

Council of the Municipality Of Kiama

2007-2008

ANNUAL REPORT



KIAMA MUNICIPAL COUNCIL
your council, your community

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Message from the Mayor and General Manager



Mayor
Sandra McCarthy



General Manager
Michael Forsyth

We are pleased to present the 2007/2008 Annual Report.

The report has been prepared in accordance with Section 428 of the Local Government Act. Attached to the Annual Report is the State of the Environment Report.

It is important that councils provide information to their community on a range of matters. This report includes information on how the Council has performed in relation to their Management Plan, the Council's financial position and the state of the environment of the Municipality.

In 2004/2005 Council developed a Corporate Strategic Plan. The Plan was prepared following a review of the results of a number of community and staff surveys and workshops. The Plan sets a vision and goals for the next twelve years.

The Council's vision for the Kiama area is for a place of outstanding natural resources and beauty with a distinctive and valued heritage. It will be a place which retains the integrity of its coastal and rural charm whilst being close to major urban centres. It will have distinct towns and villages each with its own local identity and history.

It will be a place with a healthy and cohesive community and diversity of opportunities, lifestyles and cultures.

The principal goals are as follows:-

- A sustainable environment;
- Quality facilities, services and infrastructure;
- Community cohesion and wellbeing;
- A vibrant and diverse economy;
- Good governance;
- Sound financial and resource management.

The 2007/2008 Management Plan was based on the established visions, goals and objectives.

There were a number of significant achievements in 2007/2008.

The redevelopment of the Kiama Showground Pavilion was commenced. Construction is due for completion by January 2009 at an estimated cost of \$5.4 million. The redevelopment will include:

- Reconstruction of the hall to provide seating capacity for a maximum 350 persons.
- Provision of ground floor multi purpose space to be used for meetings, youth activities or exhibitions.
- Disabled persons access to all facilities.
- Outside/deck areas with views over Surf Beach and the Showground.
- Improved external appearance of the building that is in character with the Kiama Rugby sports building and that contributes to the Kiama township.

Construction of an underground water storage tank (capacity approximately 300,000 litres) at Black Beach to store treated stormwater from the Kiama CBD was carried out. This water will be re-used for irrigation in Hindmarsh Park and Black Beach.

The Jamberoo School of Arts was redeveloped at a cost of approximately \$850,000. This included the upgrade and expansion of the hall and construction of new pre-school facilities. The pre-school facilities are to be leased and operated by a community based not-for-profit group.

Stage 5 of Blue Haven comprising 88 independent living units at a cost of \$44 million was completed. Seventy five percent of the units are now occupied.

Stage 2 of the shared pathway which adjoins and runs parallel to Pacific Avenue and Warri Beach was constructed and is now popular for walkers and cyclists.

A new jetty at Kiama Harbour, which will provide safer and more efficient use of the boat ramp, was also constructed.

There were a number of other capital works carried out during 2007/2008 which are listed as follows:-

- A new memorial garden at the Kiama Cemetery.
- Major repairs to the Boat Harbour rock pool.
- Retrofitting of water saving showers and taps at beaches and swimming pools.
- Roadworks – resurfacing work on Meehan Drive, Main Roads 264 and 571, Stafford Street, Pacific Avenue, Terralong Street and Colley Drive. The reconstruction of Fountaindale Road and Mt Brandon Road. Guardrail replacement at Mt Brandon Road. Kerb and gutter construction in Stafford Street.
- The construction of footpaths in Sandy Wha Road, Wyalla Road, Moona Avenue and Manning Street. The construction of a shared path from Henry Parkes Drive to the Kiama Bypass and from Henry Parkes Drive to Newing Circuit.
- Replacement of the roof on the Kiama Tourism Information Centre.

- Stabilisation of the Minnamurra River bank Stage 4.
- Replacement of the Jones Beach playground.

In addition to the improvement of roads and pedestrian facilities, a range of road safety programs and measures were carried out. They included speed monitoring of local roads, the continuation of the summer bus, motorcycle safety programs and younger drivers educational programs.

\$180,000 was sought from the Ministry of Transport to upgrade bus stops to disabled access standards.

Under the goal of having a sustainable environment, a number of activities were carried out.

Council continued with the successful rehabilitation of the Gerroa and Minnamurra Waste Depots.

Green waste and recycling volumes have increased.

Council successfully trialled the holding of Second Hand Saturdays which have the aim of recycling goods and minimising waste going to landfill. Council has also trialled the distribution of Bokashi Buckets which effectively deals with kitchen and other organic wastes.

Continued implementation of the Water Saving Action Plan has resulted in Council saving significant volumes of water by the installation of tanks and water saving devices.

Council's Aged Care Facility, Blue Haven, has joined the Business Treading Lightly Program with the aim of reducing energy use, water consumption and waste. A plan of action to achieve these results has been prepared.

The draft Municipal Local Environmental Plan was finalised for referral to the Department of Planning with the hope of exhibiting it for public comment in the near future.

Community cohesion and wellbeing are important goals of Council. To achieve these goals Council has implemented a number of public health strategies and projects during 2007/2008 including the establishment of smoke free playgrounds, and the preparation and distribution of walking maps and physical activity guides for older people.

A highlight of the year was the acceptance of Kiama Municipality as a member of the International Healthy Cities. This followed the hosting by Kiama Council of the first Australian Healthy Cities National Alliance Forum in May 2008.

An important outcome in terms of community cohesion and wellbeing was the completion and launching of a new Cultural Plan. The Social Plan was also reviewed and consultation was carried out. Cultural grants and donations made by Council to individuals' and groups were in excess of \$40,000.

Council continued to provide a broad range of community services including youth services, community transport, home and community care and the brokerage nursing services. The libraries are an important resource for the community and during the year the circulation of items increased to 159,370 items.

A number of successful economic development activities were carried out. The finalisation of the "Promote Kiama" folder and promotional material was a major achievement. It is hoped that the distribution of the promotional material will encourage and target increased investment and visitations to the area.

Good governance is critical for an organisation and in terms of maintaining the confidence of the community in the decisions and actions of Council. Policies and plans developed by Council for good governance and continuous improvement included a draft long-term financial plan, internal audit plan and business continuity plan. Council also adopted a revised Code of Conduct.

Financial sustainability is an issue of increasing importance for local government. The under-funding of local government is increasing pressure on asset maintenance and

the delivery of services. To offset the reduced funding of local government and cost shifting by the Federal and State governments, Council's commercial activities continue to provide an important source of income.

Income from Council run holiday parks increased by 5.7%. The income from the holiday parks enabled expenditure on the management and improvement of Crown Reserves and the provision of new facilities.

The development and sale of Council's Elambra Estate at Gerringong continued. During the year 12 lots were sold.

At the end of 2007/2008 Council remained in a good financial position. Net assets at 30 June 2008 totalled \$239.659 million (2007 - \$145.09 million). Council's unrestricted working capital position calculated by reference to current assets and current liabilities disclosed in the Audit report, amounted to \$14.855 million. The unrestricted current ratio is 2.54:1 which is an improvement on 2007 (2.02:1).

Council's rates and annual charges represented approximately 29.48% of Council's revenue. As Council's ability to raise rate revenue in line with cost increases is limited by current rate pegging legislation, less reliance on this source of revenue and more reliance on sources that Council can control provide more flexibility for funding operations.

The amount of rates and charges uncollected at year end expressed as a percentage of the total rates and charges collectable was 3.31%. Although this is an increase over the previous year it is still very good by industry standards.

Local residents and property owners are encouraged to read the Annual Report which outlines Council's performance during 2007/2008. Staff will be pleased to answer questions relating to the report. Any enquiries should be made through the office of the General Manager.

Councillors and Executive Staff - As at 30 June 2008

MAYOR

Councillor Sandra McCarthy

DEPUTY MAYOR

Councillor Howard Jones

COUNCILLORS

Councillor Nerissa Bradley

Councillor Brendon Comber

Councillor Ruth Devenney

Councillor Hamish East

Councillor Trevor Fredericks

Councillor Warren Steel

Councillor Joyce Wheatley

EXECUTIVE STAFF

General Manager – Michael Forsyth

Director Engineering & Works (Assistant General Manager) –
Bryan Whittaker

Director Strategic & Commercial Services – Chris Quigley

Director Environmental Services – Andrew Knowlson

Director Community Services – Mario M Vallejos

Kiama Local Government Area

Council Established: 1859

Population: (estimate) 20,134

Area: 259 Square Km

Assessments: 10282

Boundaries: Tasman Sea/City of Shellharbour/City of Shoalhaven/Shire of Wingecarribee

No of Full time Employees: 241

Localities within the Council's boundaries:

Bombo 2533, Foxground 2534, Gerringong 2534, Gerroa 2534, Jamberoo 2533,

Minnamurra 2533, Kiama 2533, Toolijooa 2534, Werri Beach 2534

The intersection of Terralong & Manning Streets in Kiama is:

Longitude: 150deg 51min east

Latitude: minus 34deg 40min south

The Municipality of Kiama is located on the south coast of New South Wales between the Local Government Areas of Shellharbour and Shoalhaven. The area has a diverse range of physical environments, including beaches, rainforests and rural landscapes that attract a large tourist base each year.

Local Townships

Kiama

The name Kiama is from the aboriginal word Kiarama-a, to which some sources give the meaning "Where the sea makes a noise" – a reference to the famous Kiama Blowhole.

First recorded reference to the district was by George Bass who anchored his 28ft whaleboat in the sheltered bay (now known as Kiama Harbour) in December 1797.

Cedar getters were the first Europeans to the area, among those was David Smith, who became the first permanent white settler when he built a residence in Kiama in 1832.

The site of Kiama Township was reserved by the Government in 1826 and proclaimed in 1836. Kiama was proclaimed a Municipality in 1859. In the 1870's the dairying industry was supplemented by basalt (blue metal) quarrying, now one of the district's major income earners alongside tourism.

Kiama Downs

This suburb is just north of Kiama centre and was created with the subdivision between Bombo and Minnamurra. The focal point is Kiama Downs beach just north of scenic Cathedral Rocks. Later the western side of the highway was developed and is unofficially known as Gainsborough.

Minnamurra

The 1930's saw the emergence of Minnamurra from a small tourist centre to a residential centre.

The Minnamurra River enters the ocean adjacent to the northern side of Minnamurra Point approximately 5 kilometres north of Kiama Harbour. Minnamurra is popular for recreational activities including sightseeing, boating, fishing and walking.

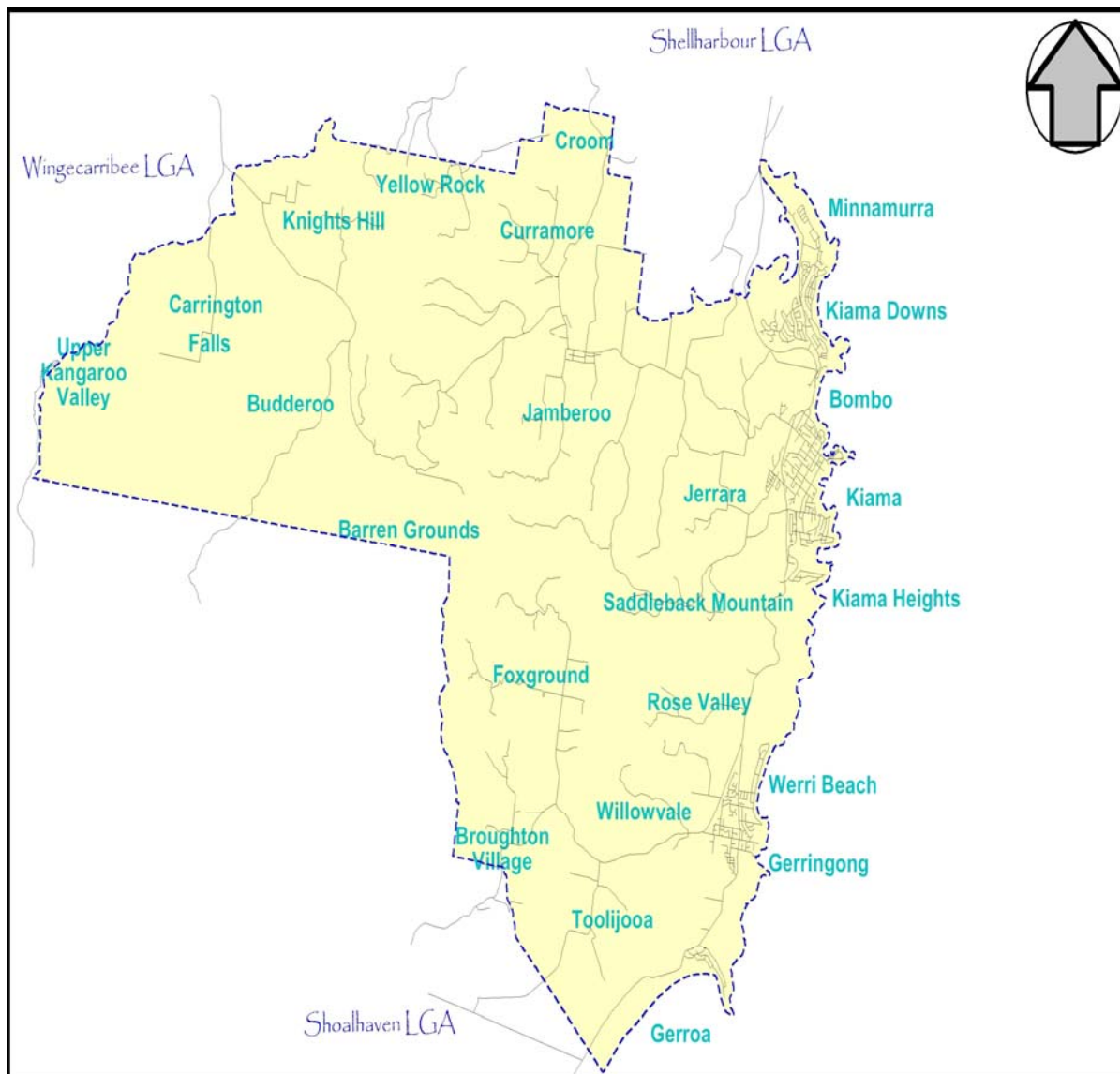
Jamberoo

Jamberoo Valley was settled in the 1820's when it abounded in dense vegetation and rainforest. Clearing of the land over the years gave way to grazing runs and dairying and it is reputed to be the home of the famous "Illawarra Shorthorn" cattle.

