

COFFS HARBOUR CITY COUNCIL

2019/20 ANNUAL REPORT – SECTION 2

REGULATORY INFORMATION



MyCOFFS

“connected – sustainable – thriving”

Contents

| Report Item | Page |
|---|------------|
| Introduction | 1 |
| Compliance with Special Rate Variation Approval Conditions | 2 |
| Capital Works Projects (as per Capital Expenditure Guidelines) | 3 |
| Overseas Visits | 14 |
| Elected Members' Expenses | 15 |
| Major Contracts Awarded | 16 |
| Legal Proceedings | 18 |
| Works Subsidised On Private Land | 20 |
| Donations and Contributions | 21 |
| Rates and Charges Written Off | 23 |
| Functions Delegated by Council | 24 |
| Planning Agreements | 25 |
| Environmental Upgrade Agreements | 26 |
| Equal Opportunity Management Plan Activities | 27 |
| General Manager Remuneration Package | 29 |
| Senior Staff Remuneration Package | 30 |
| Stormwater Management Services (Progress: Page 2) and Coastal Protection Services | 31 |
| Companion Animal Act – Compliance | 32 |
| Assets Acquired and Held; Condition of Public Works | 35 |
| Public Interest Disclosures | 38 |
| Carers Recognition Act | 39 |
| Fisheries Management Act | 40 |
| Swimming Pool Inspections | 41 |
| Government Information Public Access Annual Report and Disability Inclusion Action Plan | Appendices |

COVER IMAGE:

*From left to right, Terry Thorn
Coffs Harbour City Council,
Federal Member for Page Kevin
Hogan, Coffs Harbour Mayor
Denise Knight, Captain
Coramba Fire Brigade Rebecca
Turnbull, Mid North Coast Rural
Fire Service Inspector Michael
Brougham and Deputy Captain
Nana Glen Fire Bridge Glenn
Locke.*

Continued next page



Contents *Continued*

| Report Item | Page |
|---|-------------|
| Government Information Public Access Annual Report <i>Government Information (Public Access) Act 2009 - S125(1) Government Information (Public Access) Regulation 2018 – Clause 8 and Schedule 2</i> <i>1 July 2019 to 30 June 2020</i> | Appendix 1 |
| Disability Inclusion Action Plan - Annual Progress Report <i>Disability Inclusion Act 2014 - S13</i> <i>1 July 2019 to 30 June 2020</i> | Appendix 2 |

Introduction

The Annual Report refers to the period 1 July 2019 to 30 June 2020.

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 2019 to 30 June 2020*

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 2020/21 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 2019/20 rating years inclusive; and
3. Council clearly reports in its Annual Report for the period 2010/11 to 2019/20 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.



Capital Works 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 following table provides information on the total income received and expenditure per project/program in 2019/20 and the outcomes achieved.

| Flood Mitigation and Drainage Works Program 2019/20 | | | | | | |
|--|--------------------------------------|-------------------------------------|--|----------------------|-----------------------------|---------------------------|
| Project | Funding Source | | | Budget Estimate (\$) | Expenditure to 30/6/20 (\$) | 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) | - | 3,279 | - | 5,000 | 3,279 | Complete |
| Stormwater Infrastructure Condition Assessment | 947 | 947 | - | 100,000 | 1,894 | Investigations undertaken |
| Coffs Creek Flood Study and Risk Management | 97 | 97 | - | 20,000 | 292 | Ongoing |
| Stormwater Management Operational Plan | 12,724 | 12,724 | - | 190,000 | 38,172 | Continuing in 2020/21 |
| Survey ICOLLS Low Lying Assets | 1,500 | 1,500 | - | 10,500 | 3,000 | Nearing completion |
| Newports Creek Hydraulic Model Update | 10,255 | 19,046 | - | - | 29,301 | Complete |
| CHCC Northern LGA Flood Study | - | - | - | 30,000 | - | To progress in 2020/21 |
| 23 Wirrabilla Dve, Toormina | 3,164 | - | - | 31,626 | 3,164 | Drainage works completed |

Continued next page



Capital Works Projects

| Flood Mitigation and Drainage Works Program 2019/20 | | | | | | |
|--|--------------------------------------|-------------------------------------|--|----------------------|-----------------------------|--|
| Project | Funding Source | | | Budget Estimate (\$) | Expenditure to 30/6/20 (\$) | Comments |
| | Works Funded by Stormwater Levy (\$) | Works Funded by Rate Variation (\$) | Works Funded by Grants & Section 94 (\$) | | | |
| Boambee / Newports Creek Flood Detention Basin | 67,199 | 67,199 | 74,812 | 228,082 | 209,210 | Planning study working with other Government agencies for best management outcome for environment and community. Commenced Detailed Design |
| Woolgoolga Flood Evacuation Investigations | 4,448 | - | 1,652 | 2,490 | 6,100 | Investigating drainage options |
| Creek Clearing and Drainage Works | 6,533 | 15,243 | - | 50,000 | 21,775 | Ongoing |
| Caltowie Place Pipe Renewal | 25,453 | - | - | 25,000 | 25,453 | Flood detention basin Land Acquisition, will be resolved with Coffs Harbour Motorway bypass |
| 3 rd Ave Arrawarra to 2 nd Ave | - | - | - | 320,000 | - | To progress in 2020/21 |
| Orchid / Boulevard Mullaway - maintenance works | 15,904 | 37,108 | - | 550,000 | 53,012 | Investigating drainage options including pipe open drain and kerb to prevent water ponding in drains. Detailed Design underway |
| Coffs Creek Flood Warning System | 3,639 | 3,639 | - | 15,000 | 7,277 | On-going maintenance and capital upgrades |
| Ocean St, Woolgoolga - maintenance works | 3,407 | 7,949 | - | 21,405 | 11,356 | Ongoing |
| Park Beach Drainage Options and Design | - | - | - | 90,000 | - | To progress in 2020/21 |

