

2017/18 ANNUAL REPORT – SECTION 2 REGULATORY INFORMATION



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*COVER IMAGE:
Sydney Swans junior AFL clinic,
Coffs Harbour, February 2018*



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Government Information Public Access Annual Report <i>Government Information (Public Access) Act 2009 and Regulation - Schedule 2 - S125(1) - cl 7 1 July 2017 to 30 June 2018</i>	Appendix 1
Disability Inclusion Action Plan - Annual Progress Report <i>Disability Inclusion Act 2014 - S13 1 July 2017 to 30 June 2018</i>	Appendix 2

Introduction

The Annual Report refers to the period 1 July 2017 to 30 June 2018.

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

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

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

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



Compliance with Special Rate Variation Approval Conditions

*Local Government Act 1993 - Section 508(2) and 508A
1 July 2017 to 30 June 2018*

Flood Mitigation and Drainage Works (2010)

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

The approval was subject to the following conditions:

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

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

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

Outcomes Achieved

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

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

In relation to approval condition 3 above, the table on the following pages provides information on the total income received and expenditure per project/program in 2017/18 and the outcomes achieved.

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

Flood Mitigation and Drainage Works Program 2017/18						
Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/18 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)			
Construction of Flood Detention Basin (Upper Shephards Lane)	-	565,199	282,600	3,300,000	847,799	Currently under construction, due for completion in 2018/19
Coffs Creek Flood Warning System	378	378	-	7,000	756	On-going maintenance and capital upgrades
Woolgoolga Lake Level Management Review and Study	587	-	-	20,000	587	Planning study working with other Government agencies for best management outcome for environment and community
Creek Clearing and Drainage Works	12,049	28,115	-	50,000	40,164	Ongoing maintenance works on an as needs basis
Drainage Improvements - investigation and design	23,613	-	-	15,000	23,613	Ongoing based on customer requirements
Floodplain studies, plans and design	15,000	15,000	-	120,000	30,000	Ongoing used as investigations prior to projects approval for design
Azalea Ave - maintenance works	67	155	-	-	222	Completed
Fiddamans Rd - stormwater augmentation works	0	405,929	-	390,635	405,929	Completed
Orchid / Boulevard Mullaway - maintenance works	4,198	9,794	-	250,000	13,992	Investigating drainage options including pipe open drain and kerb to prevent water ponding in drains. Due to be completed in 2018/19

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

Flood Mitigation and Drainage Works Program 2017/18 <i>(continued)</i>						
Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/18 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)			
1 Banksia St, Sandy Beach	7,098	-	-	-	7,098	Kerb and piping works (Carry-over from 2016/17 completed)
Ocean St, Woolgoolga - maintenance works	3,039	7,092	-	-	10,131	Completed
Short St / Bent St / Victoria St, Coffs Harbour - Pipe Open Drain	4,879	-	-	-	4,879	Investigation, survey and design for piping options
Polwarth Dr, Coffs Harbour - Maintenance Works	7,644	17,836	-	80,000	25,480	Scour protection of creek bank completed
Antaries Ave / Polaris Cl, Coffs Harbour - maintenance works	21,422	49,985	-	100,000	71,407	Investigation survey and design of mitigation options ongoing. Minor maintenance to increase pit capacities undertaken.
Wharf St, Woolgoolga - pipe open drain	8,140	-	-	-	8,140	Concept design and environmental constraint investigated
Contribution to works	120,600	281,400	-	402,000	402,000	Fiddamans Rd works (\$357,000) Middle Creek grant (\$45,000)
Jarratt Ck, Woolgoolga - drainage study	1,330	-	-	-	1,330	Investigations undertaken
Wharf Lane - maintenance works	3,306	7,714	-	20,000	11,020	Kerb and gutter installed
Wongala Estate - pipe open drain	16,880	-	-	120,000	16,880	Design and approvals for construction 2018/19

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

Flood Mitigation and Drainage Works Program 2017/18 <i>Continued</i>						
Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/18 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)			
55-57 Coramba Rd, Coramba - maintenance works	426	994	-	60,000	1,420	Design of trash rack to prevent overflow of pit. Construction in 2018/19
20-22 Turpentine Ave, Sandy Beach - maintenance works	50,481	117,788	-	168,727	168,269	Open drain piped works - Completed
Coramba Rd - maintenance works	22,178	51,746	-	100,000	73,925	Creek Scour Protection works - Completed
440 Coramba Rd, Coramba - maintenance works	17,373	40,536	-	145,542	57,909	Repair of Landslip - Completed
47 Rutland Rd, Bonville	4,754	-	-	10,000	4,754	Runoff issues – designed and to be constructed in 2018/19
Loaders Lane Bridge - creek realignment	307	715	-	10,000	1,022	Priority moved to future works
5 Trafalgar St, Woolgoolga	27,241	-	-	7,000	27,241	Drainage works including kerb and guttering - Completed
Pade Lane, Sawtell	128,786	-	-	40,000	128,786	Stormwater improvements piping of open drain - Completed
4 Beach St / 5 Hastings St, Woolgoolga - maintenance works	72,137	168,321	-	227,706	240,458	Piping of Open Drain - Completed
Boambee / Newports Creek	100	-	50	130,000	150	Investigation and design / detention basin. Consultants engaged 2018/19

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

Flood Mitigation and Drainage Works Program 2017/18 <i>Continued</i>						
Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/18 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)			
Boambee / Newports Creek drainage improvements	100	-	50	118,000	150	Investigation and design / drainage improvements. Consultants engaged 2018/19
Total	574,112	1,768,700	282,700	5,989,643	2,625,512	



City Centre Capital Works Program (2013-2023)

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

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

The approval was subject to the following conditions:

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

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

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

City Centre Capital Works Program (2013-2023) continued

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

In relation to approval condition 2 above, the following table provides information on the total income received and expenditure per project in 2017/18 and the outcomes achieved:

City Centre Capital Works Program 2017/18			
Project Description	Revised Budget 2017/18 (\$)	Expenditure 2017/18 (\$)	Original Budget 2017/18 (\$)
Marketing	22,511	23,549	22,511
Saturday Markets	56,275	7,913	56,275
Sunday Activation	28,137	-	28,137
Christmas Activation	22,511	36,675	22,511
Depreciation	-	-	201,571
Maintenance Costs (new assets)	82,400	29,100	82,400
TOTAL OPERATING EXPENDITURE	211,834	97,237	413,405
City Square Upgrade - awning, lighting and landscaping	1,018,371	185,902	-
City Square Amphitheatre	153,286	-	-
Duke Street Road Extension	34,008	104,514	-
City Centre signage	122,709	-	-
Light show, decorative lighting, CCTV	5,000	-	-
Landscaping	60,000	-	40,000
Lighting	100,000	-	50,000
Park Avenue artist Lane	96,000	-	-
Park Avenue upgrade and landscaping	400,000	-	-