Some seven cemeteries are to be found throughout the village which still retains many of its old buildings including Churches, country pub and schoolhouse. Jamberoo is located 15 minutes west of Kiama.

Gerringong and Gerroa

The villages of Gerringong and Gerroa are located just 10 minutes south of Kiama. Surrounded by lush farmlands, mountains, the pristine Pacific Ocean and Seven Mile Beach National Park, Gerringong/Gerroa has a wealth of activities to offer the visitor.



Map: Kiama Local Government Area

How Council Works

The community, through a variety of state laws, requires the Mayor, Councillors, Council and the General Manager to perform multiple roles whilst managing our Municipality. They include:-

The Mayor

- to chair Council meetings
- to represent Council at civic and ceremonial occasions
- to provide leadership and guidance to the Council
- to provide leadership and guidance to the community
- to enable communication between our citizens and our Council by correspondence, phone, face to face meetings and inspections.

The Councillors

- to attend meetings of the Council
- to provide leadership and guidance to the community
- to enable communication between our citizens and our Council.

The Council

- to make policy and to monitor and control policy implementation
- to judge and make orders regarding compliance with our community's environmental standards
- to exercise stewardship over our community's public assets.

The General Manager

The General Manager is Council's principal staff officer and exercises overall management responsibilities for Council's operation. His role includes:

- acting as the primary link between councillors and the organisation and is responsible for providing assistance to councillors in developing policy.
- providing leadership to staff in achieving Council objectives as set out in the Management Plan.
- overseeing the financial management of the Council.
- communicating and promoting Council's Policies to the community it serves.
- appointing, directing and dismissing Council employees in accordance with the law, good management practice and Council Policy.
- ensuring compliance with the Local Government Act and other relevant State and Commonwealth Law.
- ensuring personal development and training opportunities for Councillors are provided.
- promoting Council's objectives to the community.

Council Meetings

Unless otherwise advertised Council meets every third Tuesday at 5.00pm, in the Council Chambers, 11 Manning Street, Kiama.



Members of the public wanting to address Council about items on the business paper should telephone 42 320 402 for details. Public Access is held on the Monday prior to the Tuesday meeting.

Copies of Council business papers are available on the night of the meetings, and may be inspected from the Customer Services counter from the Friday prior to the meeting.

How to Contact Council

All correspondence with Council should be addressed to the General Manager at:

Kiama Municipal Council
PO Box 75
KIAMA NSW 2533
Telephone: +61 (02) 4232 0444
Facsimile: +61 (02) 4232 0555
E-mail: council@kiama.nsw.gov.au

Written Information

There are a number of documents that provide information about Council activities, including:-

- The Management Plan
- The Annual Report
- The Fee Schedule
- The Social Plan
- The State of the Environment Report

Local Newspaper Column

The Kiama Independent each Wednesday has Council information on page nine about proposed developments, draft policies, positions vacant, tenders and public notices etc. The “page nine” also contains information about the dates and times of Council meetings and public meetings.

Council’s Web Site

Council’s website address is www.kiama.nsw.gov.au.

This site includes up to date information about Council services, public notices, positions vacant, Council’s Management Plan, other documents and information about Council activities.

Office Hours

The Administration Building, 11 Manning Street, Kiama is open from 8.45am to 4.15pm Monday to Friday.

Additional Contact Information

Kiama Library 4233 1133

Kiama Family History Centre 4233 1122

Works Depot 4232 0500

Purchasing Officer/Store 4232 0510

Dog Pound 4237 5623

Minnamurra Waste Disposal Depot 4237 7621

Quarry Leisure Centre 4232 1877

Community Arts Centre 4232 2758

Family Day Care 4256 2078

Youth Centre-Hindmarsh Park 4233 1276

Ranger 0409 917 092

After hours Emergency contact for Roads and Parks 0417 686 477

Blue Haven Retirement Village:

Nursing Home 4232 1144

Office 4232 1429

Manager – Independent Living Units 4233 1714

Caretakers – Independent Living Units 4232 3484

Allocations – Independent Living Units only 4233 1714

Council's Vision

The Council's vision is a simple statement which is forward looking, achievable and communicates Council's image for the Municipality in the future. It provides the focus for Council's strategic goals and the objectives undertaken by the Council.

Council's vision statement is:

The Council's Vision for the Kiama area ten years from now is for a place of outstanding natural resources and beauty with a distinctive and valued heritage.

It will be a place which retains the integrity of its coastal and rural charm whilst being close to major urban centres.

It will have distinct towns and villages each with its own local identity and history.

It will be a place with a healthy and cohesive community and a diversity of opportunities, lifestyles and cultures.

Council has a number of strategic goals which are intended to reflect the vision of the Council. They provide a statement of broad direction or intent for Council's principal objectives, and are as follows:

SUSTAINABLE ENVIRONMENT

Kiama Council's goal is that Kiama will have high quality natural, rural, town and village environments and landscapes sustained and enhanced for the present and for the future.

Kiama Council will:

- Protect, enhance, manage and monitor the area's landscapes, places of heritage significance, and natural environments;
- Control and plan development of our built environment for the wellbeing of the community;
- Manage and reduce the environmental impacts of all activities on air, water and land systems;
- Promote environmental awareness through educational programs;
- Provide leadership by demonstrating environmental excellence in all Council activities and policies.

QUALITY FACILITIES, SERVICES AND INFRASTRUCTURE

Kiama Council's goal is to plan and manage its facilities, services and infrastructure so that they are continuously improved to be the best Council can provide within its available resources.

Kiama Council will provide and maintain services, facilities and infrastructure which are:

- Responsive to the diverse needs of the community;
- Accessible to users;
- Affordable within the Council's resources;
- Planned in a local and regional context.

COMMUNITY COHESION AND WELLBEING

Kiama Council's goal is that the community will have an enhanced quality of life and that it will have promoted access, equity and social justice.

Kiama Council will:

- Contribute to the health, safety and well being of the community;
- Involve the community and relevant stakeholders to plan, develop and facilitate access to services and resources;
- Promote awareness and understanding of cultural diversity;
- Recognise and support the value of cultural heritage;
- Value and promote creativity in the community.

A VIBRANT AND DIVERSE ECONOMY

Kiama Council's goal is for an economy built on both traditional and future businesses and industries, which generate local employment and training opportunities .

Kiama Council will:

- Facilitate an environment in which appropriate business can flourish;
- Actively encourage the promotion of Kiama as an outstanding place in which to do business;
- Engage with local, state and federal bodies to achieve a targeted approach to economic development;
- Actively pursue sustainable agricultural production.

GOOD GOVERNANCE

Kiama Council's goal is to exercise good governance as an independent Council which is well administered and engages actively with its community.

Kiama Council will:

- Ensure that ethical principles of honesty, fairness and integrity are followed by all Councillors and staff;
- Ensure that the structure and activities of the organisation meet our legal obligations;
- Ensure that the activities of the organisation are conducted to achieve a high standard of accountability, probity and transparency;
- Consult and communicate with stakeholders;
- Ensure that all people involved in the direction and control of Council comply with their roles and responsibilities, and in so doing provide leadership.

SOUND FINANCIAL AND RESOURCE MANAGEMENT

Kiama Council's goal is for sound financial management that secures the resources to meet its commitments in the short and long term.

- Provide accurate external and internal financial reporting in accordance with statutory requirements;
- Ensure that there is effective internal control of Council's financial and management systems;
- Ensure that it has financial viability based on generating income and available legitimate sources;
- Apply financial policies which maintain or enhance the value of its asset base;
- Strive for excellence in management of its human resources.

Statement of Values

Foreword

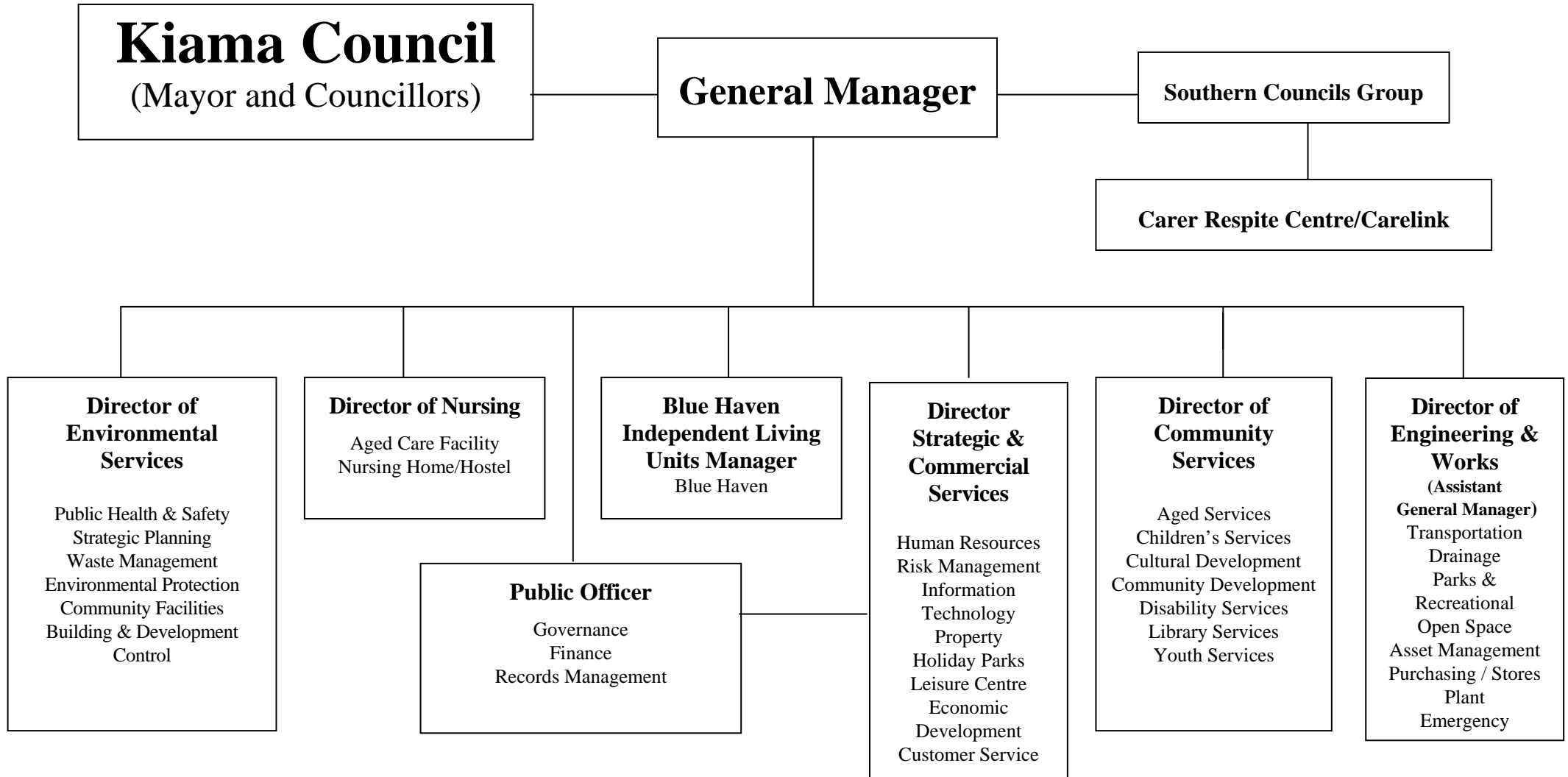
The Statement of Values are the principles that Kiama Council and its staff regard as essential. They guide how the organisation acts and what Council and staff aspire to.

Council and its staff are committed to these values in all interactions with public sector agencies, other organisations and individuals.

