,067
Other transport assets new/upgrade	185,498	154,958
Buildings renewal	1,063,205	603,177
Total capital expenditure	3,999,492	2,913,851
Total expenditure	4,099,492	3,021,699

Project description	Revised budget 2023/24 (\$)	Actual 2023/24 (\$)
Financial Sustainability Rate Variation - 2014/15	2,529,607	2,529,607
Financial Sustainability Rate Variation - 2015/16	5,129,425	5,129,425
Other transport assets new/upgrade grants and contributions	506,407	412,685
Special Rate Variation revotes reserve, unspent funds held in reserve	(4,065,947)	(5,050,018)
Total income	4,099,492	3,021,699
Funding deficit / (surplus)		

Table 1

The City has focused on the delivery of \$60M in capital projects annually. This amount is seen as the capacity of our resources under the current structure. As such whenever priorities change, as a result of grant opportunities, natural disasters or Council resolutions some capital works need to be deferred. In addition, there have been delays to existing projects from several factors, including weather events, procurement lead times, competing commercial

projects across the City limiting availability of resources and environmental approvals. The combination of these factors has resulted in our annual SRV funding being underspent. However, any unspent funds remain internally restricted and held in reserve for use only on the projects identified in the City's rate variation application. The City will continue to program these works as a priority to address the remaining reserves.

Flood Mitigation and Drainage Works Program 2023/24

Project	Funding source					Total (\$)
	Reserve (\$)	Stormwater Levy (\$)	Grants (\$)	Insurance Claims (\$)	Developer Contributions (\$)	
Detention Basin - Spagnolos Rd	115	58	-	-	-	173
Flood Mitigation Works - Creek Clearing	227	113	-	-	-	340
Flood Mitigation Works - Ocean St Woolgoolga	578	289	-	-	-	866
Strawberry Close Stormwater Pipe Renewal	653	1,306	9,029	-	-	10,989
Coffs Street Stormwater Pipe Renewal	-	-	12,154	-	-	12,154
Flash Flooding Warning System Upgrade	10,368	20,737	21,341	-	-	52,446
Increasing Flood Warning across Coffs LGA	-	-	58,770	-	-	58,770
Coffs Creek Stormwater Outlets Design	15,759	31,518	17,077	-	-	64,354
North Boambee Valley Detention Basin	19,254	38,508	66,901	-	-	124,662
Landslip Remediation - 105 Argyll St	133,221	66,610	-	-	-	199,831
52 Toormina Rd Pipe Relining	44,549	89,097	-	68,630	-	202,276
Section 711 Flood Mitigation Works - West Coffs	-	-	-	-	295,547	295,547
Total	224,723	248,236	185,272	68,630	295,547	1,022,408

Table 2

Reporting under the Capital Expenditure Guidelines

- Yarrila Place officially opened in September 2023. This building intends to develop the city centre as a social and cultural focus for the Coffs Harbour region. Yarrila Place is a central hub great cultural facilities including the regions library, our state-of-the art Museum and Art Gallery, now collectively known as Yarrila Arts Museum (YAM). It also includes City offices and chambers, as well as co-working and event spaces for community hire and use.
- York St Football and Athletics Facility Project is estimated to be completed on 29 September 2023. The Stadium and Major Events team are arranging an opening event for 4 October.
- The Sportz Central Upgrade delivered a new fully compliant basketball court, new female friendly amenities, refurbished existing amenities, aesthetic upgrades, solar power, new cricket practice facilities, a new skate park and replacement roof at a total cost of \$8.2m.
- Centenary Drive Woolgoolga Intersection Upgrade Works Authorisation Deed (WAD) was completed and returned to Transport for NSW (TfNSW) several months ago.

Overview of capital works completed over the period (see Section 1 for more details):

- Bobo Bridge works
- Orlando Street Pavement renewal
- Yarrila Place Cultural and Civic Space
- Sandy Beach Active Youth Space
- City Centre Seating
- Diggers Beach Road, Coffs Harbour, Sculpture replacement
- Craiges Bridge renewal
- Stories of Coffs – permanent exhibitions
- Sewer Pump Stations Telemetry and Radio Renewals
- Nana Glen Bypass watermain renewal
- Reid Drive, Coffs Harbour, road reconstruction
- Adelines Way Coffs Harbour sewer main renewal

OVERSEAS VISITS

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2021 -
Clause 217 (1) (a)
1 July 2023 to 30 June 2024

The City did not conduct any overseas visits in the year ended 30 June 2024.

ELECTED MEMBERS' EXPENSES

Local Government Act 1993 - Section 428 (4) (b)
 Local Government (General) Regulation 2021 -
 Clause 217 (1) (a1)
 1 July 2023 to 30 June 2024

Expense	Amount (\$)
Mayoral allowance	64,390
Councillor fees	234,102
Mayor vehicle expenses	2,092
Provision of dedicated office equipment allocated to councillors	0
Telephone calls made by councillors	4,400
Attendance by Councillors at conferences and seminars (excluding overseas and interstate)	14,078
Providing 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	3,145
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	12,268
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	45
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.)	3,465
Total	337,986

Table 3

MAJOR CONTRACTS (GREATER THAN \$150,000) AWARDED

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2021 -
Section 217 (1) (a2)
July 2023 to 30 June 2024