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

City Centre Capital Works Program 2017/18 <i>(Continued)</i>			
Project Description	Revised Budget 2017/18 (\$)	Expenditure 2017/18 (\$)	Original Budget 2017/18 (\$)
Park Avenue Car Park upgrade, painting, signage	91,784	-	-
Relocate City Square shade sail to Park Avenue	884,611	616,260	-
Sunday Activation (capital component)	46,461	9,180	-
Christmas Activation (capital component)	19,000	4,765	-
Moonee St entry statement	30,000	-	30,000
Contingency (capital)	250,112	-	10,000
TOTAL CAPITAL EXPENDITURE	3,311,342	920,621	130,000
TOTAL EXPENDITURE	3,523,176	1,017,858	543,405
CBD Special Rate Variation	(748,635)	(748,635)	(748,635)
Transfer to /from Reserves	(2,774,541)	(233,637)	205,230
Interest on Investments	-	(35,586)	-
TOTAL INCOME	(3,523,176)	(1,017,858)	(543,405)
FUNDING DEFICIT / (SURPLUS)	-	-	-

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City Centre Capital Works Program 2017/18 - Achievements

- 4 Shade Sails were Installed (Harbour Drive, Moonee Street, West High Street and Vernon Street).
- Duke Street bypass landscaping works and Pioneer Park sign installed
- Park Avenue car park was upgraded, including painting and signage
- Brelsford Park amenities were constructed and the old grandstand was demolished
- Design and planning continued to prepare for the major revitalisation of City Square and project liaison continued with key stakeholders in the City Centre including relevant property owners and businesses located in the vicinity of the works
- Construction of City Square was postponed, as original design could not be built for the budget allocation. Extensive community consultation has been undertaken to inform a new design, which is due to be constructed in 2018/19. The City Square budget allocation will be expended at that time
- The Harbour Drive Comes Alive marketing and activation program was implemented from September through to December, with music, live radio broadcasts, radio advertising, social media marketing and a series of events
- Major events included the Harbour Drives Comes Alive celebration of completion of major works, the annual Christmas Spectacular and Lighting of the Christmas tree, World Rally Championships CBD events, Buskers in the City Centre and Coffs Coast Carols
- Assistance was provided to encourage and facilitate other organisations to host events, concerts and activities to activate City Square.



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

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

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

The approval was subject to the following conditions:

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

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

Funding For the Future 2017/18 - Achievements

- Roads Maintenance – funds used to address a backlog of sealing maintenance works across the Local Government Area.
- Asset Management – used to ascertain scope required on priority schedule of works through geotechnical and similar investigations.
- Building Maintenance – numerous projects undertaken
- Roads Rehabilitation – utilised for road pavement renewals at Coffs St, Reid Dr, Centenary Dr, Combine St, Gordon St, Toormina Rd Bus Bay, Hi Tech Dr and Mackays Rd. Budget underspend is due to major works being undertaken in Diamond Head Drive, Sandy Beach, Due for completion in November 2018
- Transport Assets Renewal – used to upgrade Footpaths and Cycleways, Kerbing, Guardrails and carparks and help address the backlog of kerb and footpath renewals across the LGA.
- Open Space Asset Renewal – used to address playground, fences and access ways across the LGA. Includes the Jetty Structure Refurbishment, budget underspend is due to ongoing contract for Jetty Structure refurbishment, due for completion in November 2018
- Building renewals – includes works undertaken at Rigby House Lift, Woolgoolga and Sawtell Pool Investigation. Budget underspend will be accounted for by amenities projects due for completion by December 2018.



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

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

In relation to approval condition 2 above, the table on the following page provides information on the total income received and expenditure per asset group in 2017/18.

Funding For the Future - Financial Sustainability 2017/18		
Project Description	Revised Budget 2017/18 (\$)	Actual 2017/18 (\$)
Roads Maintenance	532,431	533,905
Asset Management	194,979	22,216
Building Maintenance	254,942	224,713
TOTAL OPERATING EXPENDITURE	982,352	780,834
Road Pavement Renewals	2,147,504	1,298,839
Open Space Assets	3,161,523	1,049,926
Other Transport Assets New/Upgrade	542,274	725,201
Buildings Renewal	3,474,083	1,588,990
TOTAL CAPITAL EXPENDITURE	9,325,384	4,662,956
TOTAL EXPENDITURE	10,307,376	5,443,790
Financial Sustainability Rate Variation - 2014/15	(2,162,411)	(2,162,411)
Financial Sustainability Rate Variation - 2015/16	(4,384,841)	(4,384,841)
Buildings Maintenance	-	(8,080)
Building Renewals Grants	(57,747)	(57,747)
Building Renewals Internal Contributions	(45,000)	(45,000)
TOTAL INCOME	(6,649,999)	(6,617,579)
FUNDING DEFICIT / (SURPLUS)	3,657,377	(1,173,789)



Capital Works Projects

Capital Expenditure Guidelines
1 July 2017 to 30 June 2018

Reporting under the Capital Expenditure Guidelines

- Jetty Foreshores Stages 2-4 – Cost \$9.2m. Completed and most funds expended in 2017/18.
- Building an EPIC Stadium for the Future (Ce.x International Stadium upgrade) – Cost \$15.865m. Project started in 2017/18.



Overseas Visits

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

Local Government (General) Regulation 2005 - Section 217 (1) (a)

1 July 2017 to 30 June 2018

Coffs Harbour City Council did not conduct any overseas visits in the year ended 30 June 2018.



Elected Members' Expenses

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

Local Government (General) Regulation 2005 - Section 217 (1) (a1)

1 July 2017 to 30 June 2018

Expense	Amount (\$)
Mayoral allowance	42,120
Councillor fees	170,464
Mayor vehicle expenses	16,000
Provision of dedicated office equipment allocated to councillors	4,572
Telephone calls made by councillors	1,514
Attendance by Councillors at conferences and seminars (excluding overseas and interstate)	28,158
Training of councillors and provision of skill development	4,200
Interstate visits by councillors, including transport, accommodation and out-of-pocket expenses	12,345
Overseas visits by councillors, including transport, accommodation and out-of-pocket expenses	-
Expenses of any spouse, partner or other person who accompanied a councillor	-
Expenses involved in the provision of care for a child or an immediate family member of a councillor	-
Other councillor expenses (catering, election, stationery, etc)	3,906
Total	283,279



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

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

Local Government (General) Regulation 2005 - Section 217 (1) (a2)

