



City of Coffs Harbour Annual Report 2021/22

Section 2 Regulatory Information

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Introduction

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 the City of Coffs Harbours website: www.coffsharbour.nsw.gov.au

Section 1 of the Annual Report focuses on the City of Coffs Harbours (City) 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 2 includes information prescribed by the Local Government (General) Regulation 2021. It is considered important for the community to have access to this information so it can better understand how the City has been performing as a service provider and a community leader.

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

Capital Works Projects

Local Government Act 1993 — Section 508(2) and 508A
1 July 2021 to 30 June 2022

City Centre Capital Works Program (2013–2023)

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

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

The approval was subject to the following conditions:

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

4. The City reports to the Office of Local Government, Department of Premier and Cabinet, by 30 November each year on its compliance with these conditions for each rating year over the period from 2013/14 to 2022/2023.

In relation to approval condition 2 above, Table 1 provides information on the expenditure per project in 2021/22 and the outcomes achieved. Table 2 provides information on the total income received:

| City Centre Capital Works Program 2021/22 | | | |
|---|-----------------------------|--------------------------|------------------------------|
| Project Description | Revised Budget 2021/22 (\$) | Expenditure 2021/22 (\$) | Original Budget 2021/22 (\$) |
| CBD Marketing | 54,780 | 40,351 | 50,000 |
| Marketing and Activation (includes Growers Markets) | 120,000 | 122,394 | 105,000 |
| Christmas Activation | - | - | - |
| Total Operating Expenditure | 174,780 | 162,745 | 155,000 |
| Street Furniture | 50,000 | - | 50,000 |
| Park Ave Upgrade | 180,000 | - | - |
| Sunday Activation (capital component) | 10,729 | 10,720 | - |
| Contingency | 26,107 | - | 26,107 |
| Street Reconfiguration Design (Moonee/Park Ave/Gordon St) | 89,271 | 70,655 | 100,000 |
| Total Capital Expenditure | 356,107 | 81,375 | 176,107 |
| Total Expenditure | 530,887 | 244,120 | 331,107 |

TABLE 1

| City Centre Capital Works Program 2021/22 (Continued) | | | |
|--|-----------------------------|--------------------------|------------------------------|
| Project Description | Revised Budget 2021/22 (\$) | Expenditure 2021/22 (\$) | Original Budget 2021/22 (\$) |
| CBD Special Rate Variation | 829,578 | 829,578 | 829,578 |
| Marketing and Activation Income (includes Growers Markets) | 15,000 | 14,790 | - |
| Transfer to /from Reserves | (313,691) | (604,248) | (498,471) |
| TOTAL INCOME | 530,887 | 240,120 | 331,107 |
| FUNDING DEFICIT / (SURPLUS) | - | - | - |

TABLE 2

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.

City Centre Capital Works Program 2021/22 — Achievements

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

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

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

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

The approval was subject to the following conditions:

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

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

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

- Building renewals — includes Woolgoolga and Sawtell Pool Investigation, building the Botanic Gardens Glasshouse and amenity upgrades at York St.
- Transport Assets Renewal — used to upgrade footpaths and cycle ways, kerbing, guardrails and carparks and help address the backlog of kerb and footpath renewals across the LGA.

In relation to approval condition 2, Table 3 provides information on the total income received and expenditure per asset group in 2021/22.

| Funding for the Future — Financial Sustainability 2021/22 | | |
|--|------------------------------------|----------------------------|
| Project Description | Revised budget 2021/22 (\$) | Actual 2021/22 (\$) |
| Roads maintenance | 599,670 | 599,482 |
| Asset management | 217,320 | 35,742 |
| Building maintenance | 576,010 | 109,351 |
| Total operating expenditure | 1,393,000 | 744,574 |
| Road pavement renewals | 2,482,822 | 1,612,174 |
| Open space assets | 2,998,807 | 2,504,917 |
| Other transport assets new/upgrade | 882,717 | 506,771 |
| Buildings renewal | 2,523,194 | 1,043,138 |
| Total capital expenditure | 8,877,540 | 5,667,000 |
| Total expenditure | 10,270,540 | 6,411,574 |
| Financial Sustainability Rate Variation - 2014/15 | 2,377,562 | 2,377,562 |
| Financial Sustainability Rate Variation - 2015/16 | 4,821,115 | 4,821,115 |
| Other transport assets new/upgrade grants and contributions | 3,008,949 | 2,688,711 |
| Special Rate Variation revotes reserve | 62,914 | (3,475,814) |
| Total income | 10,270,540 | 6,411,574 |
| Funding Deficit / (Surplus) | - | - |

TABLE 3

Capital Works Projects

Capital Expenditure Guidelines
1 July 2021 to 30 June 2022

Reporting under the Capital Expenditure Guidelines

- The Regional Sports Hub Program has delivered 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 essentially completed, with the warranty period of 12 months now started.
- Wiigulga Sports Complex is a new integrated sport and community facility, located on the north western end of Woolgoolga. The project is the result of considerable support from the local community over many years and includes:
 - Wiigulga Playing fields to cater to AFL, Cricket, Touch Football as well as multi use fields, including lighting, drainage and amenities.
 - Wiigulga Multi-Purpose Centre: two indoor courts (Basketball and Netball), stage, kitchen, multi-purpose rooms, amenities
 - Civil works including roadways, shared pathways, carparks and services
- Yarrila Place started in 2020/21 and is designed to become a statement building to develop the city centre as a social and cultural focus for the city and mid north coast region. The new development will be a central hub that will house larger and improved cultural facilities including the region's library, gallery and museum. It will also include Council offices and chambers, as well as co-working and event spaces for community hire and use.

Overseas Visits

Local Government Act 1993 — Section 428 (4) (b)
Local Government (General) Regulation 2021 — Clause 217 (1) (a)
1 July 2021 to 30 June 2022

City of Coffs Harbour did not conduct any overseas visits in the year ended 30 June 2022.