Council will act with integrity and demonstrate leadership through being:

- (1) HONEST
 - Obeying the law
 - Complying with adopted policies and procedures
 - Observing Codes of Conduct
 - Disclosing actual or potential conflicts of interest
- (2) OBJECTIVE
 - Dealing with people fairly and with respect
 - Being informed when making decisions
 - Acting without fear, favour or deference
 - Considering only relevant matters
- (3) COURAGEOUS
 - Providing advice in an impartial and professional manner
 - Reporting and dealing with suspected wrongdoing
 - Illustrating the worth of these values by example
 - Acting ethically above all else
- (4) ACCOUNTABLE
 - Submitting to scrutiny
 - Maintaining proper, accessible records
 - Utilising public resources effectively and efficiently
 - Informing and engaging with stakeholders
- (5) LEADERSHIP
 - Demonstrating innovation and initiative
 - Working as a team in all areas of Council's endeavour
 - Developing and training staff
 - Working towards ecological sustainability

Council's Organisational Chart



Reporting Requirements

The annual financial report, for the period ended 30 June 2008, has been prepared in accordance with Australia equivalents to International Financial Reporting Standards (AIFRS's), other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Interpretations, the Local Government Act (1993) and Regulations and the Local Government Code of Accounting Practice and Financial Reporting. The annual financial report including the Auditor's reports are an attachment to the Annual Report.

Results for the 2007/2008 Year

Council's consolidated deficit from continuing operations for the financial year amounted to \$6K. This result is fully disclosed in the Income Statement for the year ended 30 June 2008. Council's results from its business activities (after allowing for notional income tax at the current corporate tax rate of 30%) were as follows:

- Kiama Holiday Parks - surplus of \$1,293,000 (2007 – surplus of \$1,028,000)
- Waste Unit – surplus of \$286,000 (2007 – surplus of \$316,000)

The inclusion of all infrastructure assets (excluding land under roads) and subsequent depreciation of these assets over the past decade has resulted in a significant increase in Council's total equity and a decrease in Council's operating result. A detailed schedule of the Council's functions/activities and revenues/expenses are included in this section.

Review of 2007/2008 Operations

During the year, the Council continued to engage in its principal activities of providing facilities and services to the local community. The consolidated deficit of \$6K was achieved after allowing \$4.911 million for depreciation of non-current assets, and receiving grants and contributions for capital purposes of \$3.120M. However, there are carried over works from 2007/2008 to be completed in the 2008/2009 financial year valued at net \$478K. The result for the year is fully disclosed in the attached financial reports. Variations from Council's original budget are disclosed in Note 16 to the financial reports.

Rates and Annual Charges

In 2007/2008, Council generated 29.48% of its total revenue from rates and annual charges compared to 31.51% in 2006/2007. In accordance with the State Government's rate pegging legislation, the total amount raised from the General Rate in 2007/2008 was 3.2% greater than in 2006/2007. Council levies a non-residential differential rate on all properties used or zoned for commercial, professional, trade or industrial purposes, and income of \$186,000 from this rate was utilised for tourism promotion.

Council's Financial Position

The Balance Sheet indicates that Council is in a reasonable financial position with sufficient net current assets to cover the restrictions placed on the use of those assets, and adequate funds available to finance day to day operations.

Performance ratios disclosed in Note 13 to the financial reports also provide further evidence that Council's financial position and financial management performance are sound.

Council is conscious that maintaining a balanced budget in the future will become increasingly difficult with the current constraints placed on its revenue raising capabilities. Council will continue to review and monitor its operations, and implement measures to ensure an appropriate balance between revenues and expenditures.

The 2008/2009 budget adopted by Council provides for a balanced budget excluding \$4,775,000 for depreciation.

Significant Changes in the State of Affairs

No significant changes occurred in the state of affairs of the Council during the financial year, which require disclosure in this report.

Loans

Council's loan liabilities as at 30 June, 2008 were as follows:

Land Development	\$1,198,099
Holiday Parks	\$2,211,428
Government Advances (General Fund/Holiday Parks)	\$1,457,500
Blue Haven	\$18,853,877
Leisure Centre	\$380,950
TOTAL	\$24,101,854

Performance in Terms of Principal Activities Sec 428(2)(b)

Council's principal activities are defined in its Management Plan. Each of these activities has a principal objective. The original performance targets for each principal objective were set out in Council's 2007/2010 Management Plan, together with the strategies by which they were to be implemented.

Council's actual performance in relation to these original targets and an explanation of any discrepancies between targeted and actual performance, is set out in the attached extract from Council's 2007/2010 Management Plan.

It should be noted that the implementation of many of the strategies by which performance targets are to be both implemented and monitored, extend over a number of years.

A number of major achievements were accomplished in 2007/2008, as follows:-

Major Achievements - 2007/2008

Major Achievements - Corporate Services 2007/2008

- ◆ Rates and annual charges outstanding as at 30/6/08 was 3.31%.
- ◆ All Local Government strategic tasks met on time.
- ◆ Annual Financial Report submitted to Department of Local Government within timeframe.

Priorities for 2008/2009

- ◆ Continue the development of Strategic Corporate Plan.
- ◆ Completion long-term financial plan.

Major Achievements - Leisure Centre 2007/2008

- ◆ Installed new pool heating system and associated works.
- ◆ Successfully marketed programs to attract schools from outside the Municipality.
- ◆ Upgraded the gymnasium flooring and added new equipment.
- ◆ Maintained memberships at 700

Priorities for 2008/2009

- ◆ Major Centre wide refurbishment and asset renewal.
- ◆ Comprehensive Marketing Program including the rebadging of the centre.
- ◆ Inaugural Sports, Health and Leisure Expo.

Major Achievements - Holiday Parks 2007/2008

- ◆ Income increased by \$339K (5.7%) from \$5.961M to \$6.3M.
- ◆ The installation of a Jumping Pillow at Seven Mile Beach Holiday Park.
- ◆ Complete upgrade of 'C Block Amenities' (riverside) at Seven Mile Beach Holiday Park.
- ◆ Internet Kiosk installed at Werri Beach Holiday Park.
- ◆ Roadworks undertaken at Werri Beach Holiday Park.
- ◆ DA approval for office/residence upgrade at Kendall's on the Beach Holiday Park, and commencement of works.
- ◆ Introduction of new corporate advertising and branding.
- ◆ Design and production of new display stand for trade shows.

Priorities for 2008/2009

- ◆ 'A Block Amenity' (beachside) upgrade at Seven Mile Beach Holiday Park.
- ◆ Replacement of boom gates at Seven Mile Beach Holiday Park.
- ◆ Installation of Internet Kiosk at Seven Mile Beach Holiday Park.
- ◆ Completion of office/residence upgrade and installation of Access Friendly Cabins at Kendall's on the Beach Holiday Park.
- ◆ Installation of two ensuite sites at Surf Beach Holiday Park.
- ◆ Wireless Internet to be installed at Kiama Harbour Cabins.
- ◆ Design of logo's for Kiama Harbour Cabins and Surf Beach Holiday Park.
- ◆ Design and launch of new website.
- ◆ Design and creation of new stationery brochures.

Annual Report 2007/2008

Major Achievements – Community Services

- ◆ A total of 9,457 passenger trips were provided by Council's Community Transport project.
- ◆ Council continued to provide Inhome Support Services for frail aged people, for those with a disability and carers across the Local Government areas of Kiama, Shellharbour, Wollongong and northern Shoalhaven.
- ◆ During the year the Kiama Library provided a circulation of 159,379 items.
- ◆ A total of 6,446 young people attended activities and programs at the Kiama Youth Resource Centre and concerts organised throughout the Municipality.
- ◆ The following grants for the 2007/2008 Financial Year were provided to assist Council in the delivery of community services programs:

Commonwealth Department of Health and Aged Care

Community Care Packages \$1,360,036

Commonwealth / State – Home and Community Care (HACC) Program

Neighbour Aid \$74,382

Domestic Assistance \$193,611

Centre Based Day Care \$50,377

Community Nursing \$103,411

Aged / Disability Services \$28,610

Community Transport \$151,628

Compacts \$68,470

Community Options \$310,105

Dementia Case Management \$23,712

Respite Services \$77,106

Multi Service Outlet \$339,403

Home Maintenance \$116,211

NSW Department of Community Services

Community Services Grant Program – Youth Worker \$31,531

Youth Week \$1,000

Community Services Grant Program/AAS \$23,215

Music NSW Indent

Kiama Youth Indent \$2,500

NSW State Library

Library Subsidy \$53,869

Local Priority Grant \$16,861

Major Achievements - Engineering & Works 2007/2008

- ◆ Capital Renewal Works – continuation of a substantial program of major repairs of assets including kerb and gutter, drainage structures, roadside guardrails, footpaths and reseals and pavement repairs of various urban and rural roads.
- ◆ Jamberoo School of Arts reconstruction completed.
- ◆ Pacific Avenue Stage 2 – shared path.
- ◆ The construction of footpaths in Sandy Wha Road, Wyalla Road, Moona Avenue and Manning Street. Shared path from Henry Parkes Drive to Kiama Bypass and Henry Parkes Drive to Newing Circuit.
- ◆ Reconstruction of Fountindale Road and Mt Brandon Road. Guardrail replacement Mt Brandon Road. Kerb and gutter in Stafford Street.
- ◆ Road Safety Programs – completion of the following programs:
 - Liquor Accord Facilitation
 - Strategic Plan
 - GLS Workshop
 - Log Book Run
 - Speed Monitoring on Local Roads
 - Stayfresh on the Princes Highway
 - Summer Bus
 - Rotary Youth Driver Awareness Program
 - Police/Kiama Council/RTA Partnerships
- ◆ Construction of an underground water storage tank (capacity approximately 300,000 litres) at Black Beach to store treated stormwater from the Kiama CBD. This water will be re-used for irrigation in Hindmarsh Park and Black Beach.
- ◆ Construction of a new jetty at Kiama Harbour, which will provide safer and more efficient use of the boat ramp.

Priorities for 2008/2009

- Continuation of the Capital Renewal Program to provide substantial repairs to major asset groups.
- Kiama Showground Pavilion – completion.
- Rehabilitation of the Old Gas Works site.
- Establishment of the Coastal Walking Track from Werri Beach to Kiama Heights.
- MR264 and MR266 heavy patching and resurfacing.
- Construction of the cycleway/shared path over the Minnamurra River Bridge on Riverside Drive.
- Stabilisation of the Minnamurra River bends along sections of Riverside Drive.
- Cycleway/Shared Path – West Kiama and Swamp Road.
- Footpath Construction at Kiama Blowhole headland.
- Shoalhaven Street/Bland Street Local Area Traffic Management works.
- North Kiama Skatepark.
- Construction of Elambra Stage 6A.
- Road resurfacing works - Jerrara Avenue, Tombonda Drive, Meehan Drive, Eureka Avenue, Manning Street, Fern Street and Shoalhaven/Bland Streets.
- Replacement of three light towers at the Quarry Sports Complex.

Major Achievements - Environmental Services 2007/2008

- Council's top 11 water using facilities have shown a saving of 9.707kL/yr in water consumption, when compared to last year's figures. The total water savings in comparison to the 2002/03 baseline figures, have totalled 33,183kL. This is a fantastic achievement and a testament to the positive actions that have been adopted through the Water Savings Action Plan.
- Council continued on two projects within the Minnamurra Estuary, being bank stabilisation as part of the NSW Estuary Program and stormwater pollutant control and riparian management from a grant obtained through the Southern Rivers Catchment Management Authority.
- Council continued the implementation of the Water Savings Action Plan for its operations, focusing on the high water using facilities. This included the continued employment of data loggers to detect leaks occurring at Council's top eleven water using facilities, the installation of a 3,000 litre water tank to Stage 2 of the Independent Living Units at Blue Haven, the renovation of an amenities block at Seven Mile Beach Holiday Park, replacing the single flush cisterns with dual flush systems and the installation of an additional two 15,000 litre rainwater storage tanks at Council's Works Depot.
- As part of the Catchment Caretakers Grant, in conjunction with the Southern Rivers Catchment Management Authority, an additional twenty five Rapid Stormwater Filtration (RSF) units were fitted into stormwater drains in the three target areas of Surf Beach, Minnamurra and Manning Streets, Kiama.
- For the fifth consecutive year, households in Kiama used the least amount of water in the Sydney, Blue Mountains and Illawarra Local Government areas.
- Rehabilitation projects were continued at Spring Creek Wetlands, Jerrara Dam and Robert East Reserve.
- The Roadside Vegetation Management Plan is being implemented. The primary objective of the plan is to protect the good quality remnant vegetation and to identify areas for revegetation and corridor enhancement.
- Council staff participated in the planting of two thousand trees along Ooaree Creek, Gerringong as part of a joint initiative through the Southern Rivers Catchment Management Authority and Conservation Volunteers Australia.
- The Minnamurra Estuary Restoration Group undertook tree planting on the Minnamurra Headland as part of grant funded works.

Major Achievements - Environmental Services 2007/2008 Contd.