Contract No.	Contract	Supplier	Start Date	Contract Sum (\$) (inc GST)
CON00292	Provision of Monitoring Services Outside of Normal Business	Well Done International	01-Aug-2023	-
CON00304	Bobo bridge piling works	Wagstaff Piling	07-Nov-2023	502,557
CON00312	Nana Glen Equestrian Centre - New main switchboard	Concept Engineering	05-Oct-2023	229,655
CON00314	Landslip Remediation Works to Eastern Dorrigo Way	Pan Civil	24-Nov-2023	2,403,927
CON00319	Microsoft Licence Enterprise Agreement	Datacom Systems	01-Jul-2023	319,346
CON00329	Provision of Linemarking Services	Panel Contract -Various	01-Jul-2023	-
CON00331	Orara Way Pavement Stabilisation	Stabilcorp	03-Jul-2023	167,011
CON00337	Coffs Creek Foreshore Boardwalk, Revetment and Boardwalk	Engineering and Civil Contractors	08-Dec-2023	1,602,267
CON00338	Residential Agency Services	One Agency	05-Feb-2024	247,500
CON00341	Yarrila Place interim Cleaning	COMMAND51	11-Sep-2023	243,758
CON00346	Mullawarra Reserve amenities	PUREABLU	16-Aug-2023	162,413
CON00351	Koala Fencing - Hogbin Drive	FIA Commercial Fencing	19-Jan-2024	505,353
CON00360	Coffs Water Reclamation Plant Replace walkways - stage 3	Nextep Miyama	05-Sep-2023	241,314
CON00362	June Street Heavy Patching, Coffs Harbour	Colas	02-Oct-2023	164,923
CON00379	Coffs Harbour Pool - Sub Station Upgrade	Gosling Electrical	01-Oct-2023	578,603
CON00380	Woolgoolga Whale Trail Design and Construct	Mid North Coast	22-Dec-2023	1,606,269
CON00388	Jetty structure technical consult	AW Maritime	27-Oct-2023	202,719
CON00389	Childrens Education Centre Botanical Gardens Coffs Harbour	Van Mal Group	15-Apr-2024	274,427
CON00390	Supply and Delivery of Bitumen Sealing -various sites	NSW Spray Seal	26-Feb-2024	150,000
CON00395	Harness Cask Steel Girder Supply	United Pacific	18-Dec-2023	205,700

Contract No.	Contract	Supplier	Start Date	Contract Sum (\$) (inc) GST
CON00396	Supply and Delivery of Ready Mixed Concrete	Panel Contract -Various	01-Jan-2024	-
CON00397	Maintenance cleaning at Yarrila Place, Coffs Harbour	OZK Cleaning	01-Jun-2024	-
CON00399	Maintenance cleaning at small sites in Coffs Harbour LGA	Panel Contract -Various	20-Jun-2024	-
CON00405	Cul-de-sac resurfacing program	Boral Construct	18-Dec-2023	225,806
CON00412	Roberts Hill Reservoir Refurbishment	Advanced Concrete	30-Jan-2024	1,198,948
CON00415	V06502-00 Truck with water tanker	Midcoast Trucks	24-Jan-2024	346,227
CON00433	Brelsford Park Upgrade	Van Mal Group	05-Feb-2024	4,816,392
CON00437	Supply and install pool heaters, Coffs Harbour Olympic Pool	Sydney Solar	01-Mar-2024	155,232
CON00471	Asphalt resurfacing work - Coffs Harbour	Boral Construct	26-Apr-2024	476,610
G25412	Moonee St AC works	Colas	04-Oct-2023	204,806
G28437	Landfill lids	Grant Lacey	19-Feb-2024	221,500
G29415	Nana Glen Road Construction	Mid North Coast Contractors	02-Apr-2024	217,712

Table 4

MODERN SLAVERY ACT STATEMENT

*Local Government Act 1993 – Section 428 (4) (a)
1 July 2023 to 30 June 202*

The City of Coffs Harbour continues to take reasonable steps to ensure that goods and services procured for or by its people, are not products of modern slavery as required by Sections 428(4) and 438ZE of The NSW Local Government Act 1993.

At the time of making this statement, the City has not received reports of or found any incidents relating directly to anti-slavery and the Anti-slavery Commissioner did not raise any issues during this period.

Reasonable steps taken include the following:

- Included modern slavery requirements in the City's Procurement Policy, Purchase Order Terms and Conditions and General Conditions of Contract
- Obtained modern slavery statements through a supplier questionnaire, from all new creditors onboarded with the City.
- Obtained modern slavery statements from tenderers for procurements of high-risk industries.

- Made available to all staff training and a fact sheet about modern slavery on the City's Intranet.
- Promotion to staff to source goods/services from existing contracts through prescribed entities that provide transparent modern slavery monitoring and regular reviews.

The City, through continuous improvement strategies will grow and develop its capabilities in identifying and addressing modern slavery risks within its operations and those of its suppliers and contractors.

To ensure modern slavery remains an important consideration for all procurements, key next steps will ensure it is embedded into the City's Contract Management Framework and supported by its Supplier Management Systems.

These next steps include

- Establishing an internal record keeping and monitoring program via Supplier and Contract Management Systems.

- Product and supplier research - understanding countries of manufacturing or processing origin for key goods and services that are high risk, seeking alternatives and other supply options;
- Provision of targeted internal training for City staff on types of modern slavery and how to identify possible risks in a local context;
- Provision of education material for Suppliers and Contractors on modern slavery risks and how to identify possible risks within their own operations;
- Engaging to other local governments within NSW on issues of modern slavery;
- Establishing a reporting process inline with Council's existing methods for anonymous tip offs or complaints regarding modern slavery and a response process to address and action any claims or investigations in line with current complaint and grievance handling procedures.

LEGAL PROCEEDINGS

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2021 -
Section 217 (1) (a3)
1 July 2023 to 30 June 2024

Legal proceedings

In 2023/24, the City incurred \$361,606 in legal expenses in relation to proceedings taken against or by the City. These proceedings are detailed in table 7.

Planning

Six of the matters listed in table 7 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 2023/24 year the City initiated 262 statements of claim in relation to outstanding rates.

Public liability claims

In 2023/24 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 3 proceedings involving appeals against dangerous dog declarations made under the Companion Animals Act.

