

ANNUAL REPORT

2011-2012



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Kiama Vision

Vision

A Municipality working together for a healthy, sustainable and caring community.

Mission

Kiama Council will work to create a Municipality that has a healthy, vibrant lifestyle, beautiful environment and harmonious, connected and resilient community.

Values/Principles

Kiama Council:

- Values the commitment of the Community to our local region.
- Recognises the value of the area's rural and coastal lifestyle.
- Will strive to maintain the natural beauty of the environment.
- Will plan for sustainability.
- Will build on the strengths of the community to create a Municipality that is a vibrant place to live, work and enjoy.



Message from the Council of the Municipality of Kiama

We are pleased to present the 2011/2012 Annual Report. The report has been prepared in accordance with Section 428 of the Local Government Act. Attached to the Annual Report is the Annual Financial Statements and 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 its Integrated Plans, the Council's financial position and the state of the environment of the Municipality.

There were a number of significant achievements in 2011/2012.

Council continued its focus on a Strategic Asset Renewal Program. Renewal projects throughout the year included:

- Investigation of drainage assets for condition assessment.
- Resurfacing work on Hillview Circuit, Eddy Street, Brook Street, Fountaindale Road, Jerrara Road, Curramore Road, Oxley Avenue, Jamberoo Mountain Road, Attunga Avenue, Cunningham Street, Tingira Crescent, Riverside Drive, South Kiama Drive, Jamberoo-Albion Park Road and Allowrie Street.
- Replacement of the Kiama Surf Lifesaving Club roof.
- Replacement of playground equipment at Kendalls Beach.
- Replacement of the timber skatepark at Jamberoo with a concrete structure.

The Jamberoo Valley Cycleway from Swamp Road around the Billabong towards the Gainsborough Estate was completed with shared funding from both the Federal and State Governments.

Work progressed on the upgrade of West Terralong Street.

Council also constructed new footpaths in Fern Street and Hillview Circuit and commenced construction of a new footpath in Jupiter Street.

Extensions to the Gerringong Cemetery were completed, which will accommodate interments for the next ten to fifteen years at Gerringong.

Work was completed on the river bank stabilisation on the Minnamurra River, adjacent to Riverside Drive. This work has been progressively undertaken with funding by way of a \$2 million grant from the RMS.

A range of road safety programs were also implemented including:

- Graduated Licensing Scheme Workshops
- Log Book Run
- Summer Bus
- Driver Fatigue
- Stayfresh on the Princes Highway

Work also commenced on a significant upgrade of Council's Information Technology systems which over the next two years will see the introduction of electronic records management, improved customer request management and increased online services available through the launch of a new website.

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

- The continuation of Second-Hand Saturdays with the aim of recycling goods and minimising waste to landfill.
- An E-waste collection was successfully undertaken in partnership with Greenacres Disability Services and Renewable Recyclers.

- The undertaking of workshops on cheese making, starting a backyard vegies patch, backyard chook keeping and building a pizza oven to improve community health and sustainability skills.
- The expansion of the Kiama Community Garden at Blue Haven which has seen the erection of a covered outdoor learning area, installation of a further rainwater tank for grey-water, the building of a pizza oven and some amazing new crops.
- The expansion of Smoke Free Zones to include alfresco dining areas in the town centre.
- The planning for the installation of the exercise equipment in parks.
- The production of new walking and cycleway maps for the Municipality.

An important outcome in terms of community cohesion and wellbeing was the continuation of a broad range of community services covering programs for the very young, youth, older people and people with a disability.

NAIDOC Week was celebrated with an inaugural regional dinner and award ceremony which was held at the Shellharbour Workers Club and attracted 600 people. The dinner was undertaken with strong cross regional partnerships and resulted in the event winning the Council Partnership of the Year Award.

Council provided cultural grants, community donations and regional contributions to individuals and groups in excess of \$136,000.

Cultural Grants are an important aspect of developing community and cultural awareness, participation and connectedness. The Cultural Grants have supported projects such as art exhibitions, environmental documentary development, inter cultural awareness, public art and performance art.