Elected Members' Expenses 1 July –4 December 2021

Local Government Act 1993 — Section 428 (4) (b)
Local Government (General) Regulation 2021 — Clause 217 (1) (a)
1 July 2021 to 30 June 2022

| Expense | Amount (\$) |
|---|----------------|
| Mayoral allowance | 28,668 |
| Councillor fees | 68,859 |
| Mayor vehicle expenses | 5,147 |
| Provision of dedicated office equipment allocated to councillors | 14 |
| Telephone calls made by councillors | 1,525 |
| Attendance by Councillors at conferences and seminars (excluding overseas and interstate) | 32 |
| Providing induction training for councillors, supplementary induction training for mayors and professional development programs for mayors and other councillors | 0 |
| Other training of mayors and councillors and provision of skill development for mayors and councillors | 0 |
| Interstate visits during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses | 0 |
| Overseas visits during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses | 0 |
| Expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions | 0 |
| Expenses involved in providing care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions | 0 |
| Other councillor expenses (catering, stationery, costs associated with attending meetings etc.) | 1,104 |
| Total | 105,349 |

Elected Members' Expenses Post Election 22 December 2021 — 30 June 2022

Local Government Act 1993 — Section 428 (4) (b)
Local Government (General) Regulation 2021 — Section 217 (1) (a2)
1 July 2021 to 30 June 2022

| Expense | Amount (\$) |
|---|----------------|
| Mayoral allowance | 32,118 |
| Councillor fees | 117,019 |
| Mayor vehicle expenses | 0 |
| Provision of dedicated office equipment allocated to councillors | 22,114 |
| Telephone calls made by councillors | 2,022 |
| Attendance by Councillors at conferences and seminars (excluding overseas and interstate) | 9,010 |
| Providing induction training for councillors, supplementary induction training for mayors and professional development programs for mayors and other councillors | 0 |
| Other training of mayors and councillors and provision of skill development for mayors and councillors | 0 |
| Interstate visits during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses | 13,813 |
| Overseas visits during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses | 0 |
| Expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions | 0 |
| Expenses involved in providing care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions | 0 |
| Other councillor expenses (catering, stationery, costs associated with attending meetings etc.) | 5391 |
| Total | 201,487 |

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

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

Local Government (General) Regulation 2021 — Section 217 (1) (a2)

1 July 2021 to 30 June 2022

| Contract No. | Contract | Supplier | Start Date | Contract Sum (\$ (inc GST) |
|-------------------------|---|--|------------|----------------------------|
| G05614 | IT equipment | Data#3 Ltd | 23/07/2021 | 300,058.81 |
| G06561 | Supply of concrete pipes | Vinidex Pty Ltd | 26/08/2021 | 799,248.02 |
| G06952 | Airport Ent Park — Taxiway G lighting electrical | Alan Kneal Electrical | 8/09/2021 | 172,244.60 |
| G07461 | Install piling liners and rock anchors for Moparrabah Bridge | PCA Ground Engineering | 24/09/2021 | 217,135.71 |
| G08712 | Container Dome Shelter | QLD SHADESHELTERS P/L T/As Container Domes Australia | 12/11/2021 | 238,645.00 |
| G09081 | Red Bin Temporary Transfer Station | CIVILNETT PTY LTD | 30/06/2022 | 240,650.00 |
| G09226 | Reseal Program — Spray Sealing Works | NSW SPRAY SEAL PTY LTD | 28/02/2022 | 336,000.00 |
| G09534 | Red Bin Waste Transfer DGB 20 Cert | JUNG QUARRIES | 28/02/2022 | 225,060.00 |
| LGP-1130-QI | Supply public amenities at Woolgoolga reserve | Fabranamics | 2/09/2021 | 252,538.36 |
| LGP-1146-QI | Amenities construction at York Street Oval | FABRANAMICS PTY LTD T/AS PUREABLU | 25/06/2022 | 350,774.16 |
| LGP-1366-QI | Undertake the Cold Milling | BORAL CONSTRUCTION MATERIALS GROUP | 31/10/2021 | 221,402.02 |
| LGP-1369-QI | Isuzu Crew Cab Trucks x 2 | Mid Coast Trucks | 8/07/2021 | 198,149.99 |
| LGP-1394-QI | Caterpillar 826K Landfill Compactor (ref V07713-00) | WESTRAC EQUIPMENT PTY LTD | 28/02/2022 | 760,499.36 |
| LGP-1410-QI | Review Karangi Dam consultancy | Public Works Advisory — Dept of Regional NSW | 30/03/2022 | 177,165.00 |
| LGP-1514-QO | Purchase of V06073-00 Alloy Tipping Body with Cab | MIDCOAST TRUCKS -COFFS HARBOUR | 15/04/2022 | 191,690.40 |
| RFQ_1444-QI VP265740 | MR540 Hogbin Drv resurface | BORAL CONSTRUCTION MATERIALS GROUP | 28/02/2022 | 328,556.25 |
| RFQ-1288-QO | Consultancy for Coffs Creek Flood study | WMA Water Pty Ltd | 21/07/2021 | 187,495.00 |
| RFQ-1333-QI | MWOO Disposal | Tamworth Regional Council | 23/07/2021 | 301,847.06 |
| RFQ-1417-QO | Azalea RAB Construction — concrete | JZ Concrete | 16/08/2021 | 257,390.10 |
| RFQ-1442-QI | Bobo Bridge steel girder sets | UNITED PACIFIC ENGINEERING PTY LTD | 30/01/2022 | 306,999.00 |
| RFQ-1456-QI | Eastern Dorrigo Way — site 5.2 | PAN CIVIL | 2/04/2022 | 237,380.00 |
| RFQ-1485-QI | Solitary Islands Way — Project 1 | STABILISED PAVEMENTS OF AUSTRALIA P/L | 16/04/2022 | 248,481.48 |
| RFQ-1488-QI | HPE Nimble Storage Adaptive Flash Array | COMPUTER SYSTEMS (AUSTRALIA) | 28/02/2022 | 200,211.00 |
| RFQ-1489-QI | Reconstruction of Solitary Islands Way — Johnsons Road to Casuarina Court | MID NORTH COAST CONTRACTORS PTY LTD | 30/04/2022 | 170,852.00 |
| RFQ-1492-QI | Digital Marketing Skills Training of Tourism Operators | DIGITAL COACHING INTERNATIONAL PTY LTD (T/A Tourism Tribe) | 30/06/2022 | 196,020.00 |
| RFQ-1503-QI | Removal of redundant water mains Coramba | AADEMEX PTY LTD T/AS ALL AREAS DEMOLITION EXCAVATION | 31/05/2022 | 214,983.12 |