1 July 2017 to 30 June 2018

Contract No.	Contract	Supplier	Start Date	Revised Contract Sum (\$) (inc GST)
RFT-833-TO	Modelling Water and Sewer Reticulation Systems	GHD Pty Ltd	7-Aug-17	390,429.00
RFT-791-TO	Park Beach Holiday Park Electrical Infrastructure	Doug Knight Electrical	22-Sep-17	175,286.52
RFT-849-TO	Moveable Dwellings for Park Beach, Sawtell Beach, Woolgoolga Lakeside & Woolgoolga Beach Holiday Parks	East Coast Homes and Park Cabins	22-Sep-17	1,336,790.00
RFT-852-TO	Red Hill Balance Tank 1 Refurbishment	Advanced Concrete Engineering Pty Ltd	30-Oct-17	337,428.00
RFT-853-TO	Toormina Reservoir 1 Refurbishment	Advance Concrete Engineering Pty Ltd	30-Oct-17	498,819.00
RFT-867-TO	EPIC Stadium - Stage 1 Carpark Construction	AJ Civil Projects	22-Nov-17	718,473.00
RFT-851-TO	North Sapphire Sugar Mill Creek Water Main Renewal	Ledonne Constructions P/L	4-Dec-17	467,752.90
RFQ-919-QO	Sewer Flow Monitoring	Ads Environmental Services Pty Limited	5-Mar-18	200,022.00
RFT-897-TO	Construction of Marine Rescue Facility at Arrawarra Headland	F & SJ Maione P/L	13-Mar-18	977,324.98
RFT-865-TO	Construction of Upper Shephards Lane Detention Basin	Ryan Earthmoving	16-Apr-18	1,496,104.40
RFT-795-TO	Jetty Works SRV	SMC Marine Pty Ltd	16-Apr-18	2,241,976.60
RFT-893-TO	Community Hall Renovation - Park Beach Holiday Park	A&S Claughton	18-Apr-18	358,182.00
RFT-924-TO	Under Boring Services for City Smart Solutions	Coffs Coast Under Road Boring	30-Apr-18	380,540.00
RFT-916-TO	Gordon Street Footpath Construction Works	Bob Chambers P/L	1-May-18	509,100.00



Legal Proceedings

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

Local Government (General) Regulation 2005 - Section 217 (1) (a3)

1 July 2017 to 30 June 2018

Case Name	Court (NSW)	Total Costs 2017/18 (\$)	Status at 30 June 2018	Date of Decision
Coffs Harbour City Council ats Noubia Pty Ltd	Land and Environment Court - 2016/00152638	1,117.68	Finalised	30 August 2016
Coffs Harbour City Council v Darren O'Connor	Local Court - 2016/00146192-001463203	782.00	Finalised	6 June 2017
Coffs Harbour City Council v Warren West	Land and Environment Court - 2016/00359057	12,712.59	Finalised	1 June 2017
Coffs Harbour City Council ats Opalcoffs Holdings	Land and Environment Court - 2016/00333772	1,665.50	Finalised	14 June 2017
Coffs Harbour City Council ats Chris Adamson	Supreme Court - 2017/30954	9,457.50	Ongoing	N/A
Coffs Harbour City Council ats The Trustee for Cohiba Unit Trust t/a Adrian and Marita Joseph Pty Ltd as Trustee for the Cohiba Unit Trust	Land and Environment Court - 2017/00178892	39,713.99	Ongoing.	N/A
Coffs Harbour City Council ats Tedmund Polglase by his tutor Jeffrey Polglase	Supreme Court - 2014/00281434	0.00	Ongoing	N/A
Coffs Harbour City Council ats Gary Chapman	District Court - 2017/00275294	11,363.64	Ongoing	N/A
Coffs Harbour City Council ats Doreen Joy Knight	District Court - 2015/000946690	0.00	Finalised	N/A

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Legal Proceedings *continued*

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Case Name	Court (NSW)	Total Costs 2017/18 (\$)	Status at 30 June 2018	Date of Decision
Coffs Harbour City Council ats Elite Constructions NSW Pty Ltd	Land and Environment Court - 2018/00122374	6,600.00	Ongoing	N/A
Coffs Harbour City Council ats Maxwell and Karrel Knight	Land and Environment Court - 2018/00060986	7,086.82	Ongoing	N/A
Coffs Harbour City Council v Paul Cleland	Land and Environment Court - 2018/00061125	16,625.81	Finalised	4 July 2018
Coffs Harbour City Council ats Nick Faseas	Land and Environment Court - 2017/00083167	26,276.84	Finalised	23 May 2018
Coffs Harbour City Council v Stephen Cree	Local Court - 2017/00285331	7,820.84	Finalised	7 November 2018
Coffs Harbour City Council ats Coral Johnson	Land and Environment Court - 2017/00266514	28,840.78	Finalised	28 February 2018
Coffs Harbour City Council ats Noubia Pty Limited	Land and Environment Court - 2017/00083167	34,746.74	Ongoing	N/A
Coffs Harbour City Council v McGraw-Hill Financial, Inc & Anor	Federal Court - NSD 1020/2014	0.00	Ongoing	N/A
Coffs Harbour City Council v ANZ Banking Group	Federal Court - NSD 1021/2014	0.00	Ongoing	N/A



Works Subsidised On Private Land

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

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

1 July 2017 to 30 June 2018

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



Donations and Contributions

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

Local Government (General) Regulation 2005 - Section 217 (1) (a5)

Amounts granted under Section 356 of the Act

1 July 2017 to 30 June 2018

RECIPIENT	AMOUNT(\$)	RECIPIENT	AMOUNT(\$)
Coffs Harbour Christmas Carols	15,000	Sawtell Art Group – Sponsorship of Art Exhibition	500
Woolgoolga Carols by the Sea	500	Coffs Harbour Spring Garden Festival	1,000
New Year's Eve Fireworks	5,000	Life Education – Transport of Education Van	3,399
Sawtell Chamber of Commerce – Christmas Festival	1,000	Pink Silks – Contribution to SES All-Terrain Vehicle	1,600
Sawtell Chamber of Commerce – Chilli Festival	909	Westpac Rescue Helicopter	500
Eastern Dorrigo Community Centre – Contribution to Construction of Clinical Room	1,000	St Vincent de Paul Society – Contribution to Solar Power Installation	1,000
North Coast Academy of Sport	5,500	Rotary Club Coffs Coast Cycle Challenge	2,000
Variety Special Children's Christmas Party	454	Schools Annual Presentations	5,286
'Walk for Sudan' Project	400	Southern Cross University Presentations	300
Coffs Harbour Legacy – Sponsorship of Golf Day	393	TAFE Presentations	300
Coffs Harbour Agricultural Show	4,000	Coffs Harbour Neighbourhood Centre	553
Bear Cottage, The Children's Hospital Westmead	500	Traffic Control – Anzac Day Services	6,523
Woolgoolga Community Gardens – Refund of Building Fees	1,650	Rotary Club of Coffs Harbour South – Refund of Building Fees	1,298
TS Vendetta – Licence for Navy Cadets	490	Visual and Performing Arts Grants Program	35,000
<i>(continued next column)</i>		<i>(continued next page)</i>	



Donations and Contributions *Continued*

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RECIPIENT	AMOUNT(\$)	RECIPIENT	AMOUNT(\$)
Community Capital Infrastructure Grants Program	276,336	Surf Life Saving Clubs – Subsidy	36,000
Sawtell and Woolgoolga Chamber of Commerce	20,900	Rates Subsidy – Sporting and Cultural Groups	86,609
State Emergency Services – Contribution	120,851	Event Seed Funding Program	53,000
NSW Fire Brigades Subsidy	477,906	Event Destination and Marketing Funding Program	31,000
<i>(continued next column)</i>		TOTAL:	\$1,198,657