Kiama Library continued to be a leader in providing access to library resources through a range of formats, introducing a range of audio and e-books for downloading by members. It also provided a circulation of 153,081 items.

A range of community and arts events were held including:

- International Women's Day Breakfast attended by 180 local women
- World Day for Cultural Diversity attended by approx 100 residents
- International Men's Day attended by 150 men and their families
- Sorry Day commemorations attended by representatives from all Kiama's local public schools, Aboriginal community members and non indigenous residents
- NSW Carers Week Awards function

In late 2010 an area of North Kiama and Minnamurra were announced as first release National Broadband Network (NBN) sites. Subsequently Council successfully participated in a competitive process receiving \$418,209 to establish a digital hub at the Kiama Library, and in partnership with the Kiama Community College an additional \$279,395 was competitively sourced. These two Federal Government programs provide access, demonstration and training to residents, small businesses and not for profit organisations to:

- enable individuals to engage online and participate in the digital economy,
- narrow the gap between those who engage on line and those who do not, and
- enable small businesses to understand how they can improve their online presence and take advantage of the opportunities presented by the NBN.

In June 2012, Council received a further Federal Government grant of \$408,227 under the Digital Local Government program. Council will use this grant in future years to develop an online video-conferencing platform whereby residents will be able to liaise with Council and participate online in Council events and activities.

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 long-term financial plan, internal audit plan and business continuity plan.

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.

Council prepared a long-term financial plan, with the objective of ensuring that there is adequate funding to enable the satisfactory maintenance and renewal of assets. 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.

Gross income from Council operated holiday parks increased by 2.25%. 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 the sales of 17 lots were settled. The estate has 30 lots available for sale.

Activity at The Pavilion Kiama continued to grow with 66 community events and 67 commercial events being held throughout the year. Funds generated from The Pavilion activities go towards further fit-out and maintenance of the building.

At the end of 2011/2012 Council remained in a good financial position. Total Equity at 30 June 2012 totalled \$322.683 million (2011 - \$318.043 million). Council's unrestricted working capital position calculated by reference to current assets and current liabilities disclosed in the Audit report, amounted to \$20 million.

The unrestricted current ratio is 3.38:1, which is an improvement on 2011 (2.91:1).

Council's rates and annual charges represented 29.8% of Council's total 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%. This is consistent with the previous year and is very good by industry standards.

Local residents and property owners are encouraged to read the Annual Report which outlines Council's performance during 2011/2012. Staff will be pleased to answer questions relating to the report. Any enquiries should be made through the office of the General Manager.

COUNCILLORS (2011-2012)

Mayor – Councillor Sandra McCarthy



Deputy Mayor – Councillor Brian Petschler



Councillor Ben van der Wijngaart



Councillor Dare-Ward



Councillor Peter Bowman



Councillor Trevor Fredericks



Councillor Lexie Wheeler



Councillor Warren Steel



Councillor Neil Reilly



EXECUTIVE STAFF

General Manager

Michael Forsyth



Assistant General Manager Director Engineering and Works

Bryan Whittaker



Director Corporate and Commercial Services

Chris Quigley



Director of Community Services

Clare Rogers



Director Environmental Services

Phil Costello



KIAMA LOCAL GOVERNMENT AREA

- Council Established: 1859
- Population: 20,906 (ABS Estimated Resident Population 2010)
- Area: 259 Square Km
- Assessments: 10,282
- Boundaries: Tasman Sea/City of Shellharbour/City of Shoalhaven/Shire of Wingecarribee
- Number of Full time Employees: 248
- 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 and 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.