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

| Contract No. | Contract | Supplier | Start Date | Contract Sum (\$ (inc GST) |
|-------------------|--|---------------------------------------|------------|----------------------------|
| RFQ-1507-QI | Under Road Boring James Small Drive & Opal blvd | UNDER ROAD BORING AUSTRALIA P/L | 30/04/2022 | 1,009,485.33 |
| RFT-1185-TO | D+C Synthetic Fields RSH | Polytan Pacific | 24/09/2021 | 542,048.01 |
| RFT-1195-TO | Ayrshire Park LED light installation | SMADA ELECTRICAL SERVICES PTY LTD | 29/04/2022 | 184,633.90 |
| RFT-1225-TO | Toormina Reservoir 2 Refurbishment | Advanced Concrete Engineering Pty Ltd | 19/04/2022 | 922,295.95 |
| RFT-1230-TO | Construction, supply and installation of five villas — Woolgoolga Beach Holiday Park | Wendgold | 9/09/2021 | 767,205.13 |
| RFT-1362-TO | Steel girders for 4 span Moparrabah Road Bridge | Alfabs Engineering | 30/09/2021 | 338,536.22 |
| RFT-1375-TO | Stage 2 The Hub renovations BIG4 PBHP | ANDREW CLAUGHTON | 30/10/2021 | 280,000.00 |
| RFT-1386-TO | Construction of Moonee to Sapphire Bikeway | Extec Solutions | 2/09/2021 | 1,484,848.78 |
| RFT-1396-TO | Vost Park Netball Court resurfacing | COURT CRAFT (AUST) PTY LTD | 28/07/2021 | 1,243,253.44 |
| RFT-1399-TI-2 | MWOO Disposal | Ti Tree Bioenergy | 23/08/2021 | 1,739,980.00 |
| RFT-1399-TI-1 | MWOO Disposal | Crampos Tippers | 23/08/2021 | 715,000.00 |
| RFT-1402-TO | Nana Glen Water Supply — Stage 3 | Ledonne Constructions P/L | 27/02/2022 | 1,064,698.80 |
| RFT-1430-TO-1 | Provision of Services — Supervision and Operation — Coffs Coast Resource Recovery Facilities | A & A DE GROOT PTY LTD | 9/12/2021 | 166,200.00 |
| RFT-1430-TO-2 | Provision of Services — Supervision and Operation — Coffs Coast Resource Recovery Facilities | NSH SECURITY SOLUTIONS PTY LTD | 30/06/2022 | 292,910.00 |
| RFT-1434-TO | Arrawarra Beach Road to Arrawarra Road 150WM via Arrawarra Creek | BURNETT CIVIL PTY LTD | 30/03/2022 | 455,143.70 |
| RFT-1483-TO | Project Management services for the construction phase of Woolgoolga and Sawtell swimming pools. | TURNER & TOWNSEND THINC PTY LTD | 4/02/2022 | 265,020.25 |
| RFT-1498-TO | DN250 Water Main Extension — First Ave to Dillion Street Sawtell | KBS MACKAY PTY LIMITED | 25/04/2022 | 467,174.22 |
| RQ-010139 | Supply Chemical Phodine MHL for WTP | Grenof Pty Ltd | 10/08/2021 | 179,672.90 |
| SGC-1208-QI | WWSC Project Management | APP Corp | 29/07/2021 | 329,462.10 |
| SGC-1389-QI | Project Management of Sportz Central | Turner Townsend Thinc | 17/08/2021 | 208,749.20 |
| SGC-1457-QI | Architectural Design — Sportz Central Upgrade | DRA ARCHITECTS | 28/02/2022 | 203,500.00 |
| VP 271147 | pipe and fitting supply for WM17 Coachmans Close | VINIDEX PTY LTD | 30/03/2022 | 306,554.10 |
| VP 271636 | Asphalt resurfacing Ray McCarthy Drive CH | COLAS NSW PTY LTD | 31/01/2022 | 249,234.63 |
| VP 278506 | CHB — WM14 15 16 SE04 — Pipes & Fittings | VINIDEX PTY LTD | 30/03/2022 | 747,390.93 |
| VP220980 | Pipe fittings for CHBP — NBR | Iplex pipelines | 30/09/2021 | 253,000.00 |
| VP249402 (G05377) | Drainage Pipes for AEP Work Portion C | Capital Precast & Drainage | 16/07/2021 | 320,762.05 |

Legal Proceedings

Local Government Act 1993 – Section 428 (4) (b)
Local Government (General) Regulation 2021 – Section 217 (1) (a3)
1 July 2021 to 30 June 2022

Legal proceedings

In 2021/22, the City incurred \$ 524,497.26 in legal expenses in relation to proceedings taken against or by the Council. These proceedings are detailed in the table below.

Legal advice

In 2021/22, the City sought legal advice on a range of matters including contract disputes, debt and outstanding rates recovery, planning, enforcement, property, conveyancing and procurement.

The amount incurred was \$ 1,663,518.91.

Planning

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

Rates recovery

In the 2021/22 year the Council initiated 464 statements of claim in relation to outstanding rates.

Public liability claims

In 2021/22 there were no new proceedings brought against Council seeking compensation for personal injury. One matter was finalised during the 2021/22 financial year and there were no other ongoing matters in that period. Public liability claims are managed by Council's insurer, Statewide Mutual.

Appeals against orders issued by the City

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

| Case Name | Court (NSW) | Total costs 2021/22 (\$) | Status as at 30 June 2022 | Date of decision |
|---|---|--------------------------|--|-------------------|
| Coffs Harbour City Council v Noubia Pty Limited | Land and Environment Court 2017/00083167 | 215,899.39 | Ongoing | n/a |
| McDonalds Australia Pty Ltd v Coffs Harbour City Council | Land and Environment Court 2021/00276490 | 34,809.50 | Ongoing | n/a |
| Ruishton Pty Ltd v CHCC | Land and Environment Court 2022/00191083 | 0.00 | Ongoing | n/a |
| Paul Bruckner v Coffs Harbour City Council & Ors | Local Court 2021/00353057 | 12,468.00 | Ongoing | 5 May 2022 |
| Dawne Bruckner v Coffs Harbour City Council & Ors (Civil claim in relation to companion animals) | Local Court 2021/0035036 | | Ongoing | |
| Dawne Bruckner v Coffs Harbour City Council (Appeal dangerous dog declaration) | Local Court 2021/00363135 | | Ongoing | |
| Paul Bruckner v Coffs Harbour City Council (Appeal dangerous dog declaration) | Local Court 2021/00364479 | | Finalised | |
| ACN 144015191 Pty Ltd as trustee of the 2010 Discretionary Trust v Coffs Harbour City Council (Appeal dangerous dog declaration) | Local Court 2021/00360534 | 11,810.19 | Finalised | 13 July 2022 |
| Carly Vrouwenvelder v Coffs Harbour City Council | District Court 2021/00112395 | 9,520.02 | Finalised | 16 May 2022 |
| BTC Properties Pty Ltd v Coffs Harbour City Council | Land and Environment Court | 19,252.00 | Finalised — discontinued by Applicant. | 20 September 2021 |
| Bannerman Consulting v Coffs Harbour City Council | Land and Environment Court 2020/0029499 | 160,111.29 | Finalised | 18 February 2022 |
| Regional Architects Pty Ltd v Coffs Harbour City Council (No 2) | Land and Environment Court 2021/00144888 | 60,137.91 | Finalised — discontinued by Applicant. | 11 November 2021 |
| GDK Investments Pty Ltd v Coffs Harbour City Council | Land and Environment Court 2020/00353824 | 8,432.30 | Finalised | 22 December 2021 |
| Regional Architects Pty Ltd v Coffs Harbour City Council (No 1) | Land and Environment Court 2018/00289749 | 2,187.28 | Finalised — discontinued by Applicant. | 7 April 2021 |