Rates and Charges Written Off

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2005 - Clause 132
1 July 2017 to 30 June 2018

The total value of rates and charges written off for the year 2017/18 was **\$3,313,450.58**

Item	Amount (\$)
Pension Rebates	-3,050,632.61
Postponed Rates	-198,255.42
Interest > \$50	-2,790.62
Water Usage Charges	-46,826.06
Sewer Usage Charges	-17,018.48
Trade Waste Usage Charges	-3,508.63
Total	-3,313,450.58

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 2016/17 was **\$3,465,678.08**)



Delegated Functions / Companies / Partnerships

Functions Delegated by Council

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

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

1 July 2017 to 30 June 2018

External bodies that exercised functions delegated by Council were:

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

Companies in Which Council Held a Controlling Interest

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

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

1 July 2017 to 30 June 2018

- Prosper Coffs Harbour Limited
- Coffs Coast State Park Trust

Partnerships, Cooperatives or Other Joint Ventures

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

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

1 July 2017 to 30 June 2018

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



Planning Agreements

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

1 July 2017 to 30 June 2018

Developer	Project	Summary of Planning Agreement	Status
J. and M. Auld.	Rezoning of a portion of land at Lot 13 DP 591220 from E2 (Environmental Conservation) to B5 (Business Development).	Provision of a material public benefit by enhancing the natural environment by implementing a Vegetation Management Plan (VMP) for Lot 13 DP 591220 and Lot 6 DP 714455.	<ul style="list-style-type: none"> ▪ The Voluntary Planning Agreement (VPA) came into force when the Coffs Harbour Local Environment Plan 2013 (Amendment No 2) was gazetted on 10 July 2015 and rezoned part of Lot 13 DP 591220 to B5 (Business Development) from E2 (Environmental Conservation). ▪ A security bond or bank guarantee of \$10,000 has been received by Council which will be released once all works under the VMP are completed. ▪ The Developer to implement a VMP. The initial works commenced August 2016. ▪ The Developer to provide yearly reports to Council throughout the 5 year follow-up works period by a suitable qualified person. ▪ The VPA was registered on the Certificate of Title for Lot 13 DP 591220 and Lot 6 DP 714455 on 8/9/2016 as per Council's requirements.
Gowings Bros. Limited	Extensions to the Coffs Central development over the land on the corner of Harbour Drive and Gordon Street.	<p>The Developer owns land located on the corner of Harbour Drive and Gordon Street Coffs Harbour (lot 8 DP 758258, lot 1 DP 796866 and lot 1 DP 421199 known as the Coffs Central Development (the CCD).</p> <p>The Developer has agreed to make development contributions for works on public roads adjoining the CCD in connection with the carrying out of approved development to extend the CCD.</p> <p>The development contributions involve the Developer carrying out the agreed works on the public roads (the public works) in accordance with an agreed costs sharing arrangement with the Council.</p>	<ul style="list-style-type: none"> ▪ The Voluntary Planning Agreement (VPA) was executed on 17 March 2016. ▪ Stage 1 physical works completed September 2016. ▪ Stage 2 physical works (Footpath works in Gordon Street) to be completed to coincide with Gowings' development opening.

Continued next page



Planning Agreements *Continued*

Continued from previous page

Developer	Project	Summary of Planning Agreement	Status
<p>J.R. Tait (MI Organics)</p>	<p>Rezoning of a portion of land at Lot 1 DP 777555 (1 Hamilton Drive, Boambee East) and an addition to Schedule 1 (Additional permitted uses) of LEP 2013 to provide planning controls to better reflect the current use of the land as a landscaping material supplies business, and to address environmental constraints.</p>	<p>Provision of a material public benefit by enhancing the natural environment by implementing a Vegetation Management Plan (VMP) for Lot 1 DP 777555, 1 Hamilton Drive, Boambee East.</p>	<ul style="list-style-type: none"> ▪ The Voluntary Planning Agreement (VPA) came into force when the Coffs Harbour Local Environment Plan 2013 (Amendment No 11) was gazetted on 8 December 2017. ▪ LEP Amendment No. 11 expanded the IN1 (General Industrial) and E2 (Environmental Conservation) zones and reduced the R2 Low Density Residential zone over Lot 1 DP 777555. It also included an addition to Schedule 1 (Additional permitted uses) of LEP 2013. ▪ The VPA is associated with a VMP prepared for the site in response to the LEP Amendment. ▪ A security bond or bank guarantee is to be lodged for each of three stages of the VMP works. The stage one security payment of \$42,785 is yet to be received by Council. ▪ The Developer is required to implement the VMP. The initial works are yet to commence. ▪ The Developer is to provide reports to Council by a suitable qualified person at the following stages: completion of initial planting; after each maintenance / monitoring period; and at the completion of 5 year maintenance / monitoring period. ▪ The VPA is yet to be registered on the Certificate of Title for Lot 1 DP 777555 as per Council's requirements.



Environmental Agreements

*Local Government Act 1993 - Section 406 S54P
1 July 2017 to 30 June 2018*

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



Equal Employment Opportunity Management Plan (Organisational Development Activities)

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

Local Government Act (General) Regulation 2005 – Section 217 (1) (a 9)

1 July 2017 to 30 June 2018

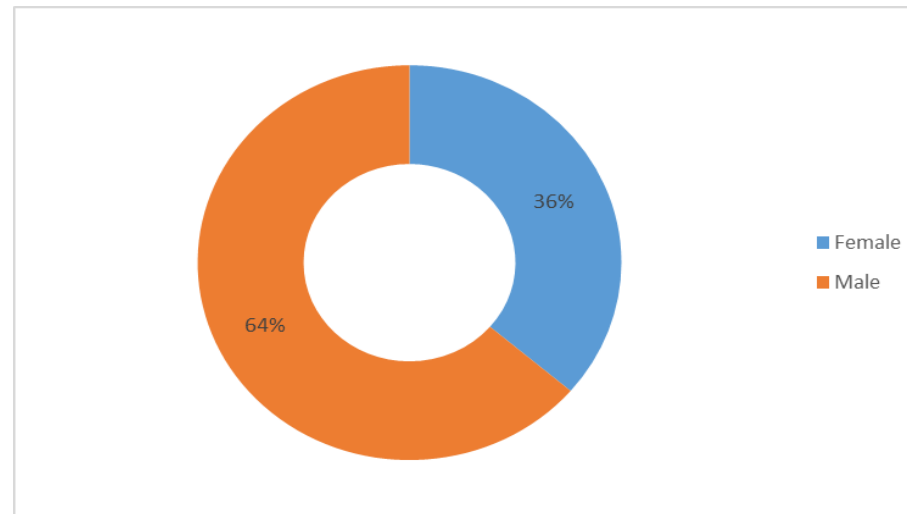
Activities Undertaken to Implement Council’s Equal Employment Opportunity Management Plan

During 2016/17 as part of Council’s Integrated Planning and Reporting requirements, Council developed its Workforce Management Plan 2017-2021 identifying the key workforce planning strategies and actions that will be developed and implemented to ensure that Council achieves the goals and service standards expressed in the MyCoffs Community Strategic Plan and the 2017-2021 Delivery Program. An action in Council’s Workforce Management Plan is to develop and implement a revised Equal Employment Opportunity Plan to ensure that Council continues to incorporate workforce diversity as part of everyday Council business with every employee and people leader understanding their responsibilities for providing a work environment that accepts the principles of equal employment opportunity, and creating a workplace free from harassment and unlawful discrimination.