Matter	Nature of proceeding	Amount incurred for financial year ending 30 June 2024 \$ (GST excl)	Status
Barr Property and Planning Pty Ltd/ OOH! Media Limited v CHCC	Land & Environment Court – appeal 0004/22DM / appeal 0793/23DA	20,640	Ongoing
Shannon Goodenough v CHCC	NSW Civil & Administrative Tribunal – application under Government Information (Public Access) Act	51,662	Ongoing
CHCC v Bannerman Consulting Pty Ltd	Costs recovery proceedings	13,509	Ongoing
CHCC v Regional Architects Pty Ltd	Costs recovery proceedings	22,840	Ongoing
Jeannie Rice v CHCC	Local Court – small claims tribunal	1,645	Ongoing
McDonalds Australia Limited v CHCC	Land & Environment Court – appeal 0110/20DA	994	Finalised
Bruckner v CHCC	Local Court – appeal dangerous dog declaration/appeal penalty infringement notice	6,268	Finalised
ACN 144015191 v CHCC	Local Court - appeal dangerous dog declaration/appeal penalty infringement notice	7,442	Finalised
Cortas Pty Ltd v CHCC	Land & Environment Court – appeal 0145/23DA	2,073	Finalised
Andrew Cushing v CHCC	Local Court – appeal penalty infringement notice	12,814	Finalised
Trent Withers v CHCC	Local Court – appeal against dangerous dog declaration	4,550	Finalised
Shannon Goodenough v CHCC	NSW Civil & Administrative Tribunal – application under Government Information (Public Access) Act	11,718	Ongoing
Noubia Pty Ltd v CHCC	High Court – application for special leave to appeal judgment of	63,236	Finalised
CHCC v Noubia Pty Ltd	[2024] NSWCA 19	178,564	Finalised

Table 5

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 2023 to 30 June 2024*

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 2023 to 30 June 2024*

Recipient	Amount (\$)
Arts and Cultural Development Grants Program	40,750
Australia-Japan Society of Coffs Harbour	1,000
Christmas Carols	14,500
Coffs Harbour Creative Arts Group	1,000
Coffs Harbour Show Society	5,000
Coffs Ladies Silks Day	1,000
Community Capital Infrastructure Grants Program	67,069
Event funding program	63,312
Fire and Rescue NSW - Contribution	724,051
Harding Miller Education Scholarship	4,375
Life Education Van – Towing Costs	4,000
Marine Rescue – Licence Fee	525
New Years Eve Fireworks	5,000
North Coast Academy of Sport	6,000
NSW Rural Fire Service - Contribution	922,387
NSW State Emergency Service - Contribution	361,893
Orara Valley Community Action Network	1,000
Other Minor Donations	2,694
Park Run – Licence Fee	525
Rates Subsidy – Sporting & Cultural Groups	76,458
Road Closures – Anzac Day	11,500
Sawtell & Woolgoolga Chamber of Commerce	24,100
Schools Annual Presentations	4,250
Southern Cross University Presentations	300
Surf Life Saving Clubs - Subsidy	64,487
TAFE Presentations	300
Westpac Rescue Helicopter	909
Total	2,408,385

Table 6

RATES AND CHARGES WRITTEN OFF

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2021 - Clause 132
1 July 2023 to 30 June 2024

The total value of rates and charges written off for the year 2023/24 was **\$3,347,633.60**.

Item	Amount (\$)
Pension Rebates	3,019,354.40
Postponed Rates	154,042.54
Interest > \$50	15,805.66
Water Usage Charges	98,650.50
Sewer Usage Charges	55,471.93
Trade Waste Usage Charges	4,308.57
Total	3,347,633.60

Table 6

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 2022/23 was **\$3,331,901,68.**)

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 2023 to 30 June 2024

External bodies that exercised functions delegated by the City 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 2023 to 30 June 2024

- **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 2023 to 30 June 2024

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

ENVIRONMENTAL AGREEMENTS

Section S7.11 Contributions and Section 7.12 Levies

Contributions Plan	Project ID	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	\$295,547.41			\$1,014,621.68		Underway	100%
S7.11 Contributions Plan North Boambee Valley West Contributions Plan 2022	421691	North Boambee Valley Detention Basin	Drainage and stormwater	\$33,450.00			\$126,579.93	\$126,579.93	Underway	22%
S7.11 Contributions Plan Coffs Harbour City Centre Car Parking Contributions Plan	321072	City Centre Car Parking	Roads and Traffic Facilities	\$52,382.20			\$52,382.20		Underway	100%
S7.11 Contributions Plan Moonee & Sapphire Contributions Plan 2023	421480	Moonee Forest Cycleway	Roads and Traffic Facilities	\$46,770.49						100%
Woolgoolga North West and Woolgoolga West Contributions Plan 2023	421481	Dalgety Street Cycleway and Pedestrian Bridge	Roads and Traffic Facilities	\$282.39			\$52,060.44		Underway	100%
Woolgoolga North West and Woolgoolga West Contributions Plan 2023		Newmans Road Intersection	Roads and Traffic Facilities	\$7,760.00					Underway	50%
S7.11 Contributions Plan 2024 Administration Plan	211002	Contributions Plans Co-ordination & Administration	Other	\$177,920.00			\$618,814.00		Underway	100%
S7.11 Contribution Plan Hearns Lake Contributions Plan 2019	421229	Sandy Beach Cycleway	Roads and Traffic Facilities	\$23,095.38					Underway	100%
S7.11 Contribution Plan North Bonville Contributions Plan 2023	421224	North Bonville Lyons Road Cycleway	Roads and Traffic Facilities	\$20,214.41			\$20,214.41		Underway	100%
									Total Contributions Expended	\$657,422.275
									Total Contributions Received	\$2,210,545.15

Table 8

Planning agreements

*Environmental Planning and Assessment Act 1979 – Section 7.5(5)
1 July 2023 to 30 June 2024*

The City was party to 2 Planning Agreement during the reporting period.