Works Subsidised on Private Land

Local Government Act 1993 – Section s67, 67 (2) (b)
Local Government (General) Regulation 2021 – Section 217 (1) (a4)
1 July 2021 to 30 June 2022

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

Donations and Contributions

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

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

Amounts granted under Section 356 of the Act

1 July 2021 to 30 June 2022

| Recipient | Amount (\$) |
|---|-------------|
| Westpac Rescue Helicopter | 1,000 |
| Schools Annual Presentations | 6,325 |
| North Coast Academy of Sport | 6,000 |
| Southern Cross University Presentations | 300 |
| TAFE Presentations | 300 |
| Road Closures & Catering — Anzac Day | 10,778.18 |
| Park Run — Licence Fee | 525 |
| Sawtell Chamber of Commerce — Christmas Festival | 3,000 |
| Boambee East Community Centre — Sponsorship of Program for young women | 500 |
| NSW Service for the Treatment and Rehabilitation of Torture and Trauma Survivors — (STARTTS) | 600 |
| C.ex Community Crew Sleepout 2021 | 1,000 |
| Coffs Coast Committee Against Domestic & Family Violence — Payment of Sportz Central Hire — 'Ball Against DV' Event | 1,000 |
| Eastern Dorrigo Community Centre & Showgrounds Management Committee — Sponsorship of Art Therapy Classes | 500 |
| Coffs Harbour Music Society— Contribution towards repairs to the Concert Piano at SCU | 1,000 |
| Sawtell Fun Run Committee — New Year's Day Fun Run | 500 |
| Orara Valley Progress Association — Sponsorship of Santa Run | 1,000 |

| Recipient | Amount (\$) |
|---|------------------|
| Emerald Beach Fair Committee — Donation towards lifeguard services at Emerald Beach during the Emerald Beach Fair | 1,000 |
| Voice Up — Sponsorship Youth Mental Health Event | 1,000 |
| Rates Subsidy — Sporting & Cultural Groups | 77,627 |
| Surf Life Saving Clubs — Subsidy | 28,719 |
| Event Funding Program | 59,506 |
| Sawtell & Woolgoolga Chamber of Commerce | 23,500 |
| Arts & Cultural Development Grants Program | 40,753 |
| State Emergency Services — Contribution | 114,352 |
| Community Capital Infrastructure Grants Program | 190,650 |
| NSW Fire and Rescue Subsidy | 538,347 |
| Rural Fire Service Subsidy | 738,421 |
| TOTAL | 1,789,947 |

Rates and Charges Written Off

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

Local Government (General) Regulation 2021 – Clause 132

1 July 2021 to 30 June 2022

The total value of rates and charges written off for the year 2021/22 was

\$3,356,405.49

| Item | Amount (\$) |
|---------------------------|---------------------|
| Pension Rebates | 3,082,942.47 |
| Postponed Rates | 184,504.53 |
| Interest > \$50 | 3,155.26 |
| Water Usage Charges | 65,985.50 |
| Sewer Usage Charges | 19,358.21 |
| Trade Waste Usage Charges | 459.52 |
| Total | 3,356,405.49 |

Notes:

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

(The total value of rates and charges written off for the year 2021/22 was

\$3,356,405.49)

Delegated Functions / Companies / Partnerships

Functions delegated by the City

Local Government Act 1993 – Section 428 (4) (b)
Local Government (General) Regulation 2021 – Section 217 (1) (a6)
1 July 2021 to 30 June 2022

External bodies that exercised functions delegated by Council were:

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

Companies in which the City held a controlling interest

Local Government Act 1993 – Section 428 (4) (b)
Local Government (General) Regulation 2021 – Section 217 (1) (a7)
1 July 2021 to 30 June 2022

- **Prosper Coffs Harbour Limited**

Partnerships, cooperatives or other joint ventures

Local Government Act 1993 – Section 428 (4) (b)
Local Government (General) Regulation 2021 – Section 217 (1) (a8)
1 July 2021 to 30 June 2022

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

Planning Agreements

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

1 July 2021 to 30 June 2022

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

Environmental Agreements

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

1 July 2021 to 30 June 2022

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

Equal Employment Opportunity Management Plan (Organisational Development Activities)

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

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

1 July 2021 to 30 June 2022

Activities to implement Council's Equal Employment Opportunity Management Plan

Equal employment opportunities have continued to remain at the City's forefront during the 2021–22 financial year.

A continual focus on our People and Culture Framework has seen the City embark on new initiatives and continue with successful practices to support diversity and inclusion in the workplace, and showcasing these opportunities to the community.

Some of these initiatives include:

- Providing opportunities and support for volunteer work experience for community members with disabilities to work alongside staff in various business units
- Presenting and participation in workshops such as the Clontarf foundation which supports young male Aboriginal and Torres Strait Islander to attend school, finish year 12 and enter employment.
- Attendance at various school careers days to promote the vast employment and volunteer opportunities available when working for the City

- Meetings and ongoing strategic discussions with the Aboriginal Employment Strategy bodies with the aim to support and enhance Aboriginal employment opportunities together with apprenticeship / trainee programs for school based or full time trainees
- Renewed focus on framework for the support of apprenticeships and traineeships in the workplace.

Last year saw a review of the City's recruitment practices. This year we have continued to apply an enhanced approach to recruitment initiatives to ensure legislative requirements and be inclusive by investigating and exploring, where possible, additional opportunities for equal employment, enabling support for diversity and talent / succession pathways.