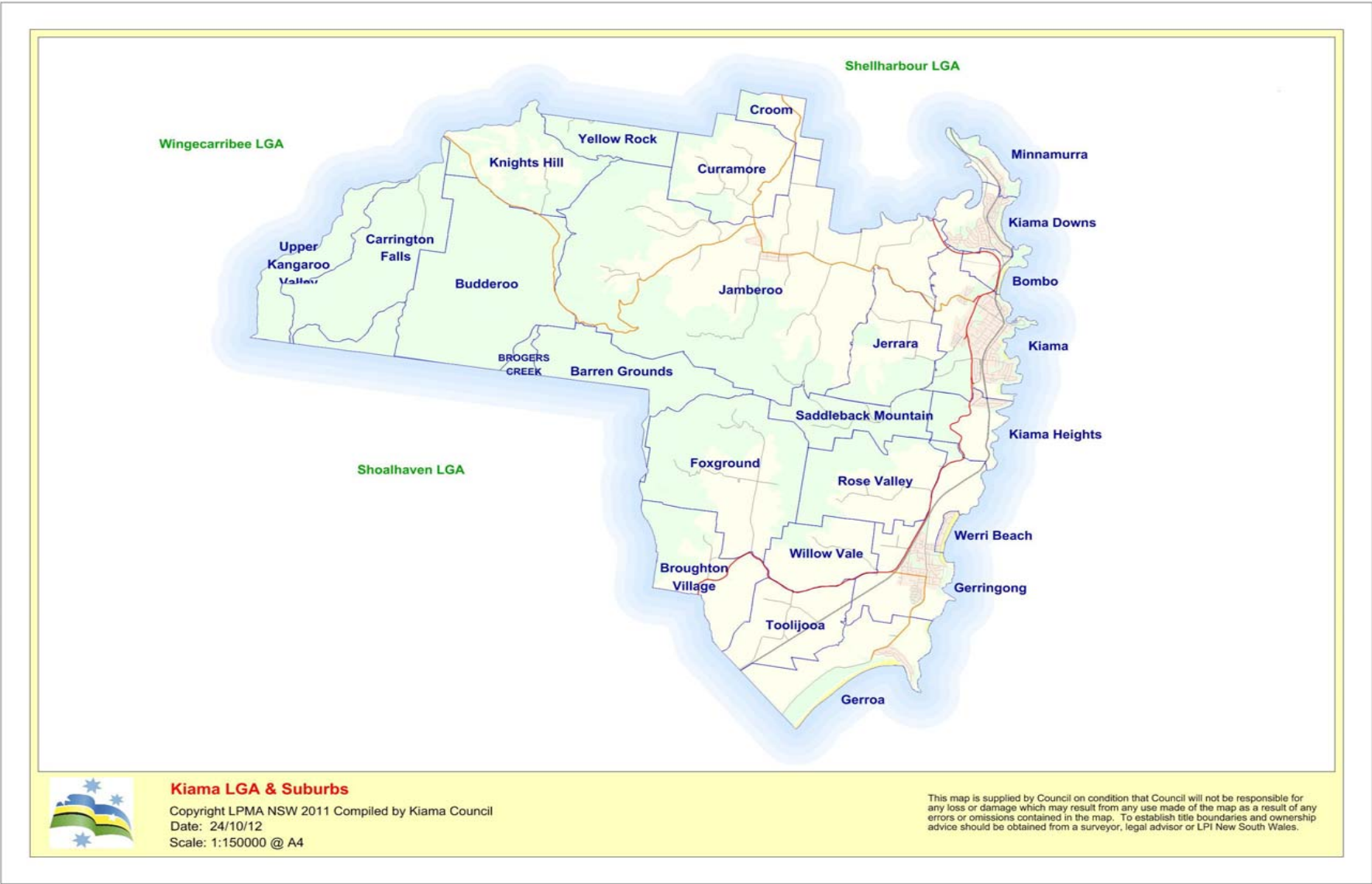
Jamberoo

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.



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:

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.

Councillors

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

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.

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 on line and at the Customer Services counter from the Wednesday 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) 4230444
Facsimile: +61 (02) 4230555
E-mail: council@kiama.nsw.gov.au

Written Information

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

- The Integrated Plan
- The Annual Report
- Annual Financial Statement
- The Fees Schedule
- The Social Plan
- The State of the Environment Report

Local Newspaper Column

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

Council's Website

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 Integrated Plans, other documents and information about Council activities.