- Council supported Kiama High School students as they undertook weeding and tree planting programs throughout the Kiama Municipality as part of National Tree Day celebrations.
- Local Weed Control Programs for private landholders and government agencies have continued to be given high priority with 113 property inspections being undertaken over the past twelve months within the Kiama Local Government area.
- All Council land previously known to be infested with Class 2 weeds were inspected at least twice by 30 April 2008. No Class 2 weeds were recorded on Council owned land over the past twelve months.
- Vacant Crown Land funding of \$2,710 was received to undertake weed control work at Werri Beach and Walkers Beach cliff line reserve and at Seven Mile Beach. An additional \$5,000 was received under the Defeating the Weed Menace Program to control lantana at Jerrara Dam arboretum where it is impacting on the biodiversity of threatened species and communities at this site.
- The two major water catchments, namely Crooked River and Minnamurra River were inspected along their length to ensure no new (aquatic) weed incursions.
- Council completed Milestone 3 of the Cities for Climate Protection Program – The Greenhouse Local Action Plan for the Kiama Municipality. This Plan sets emissions reductions goals for both Council operations and the community.
- Council purchased an electric bike for staff use on short trips around the Municipality. The purchase of the bike came as a result of the success of last year's 'One Stop Climate Change Shop'. A second electric bike was also donated to Council.
- An education program was undertaken to encourage the uptake of more four cylinder cars by Council staff. Approximately 33% of Council's motor vehicle fleet is now comprised of four cylinder vehicles, and 70% of the commercial vehicles are now diesel.
- Council changed all trucks and plant to B20 biodiesel and continued to embrace the use of E10 fuel in the Council fleet vehicles.
- Six community projects were funded by Council's Sustainable Living Grants Program, addressing environmental, health and/or waste minimisation issues.

Major Achievements - Environmental Services 2007/2008 Contd.

- Kiama Council's Environment and Health Team celebrated World Environment Day 2008 (the theme of which was CO₂ – Lets Kick the Habit). On the day the team handed out a free Climate Change checklist fridge magnet and packets of vegetable seeds to the Kiama community.
- Planning and implementation continued on the three Urban Sustainability Grants obtained from the NSW Environmental Trust. These grants support and promote sustainable living practices on both a united regional scale and at a local municipal level. These included the Sustainable Illawarra Project, Business Treading Lightly and Sustainable Kiama Grants.
- The Illawarra Sustainability Roadmap Project, which is part of the Sustainable Illawarra Grant, was progressed during the reporting period. This regional project in conjunction with Shellharbour and Wollongong Councils targets organisational sustainability across all areas of Council's operations. The Action Plan component of the Roadmap, which develops indicators and targets, was drafted during the reporting period.
- The Kiama Public Health Plan was implemented including projects such as Good Sports, Smoke Free Sporting Grounds and various environmental projects.
- A total of 59.54% of all waste received at the Minnamurra Waste and Recycling Depot was reused or recycled. This is an increase of 8.48% from previous years' figures.
- From July 2007 to June 2008 a total of 2,275.82 tonnes was recovered from the green waste kerbside collection, an increase of 33.95% to the previous year's results. This was due to the new green waste service being in place for a full year.
- In April, Council closed its Materials Recovery Facility and all recycling is now transported to WSN (Waste Services NSW) in Chullora Sydney for sorting and recycling.
- Council supported the Annual Clean Up Australia Day by focussing on the Kiama Harbour, Schools Clean Up Australia Day and eight Council staff participated in the Business Clean Up Day cleaning up the surrounding areas of Council's Administration Building and Black Beach.

Major Achievements - Environmental Services 2007/2008 Contd.

- To cater for the large number of residents that are single dwellers with small gardens, dog owners and/or to supplement existing composting systems with a home garden, Council investigated other forms of composting other than worm farm and compost heaps. Through its investigations, the Bokashi Bucket was trialled. In September 2007, Council offered the Bokashi Bucket to all residents of the Municipality at a subsidised price of \$70. At the end of June 2008, ninety two (92) buckets had been sold.
- Council supported the Cards 4 Planet Ark Program, Return of Used Medicines Campaign and Clean Up Australia's Mobile Phone Campaign.
- In March 2008, Council trialled a "Second Hand Saturday" event at Gerringong. "Second Hand Saturday" is a giant community garage sale that was supported by Kiama Council and is followed by a bi-annual area clean up. The event was a great success with 61 registered sites, approximately 3,000 people through the gates and raising \$700 for the invited host, Gerringong Surf Club. Similar events are now planned in the future.
- Continuation of the "Responsible Waste Kits" Program aimed at holiday rental accommodation properties. This program allows Council to liaise with local Real Estate Agents who provide lists of holiday accommodation rental properties (approximately total of 175 properties) that they manage and allows Council to keep up to date with the distribution of Responsible Waste Kits for new listings. Kits include waste calendars, bin stickers, "No Junk Mail" stickers, key rings and magnetised recycling posters for fridges.
- In September 2007, Council installed "Cartridges 4 Planet Ark" collection boxes within the Council Administration Building for empty toner cartridges, toner/ink bottles and ink jet cartridges sourced from Council operations.
- In September 2007, Kiama Council entered into an agreement with Agsafe Limited to enable Council to conduct the drumMuster Program at the Minnamurra Recycling Depot. This National Program allows for the collection and recycling of empty, cleaned non-returnable crop production and on-farm animal health containers.
- A Public Place Recycling Trial Program at the Kiama Sporting Complex achieved a total of 6,000 litres (378kg) of recyclables being recovered from this site over a 3 month period.

Major Achievements - Environmental Services 2007/2008 Contd.

- A new 240 litre green waste bin system was introduced to urban areas of the Municipality, commencing in October 2006.
- A Smoke Free Sportsground Policy was implemented.
- “Sustainable Kiama Communities” grant received \$250,000 from the Environment Trust.
- “Sustainable Illawarra” grant of \$2M, received by Wollongong City Council from the Environment Trust’s Urban Sustainability Program. Kiama Council is a part of this grant implementation.
- “Business Treading Lightly” grant of \$2M, received by Southern Councils Group from the Environment Trust’s Urban Sustainability Program. Kiama Council is part of this grant implementation.
- Adopted a preliminary draft Kiama Local Environmental Plan for Section 62 consultation with Government Agencies and completed the consultation.
- Preliminary draft Local Environmental Plan reviewed to take into consideration Government Agency submissions.

Priorities for 2008/2009

- As identified in the Cities for Climate Protection Action Plan, complete Milestone 3 actions per annum.
- 100% of complaints actioned within five working days.
- Conduct Clean Up Australia Day.
- 80% of applicants assessed within two weeks of receipt in accordance with Council’s Tree Preservation Order.
- 55% of total annual waste generated from urban areas being recycled or reprocessed.
- Conduct two Second Hand Saturdays in line with kerbside clean up collections.
- Black Beach and Hindmarsh Park Stormwater Reuse Scheme to be implemented.
- Regional sustainability website and education fact sheets to be established.
- Implement the following educational programs in relation to aquatic systems ie Project Aware, Catchment Caretakers Stormwater Education in primary schools and Clean Waters Program.

Priorities for 2008/2009 Contd.

- Public Health Plan to be updated.
- 10% of all sporting clubs accredited Good Sports Clubs.
- 97% of premises connected to the sewer system by June 2009.
- Prepare State of the Environment Report within statutory timeframe.
- Continue implementation of the Sustainable Kiama Project, Sustainable Illawarra, Business Treading Lightly Programs for the region and Food and Biodiversity.
- Implement the Climate Change Risk Assessment and Adaptation Action Plan.
- Establish a Sustainability Roadmap Action Plan and implementation.
- Obtain a Section 65 Public Exhibition Certificate to be requested from the Department of Planning in 2008/09.
- Continue preparation of a Development Control Plan addressing those matters in the draft Kiama Local Environmental Plan.
- Continue to pursue gazettal of draft Kiama Local Environmental Plan No 61.
- Provide domestic garbage, recycling, green waste and annual clean up services as required.
- Undertake waste minimisation and recycling programs to reduce waste to landfill.
- Implement projects identified in the Water Savings Action Plan.
- Undertake food premises inspections as required by Council's program and any agreement with the Food Authority.
- Undertake on site sewerage management system inspections as required by Council's policy.
- Implement Companion Animals Management Act through Council's Ranger Services.

State of the Environment Report Sec 428 (2) (c)

Council's 2007/2008 State of the Environment Report is a separate attachment.

Condition of Public Works Sec 428 (2) (d)

Council is now required to report on the condition of its public works, including details of maintenance programs and an estimate of money required to bring works up to a satisfactory standard.

Part of this process is the valuation of various community infrastructure assets such as roads, bridges and drainage. Council has brought into account all non-current assets purchased or constructed on or after 1 January 1993.

All land and buildings (excluding land under roads), plant equipment, office equipment, furniture and fittings, drainage assets, heritage assets and all other non-current assets have also been brought to account.

Council is required to report on the following:

- An estimate of the amount of money required to bring the works up to a satisfactory standard;
- An estimate of the required annual expense of maintaining the works at that standard; and
- The Council's program of maintenance for that year in respect of the works.

Council is developing a strategic program to ensure that Council's capital renewal capacity on community assets is increased.

Local Roads & Regional Roads

A survey of the condition of Council's transport and communication assets has provided the following estimated values (excluding land under roads). The amount spent on the maintenance of the assessed assets during the 2007/2008 financial year is also shown:-

Asset Class	Written Down Value at 30/6/08 (\$000)	Estimate of Cost to Bring to Satisfactory Standard (\$000)	Estimated Required Annual Maintenance (\$000)	Maintenance Expenditure 2007/2008 (\$000)
Public Roads	67,149	5,049	1,894	1,391

Stormwater Drainage

The condition of Council's stormwater drainage assets has been surveyed and the following estimated values are provided for the 2007/2008 financial year.

Asset Class	Written Down Value at 30/6/08 (\$000)	Estimate of Cost to bring to Satisfactory Standard (\$000)	Estimate Required Annual Maintenance (\$000)	Maintenance Expenditure 2007/2008 (\$000)
Drainage	14,636	1,327	99	89

Buildings

The condition of Council's buildings has been surveyed and the following estimated values are provided for the 2007/2008 financial year.

Asset Class	Written Down Value at 30/6/08 (\$000)	Estimate of Cost to Bring to Satisfactory Standard (\$000)	Estimate Annual Required Maintenance (\$000)	Maintenance Expenditure 2007/2008 (\$000)
Public Buildings	51,956	1,289	683	630

Summary of Legal Proceedings Sec 428 (2) (e)

- (A) The following list are actions in the Land and Environment Court, Local Court and prosecutions under the Companion Animals Act, Traffic Act, Local Government Act, 1993 and Protection of the Environment Act. There were five actions initiated in the Land and Environment Court during this period.

Actions in Local Court		
Action	Result	Cost
Companion Animals Act (Appeal)	2 offences proven	\$3,441.50
Companion Animals Act (Appeals)	1 offence dismissed	\$4,458.38
Companion Animals Act	1 offence proven	\$1,469.00
Infringement Notices		
Act	Number of Notices	Cost
Road Transport Act	167	\$24,004.00
Companion Animals Act	58	\$12,903.00
Protection of the Environment Act	2	\$1,700.00
Local Government Act	5	\$1,085.00
Protection of the Environment Operations Act	4	\$2,400.00
Actions in the Land and Environment Court		
Development Application No	Result	Cost
10.2007.224.1 – Lot 4 DP 626708 No 352 Toolijooa Road, Toolijooa (Wygiren)	Appeal dismissed	\$112,770.50
10.2007.369.1 – Lot 27 DP 14188 No 27 Pacific Avenue, Werri Beach (Carvouni)	Appeal dismissed	\$3,000.00
10.2007.2.1 – Lot 845 DP 231591 No 82 North Kiama Drive, Kiama Downs (Ellison)	Appeal upheld	\$5,053.00
10.2007.357.1 – Lot 103 DP 561082 No 96 Rose Valley road, Rose Valley (Endo Technik Pty Ltd)	Appeal Dismissed	No cost
10.2005.418.1 – Lot 33 DP 605608 Jamberoo Road, Jamberoo (Crighton)	Still ongoing	\$34,084.00

Mayoral and Councillor Fees Sec 428 (2) (f)

The following is an extract from a Policy on the payment of expenses and provision of facilities to Mayor, Deputy Mayor and Councillors which applied in 2007/2008. The complete policy is available for perusal upon request.

Policy Objectives

- 1 To comply with the requirements of Sections 252, 253 and 254 of the Local Government Act 1993.
- 2 To ensure that Councillors are reimbursed for all expenses legitimately incurred in performing the role of Councillor.
- 3 To establish clear guidelines regarding the provision of facilities and equipment to Councillors and the permitted use of such facilities and equipment.
- 4 To provide for facilities and equipment to be made available to the Councillors.
- 5 To promote participation, equity and access.
6. To ensure accountability and transparency.

Annual Fees - This policy **excludes** annual fees paid to the Mayor, Deputy Mayor and Councillors under Sections 248-251 inclusive of the Local Government Act 1993

Payment of Expenses

General provisions

Councillors must receive prior Council approval before attending conferences and the resolution must outline the reason for attendance.