Investing in training and development opportunities to ensure the City's employees are appropriately trained and have the right skillset for their role remains a focus. This enables the City to promote and encourage its employees to work in higher duties roles, and provides secondment opportunities in other areas of the business, diversifying knowledge and job satisfaction opportunities.

The review of talent and succession pathways remains a focus with a large piece of work conducted on growing our own talent. A review of the City's trainee and apprenticeship framework is a key project.

Providing flexible working initiatives to support diversity, inclusion and equal opportunity continues to be of benefit to the City with equal opportunities being provided by:

- ensuring employees have the ability to continue to create flexible working schedules enabling a healthy work / life balance
- working with employees who request a change to their existing working arrangement, and having realistic transition to retirement options available
- supporting staff (new hires and existing) through the pandemic period with variable working arrangements including remote work where location was no longer a barrier to gaining meaningful employment
- supporting staff impacted by the pandemic through adjustment and variation of working hours and work spaces / equipment.

During 2021/22, the City continued with and promoted its health and wellbeing programs to support the health and wellbeing of the City's employees. This included a renewed promotion of the Employee Assistance Program. This program provides the City's employees and their immediate families with free access to a variety of services including mental health and wellbeing.

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

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

This year also resulted in detailed planning, research and endorsement of the City's Workforce Management Strategy. This strategy outlines a number of equal opportunity initiatives the City will develop or continue to develop over 2022–2026, including a comprehensive diversity and inclusion action plan and implementation schedule. The strategy complements and supports the broader equal opportunity and Diversity & Inclusion initiatives outlined in the MyCoffs Community Strategic Plan 2032.

Continuing to apply a focus to existing and new actions will ensure the City remains diverse and inclusive as an employer and the principles and values which underpin the employee relationship reinforce the City as an employer of choice.

General Manager Remuneration

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

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

1 July 2021 to 30 June 2022

The remuneration package total effective for the position of General Manager at 30 June 2022 was \$400,780. The statement includes the total of the following:

| Remuneration Item | Amount (\$) |
|--|----------------|
| (i) the total value of the salary component of the package | 382,014 |
| (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 | 18,766 |
| (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 | 400,780 |

Senior Staff Remuneration

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

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

1 July 2021 to 30 June 2022

The remuneration package total effective for the City's three Senior Staff positions for the period ending 30 June 2022 was \$841,376. 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 | 769,348 |
| (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 | 76,028 |
| (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 | 841,376 |

Employee Statistics

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

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

1 July 2021 — 30 June 2022

The City must publish a statement of the total number of persons who performed paid work for them on Wednesday 25 May 2022 including, in separate statements, the total number of the following:

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

| Employment Type | Number |
|--|--------|
| Permanent full-time | 496 |
| Permanent part-time | 80 |
| Casual | 43 |
| Fixed-term contract | 41 |
| Senior Staff | 3 |
| Labour Hire* | 85 |
| Apprentice / Trainee under labour hire | 2 |

*Amount of labour hire employees who were engaged in paid work on 25 May 2022

Stormwater Management Services / Coastal Protection Services

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

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

1 July 2021 to 30 June 2022

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

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

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

1 July 2021 to 30 June 2022

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

Companion Animals Act — Compliance

Local Government Act 1993 — Section 428 (4) (b)
Local Government (General) Regulation 2021 Clause 217 (1)(f)
1 July 2021 to 30 June 2022

Overview

City of Coffs Harbour constructed a purpose built animal management facility and started operating the facility in the second half of the 2021/22 reporting period following the withdrawal of animal impounding services previously provided by the RSPCA.

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

There has been about a 20% decrease in dog fines issued. Fines for unregistered animals were down 68% indicating more compliance. Fines for dog attacks were up 23%. A number of formal legal actions against owners involved in serious breaches of the Companion Animals Act 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 1,065 companion animal complaints, a 25% reduction from the previous period. Table 4 has been prepared in accordance with statutory reporting requirements.

Dog Attacks

There were 88 recorded dog attacks in 2021/22 involving 106 dogs, a 1% decrease on the previous year's figures. It had been noted that dog attack incidents had been on the increase over the last few years, but had stabilised in 2021/22.

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

A number of dangerous dogs were destroyed as a result of these reported incidents. (3 dogs in total destroyed, 2 declared Menacing, 1 Declared Dangerous).

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

Facility Manager's Name: Nikki Balzer Sonja Laine
 Facility Contact Name: RSPCA Animal Management Centre
 Facility Contact Phone: 665133110428023892
 Facility Contact Fax:
 Facility Contact E-mail: 2931

Comments:
 Transfer of operations from RSPCA to Council run Animal Management Centre Commenced 21/03/22

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| COUNCIL SEIZURE ACTIVITY | Jul | | Aug | | Sep | | Oct | | Nov | | Dec | | Jan | | Feb | | Mar | | Apr | | May | | Jun | | Total | |
|-----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|
| | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog |
| Seized | | 8 | | 10 | | 12 | | 14 | | 11 | | 10 | | 6 | | 5 | | 11 | | 24 | | 29 | | 16 | 0 | 156 |
| Returned to Owner | | 3 | | 3 | | 7 | | 5 | | 4 | | 2 | | 3 | | 1 | | 2 | | 3 | | 12 | | 7 | 0 | 52 |
| Transferred to Council's Facility | | 5 | | 7 | | 5 | | 9 | | 7 | | 8 | | 3 | | 4 | | 9 | | 21 | | 17 | | 9 | 0 | 104 |
| Check (Zero) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| ANIMALS IN AND ARRIVING AT COUNCIL'S FACILITY | Jul | | Aug | | Sep | | Oct | | Nov | | Dec | | Jan | | Feb | | Mar | | Apr | | May | | Jun | | Total | |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|
| | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog |
| Animals In Council's Facility (Start of Month) | 10 | 5 | 2 | 6 | 1 | 2 | 3 | 2 | 2 | 3 | 4 | 3 | 1 | 4 | 4 | 3 | 1 | 5 | 3 | 1 | 7 | 16 | 10 | 11 | | |
| Abandoned or Stray | 8 | 14 | 7 | 9 | 6 | 2 | 16 | 5 | 25 | 1 | 7 | 9 | 24 | 6 | 5 | 6 | 20 | 2 | 10 | 2 | 13 | 4 | 7 | 4 | 148 | 64 |
| Surrendered | | | | 2 | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | 0 | 6 |
| Animals transferred from Seizure Activities | | 5 | | 7 | | 5 | | 9 | | 7 | | 8 | | 3 | | 4 | | 9 | | 21 | | 17 | | 9 | 0 | 104 |
| Total Incoming Animals | 18 | 24 | 9 | 24 | 7 | 9 | 19 | 16 | 27 | 11 | 11 | 21 | 25 | 14 | 9 | 14 | 21 | 17 | 13 | 24 | 20 | 37 | 17 | 24 | | |