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Capital Works Projects

| Flood Mitigation and Drainage Works Program 2019/20 | | | | | | |
|--|--------------------------------------|-------------------------------------|--|----------------------|-----------------------------|---|
| Project | Funding Source | | | Budget Estimate (\$) | Expenditure to 30/6/20 (\$) | Comments |
| | Works Funded by Stormwater Levy (\$) | Works Funded by Rate Variation (\$) | Works Funded by Grants & Section 94 (\$) | | | |
| Moore St Diversion | 415 | 967 | - | 5,000 | 1,382 | Completed |
| Antaries Ave / Polaris Cl, Coffs Harbour - maintenance works | 2,205 | 5,145 | - | 8,182 | 7,350 | Investigation survey and design of mitigation options ongoing. Minor maintenance to increase pit capacities undertaken. |
| Wharf St, Woolgoolga - pipe open drain | 2,787 | - | - | 2,800 | 2,787 | Concept design and environmental constraint investigated |
| Nile Lane Pipe Realignment | 1,218 | - | - | 20,000 | 1,218 | Ongoing |
| Boambee / Newports Creek FPRMS | 3,870 | - | - | 19,472 | 3,870 | Investigations undertaken, design underway |
| 9 Korff St Coffs Creek Scouring | 4,658 | 10,868 | - | 20,000 | 15,525 | Completed |
| Hill St, Coffs Harbour | 5,035 | - | - | 5,000 | 5,035 | Drainage works completed |
| Frederick / Katherine / Bray Sts | 26,483 | - | - | 30,857 | 26,483 | Drainage works completed |
| 77 Blackbutt Ave, Sandy Beach | 9,028 | - | - | 23,007 | 9,028 | Piping of Open Drain completed |
| Boambee Newports Creek Flood Investigation and Design | 282 | - | 29,603 | 173,590 | 29,885 | Design works underway |
| Market St, Woolgoolga | 6,479 | - | - | 19,488 | 6,479 | Drainage works including kerb and guttering - Completed |
| 4 Beach St / 5 Hastings St, Woolgoolga - maintenance works | 4,500 | 10,500 | - | 15,000 | 15,000 | Piping of Open Drain - Completed |
| Total | 222,228 | 196,210 | 118,888 | 2,031,499 | 537,327 | |



Capital Works Projects

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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Capital Works Projects

City Centre Capital Works Program (2013-2023)

The approval was subject to the following conditions:

4. 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.
 5. The council reports in its Annual Report for each rating year over the period from 2013/14 to 2022/23 on:
 - c) 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
 - d) The outcomes achieved as a result of the special variation.
 6. The council reduces its general income for the 2023/24 rating year by:
 - c) \$691,640 (initial Reduction Amount); and
 - d) 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.
7. 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 2022/2023.

Continued next page



Capital Works Projects

City Centre Capital Works Program (2013-2023) continued

In relation to approval condition 2 above, the following table provides information on the total income received and expenditure per project in 2019/20 and the outcomes achieved:

| City Centre Capital Works Program 2019/2020 | | | |
|--|--------------------------------|-----------------------------|---------------------------------|
| Project Description | Revised Budget 2019/20 (\$) | Expenditure 2019/20 (\$) | Original Budget 2019/20 (\$) |
| CBD Marketing | 23,882 | 28,417 | 23,882 |
| Marketing and Activation | 59,701 | 59,535 | 59,701 |
| Sunday Activation | 29,851 | 9 | 29,851 |
| Christmas Activation | 23,882 | 45,701 | 23,882 |
| TOTAL OPERATING EXPENDITURE | 137,316 | 133,663 | 137,316 |
| City Square Upgrade - awning, lighting and landscaping | 982,659 | 844,095 | 198,185 |
| Relocate City Square shade sail | 264,934 | 26,627 | - |
| Sunday Activation (capital component) | 37,281 | - | - |
| Christmas Activation (capital component) | 14,235 | - | - |
| Contingency (capital) | 10,000 | - | 10,000 |
| TOTAL CAPITAL EXPENDITURE | 1,309,109 | 870,722 | 208,185 |
| TOTAL EXPENDITURE | 1,446,425 | 1,004,385 | 345,501 |

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Capital Works Projects

City Centre Capital Works Program 2019/2020 (Continued)

| Project Description | Revised Budget 2019/20 (\$) | Expenditure 2019/20 (\$) | Original Budget 2019/20 (\$) |
|------------------------------------|--------------------------------|-----------------------------|---------------------------------|
| CBD Special Rate Variation | (786,532) | (786,532) | (786,532) |
| Transfer to /from Reserves | (659,893) | (191,883) | 441,031 |
| Interest on Investments | - | (25,970) | - |
| TOTAL INCOME | (1,446,425) | (1,004,385) | (345,501) |
| FUNDING DEFICIT / (SURPLUS) | - | - | - |

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Capital Works Projects

City Centre Capital Works Program 2019/2020 - Achievements

- The construction of City Square was completed and officially opened in October 2019 at a total cost of \$3m.
- New shade sails were installed in Moonee Street and West High Street, Coffs Harbour. A projector was installed in City Square for lighting display on the shade sails.
- Major events included the annual Christmas Spectacular and Lighting of the Christmas tree, 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 2019/2020 - Achievements

- Roads Maintenance – funds used to address a backlog of sealing maintenance works across the Local Government Area.
- Asset Management – used to ascertain scope required on priority schedule of works through geotechnical and similar investigations.
- Building Maintenance – numerous projects undertaken.
 - Roads Rehabilitation – utilised for road pavement renewal in Red Rock Road and Toormina Road.
 - The Wharf Street, Woolgoolga, Stage 2 road upgrade was completed.
 - Sunset Avenue, Woolgoolga was upgraded with kerb and gutter from Solitary Islands Way to Tomkins Street.
 - Construction commenced in 2nd and 3rd Avenue, Arrawarra and Headland Road Sapphire with contributions from the SRV fund.

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

Council requires additional funding to achieve a sustainable level of service in terms of its infrastructure. To maintain current infrastructure condition and avoid continued deterioration over time Council requires an estimated \$6.2M (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 2014/2015.

Continued next page



Capital Works Projects

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

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 2014/2015 to 2023/2024 information on the total income received, expenditure per project/program and outcomes achieved.

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

- 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.
- Disability Discrimination Act (DDA) Bus stop compliance upgrades: Bus stop upgrades to comply with Disability Discrimination legislation which states all commercial bus stops are required to be accessible by 2022. Upgrades in 2019/20 included infrastructure for 5 bus stops with new shelters installed as part of the bus shelter management advertising contract with Claude Group. This year's program focused on streets in Toormina including Linden Avenue, De Castella Drive, Lady Belmore Drive and Sunbird Crescent. Other upgraded bus stops included the shelter on the Pacific Highway south of Thompsons Road and York Street, Coffs Harbour.
- Open Space Asset Renewal – used to address playground, fences and access ways across the LGA and the Jetty Structure Refurbishment.
- Building renewals – includes Woolgoolga and Sawtell Pool Investigation and a design for the Botanic Gardens Glasshouse. New amenities were installed in Maclean Street, Coffs Harbour; Park Beach, Coffs Harbour, Hills Beach, Korora; Harbour Drive, Coffs Harbour. The Toormina Rugby Club house was refurbished.
- Other Building Renewals include a new ceiling in the Coffs Harbour War Memorial Indoor pool, an upgrade of the public amenities in the Nana Glen Equestrian Centre, a new roof for the Marina amenities building and renovation of 10 Earl Street, Coffs Harbour.