Workforce Demographics (as at 30 June 2018)

- Females comprised 36% of council’s permanent workforce. Female representation across Council’s workforce has improved by 2% over the reporting period.

Figure 1: CHCC Permanent Workforce by Gender



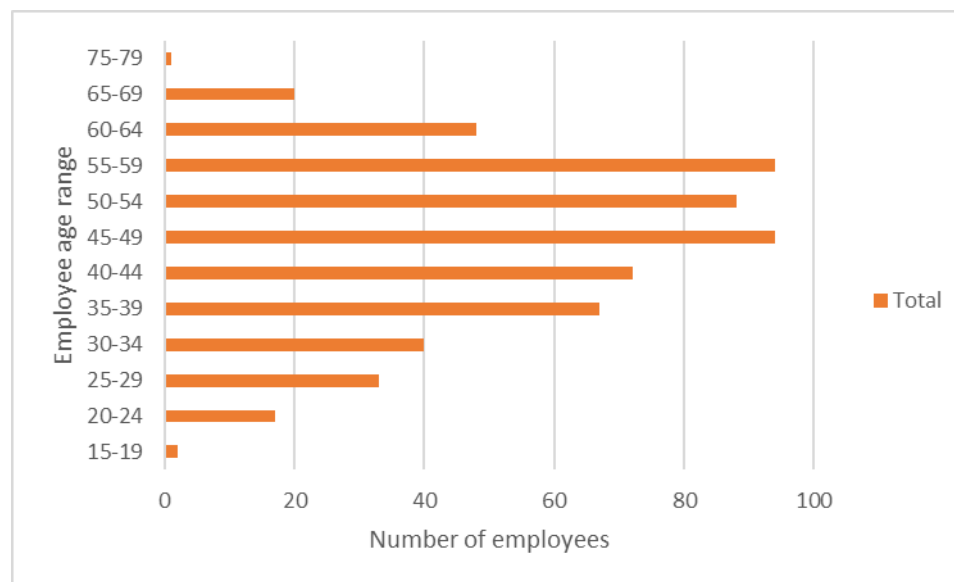
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Workforce Demographics *continued*

- Council's Senior Leadership Team, which includes the General Manager, Directors, Group Leaders and Section Leaders, is comprised of 29% females.
- Council implemented an Enterprise agreement which as one of its headline objectives sought to make Council a family friendly organisation and so enhanced opportunities for flexible work arrangements to accommodate the varied needs of our workforce. Seventy-Two employees are working in part-time arrangements (12% of our total permanent workforce).
- Council continues to support staff with disabilities through adjusted working hours and supporting equipment needs.
- Council's procedures continue to support identified indigenous staff to access leave to attend and participate in NAIDOC week activities.
- Council continues to promote and support wellness initiatives through the Employee Assistant Program.
- Local government has a high number of mature age workers compared to the national average. Council's workforce is reflective of this, with 28% of our workforce aged 55 and over making them potentially eligible for retirement now or within the next ten years.
- Council, through our primary superannuation provider, supports staff to plan for their transition to retirement.

Figure 2 CHCC Permanent Workforce by Age



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Recruitment

- Council continues to promote fair and equitable recruitment principles through practices such as ensuring gender balance of interview panels where applicable. During the reporting period, 12 new independent panelists were identified and trained in interviewing skills, techniques and principles of ethics and fairness – 50% of our new panelists are female.
- Of the total 66 new appointments across the indoor and outdoor workforce made in the 2017/18 financial year, 42% were female, compared to 37% the previous year. Within our indoor workforce, 65% of the new appointments were female. The outdoor workforce remains predominately male with 14% of new appointments female. This however represents a 2% improvement on the female representation reported last year
- Of the 29 internal promotions that were made, 16 were female, equating to 55% a very significant improvement on last year's results where 21% of staff promoted internally were female.
- During the reporting period, Council continued to provide one-on-one coaching to staff seeking assistance with interview skills.
- Coffs Harbour City Council partnered with the Smith Family on a Learning for Life initiative. The program targeted local high school students from Culturally and Linguistically Diverse backgrounds (CALD) or Aboriginal descent. The program provides students an insight to potential career options and the necessary skills to transition from school to the work environment.
- Council continued to offer traineeships and apprenticeships across Council with appointments made in Strategic Asset Management and CoastalWorks
- Council successful gained Elsa Dixon Aboriginal Employment Program funding, supporting the placement of an Indigenous School Based trainee in Horticulture and the current recruitment of a further 4 identified positions (2 Customer Resolution and 2 LMG)
- Council has linked with NSW Department of Health to establish an Indigenous EHO traineeship which has been successfully implemented at other Council's. The view of this program is to develop talent locally for a position that is often difficult to recruit for regionally.

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Learning and Development Initiatives

- Council continued to support professional development and learning initiatives through sponsored and supported education procedures. These programs assist in enabling staff to successfully fulfill their current job requirements and develop for potential future opportunities for career progression.
- Council continued the Recognising Excellence Program, which recognises staff for consistently demonstrating Council's core values. Nominations are evaluated by Council's Consultative committee to ensure fairness and impartiality is applied in this peer-led process.
- Council implemented an online Learning Management System (LMS). The LMS provides access for all workers to a diverse range of learning material for professional development, compliance purposes and organisational culture initiatives.
- Council continues to support membership for staff to one (each) Professional Industry association to complement their role, assist staff to build networks and facilitate access to contemporary knowledge and industry best practice to enhance their current role.
- All new Council employees complete an induction which covers policies such as the Code of Conduct and Bullying and Harassment Policies as well as information on Council's Employee Assistance program and grievance procedure. The aim of the induction program is to ensure staff have an understanding of behavioural obligations in the workplace, which include a strong focus on equal employment practices and a workplace free from discrimination and harassment.



General Manager / Senior Staff Remuneration

General Manager Remuneration

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

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

1 July 2017 to 30 June 2018

The remuneration package total effective for the position of General Manager at 30 June 2018 was \$340,154. The statement includes the total of the following:

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

Senior Staff Remuneration

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

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

1 July 2017 to 30 June 2018

The remuneration package total effective for all Senior Staff positions for the period ending 30 June 2018 was \$745,248. The statement reflects the total remuneration comprised in the remuneration packages of all senior staff members (other than the general manager) employed during the year, expressed as the total remuneration of all the senior staff members concerned (not of the individual senior staff members) and including totals of each of the following:

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



Stormwater Management Services / Coastal Protection Services

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

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

1 July 2017 to 30 June 2018

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

Information on the revenue and expenditure associated with that charge is included in the table on Page 2 of this report - “Flood Mitigation and Drainage Works Program 2017/18.”