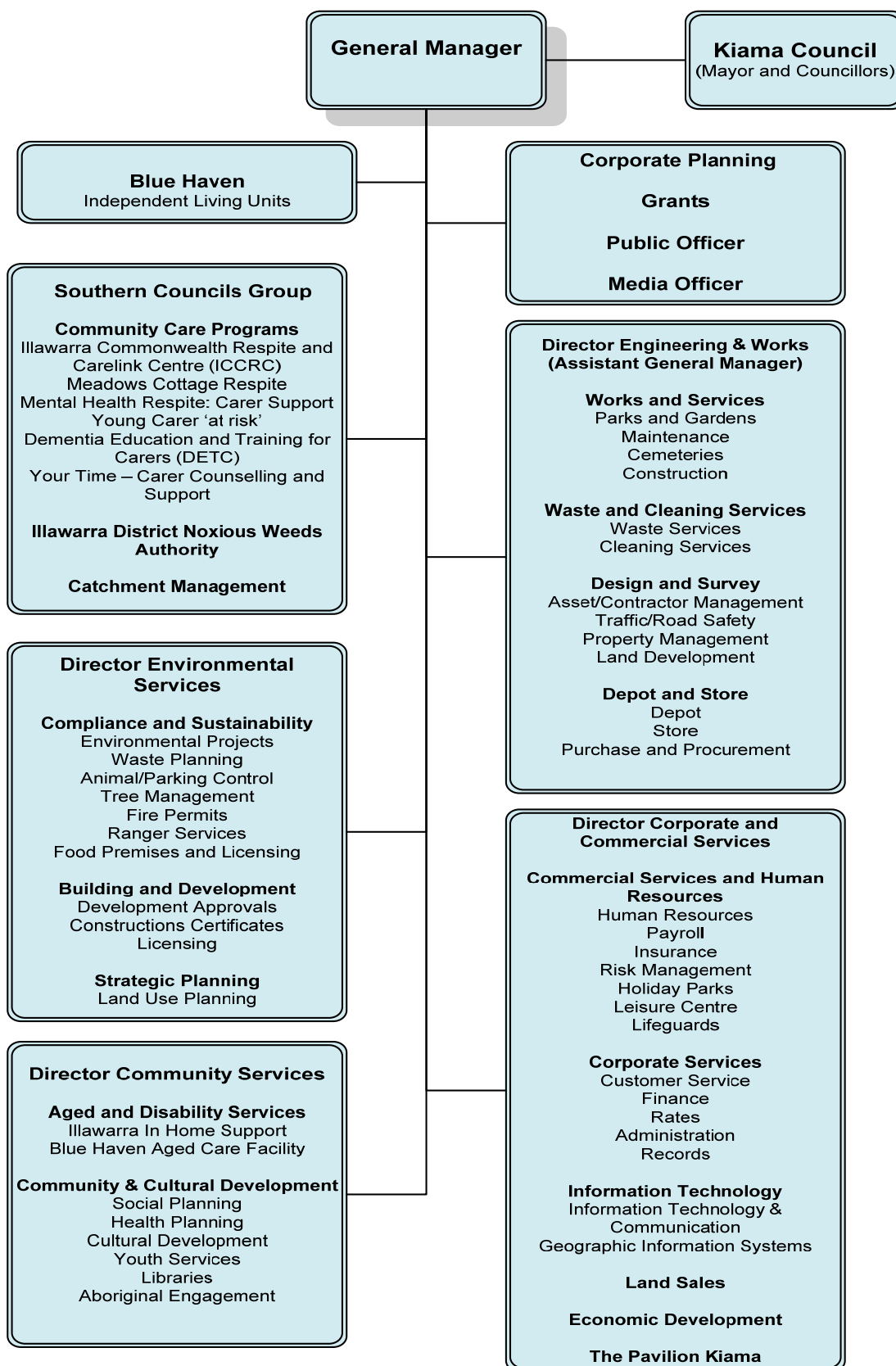
Office Hours

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**
- HACC Community Centre Hindmarsh Park
4232 0475
- 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**
 - Manager – Independent Living Units
4233 1714
 - Caretakers – Independent Living Units
4232 3484
 - Allocations – Independent Living Units only
42331714