Continued next page



Capital Works Projects

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 2019/20.

| Funding For the Future - Financial Sustainability 2019/20 | | | |
|---|--------------------------------|------------------------|--|
| Project Description | Revised Budget 2019/20 (\$) | Actual 2019/20 (\$) | |
| Roads Maintenance | 655,033 | 621,220 | |
| Asset Management | 206,853 | - | |
| Building Maintenance | 451,606 | 290,785 | |
| TOTAL OPERATING EXPENDITURE | 1,413,492 | 912,005 | |
| Road Pavement Renewals | 2,043,673 | 1,704,362 | |
| Open Space Assets | 886,867 | 686,567 | |
| Other Transport Assets New/Upgrade | 578,554 | 352,538 | |
| Buildings Renewal | 2,424,951 | 1,580,591 | |
| TOTAL CAPITAL EXPENDITURE | 5,934,045 | 4,324,058 | |
| TOTAL EXPENDITURE | 7,347,537 | 5,236,063 | |
| Financial Sustainability Rate Variation - 2014/15 | (2,271,874) | (2,271,874) | |
| Financial Sustainability Rate Variation - 2015/16 | (4,606,806) | (4,606,806) | |
| Building Renewals Grants | - | - | |
| Other Transport Assets New/Upgrade Contributions | (4,934) | (96,783) | |
| SRV Revotes reserve | (463,923) | 1,739,400 | |
| TOTAL INCOME | (7,347,537) | (5,236,063) | |
| FUNDING DEFICIT / (SURPLUS) | 0 | 0 | |



Capital Works Projects

Capital Expenditure Guidelines

1 July 2019 to 30 June 2020

Reporting under the Capital Expenditure Guidelines

- The Regional Sports Hub Program has progressed in 2019/20. This project will deliver 2 synthetic football fields, 1 turf field, a new amenity block and change rooms, an extension to the existing change rooms, a car park and footpath connectivity between the Coffs Harbour Education Campus, the Health campus and the Sport and Leisure Park Precinct. The total cost of the project is \$12.5m. The project is expected to be completed in 2021.



Overseas Visits

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

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

1 July 2019 to 30 June 2020

Coffs Harbour City Council did not conduct any overseas visits in the year ended 30 June 2020.



Elected Members' Expenses

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

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

1 July 2019 to 30 June 2020

| Expense | Amount (\$) |
|--|--------------------|
| Mayoral allowance | 44,250 |
| Councillor fees | 162,240 |
| Mayor vehicle expenses | 11,000 |
| Provision of dedicated office equipment allocated to Councillors | 1,810 |
| Telephone calls made by Councillors | 3,729 |
| Attendance by Councillors at conferences and seminars (excluding overseas and interstate) | 2,599 |
| Training of Councillors and provision of skill development | 2,302 |
| Interstate visits by Councillors, including transport, accommodation and out-of-pocket expenses | 15,812 |
| 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) | 708 |
| Total | 244,450 |



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 2019 to 30 June 2020

| Contract No. | Contract | Supplier | Start Date | Contract Sum (\$) (inc GST) |
|--------------|---|---------------------------------------|------------|-----------------------------|
| RFT-955-TO | Solar PV Systems – Design, construct & install on 18 sites | Solar Depot Pty Ltd | 16-Aug-19 | 4,922,507.46 |
| RFT-1095-TO | Sportz Central Roof Replacement | Binet Constructions Pty Ltd | 09-Sep-19 | 689,731.30 |
| RFT-1098-TO | Woolgoolga Beach Holiday Park – Stage 2 Civil & Electrical Works | Burnett Civil Pty Ltd | 16-Sep-19 | 1,364,110.42 |
| RFT-1113-QI | Coffs Coast Regional Sports Hub – Stage 2: Concrete pathway | FJE and J Farlow Pty Ltd | 18-Sep-19 | 715,181.50 |
| RFT-1134-QI | Englands Road Waste Facility 600mm Stormwater Lining VP152115 | Interflow Pty Ltd | 14-Oct-19 | 447,576.67 |
| RFT-1158-TO | Sale of Council Buildings – Cultural & Civic Space | Burgess Rawson (NSW) Pty Ltd | 18-Oct-19 | 189,047.32 |
| RFT-1121-TO | Design and construction of drainage at Geoff King Motors Oval (Stage 2) and Sawtell Toormina Sports Field (Stage 2) | Turf Drain Australia | 24-Oct-19 | 345,768.50 |
| RFT-1150-TO | Install aluminium security fencing PBHP – Stage 2 | FIA Commercial Fencing Pty Ltd | 11-Nov-19 | 170,000.00 |
| RFT-1151-TO | Red Hill Balance Tank 2 Refurbishment | Advanced Concrete Engineering Pty Ltd | 11-Nov-19 | 963,120.68 |
| RFT-1141-TO | Polwarth Oval field lighting | Reg Latter Electrical Pty Ltd | 15-Nov-19 | 277,806.70 |
| RFT-1106-TO | Coffs Coast Regional Sports Hub – Stage 2: Lighting & Electrical D&C | Alan Kneale Electrical Pty Ltd | 02-Dec-19 | 675,884.00 |
| RFT-1140-TO | Toormina T4 Oval lighting | Reg Latter Electrical Pty Ltd | 23-Dec-19 | 184,495.96 |
| RFT-1160-TO | Woolgoolga Reserve playground & paths | CRS – Creative Recreation Solutions | 01-Jan-20 | 828,904.42 |