| ANIMALS LEAVING COUNCIL'S FACILITY | Jul | | Aug | | Sep | | Oct | | Nov | | Dec | | Jan | | Feb | | Mar | | Apr | | May | | Jun | | Total | |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|
| | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog | Cat | Dog |
| Released to owners | 5 | 13 | 2 | 11 | 1 | 1 | | 11 | 2 | 5 | 1 | 12 | 1 | 6 | | 2 | 1 | 8 | | 8 | 2 | 17 | 3 | 8 | 18 | 102 |
| Sold | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 |
| Released to Organisations for Rehoming | 11 | 3 | 4 | 4 | 3 | 4 | 14 | | 16 | | 7 | 4 | 16 | 3 | 7 | 5 | 16 | 8 | 6 | | 6 | 7 | 4 | 6 | 110 | 44 |
| Died at Council's Facility (other than euthanased) | | | | | | | 1 | | | | | | | | | | | | | | | | | | 1 | 0 |
| Stolen from Council's Facility | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 |
| Escaped from Council's Facility | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 |
| Other (reason if entered) | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 |
| Euthanased | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Restricted Dogs | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 1 | 0 | 1 |
| Dangerous Dogs | 0 | | 0 | 1 | 0 | | 0 | | 0 | 1 | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 1 | 0 | 3 |
| Owners Request | | | | 1 | | | | | | | | 1 | | 1 | | 1 | | | | | | | | | 0 | 4 |
| Due to Illness/Disease or Injury | | | | 1 | | | 2 | 1 | 1 | 1 | 1 | | 4 | | | | 1 | | | | 1 | | 1 | 1 | 11 | 4 |
| Feral/Infant Animal | | | | 1 | | | | | | | | | | | 1 | | | | | | | | | | 2 | 0 |
| Unsuitable for rehoming | | 2 | 1 | 4 | | 2 | | 1 | 4 | 1 | 1 | | | 1 | | 1 | | | | | 1 | 2 | 5 | 1 | 12 | 15 |
| Unable to re-home | | | | | | | | | | | | | | | | | | | | | | | 1 | | 1 | 0 |
| Total Euthanased | 0 | 2 | 2 | 7 | 0 | 2 | 2 | 2 | 5 | 3 | 2 | 1 | 4 | 2 | 1 | 2 | 1 | 0 | 0 | 0 | 2 | 2 | 7 | 4 | 26 | 27 |
| Total Outgoing Animals | 16 | 18 | 8 | 22 | 4 | 7 | 17 | 13 | 23 | 8 | 10 | 17 | 21 | 11 | 8 | 9 | 18 | 16 | 6 | 8 | 10 | 26 | 14 | 18 | | |
| Total In Council's Facility (End of Month) | 2 | 6 | 1 | 2 | 3 | 2 | 2 | 3 | 4 | 3 | 1 | 4 | 4 | 3 | 1 | 5 | 3 | 1 | 7 | 16 | 10 | 11 | 3 | 6 | | |

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

[top](#)

Details will not be able to be modified once they are submitted. Button available after end of financial year only. 2022

Survey has been Completed

Companion Animal Management Funding

Companion animal complaints and tasks made up approximately 38% of the Ranger Services workload.

| Expenditure | \$ |
|--|------------------|
| Ranger wages, office expenses, IT, consumables etc. | 430,289 |
| Plant vehicles | 15,358 |
| RSPCA pound contract / CHCC Animal Management Centre | 427,282 |
| Animal Management Centre construction and fitout | 1,474,832 |
| Total Expenditure | 2,347,761 |
| Income | \$ |
| Companion Animals registration commissions and impounding fees and charges | 186,074 |
| Fines | 76,725 |
| Total Income | 262,799 |

TABLE 5

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
- City of Coffs Harbour'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

Strategies for alternatives to euthanasia for unclaimed animals

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

Dog off-leash areas

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

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

Grant Funding — During 2021/22, City of Coffs Harbour 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 2021 to 30 June 2022

| Special Schedule — Report on Infrastructure Assets as at 30 June 2022 | | | | | | | | | | | | |
|---|--|--|---------------------------------------|--------------------------------------|--------------------------|----------------------------------|---|-------------|-------------|------------|------------|--|
| Asset Class | Asset Category | Estimated cost to bring to a satisfactory standard \$'000 | Required annual maintenance \$'000 | 2021/22 actual maintenance \$'000 | Carrying Value \$'000 | Gross Replacement Cost \$'000 | Assets in a condition as a % of gross replacement cost (See Notes page 32) | | | | | |
| | | | | | | | 1 | 2 | 3 | 4 | 5 | |
| Buildings | Buildings | | 2,360 | 1,329 | 121,553 | 177,149 | 32.7 | 53.5 | 10.3 | 1.7 | 1.7 | |
| | Sub total | - | 2,360 | 1,329 | 121,553 | 177,149 | 32.7 | 53.5 | 10.3 | 1.7 | 1.7 | |
| Public Roads | Sealed Roads | | 10,786 | 11,154 | 434,691 | 575,323 | 44.8 | 51.2 | 3.9 | 0.1 | 0 | |
| | Unsealed Roads | | 146 | 536 | 7,824 | 10,770 | 20.6 | 34.1 | 39.2 | 5.3 | 0.7 | |
| | Bridges | 3,000 | 160 | 168 | 74,713 | 110,611 | 24.8 | 60.2 | 13.5 | 1.6 | 0 | |
| | Footpaths and Cycleways | 2,500 | 338 | 247 | 60,882 | 85,092 | 47.3 | 30.0 | 16.9 | 3.5 | 2.2 | |
| | Other road assets | | 283 | 312 | 13,360 | 17,671 | 72.9 | 19.9 | 6.1 | 1.1 | 0 | |
| | Bulk Earthworks | | 4,932 | 5,100 | 270,453 | 270,453 | 100.0 | 0 | 0 | 0 | 0 | |
| | Kerb and Gutter | | 1,393 | 1,440 | 76,388 | 88,989 | 98.4 | 1.4 | 0.2 | 0 | 0 | |
| | Sub total | 5,500 | 18,038 | 18,957 | 938,311 | 1,158,909 | 60.3 | 34.1 | 4.9 | 0.5 | 0.2 | |
| Water supply network | Water supply assets | | 2,834 | 2,318 | 327,043 | 454,686 | 33.4 | 12.6 | 51.7 | 2.4 | 0 | |
| | Sub total | | 2,834 | 2,318 | 327,043 | 454,686 | 33.4 | 12.6 | 51.7 | 2.4 | 0 | |
| Sewerage | Sewerage assets | | 3,184 | 2,584 | 508,900 | 751,672 | 34.8 | 32.7 | 29.4 | 2.6 | 0.6 | |
| | Sub total | | 3,184 | 2,584 | 508,900 | 751,672 | 34.8 | 32.7 | 29.4 | 2.6 | 0.6 | |
| Stormwater drainage | Stormwater drainage | | 306 | 256 | 184,960 | 264,863 | 44.4 | 37.1 | 17.0 | 1.4 | 0.1 | |
| | Sub total | | 306 | 256 | 184,960 | 264,863 | 44.4 | 37.1 | 17.0 | 1.4 | 0.1 | |
| Open space / recreational assets | Other open space / recreational assets | 20,400 | 599 | 557 | 35,184 | 84,309 | 20.5 | 27.4 | 24.8 | 6.2 | 21.1 | |
| | Swimming pools | | - | 94 | 2,123 | 5,165 | 19.8 | 50.8 | 2.0 | 27.4 | 0 | |
| | Sub total | 20,400 | 599 | 651 | 37,307 | 89,474 | 20.4 | 28.8 | 23.5 | 7.4 | 19.9 | |
| Other infrastructure assets | Other | | - | - | 497 | 1,362 | 8.6 | 89.3 | 2.1 | 0 | 0 | |
| | Sub total | | - | - | 497 | 1,362 | 8.6 | 89.3 | 2.1 | 0 | 0 | |
| Total classes | Total — all assets | 25,900 | 27,321 | 26,095 | 2,114,687 | 2,889,677 | 45.1 | 31.6 | 20.6 | 1.7 | 1.0 | |