Kiama Municipal Council Organisation Chart



Financial Overview and Financial Statements Sec 428(2)(a)

Reporting Requirements

The annual financial report, for the period ended 30 June 2012, has been prepared in accordance with Australian Accounting Standards, 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 Statement including the Auditor's reports are an attachment to the Annual Report.

Results for the 2011/2012 Year

Council's consolidated surplus from continuing operations for the financial year amounted to \$4.636M. This result is fully disclosed in the Income Statement for the year ended 30 June 2012. 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 \$1.2M (2011 – surplus of \$1.3M)
- Waste Unit – surplus of \$678K (2011 – surplus of \$526K)

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 2011/2012 Operations

During the year, the Council continued to engage in its principal activities of providing facilities and services to the local community. The consolidated surplus of \$4.636M was achieved after allowing \$7.871 million for depreciation of non-current assets, and receiving grants and contributions for capital purposes of \$0.83 million. However, there are carried over works and unexpended grants from 2011/2012 to be completed in the 2012/2013 financial year valued at \$2.3M. 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 2011/2012, Council generated 29.8% of its total revenue from rates and annual charges compared to 30.9% in 2010/2011. In accordance with the State Government's approval, the total amount raised from the General Rate in 2011/2012 was 2.8% greater than in 2010/2011. Council levies a non-residential differential rate on all properties used or zoned for commercial, professional, trade or industrial purposes, and income of \$203,000 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 2012/2013 budget adopted by Council provides for a balanced budget excluding \$7.9M 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 requires disclosure in this report.

Loans

Council's loan liabilities as at 30 June, 2012 were as follows:

Holiday Parks	\$900,202
Government Advances (General Fund/Holiday Parks)	\$2,591,667
Blue Haven	\$1,066,413
TOTAL	\$4,558,282

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

Council's principal activities are defined in its Community Strategic Plan. Each of these activities has a principal objective. The original performance targets for each principal objective were set out in Council's Integrated Plans, 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 Integrated Plans.

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 2011/2012, as follows:

MAJOR ACHIEVEMENTS - 2011/2012

CORPORATE SERVICES - Major Achievements 2011/2012

- All Local Government strategic tasks met on time.
- Annual Financial Statement submitted to Division of Local Government within timeframe.
- Update of the long-term financial plan.
- Establishment of Digital Hubs and provision of Hub and Digital Enterprise programs.

Priorities for 2012/2013

- Further development of long-term financial plan.
- Further development of the Integrated Plan.
- Implementation of the Digital Local Government program and expansion of Digital Hub activities.
- Development of a Digital Economy strategy
- Development of an Economic Development Strategy.

LEISURE CENTRE –Major Achievements 2011/12

- Filtration upgrade.
- Improvements to Hall equipment – Upgrade of gymnastics equipment, new tables and soccer goals.
- New equipment in Gymnasium – Elliptical cross-trainer and two new treadmills.

Priorities for 2012/13

- Purchase new wet-deck grates for both pools.
- Plans and works program for roof replacement and sustainability options, including water retainment, solar panels, lighting and ventilation improvements.
- Five new gymnasium treadmills and cable cross-over gym equipment
- Installation of a UV system to the Baby Pool to comply with new Public Health Regulations