- (a) Reimbursement to Councillors will only be made on the basis of actual expenses incurred in performing the duties of Councillor, a delegate or representing Council (as requested by the Mayor) as authorised by Council. Such expenses do not include those incurred as a result of anything other than Council business. A reimbursement of expenses to a maximum of \$65 daily will be paid for each night a Councillor is absent from the Municipality on Council approved civic duties, including conferences, seminars, training and educational courses.

If a Councillor, due to extenuating circumstances, is unable to meet the expected out of pocket expenses to be incurred when attending approved civic duties, an out of pocket allowance may be paid in advance at a maximum of \$65 for each day that a Councillor is absent from the municipality subject to the approval of the Mayor and General Manager. The Councillor must provide documentary evidence of appropriate expenditure incurred and reimburse Council for any out of pocket funds not expended. This out of pocket allowance amount will be reviewed annually.

- (b) A mileage allowance for the use of a Councillor's private vehicle shall be paid to each Councillor when performing a function authorised by the policy, subject to this being the most effective mode of transport available.
- (c) All claims for reimbursement must be made on the prescribed form and must be sufficiently detailed and/or accompanied by appropriate documentary evidence.
- (d) In respect of the position of Mayor (and Deputy Mayor or Councillor when representing the Mayor), Council shall pay the cost of the elected member and their spouse, partner or accompanying person attending a function in an official capacity within New South Wales. Council shall meet the reasonable costs of Councillors spouses, partners or accompanying person for attendance at official Kiama Council functions that are of a formal and ceremonial nature.
- (e) In respect of a conference or seminar, a Councillor who does not attend the majority of the sections of the conference/seminar shall not be eligible for a reimbursement of any sustenance, accommodation and travel expenses, unless extenuating circumstances apply.
- (f) Approved travel shall be in the most efficient and effective manner having regard to the requirements of individual Councillors.
- (g) Councillors shall make payment to Council for any private use of Council facilities as per this policy.

- (h) Council is to be advised on a quarterly basis of attendances at conferences and seminars by all Councillors and associated costs for that quarter.

Provision of facilities

General provisions

- (a) Council facilities and equipment should only be used by Councillors in the performance of the functions of a Councillor and in the manner prescribed and authorised by Council.
- (b) Subject to (a) above, certain designated facilities and equipment contained in this policy may be used by Councillors other than in the performance of the functions of a Councillor, providing the Council is reimbursed as provided in this policy.

The Local Government Remuneration Tribunal set the following range of fees to be paid to Councillors and the Mayor in category four Councils for 2007/2008. The fees shown were adopted by Council on 19 June 2007.

	Minimum	Maximum	Amount Adopted by Council
Councillors	\$6,610	\$8,715	\$8,715
Additional Mayoral Fee	\$7,020	\$19,035	\$19,035

The following fees and expenses were paid in 2007/2008:-

Mayoral Fee	\$19,035
Mayoral Vehicle Expenses	\$6,178
Councillor Fees	\$78,435
Councillor's Expenses (see below)	\$36,314

Provision of Facilities

Provision of dedicated office equipment allocated to Councillors. Includes laptop computers, mobile phones, facsimile machines and internet installed in Councillor's homes (including line rental and internet access). \$ NIL

Expenses

1. Telephone calls including mobiles, home located landlines, facsimile and internet services.	\$ 2,958
2. Spouse/partner/accompanying person expenses.	NIL
3. Conference and seminar expenses.	\$19,847
4. Training and skill development expenses.	NIL
5. Interstate travel expenses (including subsistence and out-of pocket expenses).	\$13,509
6. Overseas travel expenses (including subsistence and out-of pocket expenses).	NIL
7. Care and other related expenses (of dependants to enable a Councillor to undertake his or her civic functions).	<u>NIL</u>
	<u>\$36,314</u>

Meetings of Councillors

During the year Council held a total of 12 ordinary meetings and 6 extraordinary meetings. Councillor's attendance at those meetings are detailed below:

	Ordinary Meetings		Other Meetings	
	Held	Attended	Held	Attended
Councillor Sandra McCarthy	12	10	6	5
Councillor Nerissa Bradley	12	12	6	5
Councillor Brendon Comber	12	6	6	5
Councillor Ruth Devenney	12	10	6	5
Councillor Trevor Fredericks	12	12	6	6
Councillor Howard Jones	12	12	6	6
Councillor Warren Steel	12	10	6	4
Councillor Joyce Wheatley	12	11	6	4
Councillor Hamish East	12	11	6	3

Senior Staff Employed by Council Sec 428(2)(g)

Under Section 332 of the Act, Council employed one officer under the provisions of the Local Government Act as "senior staff".

The total amount payable in respect of the employment of senior staff for the period (including the salary component, employers and employee superannuation, provision of vehicle, vehicle running costs and fringe benefits tax) was \$195,462.

Contracts Awarded by Council during Year \$150,000 or Greater Sec 428(2)(h)

Contractor	Goods/Services	Amount Incl GST
Wilson's Holden	Supply of Motor Vehicles	\$322,631
Macarthur Tractors	Tractors	\$174,600
Kane Constructions	Showground Pavilion Construction	\$5,358,390

Bush Fire Hazard Reduction Activities Carried Out By Council Sec 428(2)(i)

Kiama Local Government Area

The Kiama Local Government area received no hazard complaints from residents in relation to bush fire hazards on properties.

One hundred and sixty four (164) fire permits to burn were issued by the Rural Fire Service and nil Hazard Reduction Certificates were issued.

In this period twenty eight (28) Development Applications were referred to the Rural Fire Service for determination in relation to Planning for Bush Fire Protection.

The Bushfire Risk Management Plan was adopted in early 2008.

The Illawarra Bush Fire Operations Plan was reviewed in early 2008 and was subsequently approved by the Bush Fire Coordinating Committee. The Bush Fire Risk Management Plan has been reviewed and was also approved by the Bush Fire Coordinating Committee.

The Illawarra Brigades, assisted by the newly formed Community Safety Brigade, have been very active in raising community awareness in fire safety and protection measures. Continuation of programs such as the NSW Rural Fire Service 'Kids Firewise Program' and the 'Farmwise (for rural) Program' have been promoted for safety awareness in schools, rural properties and the local community.

The Rural Fire Service Cadet Program was run for the first time in the Illawarra Area during the year. The program was conducted at Kiama High School over a 10 week period. Feed back from the fire fighters, Kiama High School and the students has been very positive.

No Burn Policy Carried out by Council
Part 2, Schedule 8 of Protection of the Environment
Operations (Clean Air) Regulation 2002

Kiama Local Government Area

In December 2007, Council adopted a *No Burn* Policy within the Kiama Municipality.

Under Part 2, Schedule 8 of the Protection of the Environment Operations (Clean Air) Regulation 2002, and through authority delegated by the Department of Environment and Climate Change (DECC), Kiama Council is required to regulate outdoor burning in the Municipality.

Council will only consider applications to burn piles of vegetation that relate to properties over one acre that perform agricultural operations or for burning in accordance with the Bush Fire Hazard Reduction Certificate under the Bush Fire Act. The Council approval is only for permission to make pollution and is not a fire permit. During the bush fire danger period from 1 October to 31 March, a permit must also be obtained from the Rural Fire Service prior to any burning taking place.

Council will not consider applications to burn piles of vegetation from urban (residential) and rural (residential). Rural residential is classified as a one acre lot.

Council is required to consider issuing an approval using Section (6G) 3 which states:

“Before granting approval the local Council must take into account the following matters:

- *The impact on local air quality and amenity.*
- *Feasibility of reuse, recycling or other alternative means of disposal.*
- *Any options of the sector of the public likely to be affected by the proposed approval.”*

Kiama Council's scheduling only allows for the burning of vegetation.

A total of 86 permits to burn were issued during the reporting period.

Details of Programs for People with Diverse Cultural and Linguistic Background Sec 428(2)(j)

- Culturally and Linguistically Diverse People

Kiama is a community quite distinct from the rest of the Illawarra. In relation to its population, there are only a small percentage of people born overseas and people with non-English speaking backgrounds.

At the 2006 Census, 92.0% of persons usually resident in the Kiama Local Government Area were Australian citizens, 12.7% were born overseas and 0.3% were overseas visitors.

The Census also found that 82.6% of persons usually resident in the Kiama Local Government Area stated they were born in Australia. Other common responses were: England 5.2%, New Zealand 1.2%, Scotland 0.8%, Italy 0.5% and Germany 0.4%.

English was stated as the only language spoken at home by 93.5% of persons usually resident in the Kiama Local Government Area. The most common languages other than English spoken at home were: Italian 0.7%, German 0.3%, Greek 0.3%, Cantonese 0.2% and Spanish 0.2%.

The Mayor conducted 3 Citizenship Ceremonies during the period from July 2007 to June 2008 and 37 people were naturalised.

- Aboriginal and Torres Strait Islander People

According to the 2006 Census of the total population (18,986) in the Kiama Local Government Area 1.1% were Indigenous persons, compared with 2.3% Indigenous persons in Australia.

There were a total of 223 people who responded as being of Indigenous status as compared to 189 for the 2001 Census.

Council continued to raise daily the Aboriginal Flag during weekdays together with the Australian and Municipal Flags.

As part of Sorry Day and Reconciliation Week Council held a reconciliation Walk and Civic ceremony as a sign of reconciliation and solidarity with the Aboriginal people.

Details of Work Carried out on Private Land Sec 428(2)(k)

A Council may, by agreement with the owner or occupier of any private land, carry out on the land any kind of authorised work. Council's policy in relation to charging for these private works in 2007/2008 was as follows:-

Plant Hire Rates (including operator)	Reviewed each year based on a commercial rate of return on capital investments
Additional Labour	Actual cost plus 36.9% for overheads
Stores and Materials	Actual cost plus 25% for overheads
Administrative Costs	10% of total works

In this regard, Council completed works with a return of \$9,805 in 2007/2008. There were no resolutions made under Section 67(2)(b) of the Local Government Act for the period.

Amount of Money Granted under Section 356 Sec 428(2)(l)

A Council may contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. In this regard the following monies were expended in 2007/2008:-

Regional Contributions	\$95,548
Festivals	\$17,805
Arts	\$25,865
Community Subsidies/Donations	\$12,195
Total	\$151,413

Human Resource Activity Summary Sec 428(2)(m)

RECRUITMENT AND SELECTION

As Council's Recruitment and Selection activities are decentralised, the Human Resources section provides ongoing support and advice to managers, employees and potential employees. Whilst Council's workforce is relatively stable, recruitment activity is significant in the Aged Care and Inhome Support areas which reflect the trends of the aged care industry which has traditionally had a high staff turnover. Areas in which project funding was received including the Southern Council's Group's Business Trading Lightly project, the Small Farms project and Illawarra Commonwealth Carer Respite Centre also contributed to Council's staff turnover and recruitment activities.

OCCUPATIONAL HEALTH AND SAFETY

Council maintained a high level of Occupational Health and Safety activity during 2007/2008. Whilst providing support and advice to managers and staff, the OH&S team assisted to ensure all employees were very clear about their accountabilities. Council's Risk Management staff provides support and advice to employees and managers in assessing risks and hazards and implementing safe methods of work. Council also takes

a pro-active approach to OH&S training and development to ensure staff are appropriately trained and equipped to carry out their roles, for their own safety, the safety of their colleagues and the safety of visitors to any of Council's worksites.

The OH&S Committee continued to meet regularly to review Council's safety related policies and procedures. The Committee also conducted regular workplace safety audits to identify potential hazards and opportunities for process improvements.

TRAINEES, APPRENTICES AND CADETS

Council's continued its strong commitment to traineeships this year and we continue to provide opportunities for trainees and cadets in the areas of Business Administration, Engineering, Plant Mechanics, Horticulture, Carpentry and the Store.

Council also actively encourages existing employees to continue their professional development and seek formal recognition of their skills and knowledge. This year Council supported 'Existing Worker Traineeships' in the areas of Ranger Services, Customer Service, Community Services, Planning, Rates and Records.

WORK EXPERIENCE AND VOLUNTEERING

As one of the largest employers in our municipality, Council regularly receives applications for work placement from students wishing to apply the skills and knowledge acquired in their training to a real work situation.

We consider all requests on the basis of our operational requirements and we accommodate all requests where possible. As part of our commitment to the Kiama community, we give priority to requests from residents of the municipality and people studying in educational institutions located within the municipality.

The work of Council's many volunteers is greatly appreciated by Council and the community alike. Volunteers continue to provide service to the community across a wide range of areas including Community Transport, Community Respite, Neighbour-Aid, Centre Based Daycare, Youth Work, Library Services, Family History Centre and Blue Haven Aged Care Facility.

STAFF TRAINING AND DEVELOPMENT

Council continued to offer a diverse range of training and development activities reflecting the variety of professional needs of its workforce. Individual learning and development needs are assessed annually through the performance planning and review process. Corporate needs are also identified through Council's strategic planning process. Training is then prioritised and arranged to maximise budgeted expenditure.