TABLE 6/7

*Percentage sub total is a weighted average calculation.

Notes:

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

Level condition description — as per NSW Local Government Code of Accounting Practice

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

Government Information (Public Access) Act 2009

Appendix 1

Annual Report — 1 July 2021 to 30 June 2022

| | |
|----------------------|---|
| Agency Name | Coffs Harbour City Council |
| Principal Department | Minister for Local Government Office of Local Government |
| Reporting Period | 1 July 2021 to 30 June 2022 |

Public Interest Disclosures

Public Interest Disclosures Act 1994 – Section 31
1 July 2021 to 30 June 2022

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 2021 to June 2022 | Made by public officials performing their day- to-day functions | Under a statutory or other legal obligation | All other PIDs |
| Number of public officials who made PIDs | 1 | 0 | 0 |
| Number of PIDs received | 1 | 0 | 0 |
| Of PIDs received, number primarily about: | | | |
| Corrupt conduct | 0 | 0 | 0 |
| Maladministration | 1 | 0 | 0 |
| Serious and substantial waste | 0 | 0 | 0 |
| Government information contravention | 0 | 0 | 0 |
| Local government pecuniary interest contravention | 0 | 0 | 0 |
| City of Coffs Harbour 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 City of Coffs Harbour (as head of the public authority) has taken action to ensure that staff have been made aware of their obligations under the PID Act. These actions include training conducted by the NSW Ombudsman, email messaging to all staff, training provided to new staff during induction, links to information on the City's intranet site, the distribution of information brochures and the display of posters identifying officers who can receive reports. | | | |

TABLE 8

Carers Recognition Act

Carers Recognition Act 2019 (CR Act), s 8(2)
1 July 2021 to 30 June 2022

City of Coffs Harbour 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 2021 to 30 June 2022

City of Coffs Harbour was not required to take any actions during 2021/22 pursuant to Recovery and Threat Abatement Plans under the Fisheries Management Act 1994. The program came to an end in 2017.

Private Swimming Pool Inspections

Swimming Pools Act 1992, s 22F (2)
Swimming Pools Regulation 2008 (SP Reg) cl 23
1 July 2021 to 30 June 2022

| Details of inspections of private swimming pools | Number |
|---|--------|
| Tourist and visitor accommodation | 25 |
| Premises with more than 2 dwellings | 6 |
| Resulted in issuance of a certificate of compliance under section 22D of the Act | 276 |
| Resulted in issuance of a certificate of non-compliance under clause 18BA of the Regulation | 96 |

TABLE 9

Review of proactive release program

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

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

The proactive release program included the review of:

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

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

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

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

1. Emerald Beach Day Use Area Masterplan
2. Emerald Beach Day Use Area Masterplan
3. Coffs Live and Local
4. Hulberts Road Toormina — Coffs Harbour Local Environment Plan 2013 Amendment — Planning Proposal PP 2021 4198
5. Coffs Harbour Gold Cup Part Day Public holidays 2022 and 2023
6. 116 Braford Drive, Bonville Planning Proposal: PP 2021 — 4487
7. Disability Inclusion Action Plan
8. Development in the Coastal Vulnerability Area (CVA)
9. MyCoffs Community Strategic Plan 2032
10. Water Week Competition
11. Remote Rescue Tube Project (3 year roll out program)
12. Bark Hut Road Woolgoolga — Coffs Harbour Local Environment Plan 2013 Amendment — Planning Proposal PP 2021- 5577
13. 14 — 22 Smiths Road Emerald Beach — Coffs Harbour Local Environmental Plan 2013 Amendment — Planning Proposal PP 2021 — 4602
14. Coffs Creek Floodplain Risk Management Study and Plan (Review)
15. Investigation into possible rezoning of the Argyll Estate Project
16. Concept Plan Moonee Street/ Park Avenue Street Upgrade

- 17.** 19 Orara Street Nana Glen & Housekeeping Amendment (Split Zone Clause & Dwelling Permissibility Clause) — Coffs Harbour Local Environmental Plan 2013 Amendment — Planning Proposal — PP 2021 — 6491
- 18.** Economic Development Strategy Review
- 19.** North Boambee Valley West — exhibition of draft Coffs Harbour DCP Amendment No. 29 and draft Developer Contributions Plan
- 20.** 2022 — 2026 Draft Delivery Program and Operational Plan
- 21.** 101 Faviell Drive, Bonville — Coffs Harbour Local Environmental Plan 2013 Amendment — Planning Proposal PP 2021 — 4831
- 22.** 4/4A Bray Street Coffs Harbour — Coffs Harbour Local Environmental Plan 2013 Amendment — Planning Proposal PP 2021 — 7194
- 23.** Lakeside Reserve Woolgoolga
- 24.** Public Exhibition of the City of Coffs Harbour Code of Meeting Practice

Formal access applications

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

During the reporting period, Council received 12 access applications (including withdrawn applications but not invalid applications).