HOLIDAY PARKS - Major Achievements 2011/2012

- Income increased by \$247,918 (approx 3.4%) from \$7,274,875 to \$7,522,793
- Major refurbishment to Cabin 1 at Kendall's on the Beach Holiday Park and Cabins 6 and 7 at Seven Mile Beach Holiday Park
- Camp Kitchen upgrades at Seven Mile Beach Holiday Park (southern end and Riverside Pool)
- Refurbishments to Residence at Werri Beach Holiday Park and commenced refurbishments at Surf Beach Holiday Park
- Commenced rendering of the amenities block at Surf Beach Holiday Park
- Installed jumping pillow and security camera at Werri Beach Holiday Park
- Installed pin pad entry to both amenities at Werri Beach Holiday Park

Priorities for 2012/2013

- Major cabin refurbishments across all Parks
- Individual Electricity Metering of Holiday Vans at Werri Beach and Seven Mile Beach Holiday Parks.
- Replacement of Playground equipment at Werri Beach Holiday Park
- Completion of southern end Camp Kitchen at Seven Mile Beach Holiday Parks
- Install pin pad entry on the amenities at Surf Beach and Seven Mile Beach Holiday Parks
- Refurbishments to 'B' Block Amenities at Seven Mile Beach Holiday Park
- New slab sites at Seven Mile Beach Holiday Park
- Replace Shade Sail to Beachside Pool at Seven Mile Beach Holiday Park
- External Refurbishments to 'A' Block Amenities at Seven Mile Beach Holiday Park

- Demolish Kendall's on the Beach Holiday Park's amenities block and commence work on new amenities
- Upgrade wireless access at all Parks
- Complete upgrade of the managers residence at Surf Beach Holiday Park
- Develop a new five year Business Plan for the Holiday Parks

COMMUNITY SERVICES - Major Achievements 2011/12

- The Department underwent some internal restructure, taking on responsibility for Health Planning and Blue Haven Aged Care Facility.
- The Library received NBN funding to operate the Digital Hub, aimed at ensuring everyone has access to new NBN enabled technology
- The Library and the Youth Service both collaborated with Head Space to provide a venue to deliver NBN enabled mental health services to young people in Kiama.
- The Youth Service ran an inaugural Young Men's Group with participants from Kiama High School, promoting self esteem and healthy lifestyles. The program was well received by all involved.
- The Youth Worker in the school program continued to work closely with Kiama High School SRC
- A successful Youth Week program was held incorporating music, art and skateboarding.
- The Youth Service transitioned to a new model of funding from the Department of Community Services.
- The undertaking of workshops to improve community health and sustainability skills. Topics included cheese making, starting a backyard vegies patch, backyard chook keeping and building a pizza oven.
- The expansion of Kiama Community Garden at Blue Haven has seen the erection of a covered outdoor learning area, installation of a further rainwater tank for grey-water, the building of a pizza oven and some amazing new crops
- Expansion of Smoke Free Zones to include Alfresco dining areas in the town centre.
- The production of new walking and cycleways maps for the Municipality.

- The Australian premiere of Greenhorns at a Community film night attended by 180 residents with US based Joel Salatin as the guest speaker
- The launch of the Living Classroom at Kiama Public School.
- Development of a Community Gardens Policy.
- A range of cultural events were celebrated including Australia Day, Sorry Day and World Day, as well as an inaugural event for International Men's Day.

Priorities for 2012/2013

- Development of a Public Art Policy
- Holding an Arts Business conference to promote the arts industry in Kiama.
- Implement planned renovations to the Youth Service cottage in Hindmarsh Park to be better able to meet the needs of young people with better training facilities and multi-functional spaces for delivering programs.
- Continue planning for the redevelopment and expansion of the Aged Care Facility
- Ensure that Council has age friendly strategies incorporated into all aspects of its planning and operations

ENGINEERING AND WORKS – Major Achievements 2011/2012

Council continued its focus on a Strategic Asset Renewal Program. Renewal projects throughout the year included:

- Investigation of drainage assets for condition assessment.
- Resurfacing work on Hillview Circuit, Eddy Street, Brook Street, Fountaindale Road, Jerrara Road, Curramore Road, Oxley Avenue, Jamberoo Mountain Road, Attunga Avenue, Cunningham Street, Tingira Crescent, Riverside Drive, South Kiama Drive, Jamberoo-Albion Park Road and Allowrie Street.
- Replacement of the Kiama Surf Lifesaving Club roof.
- Replacement of playground equipment at Kendalls Beach.
- Replacement of the timber skatepark at Jamberoo with a concrete structure.