During 2007/2008 we continued to provide Study Assistance to employees participating in relevant tertiary education and opportunities for attendance at conferences and seminars to ensure our practices are current and reflect industry best practice.

New employees are provided with timely training and a comprehensive introduction to the organisation's policies and procedures, including the Code of Conduct, through participation in our Staff Induction Day.

Equal Employment Opportunity Activity Summary Sec 428(2)(n)

EQUAL EMPLOYMENT OPPORTUNITY

Council's commitment to EEO is best demonstrated by its actions and the way in which the principles of fairness and equity underpin its day-to-day operations. Our Equal Employment strategies are overseen by the Consultative Committee.

The Consultative Committee participates in the review and development of Council's policies and procedures to ensure that the principles of fairness and equity are incorporated and that they reflect current best practice. The EEO Management Plan specifically addresses strategies to ensure equity and prevention of workplace bullying and harassment.

External Bodies that during the Year Exercised Functions Delegated by the Council Sec 428(2)(o)

In 2007/2008 no external bodies exercised functions delegated by Council.

Companies in which Council held a Controlling Interest during the Year Sec 428(2)(p)

In 2007/2008 Council did not hold any controlling interest in any companies.

Partnerships, Co-operatives or other Joint Ventures to which Council was a Party during the Year Sec 428(2)(q)

South Coast Library Service.	With Shoalhaven and Eurobodalla Councils
Community Options Program.	With Shellharbour Council
Community Health Transport	With Shellharbour and Wollongong Councils
Nursing Services	With Shellharbour, Shoalhaven and Wollongong Councils
Rural Fire Service	With Shellharbour Council and Wollongong
Resource Sharing	With Shellharbour Council
Southern Councils Group	With Shellharbour, Shoalhaven, Wingecarribee, Wollongong , Eurobodalla and Bega Valley Councils
Illawarra District Noxious Weeds Authority	With Shellharbour and Wollongong Council
Sustainable Illawarra	With Shellharbour and Wollongong Council
Local Emergency Management	With Shellharbour

Other information required under the Local Government Act Regulations Sec 428(2)(r)

Rates and Charges Regulation 1999

The following rates and charges were written off during the year:

Pensioner Rebates	\$392,973.08
Other amounts	\$ 17,416.00
TOTAL:	\$410,389.08

(a) Overseas visits undertaken by councillors, Council staff or other persons representing Council.

Councillor Sandra McCarthy represented Council at the World City Summit in Singapore as part of the Healthy Cities Alliance. This was at no cost to Council.

(b) Value of remuneration package payable to each senior staff member employed by Council

See information under Section 428(2)(g) on Page 29.

(c) Details of activities undertaken by Council to develop and promote services and programs that provide for the needs of children

Council provided information on all children's services in the Kiama area and the region through pamphlets, directories and web page.

Due to changes in funding conditions from the NSW Department of Community Services, the position of Manager Children Services shared with Shellharbour City Council was no longer available.

Council provided shared space for the Jamberoo Preschool at the Jamberoo School of Arts as part of the construction and restoration of the building.

The Kiama Library provided the following activities for children:

Baby Story time –to encourage parents to sing, play and read with their children, and lay the foundations for literacy. Total attendance for 2007/2008 was 172.

Baby Kits were distributed to all new parents in contact with the Early Childhood nurse. The kit contains a board book, bib and leaflets regarding the importance of reading and using the library. Approximately 80 kits were distributed during 2007/2008.

Story time for toddlers and pre-school children. These weekly programs encourage young children to become familiar with books, reading and libraries. It also provides an opportunity for early social interaction with other children. Total attendance for 2007/2008 was 2439. This figure includes - 226 babies, 1243 children and 970 adults.

Holiday workshops and activities for school age children – activities included puppet making, fantastic fairytales performance, crazy construction, dragon quest activity, scrapbooking, books at bedtime program and storytelling. Total attendance 260 children and 86 adults.

Book week activities - During Book Week we conducted a poetry competition which attracted over 100 entries. We had visits from two schools with 60 children and 3 adults. During the week we held a special ‘Grandparents’ storey time with 71 attendances. Over the week the staff distributed 120 activity books which we had designed, photocopied and assembled especially for Book Week. All programs were designed to celebrate the importance of books and reading in children’s lives.

Summer Reading Club – READiscover your library was the theme for this year’s Summer Reading Club. There were 134 children enrolled in our Summer Reading Program during December 2007/January 2008 and 61 children returned their reading diaries for the chance to win a prize. Our prize giving party in February was attended by 45 children and 25 adults. Between them the children read 890 books.

Library Youth Committee – this year saw establishment of a library youth committee. This committee which is made up of local youth between the ages of 12 – 18 years advised staff on resource selection and youth programs for the library. There were 15

young people attended youth committee meetings this year.

Teen Link Launch – October saw the launch of our Teen Link Program. The afternoon launch was attended by 30 youth and 30 adults. We celebrated at night with a band night which attracted approximately 140 young people and adults.

Youth Week – The library came alive to the sound of music. Six bands performed for 84 youth and 18 adults. Free pizza and internet were very popular

Drug Action Week – Gaming night – popular and new concept for Kiama Library. Electronic and traditional games attracted 30 young people.

(d) Programs undertaken by Council to promote services and access to services for residents and other users of those services.

Council Customer Service Unit has developed and implemented an electronic directory of information to enable a consistent and streamlined approach to the provision of information for customers. With the use of this internal directory Customer Service officers now have access to a broader range of information and are able to provide a better and faster level of service to customer enquiries.

In the customer service reception area we have a broad range of information available for customers, with a comprehensive display of application forms and checklists also available.

Constant improvements are being made to Council's web site to enable customers a better level of access to forms and information electronically.

Additional furniture has also been purchased for the customer service reception area to provide appropriate seating for customers who may be waiting to meet with a Council officer, or elderly residents who may be conducting business with Council and need to sit and rest for a short while.

The production of a Community Directory listing Council's services as well as community facilities and general information of different groups in the Municipality continued to be provided free of charge to residents. This also has been enhanced by

the provision of different pamphlets with more specific information about its services.

The Council Web Page has been redesigned and updated with a quick reference listing of all its services and programs including the Community Directory, Management Plan, Social Plan etc. The Kiama Library now also provides free Internet information and search services.

An updated web based Community Profile with all the demographic information from the 2006 ABS Census is now also available on the Council's website.

In addition, Council provides an advocacy service, for disadvantaged groups in their dealings with statutory bodies, which relate to equity of access to the services provided by those bodies.

The dissemination of information to all ratepayers and residents is enhanced by the operation of precinct committees and community noticeboard locations. Council also published at the start of each season a newsletter "Kimunico" to residents and has a regular column in the Local Newspaper providing information of major programs and other services.

Access and Equity Activity Summary

Access and equity activities or strategies are defined as those that benefit both the broad community and/or particular target groups and help councils to:

- Promote fairness in the distribution of resources, particularly for those most in need.
- Recognise and promote people's rights and improve the accountability of decision makers.
- Ensure that people have fairer access to the economic resources and services essential to meeting their basic needs and improving their quality of life.
- Give people better opportunities for genuine participation and consultation about decisions affecting their lives.

Kiama Council is committed to develop a Social/Community Plan every five years to assist Council to take into account the needs of its community and provide or

advocate for appropriate and accessible services and facilities for the benefits of the whole community.

Council developed its first Social Plan in 1988. That Plan established the position which Council desired to take in the provision of Community Services.

The second Social/Community Plan 1999/2004 examined the needs of residents in the local government area with particular emphasis on the mandatory target groups as required by the Local Government (General) Amendment (Community and Social Plans) Regulation 1998; children, young people, women, older people, people with a disability, Aboriginal people and people from culturally and linguistically diverse backgrounds.

The 2004-2009 Social/Community Plan is the third plan prepared for the Municipality and completed in March 2004.

This needs assessment gathered information from various data sources and examined the well-being of people in the local government area. It investigated priority issues and areas of unmet need, including barriers to accessing available services. Seven separate needs assessments were performed for each of the target groups utilising both qualitative and quantitative methods commencing with the review of the Social Plan/Community Plan 1999/2004 and other existing documents.

Copies of the Social/Community Plan and its companion document, the Community Profile can be purchased for \$15.00 or can be accessed from the Internet: <http://www.kiama.nsw.gov.au/Community-Services/pdf/social-plan-2004.pdf>

A Summary of Council's Social Plan achievements in relation to access and equity over the last 12 months

Plan for Children

Need Issue: Childcare Advocacy / Funding			
Objective	Strategy	Outcome	Results end June 2008
To resource family and children's services providers in the Municipality	Provide advice and expertise to providers on funding and services guidelines	<ul style="list-style-type: none"> • Improve quality of services • Increased child care hours 	Partially achieved Funded position discontinued.
	Participate in local, regional, state and national bodies to advocate for children and family services priorities	<ul style="list-style-type: none"> • Create awareness of child care needs and priorities • Greater availability of services and funding for specific children's services 	Partially achieved. Funded position discontinued
	Conduct consultations and surveys	<ul style="list-style-type: none"> • Determine needs and priorities for provision of children and family services 	Not achieved Funded position discontinued

Need Issue: Support Services and resources for parents			
Objective	Strategy	Outcome	Results end June 2008
To provide and act as a referral point to assist parents and services accessing children and support services	Ensure that up to date information is available through directories and pamphlets	<ul style="list-style-type: none"> • Information available to parents for accessing services 	Achieved
	Update regularly information on Councils Internet	<ul style="list-style-type: none"> • Information in electronic form readily available and up to date 	Achieved

Need / Issue: Community Safety and awareness / childhood and women's health			
Objective	Strategy	Outcome	Results end June 2008
To support relevant health projects and a safe community program	Liaise with Illawarra Area Health Service and participate in health promotions and activities	<ul style="list-style-type: none"> • Improve the health of parents and children • Better informed community of health programs and activities 	Achieved
	Implement a Municipal Health Plan for the Municipality	<ul style="list-style-type: none"> • Provision of services and programs to improve the health of young children and parents 	Achieved
	Implement a Road Safety Strategy for the Municipality	<ul style="list-style-type: none"> • Create awareness of road safety • Reduce the number of road accidents affecting children 	Achieved

Need / Issue: Play areas and Parks			
Objective	Strategy	Outcome	Results end June 2008
To provide sport fields, parks, reserves and playgrounds for the enjoyment of children	Allocate funding for new, upgrading and replacement of playgrounds	<ul style="list-style-type: none"> • Provide opportunities for healthy outdoor recreation 	Achieved
	Undertake inspections of Council's playgrounds	<ul style="list-style-type: none"> • Create a safe environment for children 	Achieved
	Implement safety measures in line with a Strategy and Asset Management Program	<ul style="list-style-type: none"> • Ensure that safe standards are met and avoid risks of injury 	Achieved
To provide cycleway facilities in accordance with approved standards	Implement Council's cycleway plan	<ul style="list-style-type: none"> • Provide an environmentally friendly recreational routes 	Partially achieved Cycleway program being implemented

Need / Issue: Education and social interaction			
Objective	Strategy	Outcome	Results end June 2008
To provide opportunities for education and social interaction of young children	Provide preschool and child care facilities in the Municipality	<ul style="list-style-type: none"> Foster children's development as a good base for later in life and society 	Achieved
	Provide information on standards and guidelines for child care facilities and services	<ul style="list-style-type: none"> Create and promote safe and developmentally appropriate child care facilities 	Partially achieved Funded position discontinued
	Provide library and literacy based activities for children	<ul style="list-style-type: none"> Create opportunities for parents and children to become better informed and have social interaction 	Achieved

Need / Issue: Part-time employment for parents			
Objective	Strategy	Outcome	Results end June 2008
To support initiatives through economic development and community services for employment creation	Encourage employment opportunities in the Municipality and employ an economic development officer	<ul style="list-style-type: none"> Improve the well being of families through income generation 	Achieved
	Provide community services that employ part-time and casual personnel	<ul style="list-style-type: none"> Assist with services for the well being of the community and employment opportunities 	Achieved

Plan for Young People

Need / Issue: Recreation and Entertainment			
Objective	Strategy	Outcome	Results end June 2008
To provide greater opportunities for recreational programs and activities for young people in the Municipality	Promote the activities and programs provided at "The Cottage" Kiama Youth Resource Centre	<ul style="list-style-type: none"> Greater number of young people involved in programs and activities 	Achieved
	Organise School Holiday Programs and community arts projects	<ul style="list-style-type: none"> Opportunities for artistic endeavours to be promoted 	Achieved
	Provide outreach services and programs throughout the year	<ul style="list-style-type: none"> Access to services and programs by young people from Gerringong, Jamberoo and North Kiama 	Achieved
	Participate in Youth Week	<ul style="list-style-type: none"> Involvement of young people in local programs that reflects their particular needs 	Achieved
	Provide all age entertainment / music events	<ul style="list-style-type: none"> Opportunities for young people to show their talent and participate in supervised events 	Achieved