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

| Contract No. | Contract | Supplier | Start Date | Contract Sum (\$) (inc GST) |
|--------------|--|------------------------------------|------------|-----------------------------|
| RFT-1168-TO | CCRSB – Stage 2 – Turf field with subsoil drainage and irrigation D & C | Nuturf | 01-Jan-20 | 440,547.03 |
| RFT-1171-TO | Woolgoolga Beach Reserve Amenities Roof Structure and Associated Works | FM Glenn (Glenn Haig & Associates) | 01-Jan-20 | 349,514.00 |
| LGP-1183-QI | Lining of Defective Sewer Pipes 2019/20 | Interflow Pty Ltd | 01-Jan-20 | 1,044,203.63 |
| SGC-1191-TI | Cultural and Civic Space Head Design Consultant Services | BVN Architecture Pty Ltd | 14-Feb-20 | 5,156,931.01 |
| SGC-1192-TI | Cultural and Civic Space Project Management Services | Turner & Townsend Thinc Pty Ltd | 14-Feb-20 | 1,006,318.50 |
| SGC-1193-TI | Cultural and Civic Space Cost Management Services | Altus Group Consulting Pty Ltd | 14-Feb-20 | 364,650.00 |
| RFT-1142-TO | House Sewer Connection Smoke Testing and Inspections | Interflow Pty Ltd | 2-Mar-20 | 440,000.00 |
| RFT-1213-QI | Early contractor engagement for the Cultural and Civic Space | Lipman Pty Ltd | 12-Mar-20 | 275,000.00 |
| RFT-1177-TO | Supply and install passenger screening body scanner at Coffs Harbour Airport | Rapiscan Systems Pty Ltd | 20-Mar-20 | 397,751.20 |
| RFT-1178-TO | Rock Placement and Civil Works Coramba Road, Coffs Harbour | Mid North Coast Contractors | 20-Mar-20 | 846,507.39 |
| SGC-1221-QI | Change management support | Gordian Global Solutions | 30-Apr-20 | 192,500.00 |
| RFT-1167-TO | CCRSB – Stage 2 – Additions to Amenity Building D&C | Lianda Constructions | 08-May-20 | 1,019,334.80 |



Legal Proceedings

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

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

1 July 2019 to 30 June 2020

| Case name | Court (NSW) | Total costs 2019/20 (\$) | Status as at 30 June 2020 | Date of Decision |
|--|---|-----------------------------|------------------------------------|------------------|
| Coffs Harbour City Council v Noubia Pty Limited | Supreme Court 2019/00265863 Land and Environment Court 2017/00083167 | \$ 125,255.54 | SC – finalised LEC - ongoing | 15 July 2020 |
| Regional Architects Pty Ltd v Coffs Harbour City Council | Land and Environment Court 2018/00289749 | \$ 424,097.02 | Ongoing | n/a |
| Gowings Bros Ltd v Coffs Harbour City Council | Land and Environment Court 2018/00146859 | \$ 111,452.35 | Finalised | 21 January 2020 |
| Warren McCarthy v Coffs Harbour City Council | NSW Civil and Administrative Tribunal | \$ 8,145.25 | Finalised | 1 October 2019 |
| Coffs Harbour City Council v FM Glenn Constructions Pty Ltd | Local Court 2019/00104251 | \$ 6,024.37 | Finalised | 19 July 2019 |
| Coffs Harbour City Council v Chris Adamson | Local Court 2019/00020586 | \$ 13,602.47 | Finalised | 11 October 2019 |
| Coffs Harbour City Council v Anthony Vorreiter | Local Court 2018/00252257 | \$ 7,161.01 | Finalised | 13 February 2019 |
| Carolyn Wechter v Coffs Harbour City Council | Land and Environment Court 2019/00398000 | \$ 31,786.87 | Finalised | 27 February 2020 |
| Bannerman Consulting v Coffs Harbour City Council | Land and Environment Court 2020/0029499 | \$ 35,958.70 | Ongoing | n/a |
| Optus Mobiles Pty Ltd v Coffs Harbour City Council | Land and Environment Court 2020/0032381 | \$ 0.00 | Finalised | 24 June 2020 |
| Peterson Consulting Group Pty Ltd v Coffs Harbour City Council | Land and Environment Court 2020/00077059 | \$ 0.00 | Finalised | 24 June 2020 |

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Legal Proceedings *(continued)*

| Case name | Court (NSW) | Total costs 2019/20 (\$) | Status as at 30 June 2020 | Date of Decision |
|--|---|-----------------------------|------------------------------|------------------|
| Keystone Property Consultants v Coffs Harbour City Council | Land and Environment Court 2018/00289749 | \$ 762.00 | Finalised | 26 July 2019 |
| Pridel Investments v Coffs Harbour City Council | Land and Environment Court 2020/0039003 | \$ 5,760.30 | Finalised | 13 March 2020 |
| Coffs Harbour City Council v McMahon | Local Court 2019/00261124 | \$ 3,548.70 | Finalised | 28 February 2020 |
| Elite Constructions NSW Pty Ltd v Coffs Harbour City Council | Land and Environment Court 2018/00122374 | \$ 39,754.40 | Finalised | 2 August 2019 |
| Coffs Harbour City Council v Amanda Barry | Local Court 2019/00374410 | \$ 11,442.95 | Finalised | 9 July 2020 |
| Tedmund Polglase by his tutor Jeffrey Polglase v CHCC | Supreme Court 2014/00281434 | \$ 0.00 | Ongoing | n/a |
| Paul Matterson v Coffs Harbour City Council | Insurance claim managed by Statewide Mutual District Court 2019/00199107 Insurance claim managed by Statewide Mutual | \$ 4,946.10 | Finalised | 6 April 2020 |



Works Subsidised On Private Land

Local Government Act 1993 – Section s67, 67 (2) (b)

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

1 July 2019 to 30 June 2020

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 2019 to 30 June 2020

| RECIPIENT | AMOUNT(\$) | RECIPIENT | AMOUNT(\$) |
|---|------------|---|------------|
| Westpac Rescue Helicopter | 1,000 | Sawtell Chamber of Commerce – Christmas Festival | 3,000 |
| Schools Annual Presentation | 5,450 | Sawtell Chamber of Commerce – Donation for Christmas Lights | 1,000 |
| North Coast Academy of Sport | 6,000 | Sawtell Fun Day Committee – 100 Year Celebration | 1,000 |
| Southern Cross University Presentations | 300 | Woolgoolga Carols by the Sea | 3,000 |
| TAFE Presentations | 300 | New Year's Eve Fireworks | 5,000 |
| Additional Rates Payment – Woolgoolga SLSC | 1,153 | Coffs Harbour Christmas Carols | 8,000 |
| Bear Cottage | 500 | State Emergency Service – Bushfire Community Assistance | 1,000 |
| Cancer Council – Dancing with the Stars Sponsorship | 500 | Rural Fire Service – Bushfire Community Assistance | 1,000 |
| Woolgoolga Community Gardens – Donation for Christmas Lights | 500 | Orara Valley Progress Association – Bushfire Community Assistance | 1,000 |
| Manam-gurrilma Guyunggan Aboriginal Corporation – Donation for Aboriginal Women's Elder Support Group | 500 | Coffs Harbour & District Eisteddfod Committee | 1,000 |
| TS Vendetta – Licence for Navy Cadets | 464 | Orphans Christmas Party Sponsorship | 1,000 |
| Park Run – Licence Fee | 765 | Woolgoolga Community Gardens – Refund of Council Building Fees | 112 |
| Coffs Harbour Marine Rescue – Licence Fee | 510 | Hockey Coffs Coast – Refund of Council Building Fees | 2,169 |
| Coffs Harbour Spring Garden Competition | 1,000 | Coffs City United Football Club – Refund of Council Building Fees | 1,227 |
| <i>(continued next column)</i> | | <i>(continued next page)</i> | |