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

During the reporting period, 0 access application was received for information for which there is a conclusive presumption of overriding public interest against disclosure under Schedule 1 of the GIPA Act.

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

| 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 | 2 | 0 | 0 | 1 | 2 | 0 | 0 | 1 |
| Not for profit organisations or community groups | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Members of the public (application by legal representative) | 2 | 1 | 0 | 1 | 2 | 1 | 0 | 1 |
| Members of the public (other) | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |

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

| Table B: Number of applications by type of applicant and outcome* | | | | | | | | |
|--|------------------------|------------------------|------------------------|----------------------|-------------------------------|---------------------------------|--|-----------------------|
| | Access granted in full | Access granted in part | Access refused in full | Information not held | Information already available | Refuse to deal with application | Refuse to confirm/deny whether information is held | Application withdrawn |
| Personal information applications* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Access applications (other than personal information applications) | 3 | 1 | 0 | 2 | 4 | 1 | 0 | 1 |
| Access applications that are partly personal information applications and partly other | 3 | 0 | 0 | 0 | 1 | 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) | 3 |
| 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 | 3 |
| Invalid applications that subsequently became valid applications | 3 |

| Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act | |
|--|-------------------------------------|
| | Number of times consideration used* |
| Overriding secrecy laws | 0 |
| Cabinet information | 0 |
| Executive Council information | 0 |
| Contempt | 0 |
| Legal professional privilege | 0 |
| Excluded information | 0 |
| Documents affecting law enforcement and public safety | 0 |
| Transport safety | 0 |
| Adoption | 0 |
| Care and protection of children | 0 |
| Ministerial Code of Conduct | 0 |
| Aboriginal and environmental heritage | 0 |
| Privilege generally — Schedule 1(5A) | 0 |
| Information provided to High Risk Offenders Assessment Committee | 0 |
| Total | 0 |

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

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

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

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

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

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

Disability Inclusion Action Plan 2021–2026

Appendix 2

Annual Progress Report 2021/22

The Disability Inclusion Action Plan 2022 — 2026 sets out what the City of Coffs Harbour (City) 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:

1. Developing Positive Attitudes towards Disability
2. Creating liveable communities
3. Increasing Access to meaningful employment
4. Improving access to mainstream services improved systems and processes

Creating liveable communities

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

- Adult Change Places built at Woolgoolga Beach Reserve, Castle Street Coffs Harbour, Coffs Harbour Jetty Foreshores and the War Memorial Pool. Two more are planned for the Sawtell and Woolgoolga Pools upgrades
- New all abilities playgrounds at Pearce Drive and the West Coffs Regional Playground, designed on the NSW Government Everyone Can Play Guidelines.¹¹
- Upgrading public toilets throughout the Coffs Harbour local government area to ensure accessibility
- Significant upgrades to the footpath network and accessibility upgrades to bus stops
- Installing a mobi-mat at Coffs Harbour Jetty Beach with a lifeguard service during peak holiday periods
- Upgrading the C.ex Coffs International Stadium including state-of-the-art technology and design to ensure inclusive access for sportspeople, support staff, media and community members.

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

- Developing a new Disability Inclusion Action Plan 2022–2026
- Bus stop upgrades for Disability Discrimination Act compliance across the city
- Develop and implement guidelines to ensure graphic design publications are accessible for people with disability

Improving access to mainstream services through improved systems and processes

The City has worked to increase access to information including:

- Social media videos featuring people with disabilities to help promote community participation in the review of the Disability and Inclusion Action Plan
- Social media and web pages promoting information relevant to people with disabilities such as access to beach wheelchairs and installation of the mobi-mat at Jetty Beach
- Junior fiction titles available in a print format for young people with dyslexia.
- 2,000 accessible items were added to the Library's collections during 2020/2021:
 - 592 talking books (books on CD):
 - 526 eAudiobooks (for download)
 - 257 e-books
 - 635 new large print books.
- Assistive software for people with a disability installed for the library computers and purchase of adaptive technology:
 - PEARL text to speech camera with OpenBook software package
 - Zoomtext keyboard, and ZoomText Fusion Professional software — designed for users with advanced or progressive vision loss, ZoomText Fusion provides the features and benefits of ZoomText
 - Magnifier/Reader, plus a complete screen reader.
- Improving the City's website accessibility to meet Web Content Accessibility Guidelines (WCAG) 2.1 standards
- Road and Community Safety activations and information about the use of bikes, wheelchairs and mobility scooters
- Online delivery of programs including Coffs by Nature Tours, Living Lightly workshops to increase access by community members who may previously have been unable to attend. Captioning was included on Facebook film content for these programs.

Highlight

The City has formally adopted its Disability Inclusion Action Plan 2022–2026 which aims to help provide equal access to local opportunities and choices in the Coffs Harbour area for people with disabilities, their carers and families.

Developing the DIAP 2022–2026 included consultation with people with disabilities, the City staff and wider community via a number of workshops and an online survey between March and December 2021.



Developing positive community attitudes and behaviours

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

- Regular meetings of the City's Disability Inclusion and Access Advisory Committee and engagement with the City staff
- The Disability Inclusion and Access Advisory Committee has provided extensive input into the design of major developments, including the Cultural and Civic Space Project (Yarrila Place), the Wiigulga Sports Complex and expansion of the C.ex Coffs International Stadium.

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

- Celebrating International Day of People with Disability on 3 December, with a free screening of Peanut Butter Falcon at the Jetty Memorial Theatre in 2020 and release of a community-led video on social media in 2021
- Promoting library services and events to people with a disability as a key audience
- Including community members with disabilities and sharing information about disability services on the MyCoffs Connect Facebook page.

Increasing access to meaningful employment

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

- Flexible work arrangements that support employment of people with a disability and carers of people with a disability
- Altering kitchen and bathroom areas of the Council Administration Building to improve access for employees with a disability
- Disability Awareness training for leaders and staff through Council's online learning management system including Disability Discrimination Act requirements, social models, reasonable adjustment and guides for communication
- Supporting leaders in working effectively with employees with a disability through capability development, as well as one on one support with specific issues. This has included advice on workplace modifications, and considerations around tasks and individual capacity.



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