Need / Issue: Health – Drug and Alcohol Use / Abuse			
Objective	Strategy	Outcome	Results end June 2008
To support and lobby for relevant health programs that will assist in providing better health for young people	Ensure that programs are delivered as part of Council's Health Plan	<ul style="list-style-type: none"> Educate and assist young people to have a healthier lifestyle 	Partially achieved Programs still being implemented
	Provide information and referral	<ul style="list-style-type: none"> Create awareness of services and programs 	Achieved
	Form a pro-active and effective partnership with mental health services	<ul style="list-style-type: none"> Improve accessibility of services for young people 	Partially achieved Awaiting NSW resources
	Carry out forums on drug and alcohol use / abuse	<ul style="list-style-type: none"> Opportunities for more direct information on substance use/abuse 	Achieved
	Provide & promote a range of drug educational resources & referral information at library	<ul style="list-style-type: none"> Greater access of information for self improvement 	Achieved

Need / Issue: Youth Services and Facilities			
Objective	Strategy	Outcome	Results end June 2008
To provide and support a wide range of services, programs and facilities for young people	Promote the Kiama Youth Centre and its facilities to the wider community	<ul style="list-style-type: none"> Maximise the use of the youth centre with a wide range of programs and activities 	Achieved
	Provide outreach services and programs	<ul style="list-style-type: none"> Access to services and programs by young people for Gerringong, Jamberoo and North Kiama 	Achieved
	Lobby for an increase of youth specific facilities and services	<ul style="list-style-type: none"> Improved services and facilities reflecting young people's needs 	Achieved
	Carry out surveys and consultations	<ul style="list-style-type: none"> Identification of needs and priorities 	Achieved
	Make young people aware of Library resources and information for young people	<ul style="list-style-type: none"> Greater usage of Library and better informed young people 	Achieved

Need / Issue: Cost of living, housing and low income			
Objective	Strategy	Outcome	Results end June 2008
To provide assistance and support to young people towards greater independence	Advocate on behalf of young people with Centrelink	<ul style="list-style-type: none"> Ability of young people to know their rights and responsibilities 	Achieved
	Provide information, resources and referral through written and "on line" information	<ul style="list-style-type: none"> Create better access to information opportunities 	Achieved
	Review the Municipal LEP to include greater variety and different housing designs and options	Improve opportunities for more young people to continue living in the Municipality	Partially achieved Awaiting final LEP implementation

Need / Issue: Transport			
Objective	Strategy	Outcome	Results en June 2008
To provide better transport opportunities and alternatives for young people	Continue to lobby for increased transport services	<ul style="list-style-type: none"> Better access to employment, educational and recreational services 	Achieved
	Provide community transport for specific youth events in the Municipality	<ul style="list-style-type: none"> Greater opportunities for young people to access and participate in youth activities 	Achieved
		<ul style="list-style-type: none"> Better services for young people in areas outside Kiama town 	Not yet achieved Continuing lobby for better services

Need / Issue: Un/employment			
Objective	Strategy	Outcome	Results end June 2008
To provide assistance and information for employment opportunities	Update "Job Board" daily at "The Cottage" to assist with employment enquiries	<ul style="list-style-type: none"> Improve employment prospect of young people 	Achieved
	Provide assistance with Resume writing and job searching	<ul style="list-style-type: none"> Increase skills for self development and independence 	Achieved
	Continue to foster links among youth and education institutions	<ul style="list-style-type: none"> Identify employment opportunities and local economic development scopes 	Partially achieved More opportunities to be available

Need / Issue: Crime / Police / Safety			
Objective	Strategy	Outcome	Results end June 2008
To achieve a safer environment and reduce criminal offences in the Municipality	Work in conjunction with Police on crime prevention programs	<ul style="list-style-type: none"> Promotion of positive image of young people in the wider community 	Partially achieved More work still to be done
	Provide information at "The Cottage", Libraries and outreach venues on legal issues and resources	<ul style="list-style-type: none"> Create awareness of rights and responsibilities among young people 	Achieved
	Lobby for greater police resources in the Municipality	<ul style="list-style-type: none"> Ability for young people and the community to have access to more Police presence 	Partially achieved Lobbying continues and awaiting NSW government resources
	Develop community education programs targeting youth road accidents	<ul style="list-style-type: none"> Recognition of the high impact on families and the community that road accidents have 	Achieved

Plan for Older People

Need / Issue: Transport			
Objective	Strategy	Outcome	Results end June 2008
To provide accessible community Transport for frail older people, people with a disability, carers and transport disadvantaged	Continue to offer health run five days per week and transport to medical appointments	<ul style="list-style-type: none"> • Make available community buses and pool cars for the HACC target group 	Achieved
	Provide through the community transport program a range of services for social events	<ul style="list-style-type: none"> • Create greater opportunities for the HACC target group to a healthier social life 	Achieved
	Provide assistance with information and referrals for people who do not meet Community Transport criteria	<ul style="list-style-type: none"> • Ensure that resources are provided under HACC guidelines and the public is better informed 	Achieved
	Work with private operators to maximise services for the aged	<ul style="list-style-type: none"> • Greater use of private and public resources 	Achieved

Need / Issue: Home and support Services			
Objective	Strategy	Outcome	Results end June 2008
To manage a wide range of home based / community services to enhance the well being of older people in the community	Provide flexible services that support people in their homes including: community transport, nursing services, meal services, personal care & grooming, handyman & gardening, day care, social support, home library services, community options and aged care packages	<ul style="list-style-type: none"> • Improve the life of older people and help them to stay at home as long as possible living independently 	Achieved

Need / Issue: Safety, Traffic and Crime			
Objective	Strategy	Outcome	Results end June 2008
To achieve a safer environment fostering a community that provides protection to older people in their homes and roads	Monitor through Council's Traffic Committee parking and pedestrian crossings	<ul style="list-style-type: none"> Improved roads and streets by identification of parking spaces and pedestrian crossings 	Achieved
	Lobby for greater Police resources in the Municipality	<ul style="list-style-type: none"> Ensure that older people feel safe at home and in the community 	Partially achieved Lobbying continue and awaiting NSW government resources
	Include in the new LEP objectives that provide for a safer built up urban environment	<ul style="list-style-type: none"> Create people friendly communities and housing options that consider the well being of older people 	Not yet achieved Awaiting implementation of new LEP
	Implement a Health Plan including specific programs that address safety of older people	<ul style="list-style-type: none"> Reduction of potential injuries and healthier lifestyle of older people 	Achieved

Need / Issue: Health Services			
Objective	Strategy	Outcome	Results end June 2008
To improve the health of older people in the Municipality and their well being	Implement a Municipal Health Plan addressing main health issues and services for older people	<ul style="list-style-type: none"> Create a healthier environment for older people 	Achieved
	Lobby for improved local and regional health services	<ul style="list-style-type: none"> Greater opportunities for more access to health services and facilities 	Partially achieved Lobbying continue and awaiting NSW government resources
	Provide community transport for older people to access health services and facilities	<ul style="list-style-type: none"> Improved access to services and facilities that are not available locally 	Achieved

Need / Issue: Services and Facilities			
Objective	Strategy	Outcome	Results end June 2008
To ensure the provision of facilities and services that are effective and efficient for older people in the Municipality	Consult with the community and users of the Kiama Community Centre for a better use of the centre by co-locating all community support services to one location	<ul style="list-style-type: none"> Development of an infrastructure that provides for a single point of entry for consumers, potential consumers and advocates to a wide range of community support services 	Not achieved Alternative facilities not available yet
	Review the usage of existing halls and Neighbourhood Centres to achieve a greater and more effective usage of these facilities	<ul style="list-style-type: none"> The ability to provide a more efficient usage of facilities and diminish demand for more buildings 	Partially achieved Review under way
	Continue to provide a wide range of HACC & Community Support services to older residents from the Kiama Community Centre in-line with Council's Community Services Policy	<ul style="list-style-type: none"> Ensure a safe and accessible wide range of pedestrian facilities 	Partially achieved Works program being implemented
	Monitor the conditions of footpaths and provide new ones including a program of maintenance in line with the Pedestrian Access Mobility Plan (PAMP)	<ul style="list-style-type: none"> Ensure a safe and accessible wide range of pedestrian facilities 	Achieved

Need / Issue: Isolation / Loneliness			
Objective	Strategy	Outcome	Results end June 2008
To provide and support a wide range of services and programs to assist older people who live alone or in isolation	Offer specific programs from Council's Community Support including: Community Transport, social activities in the clients home and centre-based day care, home library services etc	<ul style="list-style-type: none"> Reduced residents isolation and loneliness by accessing services that allow interaction with other people 	Achieved
	Organise regular events and distribute information on services for older residents throughout the Municipality	<ul style="list-style-type: none"> Ensure that older residents have access and are aware of services available to them 	Achieved

Need / Issue: Environment / Development / Housing			
Objective	Strategy	Outcome	Results end June 2008
To promote healthy lifestyles, environmental protection and enhancement throughout the Municipality	Ensure that there is sustainable development of urban and rural land which is carried out in line with Council's Local Environment Plan, State of the Environment (SoE) Report and Environmental goals	<ul style="list-style-type: none"> Protection of the environment while ensuring that development take place in an orderly and sustainable approach 	Partially achieved Awaiting implementation of new LEP
	Review the LEP to include better housing designs and options for older people	<ul style="list-style-type: none"> Improve opportunities for affordable and suitable accommodation for older people 	Partially achieved Awaiting implementation of new LEP

Plan for People from Culturally and Linguistically Diverse (CALD) Backgrounds

Need / Issue: Unemployment – Education			
Objective	Strategy	Outcome	Results end June 2008
To provide opportunities for improvement in language skills to assist in obtaining employment and further education	Encourage and support the teaching of English as a second language for new migrants	<ul style="list-style-type: none"> Achievement of skills that will assist in greater participation within Australia's society 	Achieved
	Support the Kiama Community College in providing educational facilities within a new Library building	<ul style="list-style-type: none"> Greater opportunities for more courses and education information to be available for people from CALD backgrounds 	Achieved

Need / Issue: Information / Services			
Objective	Strategy	Outcome	Results end June 2008
To increase and promote a range of information about local and regional services and facilities for people with CALD backgrounds	Provide and distribute information through the Library, KCC and Internet	<ul style="list-style-type: none"> Greater availability of information to provide better tools for knowledge 	Achieved
	Liaise with the Illawarra Migrant Resource Centre to distribute relevant information for people from CALD background in the Kiama Municipality	<ul style="list-style-type: none"> Ability of people from CALD to obtain specific information on services designed for immigrants and refugees 	Achieved

Need / Issue: Multicultural Activities			
Objective	Strategy	Outcome	Results end June 2008
To recognise the value of cultural diversity in the community	Facilitate and provide a wide range of activities and information in the Library targeted at people of CALD background	<ul style="list-style-type: none"> Recognition of cultural diversity and its value in maintaining such within Australian society 	Achieved
	Participate and organise activities from cultural groups representing people from CALD background during special events such as Australia Day and "Carnivalé"	<ul style="list-style-type: none"> Create an awareness of the Australian multicultural society and the contribution of migrants to communities through arts 	Achieved

Need / Issue: Health and Safety			
Objective	Strategy	Outcome	Results end June 2008
To improve the health and safety for people from CALD background in the Municipality	Implement a Municipal Health Plan addressing main issues of health and safety for people from CALD background	<ul style="list-style-type: none"> Create a healthier and safe environment for people from CALD background 	Achieved
	Lobby for improved local and regional health services	<ul style="list-style-type: none"> Greater opportunities for better access to health services and facilities 	Partially achieved Lobbying continued and awaiting NSW government resources

Plan for Aboriginal and Torres Strait Islander People

Need / Issue: Recognition of Aboriginal Culture and Heritage			
Objective	Strategy	Outcome	Results end June 2008
To encourage and increase awareness in the broader community of Aboriginal culture and heritage	Promote and display appropriate resources and provide opportunities for ATSI culture displays	<ul style="list-style-type: none"> Improved culture awareness and the importance of various aspects of ATSI culture 	Not yet achieved Awaiting funding and resources
	Participate and support NAIDOC Week and fly the Aboriginal flag	<ul style="list-style-type: none"> Recognition of Aboriginal Culture 	Achieved
	Install a new flagpole to fly the Aboriginal flag with the Australian flag regularly	<ul style="list-style-type: none"> Recognition of Aboriginal Culture 	Achieved
	Develop the local ATSI component of the Library Local Studies collection	<ul style="list-style-type: none"> Educate children and the wider community about local ATSI culture along with existing Australian Studies and History 	Not yet achieved Awaiting funding and resources
	Increase ATSI component at an expanded / new library branch in Gerringong	<ul style="list-style-type: none"> The ability for the Gerringong community members to access information about their local ATSI heritage 	Not yet achieved Awaiting new library
	Consult with the Aboriginal community through the National Parks and Wildlife Service (NPWS) on DA (Development Applications) and REF (Review of Environmental Factors) to ensure protection of Aboriginal sites and relics	<ul style="list-style-type: none"> Recognise the importance of Aboriginal sites and ensure its protection 	Achieved