Donations and Contributions *(continued)*

| RECIPIENT | AMOUNT(\$) |
|--|--------------------|
| All Abilities Choir – Sponsorship | 750 |
| Pink Silks Perpetual Trust | 1,000 |
| Life Education – Transport of Education Van | 2,974 |
| Rates Subsidy – Sporting & Cultural Groups | 94,628 |
| Surf Life Saving Clubs – Subsidy | 36,000 |
| Sawtell & Woolgoolga Chamber of Commerce | 22,200 |
| State Emergency Services – Contribution | 117,459 |
| NSW Fire Brigades Subsidy | 1,182,602 |
| Volunteers of Coffs Harbour Health Campus – Contribution to Fundraising Calendar Project | 300 |
| CHATS Productions – Contribution to James Hall Concert | 765 |
| Coffs Harbour Show Society | 5,000 |
| Event Seed Funding Program | 56,861 |
| Event Destination & Marketing Funding Program | 50,000 |
| Visual & Performing Arts Grants Program | 31,850 |
| Community Capital Infrastructure Grants Program | 318,270 |
| TOTAL: | \$1,969,004 |



Rates and Charges Written Off

Local Government Act 1993 - Section 428 (4) (b)
Local Government (General) Regulation 2005 - Clause 132
1 July 2019 to 30 June 2020

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

| Item | Amount (\$) |
|---------------------------|---------------------|
| Pension Rebates | 3,204,888.87 |
| Postponed Rates | 175,781.99 |
| Interest > \$50 | 7,470.15 |
| Water Usage Charges | 36,968.70 |
| Sewer Usage Charges | 12,263.31 |
| Trade Waste Usage Charges | 1,700.82 |
| Total | 3,349,073.84 |

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 2018/19 was **\$3,407,953.45**)



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 2019 to 30 June 2020

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 2019 to 30 June 2020

- Prosper Coffs Harbour Limited

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 2019 to 30 June 2020

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



Planning Agreements

Environmental Planning and Assessment Act 1979 – Section 93G(5)
1 July 2019 to 30 June 2020

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

Continued next page



Environmental Agreements

Environmental Planning and Assessment Act 1979 – Section s7.5 (5)
1 July 2019 to 30 June 2020

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) (a9)

1 July 2019 to 30 June 2020

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

Over the course of 2019/20, Council has continued its journey on broader diversity and inclusion across all aspects of our employee experience. Council continues to incorporate workforce diversity as part of everyday business with employees and People Leaders understanding their responsibilities for ensuring a work environment that is based on the principles of equal employment opportunity and is free from harassment and discrimination.

During the year, a revised People & Culture Framework was developed which focuses on ensuring a complete and positive employee experience at Coffs Harbour City Council. This Framework is based around ensuring that all people related decisions are undertaken through fairness, transparency, consistency and importantly, ensuring equity in opportunity. Specifically, the Framework confirms Council’s focus on;

- Ensuring open and productive working relationships based on mutual respect and free from bullying, discrimination and harassment
- Strongly supporting inclusiveness and diversity in our workforce and ensuring that our people are valued and recognised for their individual contributions.
- All employees and leaders having a clear responsibility for contributing to a positive work environment and culture.

More specifically, there are a range of initiatives, actions and approaches provided by Council, aimed at supporting diversity, inclusion and equal employment opportunity in the workplace. These include;

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

Continued next page



Equal Employment Opportunity Management Plan (Organisational Development Activities) *(continued)*

- Support for employees with disabilities and/or specific work requirements through adjusted working hours and work spaces/equipment
- Support for identified indigenous staff to access leave to attend and participate in NAIDOC week activities.
- Provision of our Health & Wellbeing Program which supports a range of health and wellness initiatives that employees can access to suit their individual needs,
- Our Employee Assistance Program for employees who require support and guidance to assist when personal, family or work related concerns are impacting their health or quality of life,
- Transition to retirement assistance through our primary superannuation provide, which complements Council's own opportunities,
- Fair, equitable and accessible recruitment processes, which include principles around open recruitment marketing, diversity on interview panels and importantly support for individuals through the recruitment process,
- A continued focus on traineeships and apprenticeships across Council, including ongoing assistance to employees undertaking these roles. This includes a number of Aboriginal School Based trainees which came to conclusion at the end of 2019.
- Ongoing review and refreshing of Council's Employee Onboarding process. Key aspects include ensuring new employees are aware of their behavioural responsibilities in the workplace as well as key people related policies and procedures, covering the Code of Conduct and Bullying and Harassment,
- Working in partnership with NSW Health regarding the 'Respecting the Difference' training program which is aimed at informing and educating employees on working with indigenous people and understanding the unique cultural differences and challenges experienced by them,
- Working in partnership with TAFE to access a range of initiatives to support the upskilling of employees around challenging issues such as Digital Literacy.
- Continuing to use demographic data and reporting to review trends and identify potential issues, as well as reinforcing the positive outcomes from initiatives that have been undertaken.

In continuing to reinforce an open and positive work environment, a review of our Diversity & Inclusion initiatives is planned as part of our revised Workforce Management Strategy. This will further enable Council to ensure a holistic focus on diversity and inclusion as well as equal employment opportunity across all aspects of our workforce.



General Manager Remuneration

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

Local Government (General) Regulation 2005 - Section 217 (1) (b) (i), (ii), (iii), (iv), (v)

1 July 2019 to 30 June 2020

The remuneration package total effective for the position of General Manager at 30 June 2020 was **\$366,147**. The statement includes the total of the following:

| Remuneration Item | Amount (\$) |
|---|----------------|
| (i) the total value of the salary component of the package, | 341,147 |
| (ii) the total amount of any bonus payments, performance payments or other payments made to the general manager that do not form part of the salary component of the general manager, | - |
| (iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor, | 25,000 |
| (iv) the total value of any non-cash benefits for which the general manager may elect under the package, | - |
| (v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits. | - |
| Total | 366,147 |



Senior Staff Remuneration

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

Local Government (General) Regulation 2005 - Section 217 (1) (c) (i), (ii), (iii), (iv), (v)

1 July 2019 to 30 June 2020

The remuneration package total effective for Council's three Senior Staff positions for the period ending 30 June 2020 was **\$798,909**. 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, | 732,375 |
| (ii) the total amount of any bonus payments, performance payments or other payments made to the senior staff that do not form part of the salary component of the senior staff, | - |
| (iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the senior staff may be a contributor, | 66,534 |
| (iv) the total value of any non-cash benefits for which the senior staff may elect under the package, | - |
| (v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits. | - |
| Total | 798,909 |



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 2019 to 30 June 2020

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 2019/20.”