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

Local Government (General) Regulation 2005 - Section 217 (1) (e1)

1 July 2017 to 30 June 2018

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



Companion Animals Act – Compliance

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

Local Government (General) Regulation 2005 Clause 217 (1)(f)

1 July 2017 to 30 June 2018

Overview

Coffs Harbour City Council Ranger Services has been active in Companion Animal Management during 2017/2018. The main focus has always been to apply a steady and constant approach toward companion animal management and owner responsibilities, particularly when owners take their pets into public places and/or not properly restraining them within their properties to prevent their animals escaping. There has been approximately a 31% decrease in dog fines issued during the reporting period in comparison to the previous period, however there has been an increase in formal legal actions against owners involved in serious breaches of the Companion Animals Act. These actions have included court prosecutions, declarations and orders being imposed.

Some programs (“Dog Blitzes”, “Microchipping and Registration Follow Up”) have been run throughout the year, focusing on breaches of control requirements for all dogs in public places and non-identified and unregistered Companion Animals. These programs have taken the form of very high profile patrols during business hours and out-of-hours periods. These blitzes have been promoted on occasion via media coverage. During the period, Council’s Ranger Services handled more than 1,387 companion animal complaints, an 18% decrease from the previous period. The tables below identify certain aspects of Council’s activities and have been prepared in accordance with statutory reporting requirements.

Companion Animal Seizure (As per 2017/18 seizure survey submitted to DLG)

Seized by Council Rangers	341
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Seized by members of the public	317
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Total animals seized	658
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Companion Animals returned by Rangers (not impounded)	137
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Companion Animals returned from Council’s Pound Facility	151
--	-----

Total Companion Animals returned to owners	288
---	------------

Total Companion Animals re-homed	246
---	------------

Total Number of Animals Euthanized (including carry over from 2016/17)	112
---	------------

(Down from 207 in 2016/17.)(Figures do not indicate animals leaving pound for other reasons e.g. stolen, escaped or death by natural causes.)

continued next page



Companion Animals Act – Compliance *continued*

Dog Attacks

There were 99 recorded dog attacks in 2017/2018, a 30% increase on the previous year's figures. It had been noted the incidence of dog attack had been on the increase over the last few years, but had stabilised in 2016/2017.

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

A number of dangerous dogs were destroyed as a result of these reported incidents. (10 dogs in total Destroyed, 4 declared Menacing, 3 Declared Dangerous)

Companion Animal Management Funding

Companion animal complaints and tasks made up approximately 42.5% of the Ranger Services workload.

Expenditure	\$
Staffing	185,785
Plant vehicles	26,354
RSPCA Pound Facilities Contract	148,469
Sundry Expenses (Office, IT, Consumables etc.)	11,629
Equipment Purchases	1,200
Total Expenditure	373,437
<i>Down from \$417,167 in 2016/17 and \$441,825 in 2015/16.</i>	
Income	\$
Companion Animals Registrations Commissions	
Impounding Fees, Charges and fines	138,363
Fines	40,398
Total Income	178,761
<i>Up from \$158,655 in 2016/17.</i>	

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

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

Strategies for alternatives to Euthanasia for Unclaimed Animals

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

Dog Off-Leash Areas

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

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

Dog Off-Leash Areas

During 2017/18, Coffs Harbour City Council did not access any Companion Animal grant funding.



Assets Acquired, Assets Held and Condition of Public Works

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

1 July 2017 to 30 June 2018

Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2018												
Asset Class	Asset Category	Estimated cost to bring to a satisfactory standard \$'000	Required annual maintenance \$'000	2017/18 actual maintenance \$'000	Carrying Value \$	Gross Replacement Cost \$	Assets in a condition as a % of gross replacement cost (See Notes page 38)					
							1	2	3	4	5	
Buildings	Buildings	-	2,129	1,517	115,557	157,815	31	62	6	1	-	
	Sub total	-	2,129	1,517	115,557	157,815	31	62	6	1	-	
Public Roads	Sealed Roads	-	5,700	6,573	355,242	497,791	34	44	16	6	1	
	Unsealed Roads	-	325	375	4,677	11,836	14	9	34	29	14	
	Bridges	-	213	143	64,809	73,329	96	2	1	1	-	
	Footpaths and Cycleways	-	245	237	44,764	54,940	70	10	15	6	-	
	Other road assets	-	172	198	16,031	18,399	74	11	11	3	1	
	Bulk Earthworks	-	33	33	137,440	137,440	100	-	-	-	-	
	Kerb and Gutter	-	58	67	36,166	48,944	28	17	43	12	-	
	Sub total	-	6,746	7,626	659,129	842,679	52*	28*	14*	5*	1*	

*Percentage subtotal is a weighted average calculation.

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Assets Acquired, Assets Held and Condition of Public Works *continued*

Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2018 <i>(continued)</i>											
Asset Class	Asset Category	Estimated cost to bring to a satisfactory standard \$'000	Required annual maintenance \$'000	2017/18 actual maintenance \$'000	Carrying Value \$	Gross Replacement Cost \$	Assets in a condition as a % of gross replacement cost (See Notes page 38)				
							1	2	3	4	5
Water Supply Network	Water Supply Assets	-	2,704	2,648	339,407	454,401	5	18	73	4	-
	Sub total	-	2,704	2,648	339,407	454,401	5	18	73	4	-
Sewerage	Sewerage Assets	-	2,885	2,907	469,628	657,331	16	39	41	3	1
	Sub total	-	2,885	2,907	469,628	657,331	16	39	41	3	1
Stormwater Drainage	Stormwater Drainage	-	329	204	158,456	204,977	43	40	16	1	-
	Sub total	-	329	204	158,456	204,977	43	40	16	1	-
Open Space / Recreational Assets	Swimming Pools	-	77	51	2,366	4,356	-	69	31	-	-
	Other Open Space/ Recreational Assets	-	562	523	11,185	23,772	38	22	25	7	8
	Sub total	-	639	574	13,551	28,128	32*	29*	26*	6*	7*
Total classes	Total - all assets	-	15,432	15,476	1,755,728	2,345,331	30*	32*	33*	4*	1*

**Percentage subtotal is a weighted average calculation.*

continued next page



Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2018 *(continued)*

Notes:

1. *Satisfactory refers to estimated cost to bring the asset to a satisfactory condition as deemed by Council. It does not include any planned 'enhancement(s)' to the existing asset.*
2. *Required Annual Maintenance is what should be spent to maintain assets in a satisfactory standard.*
3. *Current Annual Maintenance is what has been spent in the current year to maintain assets.*
4. *Asset Condition Assessment (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 2017 to 30 June 2018

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

Coffs Harbour City Council – Report to the NSW Ombudsman

Reporting Period July 2017 to June 2018	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	2	0	0
Number of PIDs received	2	0	0
<i>Of PIDs received, number primarily about:</i>			
Corrupt conduct	2	0	0
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
No. of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period			2

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

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



Carers Recognition Act

Carers Recognition Act
1 July 2017 to 30 June 2018

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



Fisheries Management Act

*Fisheries Management Act 1994 - Section 220ZT
1 July 2017 to 30 June 2018*

Coffs Harbour City Council was not required to take any actions during 2017/18 pursuant to Recovery and Threat Abatement Plans under the Fisheries Management Act 1994.