Need / Issue: Health			
Objective	Strategy	Outcome	Results end June 2008
To improve the health of ATSI people in the Municipality and enhance their well being	Implement a Municipal Health Plan addressing main health issues and services for ATSI people	<ul style="list-style-type: none"> • Create a healthier environment for ATSI people 	Not yet achieved Awaiting funding and resources
	Lobby for improved local and regional health services for ATSI people	<ul style="list-style-type: none"> • Greater opportunities for better access to health services and facilities 	Not yet achieved Awaiting funding and resources

Need / Issue: Community Arts and ATSI Culture			
Objective	Strategy	Outcome	Results end June 2008
To support the artistic skills of ATSI communities and individuals fostering their history and heritage	Provide and incorporate Aboriginal Arts in buildings and parks	<ul style="list-style-type: none"> • Recognition of Aboriginal Culture and make the wide community more aware of its history and cultural symbols 	Not yet achieved Awaiting funding and resources
	Employ ATSI people in community arts projects and activities	<ul style="list-style-type: none"> • Provide employment opportunities for ATSI people and foster cultural development 	Not yet achieved Awaiting funding and resources

Need / Issue: Housing			
Objective	Strategy	Outcome	Results end June 2008
To support greater availability of public housing and housing options for ATSI people	Assist the Gerringong Housing Aboriginal Corporation with funding applications for more public housing for ATSI people	<ul style="list-style-type: none"> • Greater opportunities for ATSI people to obtain public housing and assistance 	Not yet achieved Awaiting implementation of new LEP
	Review the LEP to include greater variety and different housing designs and options	<ul style="list-style-type: none"> • Improve access to low cost housing for ATSI people in the Municipality 	Not yet achieved Awaiting implementation of new LEP

Plan for People with a Disability

Need / Issue: Transport – Services Accessibility			
Objective	Strategy	Outcome	Results end June 2008
To provide Community Transport and liaise with public and private transport operators to ensure greater and more accessible services to cater for the needs of people with a disability	Continue to provide Community Transport for people with a disability under the HACC program guidelines	<ul style="list-style-type: none"> • Make access to services and facilities with greater availability for people with a disability 	Achieved
	Lobby for greater accessible public and private transport	<ul style="list-style-type: none"> • Ensure that people with a disability can have greater access to different services and facilities 	Partially achieved Lobbying continuing and awaiting NSW government resources

Need / Issue: Services, Recreational and Social Activities			
Objective	Strategy	Outcome	Results end June 2008
To provide and make referrals for a wide range of services to assist the well being of people with a disability	Provide a wide range of support services for people with a disability and their carers including: Community Transport, Community Options, Respite Services, Neighbour Aid, Domestic Assistance and Community Nursing	<ul style="list-style-type: none"> Improve the life of people with a disability and assist them to become more independent 	Achieved
	Make referrals to Interchange Illawarra for provision of social and recreation activities to cater for people with a disability	<ul style="list-style-type: none"> Create greater opportunities for people with a disability to reduce isolation 	Achieved
	Lobby for independent living facilities to be provided in the Municipality for people with a disability	<ul style="list-style-type: none"> Create greater opportunities for people with a disability to live independently and have direct access to support services 	Not yet achieved Lobbying continued

Need / Issue: Employment and Training			
Objective	Strategy	Outcome	Results end June 2008
To increase opportunities for employment and training in the Municipality for people with a disability	Through Councils Economic Development program seek greater opportunities for employment of people with a disability	<ul style="list-style-type: none"> Achieve a better utilisation of skills for people with a disability 	Not yet achieved Awaiting funding and resources
	Seek the support of regional organisations and government agencies to provide local training and sheltered workshops for people with a disability	<ul style="list-style-type: none"> Improve opportunities for people with a disability to obtain local training without the difficulties to travelling outside the Municipality 	Not yet achieved Awaiting funding and resources

Need / Issue: Health			
Objective	Strategy	Outcome	Results end June 2008
To improve the health of people with a disability in the Municipality and enhance their wellbeing	Implement a Municipal Health Plan addressing main health issues and services for people with a disability	<ul style="list-style-type: none"> Create a healthier environment for people with a disability 	Achieved
	Lobby for Crisis Care and rehabilitation for traumatised people with Acquired Brain Injury	<ul style="list-style-type: none"> Greater opportunities for more direct access to services 	Not yet achieved Lobby continuing and awaiting NSW government funding

Need / Issue: Roads and Footpaths			
Objective	Strategy	Outcome	Results end June 2008
To recognise the specific needs of people with a disability and the need for better access to facilities	Develop a Disability Action Plan to include an audit of Councils facilities and responsibilities under the Disability Discrimination Act and NSW Anti-Discrimination Act	<ul style="list-style-type: none"> Ensure that people with a disability have access to all facilities and avoid litigation for possible discrimination 	Not yet achieved Awaiting funding and resources
	Monitor the conditions of roads, footpaths and crossings including a program of maintenance in line with the Pedestrian and Mobility Plan (PAMP)	<ul style="list-style-type: none"> Ensure a safe and accessible wide range of pedestrian facilities and roads 	Achieved

Plan for Women

Need / Issue: Health			
Objective	Strategy	Outcome	Results end June 2008
To improve the health of women for their physical, emotional and mental wellbeing	Implement a Municipal Health Plan addressing main health issues and services for women in the Municipality	<ul style="list-style-type: none"> Create a healthier environment for women 	Not yet achieved Awaiting funding and resources

Need / Issue: Services, Employment and Training			
Objective	Strategy	Outcome	Results end June 2008
To manage a wide range of programs and services that provide, support and create opportunities for women's employment	Provide community services that support women and are specifically orientated for women's careers including: HACC and Nursing Services	<ul style="list-style-type: none"> Improve the life of women in the community and their economic independence 	Achieved
	Provide training opportunities for women	<ul style="list-style-type: none"> Better skills to assist in family life and the community 	Achieved

Need / Issue: Safety / Isolation			
Objective	Strategy	Outcome	Results end June 2008
To support and encourage a safer community and provide programs that will reduce women's isolation	Develop a Community Safety Program in the Municipality to address community safety and crime prevention	<ul style="list-style-type: none"> Provide a safer environment for women in the Municipality 	Not yet achieved Awaiting funding and resources
	Provide specific programs to address social isolation and interpersonal relationships	<ul style="list-style-type: none"> Encourage greater community support for women 	Not yet achieved Awaiting funding and resources
	Provide programs addressing issues for younger and older women	<ul style="list-style-type: none"> Create awareness of the different needs of women in the community 	Achieved

Need / Issue: Drug / Alcohol and Mental Health			
Objective	Strategy	Outcome	Results end June 2008
To support and lobby for programs that address the issues of substance abuse and mental health of women	Organise drug and alcohol forums to assist women that may be subject to substance abuse	<ul style="list-style-type: none"> Improved education that can lead to a healthier lifestyle 	Not yet achieved Awaiting funding and resources
	Lobby for specific mental health awareness and prevention programs	<ul style="list-style-type: none"> Create an environment where people and communities are aware of mental health as much as physical health 	Achieved

(e) National Competition Policy

1. Category 1 Business Activities

- Kiama Coast Holiday Parks

Category 2 Business Activities

- Waste Services Collection Unit

**2. Statement of Expenses, Revenues and Assets
see attached**

3. Summary of Progress of Council Implementing the Principles of Competitive Neutrality

- The Kiama Coast Holiday Parks has been included as a Category One business activity with its operational activities (in accordance with the competitive neutrality principles) being included in Council's 2007/2008 financial statements.
- The Waste Services Collection unit has been categorised as a category two business activity, with its operational activities (in accordance with the competitive neutrality principles) being included in Council's 2007/2008 financial statements.

4. Complaints Handling Mechanism

Council has adopted a Complaints Handling Policy for Competitive Neutrality Complaints which is advertised in Council's Management Plan.

5. Summary of Complaints

No competitive neutrality complaints were received by Council during 2007/2008.

6. Statement of Outcomes

See attachments

(f) Competitive Neutrality Pricing

The competitive neutrality pricing requirements have been applied to the category one business activity ie. the Kiama Coast Holiday Parks.

The Waste Services Collection Unit has been categorised as a category two business activity.

The Kiama Coast Holiday Parks (category one) have provided Council with funds to offset the significant costs incurred in the maintenance and improvements of Crown Reserves and Community Land throughout the Municipality.

Statement of ordinary expenses incurred, ordinary revenue raised, assets held for Category 1 Business Units for the year ended 30th June 2008

	REVENUES		EXPENSES		OPERATING RESULTS		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)
	Budget	Actual 2008 \$'000	Budget	Actual 2008 \$'000	Budget	Actual 2008 \$'000	Actual 2008 \$'000
Category 1 Business Units							
<u>Kiama Coast Holiday Parks</u>	5918	6300	3805	4453	2113	1847	16894
Totals	5918	6300	3805	4453	2113	1847	16894

(g) Stormwater Management Services

Kiama Municipal Council reviewed its Stormwater Management Plan (SMP) in 2003 in accordance with the requirements of Section 12 of the Protection of the Environment Administration Act 1991. The SMP has the following purposes:

- To satisfy the requirements of Kiama Council under Section 12 of the Protection of the Environmental Administration Act 1991;
- To establish a framework to guide current and future stormwater management planning in the Kiama Local Government area;

- To collate and concisely present the most relevant information that will aid informed stormwater management for the Kiama Local Government area;
- To suggest actions that will minimise environmental impacts from stormwater runoff.

Council's SoE Report 2007/08 outlines actions and strategies implemented. Council has not levied a stormwater management charge in this financial year.

(h) Activities relating to enforcing and ensuring compliance with the Companion Animals Act and Regulations

1. Pound Data Collection Returns with Department

Data returns were submitted to the Department of Local Government and the following information is provided for the annual reporting period:

- 186 companion animals impounded
- 142 returned and/or released to owner
- 1 surrendered to Council
- 12 re-homed
- 27 destroyed.
- 4 miscellaneous
- 1182 companion animal complaints investigated
- 57 dog attacks investigated.
- 157 notices to comply issued
- 147 infringements issued

2. Data and Reporting related to dog attacks

During the reporting period:

- 57 dog attacks were investigated
- 27 required to be reported to Department of Local Government
- Nil Dangerous Dog Declarations were issued.
- Nil Nuisance Dog Notices issued

3. Funding Spent on Companion Animals Management & Activities

During the reporting period the total expenditure on Companion Animals Management was \$147,589 which was spent by Council on activities including administration, enforcement, management of pound and companion animal management issues undertaken by Council's Ranger Services.

4. De-sexing of cats and dogs

Council has a policy that requires that all dogs and or cats from its facilities be de-sexed. During the reporting period Council supported state run programs that encouraged the de-sexing of cats and dogs.

5. Strategies to Re-home Unclaimed Animals

Where the animal is suitable for re-homing Council has a policy to promote and encourage local residents to take and re-home unwanted cats or dogs.

During the reporting period 12 of the 44 unclaimed animals were re-homed. This equates to 27% of the unclaimed animals being re-homed.

6. Off Leash Areas

Council offers its residents and visitors seven coastal locations for the off-leash exercise and recreation of dogs, whilst under the control of their owners.

Six of these are headland areas and two are beach areas. These facilities are located in the townships and areas of Gerroa, Gerringong, Kiama, Bombo, Minnamurra and Werri Beach.

During the reporting period Council continued to uphold a policy for an off-leash swimming area at Bombo Beach with no time limitations. During the reporting period Council adopted a policy for an off-leash swimming area at Werri Beach with time limitations of before 9am and after 5pm.

7. Financial Information on Use of Financial Information on Companion Animals Funds.

For the reporting period Council received a total of \$54,149 in income made up of the following:

- \$643 - Impounding Fees
- \$335 - Micro-chipping Fees
- \$327 - Surrender Fees
- \$37,228 - Infringements
- \$15,616 - Registration Income DLG

\$93,439 was provided from Council's General Revenue to cover the short-fall in balancing income and expenditure for Companion Animals and represents 63.3% of total Companion Animals Income.

Registration Income for Department of Local Government represents 10.6% of Council's Companion Animals Management budget. All of these funds were spent on the administration of the Companion Animals Registration system.

Income from infringements of \$37,228 represents 25.2% of total Companion Animals Income with income of \$1,306 from impounding, micro-chipping and surrender fees representing 0.8% of Companion Animals Income.

Privacy and Personal Information Protection Act Regulations 1998 Sec 33(3)

Council at its meeting held on the 19th September 2000, adopted the Model Privacy Management Plan without amendment and appointed a Principal Privacy Officer and Alternate Privacy Officer. Council has continued to review its documentation to ensure ongoing compliance with the privacy protection principles of the Act. There were no reviews conducted under part 5 of the Act.

Freedom of Information (FOI) Statistics

Council received eleven FOI applications during 2007/2008.

Although this is more than the previous year, five of the FOI applications were lodged by the same developer. Council's policy endeavours to deal with possible FOI applications by the provision of the information sought without having to resort to the FOI process.

There were no inquiries under the FOI Act by the Ombudsman, nor any appeals under the Act to the District Court or the Supreme Court during 2007/2008.