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

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

1 July 2019 to 30 June 2020

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 2019 to 30 June 2020

Overview

Coffs Harbour City Council Ranger Services has been active in Companion Animal Management during 2019/20. 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 15% decrease in dog fines issued during the reporting period in comparison to the previous period with a number of formal legal action 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 1,420 companion animal complaints, a 17% increase from the previous period. The tables below identify certain aspects of Council’s activities and have been prepared in accordance with statutory reporting requirements.

Details relating to the processing of Seized Companion Animals is unavailable at the time of issuing this report, due to the NSW State Companion Animals database, currently undergoing a site reconstruction.

Dog Attacks

There were 89 recorded dog attacks in 2019/20 involving 105 dogs, a 1% 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 2019/20.

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. (4 dogs in total destroyed, 3 declared Menacing, 0 Declared Dangerous).

Continued next page



Companion Animals Act – Compliance *(continued)*

Companion Animal Management Funding

Companion animal complaints and tasks made up approximately 42% of the Ranger Services workload.

| Expenditure | \$ |
|--|------------------|
| Wages, Office Exp, IT, Consumables etc. | \$478,913 |
| Plant vehicles | \$ 22,075 |
| RSPCA Pound Facilities Contract | \$149,596 |
| Equipment Purchases | \$ 2,773 |
| Total Expenditure. | \$653,357 |
| Income | |
| Companion Animals Registration Commissions & Impounding Fees and Charges | \$97,284 |
| Fines | \$46,795 |
| Total Income | \$144,079 |

Continued next page



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
- Increase profile through use of Social Media including Facebook and Twitter corporate pages.
- Tourist publications
- Information brochures and flyers sent with registration papers
- Information on responsible ownership sent with Rate Notices

Strategies for alternatives to Euthanasia for Unclaimed Animals

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

Dog Off-Leash Areas

Coffs Harbour City currently provides eight (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

Grant Funding - During 2019/20, 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 2019 to 30 June 2020

| Special Schedule - Report on Infrastructure Assets as at 30 June 2020 | | | | | | | | | | | | |
|---|-------------------------|--|---------------------------------------|--------------------------------------|----------------------|------------------------------|---|-------------|-------------|------------|------------|--|
| Asset Class | Asset Category | Estimated cost to bring to a satisfactory standard \$'000 | Required annual maintenance \$'000 | 2019/20 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 | - | 1,734 | 1,834 | 138,852 | 195,971 | 32.5 | 54.0 | 10.3 | 1.7 | 1.5 | |
| | Sub total | - | 1,734 | 1,834 | 138,852 | 195,971 | 32.5 | 54.0 | 10.3 | 1.7 | 1.5 | |
| Public Roads | Sealed Roads | - | 5,889 | 6,058 | 435,300 | 581,754 | 49.4 | 47.0 | 3.6 | 0.1 | 0.0 | |
| | Unsealed Roads | - | 342 | 3 | 2,587 | 5,307 | 14.8 | 24.4 | 47.2 | 12.9 | 0.7 | |
| | Bridges | 2,000 | 155 | 175 | 65,135 | 102,430 | 22.5 | 61.6 | 14.0 | 1.9 | 0.0 | |
| | Footpaths and Cycleways | - | 343 | 308 | 57,360 | 73,250 | 54.0 | 30.9 | 11.8 | 2.3 | 1.0 | |
| | Other road assets | - | 287 | 139 | 3,924 | 5,871 | 68.5 | 20.8 | 7.2 | 2.2 | 1.3 | |
| | Bulk Earthworks | - | 30 | 31 | 258,750 | 258,750 | 100.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| | Kerb and Gutter | - | 60 | 62 | 74,529 | 79,492 | 98.3 | 1.5 | 0.2 | 0.0 | 0.0 | |
| | Sub total | - | 7,106 | 6,776 | 897,585 | 1,106,854 | 62.5 | 32.8 | 4.2 | 0.5 | 0.1 | |

**Percentage subtotal is a weighted average calculation.*

Continued next page



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

Special Schedule - Report on Infrastructure Assets as at 30 June 2020 *(continued)*

| Special Schedule - Report on Infrastructure Assets as at 30 June 2020 <i>(continued)</i> | | | | | | | | | | | | |
|--|--|--|---------------------------------------|--------------------------------------|----------------------|------------------------------|---|-------------|-------------|-------------|-------------|--|
| Asset Class | Asset Category | Estimated cost to bring to a satisfactory standard \$'000 | Required annual maintenance \$'000 | 2019/20 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 | - | 2,782 | 2,743 | 346,492 | 475,928 | 7.5 | 18.6 | 70.3 | 3.5 | 0.1 | |
| | Sub total | - | 2,782 | 2,743 | 346,492 | 475,928 | 7.5 | 18.6 | 70.3 | 3.5 | 0.1 | |
| Sewerage | Sewerage Assets | - | 3,169 | 2,555 | 473,373 | 687,529 | 16.0 | 34.4 | 46.9 | 2.7 | 0.0 | |
| | Sub total | - | 3,169 | 2,555 | 473,373 | 687,529 | 16.0 | 34.4 | 46.9 | 2.7 | 0.0 | |
| Stormwater Drainage | Stormwater Drainage | - | 337 | 421 | 182,638 | 249,863 | 44.4 | 36.0 | 17.7 | 1.8 | 0.1 | |
| | Sub total | - | 337 | 421 | 182,638 | 249,863 | 44.4 | 36.0 | 17.7 | 1.8 | 0.1 | |
| Open Space / Recreational Assets | Other Open Space / Recreational Assets | 24,140 | 507 | 549 | 34,922 | 74,171 | 13.6 | 29.3 | 27.6 | 7.2 | 22.4 | |
| | Swimming Pools | 6,000 | 78 | 106 | 2,095 | 4,713 | 19.8 | 50.8 | 2.0 | 27.4 | 0.0 | |
| | Sub total | 30,140 | 585 | 655 | 37,017 | 80,076 | 14.0 | 30.5 | 26.1 | 27.4 | 21.1 | |
| Other Infrastructure Assets | Other | - | - | - | 619 | 1,191 | 4.5 | 93.2 | 2.2 | 0.1 | 0.0 | |
| | Sub total | - | - | - | 619 | 1,191 | 4.5 | 93.2 | 2.2 | | | |
| Total classes | Total - all assets | 32,140 | 15,713 | 14,984 | 2,076,576 | 2,796,220 | 36.6 | 32.5 | 28.2 | 2.0 | 0.8 | |