Agreement Number	Date Entered Into	Agreement Name	Land to which the agreement applies	Description of Agreement	Parties to the Agreement
VPA 01/23 - 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.	Globuild Pty Ltd NSW National Parks and Wildlife Service ATF the Coffs Coast Regional Park Trust	VPA 01/23 - Lot 1 DP 1057416, Ocean Parade Coffs Harbour NSW 2450
VPA 02/24 -Solitary Island Way, Moonee Beach	15 March 2024	Lot 2 DP 1285743 and Lot 20 DP 1285819	The Planning Agreement requires the Developer to design, gain approvals and construct water and sewer network for West Moonee.	McEvoy (Moonee) SF Pty Ltd	VPA 02/24 -Solitary Island Way, Moonee Beach

Table 9

Environmental agreements

*Local Government Act 1993 – Part 2A
Environmental upgrade agreements
1 July 2023 to 30 June 2024*

The City 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 (General) Regulation 2021 – Section 217 (1) (a9)
1 July 2023 to 30 June 2024

Activities to implement the City’s Equal Employment Opportunity Management Plan

In 2023/24, the City has continued its commitment to equal employment opportunities, driving initiatives that foster a diverse and inclusive workplace through the City’s robust People and Culture Framework. The City’s ongoing efforts have not only strengthened existing practices but have also introduced innovative programs aimed at enhancing workforce diversity. Here are the key initiatives that the City has undertaken:

Community Engagement through Volunteer Programs: The City has created pathways for community members with disabilities to gain valuable work experience working alongside dedicated staff across various business units, promoting inclusivity and practical learning.

Career Promotion and Support: The City’s active participation in school career days, mock interview sessions, and families of the City’s workplaces has allowed us to showcase the diverse employment and volunteer opportunities at the City, while also providing essential coaching and constructive feedback to young people.

Collaboration with Industry Training Hubs: By engaging with this Australian Government initiative, the City has been able to bring together employers, vocational bodies, and high schools to create a cohesive support system for students transitioning into the workforce.

Enhanced Online Career Resources: The City has upgraded its “work with us” webpage to offer comprehensive career pathways, including detailed information on traineeships and apprenticeships, making it easier for potential candidates to explore opportunities.

Focused Diversity and Inclusion Framework: The City’s ongoing development of a Diversity and Inclusion Framework aims to create enhanced employment opportunities for minority groups, including Indigenous peoples, individuals with disabilities, refugees, youth, and the LGBTIQ+ community.

Structured Support for Apprenticeships to “Grow our Own”: The City has finalised a comprehensive framework to support apprenticeships and traineeships, ensuring alignment with relevant agencies to facilitate

successful placements. By heavily promoting traineeships and apprenticeships, the City is committed to “growing our own” talent, ensuring a sustainable workforce that reflects the community’s diversity.

Transitioning to Retirement: The City is actively engaging in discussions around transition to retirement options, ensuring its employees have the support they need as they plan their future.

Unconscious Bias Training for Leaders: The rollout of face-to-face unconscious bias training for the City’s leaders is crucial in fostering an environment free from bias in recruitment and performance evaluations.

The City’s recruitment strategies are continuously evolving to align with legislative requirements and to promote inclusivity. The City is committed to revising the language used in our recruitment materials, policies, and position descriptions to ensure they are relevant, inclusive, and free from discrimination. Moreover, the City’s investment in training and development empowers employees to enhance

their skill sets, promoting internal mobility and job satisfaction. The City's performance review process encourages staff to identify their learning needs and explore new opportunities within the City.

Flexible Work Initiatives: The City continues to support diversity and inclusion through flexible working arrangements, allowing employees to maintain a healthy work-life balance. This includes options for hybrid work, variable hours, and tailored workspaces.

Health and Wellbeing Programs: The City's health and wellbeing initiatives, including the Employee Assistance Program, 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

Holistic Work Health and Safety Approaches:

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.

By collaborating with various agencies focused on Aboriginal employment, disability inclusion, and youth engagement, we are broadening awareness and implementing impactful support programs. As the City moves forward, its strategic workforce planning will ensure that it remains a diverse and inclusive employer, committed to providing a positive employee experience and fostering a culture of respect and opportunity for all.

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 2023 to 30 June 2024

The remuneration package total effective for the position of General Manager at 30 June 2024 was **\$365,495**. The statement includes the total of the following:

Remuneration Item	Amount (\$)
(i) the total value of the salary component of the package	337,804
(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	0
(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	27,691
(iv) the total value of any non-cash benefits for which the general manager may elect under the package	0
(v) the total amount payable by the City by way of fringe benefits tax for any such non-cash benefits	0
Total	365,495

Table 10

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 2023 to 30 June 2024

The remuneration package total effective for the City's three Senior Staff positions for the period ending 30 June 2024 was **\$798,890**. 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	729,117
(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	0
(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	69,773
(iv) the total value of any non-cash benefits for which the senior staff may elect under the package	0
(v) the total amount payable by the City by way of fringe benefits tax for any such non-cash benefits	0
Total	798,890

Table 11

EMPLOYEE STATISTICS

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

Local Government (General) Regulation 2021 - Section 217 1 (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 14 February 2024 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	476
Permanent part-time	81
Casual	27
Fixed-term contract	30
Senior Staff	4
Labour Hire*	19
Apprentice / Trainee under labour hire	Nil

Table 12

*Amount of labour hire employees who were engaged in paid work on 14 February 2024

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 2023 to 30 June 2024

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 5 of this report - "Flood Mitigation and Drainage Works Program 2023/24" (table 2)

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2021 - Section 217 (1) (e1)
1 July 2023 to 30 June 2024

The City 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 2023 to 30 June 2024

Overview

The City's animal management centre commenced March 2022 and continues to evolve in accordance with State requirements. Direct adoption and fostering programs have been included along with already established Rescue organisation connections to reduce animal euthanasia.