The Jamberoo Valley Cycleway from Swamp Road around the Billabong towards the Gainsborough Estate was completed with shared funding from both the Federal and State Governments.

Work progressed on the upgrade of West Terralong Street.

Council also constructed new footpaths in Fern Street and Hillview Circuit and commenced construction of a new footpath in Jupiter Street.

Extensions to the Gerringong Cemetery were completed, which will accommodate interments for the next ten to fifteen years at Gerringong.

Work was completed on the river bank stabilisation on the Minnamurra River, adjacent to Riverside Drive. This work has been progressively undertaken with funding by way of a \$2 million grant from the RMS.

A range of road safety programs were also implemented including:

- Graduated Licensing Scheme Workshops
- Log Book Run
- Summer Bus
- Driver Fatigue
- Stayfresh on the Princes Highway

Special Rate Variation Works

Council with the approval of the Minister of Local Government, increased rates by 6.5% for the 2009/2010 and 2010/2011 years. The 2011/2012 income raised from this increase totals \$692,176.

The following is a breakdown of the original allocation for the expenditure of the Special Rate Variation, the actual expenditure and the re-votes of expenditure:

	Original Allocation	Actual SRV Expenditure	Revote
Rural Sealed Roads	\$ 80,974	\$ 80,974	-
Footpaths	\$ 30,000	\$ 43,455	-
Urban Roads	\$118,973	\$126,892	-
Kerb and Gutter	\$ 25,000	\$ 66,020	-
Building Renewal	\$112,400	\$ 110,028	-
Playground Equipment	\$ 62,200	\$ 62,200	-
Drainage	\$ 71,360	\$ 161,674	-
Sports Association	\$ 30,000	-	\$30,000
Road Resealing	\$161,269	\$203,243	-
TOTAL	\$692,176	\$854,486	\$30,000

The above expenditure includes \$96,155 revoted expenditure from the 2010/2011 financial year.

Priorities for 2012/2013

- Continuation of the Asset Renewal Program to provide substantial repairs and renewal to major asset groups
- Construction of a new amenities building at Black Beach
- Construction of a new roundabout at the intersection of Bland Street and Old Saddleback Road
- Improvements to three bus shelters
- Construction of footpaths in Belinda Street, Bland Street and Blackwood Street
- Completion of the footpath construction in Jupiter Street
- Construction of Stage 1 of the Kiama Memorial Commemorative Walkway
- Construction of the Bonaira Street/Manning Street roundabout and pedestrian crossing
- Completion of the installation of the outdoor fitness equipment – Surf Beach to Storm Bay
- Completion of the West Terralong Street streetscape redevelopment
- Completion of the March 2011 flood damage repair works
- Replacement of the roof on the Kiama Leisure Centre

ENVIRONMENTAL SERVICES – Major Achievements 2011/2012

Biodiversity and Food Initiatives

- Supported National Tree Day, with 230 students from Kiama High School participating in tree planting and bush regeneration at seven sites with 1000 trees planted.
- Seven Mile Beach Reserve biodiversity rehabilitation project continued with grant funding being provided for asparagus and other weed removal and revegetation work in littoral rainforest.
- Draft Management Plan prepared for the protection and management of threatened Themeda Grassland
- Continued rehabilitation and maintenance work at reserve sites at Spring Creek Wetlands, Jerrara Dam Arboretum and Bonaira Native Gardens
- The completion of the Rocklow Creek Rest Stop
- Minnamurra-Tree of Heaven removal and re-vegetation work in reserve and saline wetland, funded by an Illawarra Biodiversity Grant.