**Percentage subtotal is a weighted average calculation.*

Continued next page



Special Schedule - Report on Infrastructure Assets as at 30 June 2020 *(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 2019 to 30 June 2020

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 2019 to June 2020 | Made by public officials performing their day to day functions | Under a statutory or other legal obligation | All other PIDs |
|--|--|--|----------------|
| Number of public officials who made PIDs | 1 | 0 | 0 |
| Number of PIDs received | 1 | 0 | 0 |
| <i>Of PIDs received, number primarily about:</i> | | | |
| Corrupt conduct | 0 | 0 | 0 |
| Maladministration | 0 | 0 | 0 |
| Serious and substantial waste | 0 | 0 | 0 |
| Government information contravention | 1 | 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 | | | 1 |

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 2019 (CR Act), s 8(2)
1 July 2019 to 30 June 2020

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



Fisheries Management Act

Fisheries Management Act 1994 - Section 220ZT (2)
1 July 2019 to 30 June 2020

Coffs Harbour City Council was not required to take any actions during 2019/20 pursuant to Recovery and Threat Abatement Plans under the Fisheries Management Act 1994. The program came to an end in 2017.



Private Swimming Pools Inspections

Swimming Pools Act 1992, s 22F(2)

Swimming Pools Regulation 2008 (SP Reg) cl 23

1 July 2019 to 30 June 2020

| Details of inspections of private swimming pools | Number |
|---|--------|
| Tourist and visitor accommodation | 27 |
| Premises with more than 2 dwellings | 6 |
| Resulted in issuance of a certificate of compliance under section 22D of the Act | 274 |
| Resulted in issuance of a certificate of non-compliance under clause 18BA of the Regulation | 78 |



Appendix 1



**Government Information (Public Access) Act 2009
Annual Report - 1 July 2019 to 30 June 2020**

| | |
|-----------------------------|---|
| Agency Name | Coffs Harbour City Council |
| Principal Department | Minister for Local Government Office of Local Government |
| Reporting Period | 1 July 2019 to 30 June 2020 |



Review of proactive release program

During the reporting period, Council undertook various reviews to identify information for proactive release as required under Section 7(3) of the GIPA Act. Under Clause 8(a) of the Government Information (Public Access) Regulation 2018 (the GIPA Regulation), Council provides the following details of the review undertaken and the information that was proactively released.

The proactive release program included the review of:

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

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

1. annual rates for each property in the Coffs Harbour City local government area;
2. Online Mapping Tool;
3. Archived annual Reports, financial statements, management plans and strategic 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 30 September to 6 October 2019;
5. Final Report - Assessment of Drinking Water Tanks in Close Proximity to Intensive Plant Agriculture in the Coffs Harbour LGA 2017 - 2019;
6. City Square Revitalisation;
7. Planning Proposal: Additions to Schedule 5 (Environmental Heritage) of LEP 2013;
8. Draft Business Incentive Policy - Public Exhibition Business Incentives;
9. Young People - Have Your Say;
10. Planning Proposal to Reclassify Lot 2 DP 579023, 50 Minorie Drive, Toormina from Community to Operational Land;
11. Woolgoolga WOW: Your Place, Your Masterplan;
12. Draft Large Lot Residential - Chapter 6;
13. Coffs Harbour Gold Cup Part Day Public Holiday;
14. Koala Register;
15. Draft North Coast Regional Botanic Garden Strategic Plan 2018-23;
16. Place Score - How does your place rate?
17. Draft Leasing and Licencing Policy for Community Organisations - Public Exhibition;
18. SafeCoffs;
19. Draft Rural Lands Chapter 5 (Local Growth Management Strategy);
20. Draft Vehicles on Beaches Policy;
21. Cultural & Civic Space - New Central Library and Regional Gallery;



22. Revised Planning Proposal and Draft DCP Amendments to Height and Built Form Controls within the Coffs Harbour CBD;
23. Lifeguard Services Strategic Plan;
24. Draft Coffs Harbour DCP 2015 - Amendment No.8 (Housekeeping 3);
25. The Local Growth Management Strategy;
26. Coffs Harbour Draft Local Growth Management Strategy;
27. Draft Bonville Pine Creek Coastal Management Program;
28. Intensive Plant Agriculture Discussion Paper and Draft Rural Lands Chapter 5;
29. Coffs Harbour City Centre Development Incentive Policy;
30. Woolgoolga Streetscape Works;
31. Arrawarra Headland Streetscape Works;
32. Public Exhibition of the Coffs Harbour City Council Code of Meeting Practice;
33. Draft Ayrshire Park Boambee Masterplan;
34. Draft 2017-2022 Delivery Program (Year 3);
35. Cultural and Civic Space - August 8th Council Decision;
36. Sawtell and Woolgoolga Pool Strategy Report;
37. Developer Contribution Plan reviews - Surf Rescue Facilities and Administration Levy;
38. Road Naming Proposals;
39. 'Yandaarra – Shifting Camp Together' - A Guide for Aboriginal Cultural Awareness and Engagement.



Formal Access Applications

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

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

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

During the reporting period, no 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:

| 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 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Private sector business | 1 | 0 | 0 | 0 | 1 | 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) | 4 | 1 | 0 | 1 | 0 | 0 | 0 | 0 |
| Members of the public (other) | 5 | 3 | 0 | 5 | 1 | 2 | 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).



Government Information (Public Access) Act – Annual Report *(continued)*

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) | 6 | 3 | 0 | 5 | 2 | 2 | 0 | 0 |
| Access applications that are partly personal information applications and partly other | 5 | 1 | 0 | 1 | 0 | 0 | 0 | 0 |

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

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

Table C: Invalid applications

| Reason for invalidity | Number of applications |
|---|------------------------|
| Application does not comply with formal requirements (section 41 of the Act) | 1 |
| Application is for excluded information of the agency (section 43 of the Act) | 0 |
| Application contravenes restraint order (section 110 of the Act) | 0 |
| Total number of invalid applications received | 1 |
| Invalid applications that subsequently became valid applications | 1 |



**Table 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 |
| Information about complaints to Judicial Commission | 0 |
| Information about authorised transactions under Electricity Network Assets (Authorised Transactions) Act 2015 | 0 |
| Information about authorised transaction under Land and Property Information NSW (Authorised Transaction) Act 2016 | 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.