This service has been aligned with the Rangers to provide for the streamlined delivery of the City's Companion Animal Management program. The City pursues responsible pet ownership through education and compliance. 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 16% compared to 2022/23. Fines for dog attacks were consistent with the previous year however with less attacks reported means a 4% increase. Several formal actions were undertaken against dog owners arising from serious breaches of the Companion Animals Act 1998 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 which are conducted during and out of business hours. With occasional promotions via media coverage and social media platforms. During the period, the City's Ranger Services handled more than 1,458 companion animal complaints, a 15% increase from the previous period. Survey of the City's seizures of cats and dogs Table (13) 2023/24 has been prepared in accordance with statutory reporting requirements.

Dog Attacks

There were 82 recorded dog attacks in 2023/24, a 12% decrease on the previous year's figures. It has been noted that dog attack incidents over the last few years continue to trend 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 or no injury (68), however a number required medical treatment and is reflected in fines issued for attacks.

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

Survey of City seizures of cats and dogs 2023/24

Council Name	City of Harbour City
Council/Facility Name:	City of Harbour City
Council owned and operation facility?	Yes
Location of Animal Care Facility	47 Christmas Bells Road, Coffs Harbour

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	12	0	12	0	11	0	15	0	20	0	16	0	16	0	8	0	16	0	15	0	18	1	24	2	183
Returned to owner	0	2	0	0	0	1	0	0	0	1	0	1	0	5	0	3	0	0	0	1	0	2	0	0	0	16
Transferred to Council facility	0	10	0	12	0	10	0	15	0	19	0	15	0	11	0	5	0	16	0	14	0	16	1	24	2	167
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)	0	10	0	10	0	10	2	11	2	11	2	11	2	11	2	11	2	11	2	9	2	9	2	10		
Abandoned or stray	6	12	13	2	14	4	11	6	8	4	8	6	11	9	23	5	27	5	9	5	20	5	8	5	158	65
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	12	0	10	0	15	1	19	0	15	0	11	0	5	0	16	0	14	0	16	1	24	2	167
Total incoming animals	6	32	13	24	14	24	13	32	11	34	10	32	13	31	25	21	29	32	11	28	22	30	11	39		

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	0	10	3	10	3	8	1	10	0	13	0	5	3	9	0	3	1	7	0	11	1	10	2	19	14	115
Sold	4	4	4	2	4	2	2	3	4	4	4	5	0	0	7	1	4	4	5	3	7	2	2	1	47	31
Released to organisations for rehoming	2	3	4	0	0	0	1	2	4	4	3	4	6	6	14	5	20	8	2	3	11	6	3	8	70	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	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
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	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	4
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	0	0	0	0	1	0	0	0	0	0	0	1	1	1	0	1	1	0	0	0	1	0	0	0	3	4
Feral/infant animal	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
Unsuitable for rehoming	0	2	2	0	4	0	7	2	1	0	1	4	1	2	2	0	1	2	2	1	1	0	2	0	24	13
Unable to rehome	0	1	0	2	0	0	0	4	0	2	0	2	0	2	0	0	0	2	0	1	0	0	0	0	0	18
Total euthanased	0	5	2	2	5	3	7	6	1	2	1	7	2	5	2	1	2	4	2	2	1	2	2	0	27	39
Total outgoing animals	6	22	13	14	12	13	11	21	9	23	8	21	11	20	23	10	27	23	9	19	20	20	9	28		
Total in Council's facility (end of month)	0	10	0	10	2	11	2	11	2	11	2	11	2	11	2	11	2	9	2	9	2	10	2	11		

(Total outgoing animals = Total incoming animals - Animals in Council's facility end of month)

Table 13

Companion Animal Management Funding

Companion animal complaints and tasks made up approximately 40% of the Ranger Services workload.

Expenditure	Amount (\$)
Ranger wages, office expenses, IT, consumables etc.	420,000
Plant vehicles	32,609
Animal Management Centre Wages & Operating Costs	436,000
Total expenditure	
Income	Amount (\$)
Companion Animals registration commissions and impounding fees and charges	80,300
Fines	64,000
Total income	

Table 14

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.

Adopting Strategies to reduce euthanasia of unclaimed animals:

- Notifying approved rehoming organisations (multiple times)
- advertising availability of animals for adoption on the City's web site and national 'Pet Rescue' website
- facilitating direct adoptions from the City's Animal Management Centre
- fostering partnerships with local volunteer rescue groups to increase rehoming opportunities.

Dog off-leash areas

The City currently provides 9 leash-free areas for dogs at:

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

Grant Funding

During 2023/24, 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 2023 to 30 June 2024

Special schedule - report on infrastructure assets as at 30 June 2024

Asset class	Asset category	Estimated cost to bring to a satisfactory standard	Estimated cost to bring the agreed level of service set by Council	2023/24 Required annual maintenance*	2023/24 actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in a condition as a percentage of gross replacement cost (%)				
		\$'000	\$'000	\$'000	\$'000	\$'000	\$	1	2	3	4	5
Buildings	Buildings	-	-	4,919	4,310	252,992	349,537	43.1	22.4	27.8	6.1	0.7
	Sub total	-	-	4,919	4,310	252,990	349,537	43.1	22.4	27.8	6.1	0.6
Public roads	Roads	-	-	-	-	-	-	0.0	0.0	0.0	0.0	0.0
	Sealed roads	-	-	3,853	4,187	343,828	533,258	21.4	57.9	17.2	2.3	1.2
	Unsealed roads	-	-	46	50	3,892	5,839	2.8	95.4	1.9	0.0	0.0
	Bridges	-	-	232	146	138,027	217,508	26.7	60.0	12.3	1.1	0.0
	Footpaths	-	-	363	306	71,529	98,315	81.8	15.9	2.3	0.0	0.0
	Other road assets	-	-	267	351	26,608	33,458	77.1	19.1	1.6	1.5	0.8
	Bulk earthworks	-	-	1,639	1,781	146,279	146,279	99.5	0.5	0.0	0.0	0.0
	Kerb and gutter	-	-	922	1,001	82,243	126,369	32.0	42.8	22.4	1.9	1.0
Sub total	-	-	7,322	7,822	812,407	1,161,026	40.0	44.9	12.9	1.5	0.7	

Table 15

*Required maintenance in the amount identified in Council's asset management plans.