Private Swimming Pools Inspections

Swimming Pools Act 1992, s 22F(2)

Swimming Pools Regulation 2008

(SP Reg) cl 18BC

1 July 2017 to 30 June 2018

Details of inspections of private swimming pools	No.
Tourist and visitor accommodation	50
Premises with more than 2 dwellings	4
Resulted in issuance a certificate of compliance under section 22D of the Act	278
Resulted in issuance a certificate of non-compliance under clause 18BA of the Regulation	57



Appendix 1



**Government Information (Public Access) Act 2009
Annual Report - 1 July 2017 to 30 June 2018**

Agency Name	Coffs Harbour City Council
Principal Department	Minister for Local Government Office of Local Government
Reporting Period	1 July 2017 to 30 June 2018



Review of proactive release program - Clause 7(a)

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

Council's proactive release program included the review of:

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

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

1. annual rates for each property in the Coffs Harbor City local government area;
2. Online Mapping Tool;
3. Archived annual Reports, financial statements, management plans and strategic reported (i.e. now referred to as Council's Integrated Planning and Reporting documents) continue to be available from 2009/10;
4. Promotion of the Information and Privacy Commission Right to Know Week from 25 September to 1 October 2017;
5. A Review of Building Heights and Built Form in the Coffs Harbour CBD:
 - a. FAQs



- b. [Draft Review of Building Heights and Built Form in the Coffs Harbour CBD](#)
6. Diamond Head Drive Upgrade:
- a. [Finalised Concept Design Diamond Head Drive](#)
 - b. [Consultation Report and community comments Diamond Head Drive upgrade](#)
 - c. [Concept Design for Diamond Head Drive showing the community's preferred option](#)
7. Trading Places - Footpath Activation Initiative:
- a. FAQs
 - b. [Footway Activity Licensing Guidelines](#)
 - c. [Trading Places Factsheet](#)
 - d. [Footpath Layout Guide](#)
 - e. [Are you looking to open or grow a cafe, restaurant or small bar? Easy to do Business](#)
 - f. [Fee-free Footpaths to Inspire CBD Vibrancy](#)
 - g. [CoDesign Studio Placemaking Fundamentals Slides](#)
 - h. [Sound Diplomacy - A guide to managing your night time economy](#)
 - i. [Helping our small businesses flourish on the Coffs Coast](#)
8. Coffs Harbour Rural Lands Review:
- a. FAQs
 - b. [Phase 2 - Community Workshop Outcomes Report](#)
 - c. [Rural Lands Review Process Outline](#)



- d. [Phase 1 - Rural Lands Issues and Options Paper](#)
- e. [Phase 1 - Background Report](#)
- f. [Phase 1 - Community Workshop Outcomes](#)

9. Planning Proposal: North Boambee Valley (West):

- a. FAQs
- b. [Planning Proposal PP 2017 COFFS 003 00: North Boambee Valley \(West\)](#)
- c. [Appendices A-K to Planning Proposal PP 2017 COFFS 003 00](#)
- d. [Draft Coffs Harbour DCP 2015: Chapter G8A North Boambee Valley \(West\)](#)
- e. [Draft North Boambee Valley \(West\) Developer Contributions Plan 2017](#)
- f. [Gateway Determination NSW Planning & Environment 25 September 2017](#)
- g. [Draft DCP 2015 Density map](#)
- h. [Draft DCP 2015 Front Setback map](#)
- i. [Draft DCP 2015 Side and Rear Setback Map](#)
- j. [Draft DCP 2015 Preservation of Vegetation Map](#)

10. Improved Bulky Goods Waste Service:

- a. FAQs

11. West Coffs Reserve draft Masterplan:

- a. [West Coffs Concept Presentation](#)
- b. [West Coffs Reserve Masterplan October 2017 Draft for Exhibition](#)



12. Property Strategy 2017-2020:

- a. [Draft Property Strategy 2017-2020](#)
- b. [Adopted Property Strategy - March 2018](#)

13. Coffs Harbour Economic Development Strategy 2017-2022:

- a. FAQ
- b. [Draft Economic Development Strategy 2017 - 2022](#)
- c. [Draft Economic Development Strategy 2017- 2022 Attachments](#)

14. Planning Proposal and Draft DCP Amendments: Pacific Street, Corindi Beach

- a. [Planning Proposal PP_2017_COFFS_002_00 - 95 and 97 Pacific Street Corindi Beach](#)
- b. [Draft DCP 2015 Density Map](#)
- c. [Draft DCP 2015 Front Setback Map](#)
- d. [Draft DCP 2015 Side and Rear Setback Map](#)
- e. [Ecological Assessment - November 2016](#)
- f. [Ecological Assessment Addendum - December 2017](#)
- g. [Flood Report And Trunk Drainage Concept - December 2016](#)
- h. [Bushfire Hazard Assessment Report - December 2016](#)
- i. [Preliminary Acid Sulphate Soil Investigation- February 2003](#)
- j. [Aboriginal Cultural Heritage Assessment - December 2016](#)
- k. [Traffic Assessment - November 2016](#)



- l. [Net Community Benefit Test - January 2017](#)
- m. [Gateway Determination NSW Planning & Environment 6 June 2017](#)

15. Coffs Harbour City Centre Masterplan 2031

- a. [City Square Design Concept](#)
- b. [McGregor Cox City Square Redevelopment Concept Design Report](#)
- c. [Coffs-Harbour-City-Centre-Masterplan 2031](#)
- d. [What the Community Told Us - Priorities for a new-look City Square](#)

16. Brelsford Park

- a. FAQs
- b. [Coffs Harbour City Centre Masterplan 2031](#)
- c. [Brelsford Park Masterplan](#)

17. My Coffs - A Natural Environment Sustained for the Future

- a. FAQs
- b. [Our Living Coast website](#)
- c. [Our Living Coast Facebook](#)
- d. [Coffs Coast Local Food Facebook](#)
- e. [Coffs Coast Waste Services](#)
- f. [MidWaste](#)

18. MyCoffs Community Strategic Plan



- a. FAQ
- b. [MyCoffs Community Strategic Plan](#)