Government Information (Public Access) Act – Annual Report *(continued)*

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 | 1 |
| Law enforcement and security | 0 |
| Individual rights, judicial processes and natural justice | 3 |
| Business interests of agencies and other persons | 2 |
| Environment, culture, economy and general matters | 0 |
| Secrecy provisions | 0 |
| Exempt documents under interstate Freedom of Information legislation | 0 |

Table F: Timeliness

| | Number of applications |
|--|------------------------|
| Decided within the statutory timeframe (20 days plus any extensions) | 15 |
| Decided after 35 days (by agreement with applicant) | 2 |
| Not decided within time (deemed refusal) | 0 |
| Total | 17 |

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

| | Decision varied | Decision upheld | Total |
|--|-----------------|-----------------|-------|
| Internal review | 0 | 0 | 0 |
| Review by Information Commissioner* | 0 | 1 | 1 |
| Internal review following recommendation under section 93 of Act | 0 | 0 | 0 |
| Review by NCAT | 0 | 1 | 1 |
| Total | 0 | 2 | 2 |

*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.



Government Information (Public Access) Act – Annual Report *(continued)*

Table H: Applications for review under Part 5 of the Act (by type of applicant)

| | Number of applications for review |
|---|-----------------------------------|
| Applications by access applicants | 2 |
| Applications by persons to whom information the subject of access application relates (see section 54 of the Act) | 0 |

Table I: Applications transferred to other agencies

| | Number of applications for review |
|-------------------------------|-----------------------------------|
| Agency initiated Transfers | 0 |
| Applicant initiated Transfers | 0 |



Disability Inclusion Action Plan 2017 – 2021

Annual Progress Report 2019/20

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

Appendix 2

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 McLean Street and Park Beach, Coffs Harbour, and Toormina Oval, Toormina
- Adult Change Place planned for Woolgoolga Beach Reserve upgrade.
- Significant footpath upgrades at King, York, and McLean Streets, Coffs Harbour; and Eighth, Boronia and May Streets, Sawtell.
- Footpath / Cycleway installations from Gundagai Street to Robyn Street, Coffs Harbour and Tasman Street, Corindi Beach.
- Refurbishment of the access ramp to improve accessibility at the Cavanbah Centre, Coffs Harbour
- Upgrade of 20 accessible bus shelters and pathways to the bus shelters constructed.
- Consultation with the Disability Inclusion and Access Committee for the design of the Cultural and Civic Space Project and the West Woolgoolga Sports Complex
- Installation of a mobi-mat and lifeguard trial at Jetty Beach.

Highlight Project

In recent years, Council has undertaken an extensive works program to upgrade 12 public toilets within the LGA. The new public toilets improve accessibility and inclusion for all community members, and are complemented by the Changing Places in the City Centre, Coffs Harbour Pool and the Coffs Harbour Jetty. A further Changing Place is planned in the Woolgoolga Beach Reserve Upgrade.



Appendix 2

Council is working toward greater access across the LGA and has allocated funding in the 2020/21 budget for:

- A \$600,000 footpath construction program.
- Upgrade of a further 10 accessible bus shelters.
- Development of an Integrated Transport Strategy which will consider accessible parking across the Coffs Harbour City and connection to accessible pathways.
- Council has engaged a consultant to develop an accessible parking plan and procedure as part of an overall car parking plan for the city centre. The plan will determine an appropriate target of accessible parking spaces for our City Centre.

Improving access to services through better systems and processes

Council has worked to increase access to information including:

- Social media and web pages promoting access to beach wheelchairs and installation of the mobi-mat at Jetty Beach.
- Inclusion of junior fiction titles in a print format for young people with dyslexia.
- The following numbers of accessible items were added to the Library's collections during the period: 537 talking books (books on CD); 2,317 eAudiobooks (for download); and 950 new large print books.

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

- Mental health first aid and awareness
- Disability Awareness training has been developed and is available through Council's online learning management system. This module covers the Disability Discrimination Act and guides for communication.

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

- Council's Disability Inclusion and Access Advisory Committee continues to meet monthly and regularly engages with Council staff, except during periods of COVID-19 restrictions.
- The Disability Inclusion and Access Advisory Committee provided extensive input into the design of the Cultural and Civic Space Project and the West Woolgoolga Sports Complex.



Appendix 2

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, with a showcase of accessible features available at the C.ex Coffs International Stadium.
- The booklet "Good Customer Service: It's Everyone's Business" was launched to the business community. The booklet is a guide for businesses to make them more accessible and to assist staff in customer service training for persons with a disability.
- Promotion of library services to community members with a disability as a key audience.
- Submission of an entry in the 2020 National Awards for Local Government (Disability Category) – MyCoffs: An Inclusive Future.
- The inclusion of community members with a disability and the sharing of information about disability services on the MyCoffs Connect Facebook page.
- Two films were created with local community members with a disability using Jetty Beach Inclusive Access trial service achieving extensive reach and positive comment on Council and Lifeguards Facebook pages.

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

- Adoption of an Inclusive Beach Access Issues and Options Paper, which endorses Jetty Beach as a priority location for the development of inclusive beach facilities such as a Mobi-mat and the provision of two additional Hippocampe beach wheelchairs. The success of the project was evident, with users varying from young families to persons with disabilities and/or mobility issues.
- Use of the accessibility checklist in development of community programs such as the Eco Surf Fest and the Sustainable Living Programs (Coffs by Nature Programs).
- Festival and community event planning continues to seek to partner with local community organisations that are committed to diversity and inclusion of people with disability and consider the needs and broader community inclusion outcomes in planning and programming
- Consultation with Vision Australia to develop plans for the proposed Jetty Theatre Expansion Project to accommodate a quiet room for audio description.
- Preparation of a report on the cost and availability of assistive software for people with a disability for the library computers and purchase of adaptive technology.



Appendix 2

Highlight Project

The Coffs Harbour Jetty Beach was patrolled from 27 December 2019 until 27 January 2020 and Lifeguards oversaw the use of a beach mat (Mobi-mat) – for people using wheelchairs, prams and walking frames to reach the water easily over the sand – and the hiring of two Hippocampe beach wheelchairs. The Mobi-mat has been remained for public use after the trial period.

The trial found that Jetty Beach was the third most visited beach within the LGA.

The Jetty Foreshores upgrade provides new inclusive facilities like an accessible toilet block and shower, as well as pathways suitable for people using wheelchairs, and now accessible equipment for the beach.



Maddie, Council lifeguard at Jetty Beach, Coffs Harbour

Supporting Access to Meaningful Employment

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

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





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