Asset class	Asset category	Estimated cost to bring to a satisfactory standard	Estimated cost to bring the agreed level of service set by Council	2023/24 Required annual maintenance*	2023/24 actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in a condition as a percentage of gross replacement cost (%)				
		\$'000	\$'000	\$'000	\$'000	\$'000	\$	1	2	3	4	5
Water supply network	Water supply network	-	-	4,250	4,302	363,687	520,566	34.4	12.3	51.0	2.3	0.0
	Sub total	-	-	4,250	4,302	363,689	520,566	34.4	12.3	51.0	2.3	0.0
Sewerage network	Sewerage network	-	-	3,934	3,166	562,798	861,366	34.1	32.9	29.8	2.6	0.6
	Sub total	-	-	3,934	3,166	562,799	861,366	34.1	32.9	29.8	2.6	0.6
Stormwater drainage	Stormwater drainage	-	-	312	238	262,084	355,833	42.8	41.6	14.7	0.8	0.1
	Sub total	-	-	312	238	262,084	355,833	42.8	41.6	14.7	0.8	0.1
Open space/recreational assets	Other open space	30,000	30,000	982	829	51,088	115,907	25.9	22.3	26.8	4.1	20.9
	Swimming pools	37,800	37,800	25	16	4,065	7,199	12.8	49.5	3.8	33.9	0.0
	Sub total	67,800	67,800	1,007	845	55,154	123,106	25.1	23.9	25.5	5.9	19.6
Other infrastructure assets	Other	-	-	-	-	354	1,303	8.1	89.6	2.3	0.0	0.0
	Sub total	-	-	-	-	354	1,303	8.1	89.6	2.3	0.0	0.0
Total classes	Total - all assets	67,800	67,800	21,744	20,683	2,309,477	3,372,737	37.7	33.4	25.5	2.5	1.1

Table 16

*Required maintenance in the amount identified in Council's asset management plans.

Infrastructure asset condition assessment 'key'

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

PUBLIC INTEREST DISCLOSURES

*Public Interest Disclosures Act 2022 Section 78
1 July 2023 to 30 June 2024*

Annual reporting requirements under section 78 of the Public Interest Disclosures Act 2022 (PID Act) require agencies to prepare and submit an annual return to the Ombudsman on their obligations under the PID Act. The Public Interest Disclosures Regulation 2022 sets out the information that agencies must include in their PID Act Annual Reports. Those requirements are set out below.

City of Coffs Harbour – Report to the NSW Ombudsman

Reporting period July 2023 to June 2024	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	2
Number of PIDs received	0	0	2
<i>Of PIDs received, number primarily about:</i>			
Corrupt conduct	0	0	2
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
No. of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period			2

Table 17

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.

CARERS RECOGNITION ACT

*Carers (Recognition) Act 2010 No 20, Section 8(2)
1 July 2023 to 30 June 2024*

The City has not engaged in activities that require reporting under the terms of the Carers (Recognition) Act 2010.

FISHERIES MANAGEMENT ACT

*Fisheries Management Act 1994 No 38 - Section 22OZT (2)
1 July 2023 to 30 June 2024*

The City was not required to take any actions during 2023/24 pursuant to Recovery and Threat Abatement Plans under the Fisheries Management Act 1994.

PRIVATE SWIMMING POOLS INSPECTIONS

*Swimming Pools Act 1992 No 49, Section 22F (2)
Swimming Pools Regulation 2018, Clause 23
1 July 2023 to 30 June 2024*

Details of inspections of private swimming pools	Number
Tourist and visitor accommodation	76
Premises with more than 2 dwellings	14
Residential premises	424
Resulted in issuance of a certificate of compliance under section 22D of the Swimming Pools Act 1992	305
Resulted in issuance of a certificate of non-compliance under clause 18BA of the Swimming Pools Regulation 2018	198

Table 18

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

Annual Report - 1 July 2023 to 30 June 2024

Appendix 1

Agency Name	City of Coffs Harbour
Principal Department	Minister for Local Government Office of Local Government
Reporting Period	1 July 2023 to 30 June 2024

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 City 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. Aboriginal Cultural Heritage Management Plan
2. City Centre Car Parking Plan
3. Delivery Program 2022-2026 (Year 3) and Operational Plan 2025/26
4. Draft Financial Information
5. Draft Fees and Charges
6. Water Supply Development Service Plan
7. Bonville Creek Flood Study
8. Mullawarra Reserve Upgrade
9. Library Outreach Survey
10. Draft Laneway Framework
11. S7.11 Contribution Plans - Draft Surf Rescue Contributions Plan
12. S7.11 Contribution Plan - City Centre Carparking Contributions Plan
13. Road Naming Proposals - New Road Off

Tasman Street, Corindi Beach

14. S7.11 Contribution Plans - Draft Administration Levy Contributions Plan
15. S7.11 Contribution Plans - Draft Open Space Contributions Plan
16. S7.11 Contribution Plans - Draft Roads Network Contributions Plan
17. Road Naming Proposals - New Road Off Bennetts Road, Coffs Harbour
18. Draft Moonee Creek Flood Study
19. Coffs Open Coast Coastal Management Program Stage 1 Scoping Study
20. Brelsford Park Upgrade Stage 1
21. Draft Coffs Creek Floodplain Risk Management Study and Plan
22. Administration and Surf Rescue and Open Space and Local Roads (4 plans)
23. Draft Affordable Housing Strategy
24. Draft Tourism Strategic Plan
25. Korora Lagoons Remediation Options
26. Central Coffs Estuary Draft CMP Stage 3
27. North Boambee Valley East and South Coffs (2 plans)
28. Flood Mitigation Works (FMW) - North Boambee Valley Detention Basin
29. Draft DCP 2015 - Amendment No. 26 (Local Growth Management Strategy Actions - Part 1)
30. Draft Affordable Housing Strategy
31. LEP 2013 Amendment Gaudrons Road Sapphire Beach
32. Moonee-Sapphire and Bonville Large Lot (2 Plans)

Formal access applications

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

During the reporting period, the City received **24** access applications (including withdrawn applications but not invalid applications). **Four** were carried over to the 2024/25 financial year.