19. New Environmental Levy Policy

20. Alcohol Free Zone proposal Coffs Harbour CBD

21. A new Cultural & Civic Space for the heart of Coffs Harbour

- a. FAQs
- b. Community Consultation 2018
 - [Cultural & Civic Space - Community Consultation Report 2018](#)
 - [Appendix Listing - Community Consultation Report \(Part 2\)](#)
- c. Project information
 - [1 minute Video - Cultural and Civic Space Project](#)
 - [Cultural and Civic Space Information Brochure](#)
- d. The Value, Impact and Planning of Cultural Infrastructure
 - [The Value and Impact of Libraries](#)
 - [Libraries Power Smart Cities](#)
 - [21st Century Library](#)
- e. Concept Design 1- Design Inc. with Lacoste Stevenson
 - [Concept 1 - Cultural and Civic Space Concept Design Boards Design Inc + Lacoste Stevenson](#)
 - [Concept 1 - Cultural and Civic Space - Video Overview Design Inc + Lacoste Stevenson](#)



f. Concept Design 2 - Francis-Jones Morehen Thorpe

[Concept 2 - Cultural and Civic Space Concept Design Boards Francis-Jones Morehen Thorpe](#)

[Concept 2 - Cultural and Civic Space - Video Overview Francis-Jones Morehen Thorpe](#)

g. Concept Design 3 - Dominic Finlay-Jones

[Concept 3 - Cultural and Civic Space Concept Design Boards Dominic Finlay-Jones](#)

[Concept 3 - Cultural and Civic Space - Video Overview Dominic Finlay-Jones](#)

h. City Centre Masterplan 2031

[Library Gallery Precinct Analysis 2017](#)

[Coffs Harbour City Centre Master Plan 2031](#)

22. Positive Ageing Strategy

a. FAQ's

23. Sawtell and Woolgoolga Pool Strategy

a. FAQs

24. Draft Coffs Creek and Park Beach Flood Study and Park Beach Management Options

a. FAQs

24. Planning Proposal and Draft DCP Amendments: Braford Drive and Irvines Road, Bonville

a. [Planning Proposal PP_2017_COFFS_005_00 - Braford Drive and Irvines Road Bonville](#)

b. [Preliminary Site Contamination Investigation \(March 2018\) - Whitehead and Associates](#)

c. [Draft DCP Front Setback map - Irvines Road](#)



- d. [Draft DCP Side and Rear Setback map - Irvines Road](#)
- e. [Draft DCP Preservation of Vegetation map - Irvines Road](#)
- f. [Draft DCP Front Setback map - Braford Drive](#)
- g. [Draft DCP Side and Rear Setback map - Braford Drive](#)
- h. [Draft DCP Preservation of Vegetation map - Braford Drive](#)

25. Planning Proposal and Draft DCP Amendments: Detached Dual Occupancy Development

- a. FAQs
- b. [Planning Proposal PP 2017 COFFS 004 00 - Detached Dual Occupancy in RU2 Zone](#)
- c. [Development Control Plan 2015 Provisions - Detached Dual Occupancy in RU2 Zone](#)

26. Draft 2017-2021 Delivery Program (Year 2)

- a. FAQs

27. Emerald Beach Reserve - Coffs Coast Regional Park Masterplans

- a. [Emerald Beach Reserve Community Update #1 2018](#) April 2018
- b. [Community Information Session #1 Presentation](#)
- c. [Community Reference Group Terms of Reference](#)
- d. [Emerald Beach Progress Update July 2018](#)
- e. [Emerald Beach Progress Update August 2018](#)

28. Draft Amendment - Coffs Harbour DCP 2015 - Performance Review No 1

- a. FAQs



29. Building an EPIC Stadium for the Future

- a. FAQs



Formal Access Applications

1. Number of access applications received - Clause 7(b)

During the reporting period, Council received a total of 10 access applications (including withdrawn applications but not invalid applications).

2. Number of refused applications for Schedule 1 information - Clause 7(c)

During the reporting period, Council did not refuse any access application under Schedule 1 of the GIPA Act.

3. Statistical information about access applications - Clause 7(d) and Schedule 2

Table A: Number of applications by type of applicant and outcome*								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	2	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)	0	0	0	1	1	1	0	2
Members of the public (other)	1	1	0	0	0	3	0	0

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



Table B: Number of applications by type of 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)	1	3	0	1	1	3	0	2
Access applications that are partly personal information applications and partly other	0	0	0	0	0	1	0	0

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

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

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	2
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	2
Invalid applications that subsequently became valid applications	2



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

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	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
Total	0

*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	1
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 F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	9
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	9

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	1	0	1
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	1	0	1

*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)	1

Table I: Applications transferred to other agencies

	Number of applications for review
Agency initiated Transfers	0
Applicant initiated Transfers)	0





Appendix 2

Disability Inclusion Action Plan 2017 – 2021 Annual Progress Report 2017/18

Background

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

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

Purpose

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

The plan has four focus areas:

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



Creating Liveable Communities

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

- Accessibility upgrades to public toilets at Brelsford Park, Diggers Beach, Fitzroy Oval, Sandy Beach and Graff Avenue Toormina
- Adult Change Place installed in the CBD
- Adult Change Place installed at the Jetty Foreshore
- The International Stadium upgrade has incorporated many accessible and inclusive features - with input from the Disability Inclusion and Access Committee and Paul Ninari from the Department of Premier and Cabinet being provided during the design stage
- Significant footpath upgrades at the Jetty Foreshore, Fiddaman Road and Ocean Parade
- New accessible bus shelters introduced
- New playgrounds with accessible play equipment at Sandy Beach and Graff Avenue
- Online mobility maps developed for the Jetty, Promenade and CBD

Highlight Project

Council has created an accessible beach precinct as part of the Jetty Foreshore redevelopment which includes an adult change place, accessible footpaths and ramp to the beach, an accessible viewing platform, and accessible parking.



Council is working toward greater access across the LGA and has allocated funding in the 2018/19 budget for:

- A \$1 million footpath upgrade program
- New accessible bus shelters
- Development of an Integrated Transport Strategy which will consider accessible parking across the Coffs Harbour city
- Building the first accessible canoe launcher in a tidal environment in NSW

Improving access to services through better systems and processes

Council has worked to increase access to information including:

- Improvements to Council's website to increase accessibility
- New social media and web pages promoting access to beach wheelchairs
- An upgrade to the Coffs Coast Tourism website that allows people to filter accommodation for disability access
- The installation of a large LED touchscreen in the library
- Improvements to disability access on Council's webpage



Council officers have participated in training to build their skills and knowledge to support access including:

- Accessible and inclusive events

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

- Council's Disability Inclusion and Access Advisory Committee continues to meet monthly and regularly engage with Council staff
- The Disability Inclusion and Access Advisory Committee also provided extensive input into the International Stadium accessibility upgrades

Promote positive community attitudes and behaviours

Council has worked towards promoting positive community attitudes and behaviours toward people with disability through:

- Celebration of International Day of People with a Disability
- Presenting awards for businesses who have worked to make their businesses accessible and inclusive
- Producing social media celebrating the achievements of people with a disability including Barney Miller winning gold at the International Adaptive Surf Championship

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

- Promoting the accessibility of venues for Seniors Week
- The provision of a 'chill-out' space for people with autism at the Harmony Festival
- The inclusion of musicians with a disability as performers at the Harmony Festival

Supporting Access to Meaningful Employment

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

- The implementation of new flexible work arrangements that support employment of people with a disability and carers of people with a disability
- Improvements to the level of accessibility of Council's recruitment pages on the website





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