2. Number of refused applications under Schedule 1 information of the GIPA Act - 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	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	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	6	1	1	0	0	2	0	3
Members of the public (other)	1	3	1	0	0	3	0	1

Table 19

*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 application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	4	1	0	2	0	2	0	2
Access applications that are partly personal information applications and partly other	4	4	0	0	0	3	0	2

Table 20

*A **personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual). 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)	0
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	Nil
Invalid applications that subsequently became valid applications	0

Table 21

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 - Sch 1(5A)	0
Information provided to High-Risk Offenders Assessment Committee	0
Total	1

Table 22

*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	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	3
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 23

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

Table 24

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	1	1
Review by Information Commissioner*	1	0	1
Internal review following recommendation under section 93 of Act	1	0	1
Review by NCAT	0	0	0
Total	2	1	3

Table 25

*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	1
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	1

Table 26

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

Table 27

DISABILITY INCLUSION ACTION PLAN 2022 - 2026

Annual Report - 1 July 2023 to 30 June 2024

Appendix 2

Agency Name	City of Coffs Harbour
Reporting Period	1 July 2023 to 30 June 2024

KEY ACHIEVEMENTS 1 JULY 2023 TO 30 JUNE 2024

Focus Area 1: Developing positive community attitudes and behaviours future - Financial Sustainability 2023/24

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

- Facilitating a Disability Inclusion and Access Advisory Committee.
- Supporting people with a disability to participate in Council meetings within the City's new state-of-the-art administration building - Yarrila Place that is equipped with:
 - A variety of accessible toilets (including an adult change place),
 - Infrared based induction hearing loops,
 - Brail (wayfinding and other signage throughout the building), and
 - Lifts throughout the building.
- Utilising appropriate, contemporary, positive images that depict a broad representation of people with a disability within City publications and communications.

Looking Forward:

- The City's Engagement Group will deliver disability and inclusion focused content on the City's social channels such as highlighting community groups and members and content around International Day of People with a Disability.



Opening of Yarrila Place – September 2023

Focus Area 2: Creating Liveable Communities

The City has delivered the following community projects, services and features to support people with disabilities and encourage social engagement and connection:

The inclusion of an accessible event checklist on the City's Coffs Coast Events Website to ensure that accessibility is considered and incorporated into event plans.

- A sensory room for all ticketed events at the C.ex Coffs International Stadium.
- Inclusion of Auslan translators for significant civic events, such as the opening of Yarrila Place.
- Adoption of the City's Public Realm Strategy and associated urban design guidelines that include accessible furniture options for the City to implement when delivering public realm projects.
- Adoption of the Woolgoolga Movement and Place Plan, which includes an initiative for a trial of non-regulatory accessible markings on parking spaces in close proximity to key shops/services in the town centre, given that Woolgoolga has a high percentage of people in need of assistance that may not be eligible for an accessible parking permit.
- Significant additions and improvements to the City's footpath network in accordance with accessibility standards, including a new 2.5m shared path between Newmans Road and the Wiigulga Sports Complex.

- New accessible amenities at York Street Oval, Toormina Oval and Park Beach Holiday Park.
- Improvements to existing accessible amenities at Woolgoolga Lake Holiday Park, Woolgoolga Beach Reserve and Lowanna Hall.
- 2 new accessible parking spaces and improvements to 3 existing accessible parking spaces.
- 4 new accessible bus stops as part of the 16 Regional Cities Bus Improvement Services Program and improvements to existing accessible bus stop boarding pads.
- New accessible playgrounds: Niland Park Playground, Mullaway Playground, Macnamara Playground and Sandy Beach Youth Activity Area (hub).
- Improvements to existing accessible playgrounds: Tolhurst Park Playground, Jetty Foreshores Senior Playground, and Woolgoolga Beach Reserve Main Playground.
- Improvements to the accessibility of community buildings, including Jetty Memorial Theatre, Ulong Showground Hall, Woolgoolga Neighbourhood Centre, The Hub (Coffs Coast Sport and Leisure Park), Sawtell Community Hall, Woolgoolga Lakeside Holiday Park and Sportz Central Indoor Stadium.

Note: Sportz Central Indoor Stadium runs 3 sessions per week with suitability for people with disabilities (Wheelchair Sport, Walking Basketball, and a multisport session held by an agency supporting people on the National Disability Insurance Scheme).

- A mobi-mat at Coffs Harbour Jetty Beach with a lifeguard service during peak holiday periods.
- Accessible beach wheelchairs at Jetty Beach and Woolgoolga Beach.



Newmans Road to Wiigulga Sports Complex Shared Path

Looking Forward:

- The City is currently developing an Active Transport Plan (an initiative from the City's Movement and Place Strategy), which will include priorities for accessible footpaths and shared paths.
- The City is currently updating its Technical Guidelines, which will ensure that new and upgraded footpaths and shared paths align with best practice accessibility standards.
- A detailed parking study of the Coffs Harbour City Centre (including accessible parking spaces) has been completed to inform the development of a City Centre Parking Plan that will ensure that there is a sufficient supply of accessible parking for the community over the next ten years.

Highlight

City's Public Swimming pools

Many people with a disability and their support services utilise the City's pools for a variety of reasons - recreation, therapy, exercise, and social networking.

Our regional-level facility, the Coffs Harbour War Memorial Olympic Pool, has ramp access and water wheelchairs for its indoor heated 25m pool, a hoist lift for its outdoor heated 50m pool and accessible changerooms. The local pools at Nana Glen, Sawtell and Woolgoolga also have varying pool entry access equipment for people with a disability. As the facilities at Sawtell and Woolgoolga pools are limited and approaching end of life, redevelopment projects are identified for both facilities pending future funding opportunities. The City's swim school program also offers 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.



Coffs Harbour War Memorial Olympic Pool - 25m Indoor Heated Pool

Sandy Beach Reserve Community Hub and Active Youth Space

The City in partnership with the Coffs Coast Regional Park and the NSW Government jointly delivered a new playground, accessible pathway connections and picnic facilities within the Sandy Beach Reserve to complement the new skate park and multi-purpose court. Features of the new playground include a dual flying fox that offers an accessible option, as well as slides from a cubbyhouse tower, an accessible carousel, balancing beams and posts, a seesaw and other play elements aimed at toddlers to young kids. Pupils from Sandy Beach Public School helped design their new playground. Accessible pathways link the new play and picnic facilities with the existing multi-purpose court and the new skate park, to complete the Community Hub. The City has received positive feedback from the community and parents with children who have a disability on the new accessible facilities in this hub. This project has enhanced access and inclusion for young people with a disability in our community.



Accessible swing and flying fox at the Sandy Beach Hub

Focus Area 3: Increasing access to meaningful employment

The City has worked to increase employment opportunities for people with a disability through the following initiatives:

- Access to flexible work arrangements to support the employment of people with a disability and carers of people with a disability, including options for hybrid work and variations to working hours, and adaptable workspaces and equipment.
- Ensuring that the content of the City's recruitment advertising, including the careers section of the City's Website provides meaningful and transparent information in respect of applying for roles with the City.
- Reviewing City policies, procedures, guidelines and position descriptions to ensure that they are inclusive.
- Maintaining its professional stakeholder relationships with local agencies who support disability in the workplace.

Looking Forward:

- The City continue to improve the websites compliance with best practice accessibility standards.
- The City's Organisational Development Group will:
 - undertake a review of its recruitment procedures and systems in the 2024/25 period to ensure that they reflect the City's diversity principles, and
 - review and update its Volunteer Policy to ensure that it provides guidance to the City and its volunteers alike and supports disability in the workplace.

Focus Area 4: Improving access to services through better systems and processes

The City has worked to increase access to information including:

The inclusion of an accessible event checklist on the City's Coffs Coast Events Website to ensure that accessibility is considered and incorporated into event plans.

Delivery of disability inclusive emergency preparedness information as part of its Resilience and Recovery Program.

- Provision of online Mobility Mapping of accessible facilities in the City Centre and Jetty Precinct, including adult change places, MLAK lock fitted facilities, accessible toilets, accessible parking, facilities with accessible features, and details of hearing augmentation and disability services.
- Information on the City's Coffs Coast Website on accessible options for visitors in relation to accommodation, the hire of equipment, disability services, and tourism opportunities for people with a disability.
- Initiatives to support accessible tourism opportunities such as: featuring accessible whale watching tour operators in the City's social media campaigns; and audio recordings on the Coffs Coast Explorer App to allow vision impaired visitors to access experiences such as the Botanic Garden Walk.
- Initiatives to support businesses to be more inclusive: such as encouraging businesses to list accessible options on their Australian Tourism Data Warehouse listings; and promoting the National Sustainability Framework and Toolkit for Visitor Economy Businesses.
- Delivery of assistive technology and accessible facilities within the City's new state-of-the-art administration building - Yarrila Place.
- Addition of over 4,600 accessible items to the City's library collections including:
 - 626 talking books (books on CD),
 - 1244 e-Audiobooks (for download),
 - 1391 e-books,
 - 734 new large print books,
 - 528 graphic novels/non-fiction books,
 - 85 Junior Vox books (junior fiction and non-fiction readers with voice recordings. Children simply push a button to listen and read the story), and
 - 53 Dyslexia font junior books.



Looking Forward:

- The City's Engagement Group will:
 - deliver disability and inclusion focused content on the City's social channels such as, information about facilities and services,
 - raise awareness of the accessibility of Council meetings via social media and the City's new quarterly digital magazine - *Hinterland, Harbour, Home*
 - be launching brand guidelines, which will include a section on accessibility in design, and
 - improve the accessibility of the City's websites to meet Web Content Accessibility Guidelines.
- The City's Cultural Services Team will implement the following assistive software for people with a disability on library computers:
 - 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, and
 - Magnifier/Reader, plus a complete screen reader.
- The City's Economic Development and Tourism Section will partner with Destination NSW to deliver workshops for tourism operators to address accessibility and inclusive options.

Highlight

Disability Inclusive Emergency Preparedness Morning Tea

During the reporting period, the City's Resilience and Recovery Team facilitated a Disability Inclusive Emergency Preparedness Morning Tea. This was a free and fun event for people with disability, their carers and families to meet local emergency services and government agencies.

The attendees were able to connect with representatives from NSW State Emergency Service, Fire and Rescue NSW, Mid-North Coast Community Legal Centre, Disability Advocacy NSW, Red Cross, City of Coffs Harbour, Mid-North Coast Local Health District, and NSW Ambulance.

The event featured a simulated Person-Centred Emergency Preparedness conversation and a panel from Fire and Rescue NSW, NSW Ambulance and NSW State Emergency Service. 110 Go Bags were distributed containing the Red Cross emergency packing list, mental health access information, and information on Person-Centred Emergency Preparedness. Fire and Rescue NSW (Coffs Harbour Station) hosted a display of their truck, and Fire and Rescue NSW (Sawtell Station) ran a kitchen fire simulator.

The event included inclusive kid's activities, which allowed parents of children with disability to engage with service providers. Overall, this event has assisted in preparing people with a disability in our community for emergencies and has connected them with local emergency services.

RESILIENCE & RECOVERY

a City of Coffs Harbour service

✔ Learn ✔ Collaborate ✔ Recover



Disability Inclusive Emergency Preparedness Morning Tea



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