Health-Sustainability-Environment Initiatives

- Energy Savings initiatives undertaken included installation of 80 watt induction energy efficiency lighting at Council's Works Depot resulting in an approximate saving in light costs of 20% pa.
- Installation of solar panel panels at Kiama Council's Administration Building that produced 13,930 kWh during the 2011-2012 financial year.
- Implementation of Council's Corporate Green Fleet Sustainable Policy resulting in average star rating for 2011-2012 of 3.6, 17 % of vehicles using diesel, and the use of biodiesel resulting in more than 300 tonnes of CO₂-e being abated in 2011-2012.
- The development and implementation of Sustainable Procurement Guidelines that included Sustainable Choice training for staff, the use of recycled oil in Council's workshop and soy biodiesel in plant and equipment and the trialling of 80% recycle content printing paper..
- The installation of data loggers at 10 high consumption sites resulted in the quick identification and repair of base flow leaks. Previously undetected leaks accounted for

about 20% of the consumption at these sites.

- To celebrate World Environment Day 2012 (Sunday 3 June) Council held "Future Fest Illawarra" which included activities such as the Smart Living Expo and Trash and Treasure Car Boot sale which was attended by approximately 2,500 people.

Waste Minimisation Initiatives

- For 2011-2012 the estimated total waste (green waste, putrescibles and recycling) generated during the reporting period was 11,845.67 tonnes, of which 7,083.67 tonnes, or 59.80%, was recycled. This figure is a decrease of 6.77% compared with the 2010/2011 figures.
- Weekly urban recycling service conducted during months of December and January. An additional 7 tonnes of recyclables collected during the period compared to previous year's tonnages.
- Electronic waste collection 'E-Cycle' on 10-12 November, 2011. A total of 48 tonnes was recycled with 686 cars participating.
- Planet Ark's 'Cartridges 4 Planet Ark' that resulted in 91.09kg of cartridges from Council's Offices being recycled.
- Second Hand Saturday conducted in September 2011 and March 2012 involving a total of 187 stallholders and approximately 5,000 attendees.
- Agsafe Limited DrumMuster Program resulted in 1025 drums being collected and recycled.
- Fridge Buy-Back Program conducted with 313 fridges collected ranking Kiama 12th out of 52 participating Councils in NSW.
- Fluorescent tubes and CFL lamp recycling program resulted in 47kgs of globes being collected and recycled. This is equivalent to 6,909mg of mercury being diverted from landfill.

- Council supported Clean-Up Australia Day with 12 sites registered and approximately 200 volunteers attending. A total of 0.5 tonnes of waste and 0.8 tonnes of recyclables were collected on the day.
- Five local schools also participated in the School Clean up Australia Campaign which was held on Friday 2 March with approximately 1,400 students participating.
- Kiama Council participated in Business Clean up Day held on Tuesday 28 February. Ten staff volunteered their time on the day and collected waste and recyclables from the streets, parks and reserves within Kiama.
- During the reporting period, Council investigated 175 littering and illegal dumping complaints made up as follows
 - 6 general littering issues
 - 6 Builders waste issues
 - 4 Commercial waste issues
 - 3 Hazardous material
 - 61 illegal dumping issues emanating from households
 - 3 litter issues emanating from vehicles
 - 92 other litter/illegal dumping issues
 - 5 Penalty Infringement Notices were issued (5 for discarding litter from a vehicle, 2 for discarding litter from an individual)
- Holiday Park Source Separation and Recycling Program conducted within the five Council owned and operated Holiday Parks over the December 2011/January 2012 Summer holiday period
- A total of 14kgs of mobile phones and accessories was collected through Council's MobileMuster program over the reporting period
- Continuation of the promotion of composting through the Kiama Council and Kiamasphere websites. Bokashi bucket demonstrations were involved in Kiama Council's Produce Markets in September 2011 and again at the Future Fest Illawarra event held in June 2012. A total of 412 Bokashi composting buckets have been sold to date.
- Commenced development of Council's new food waste trial 'GO Organics – Kitchen to Compost Revolution'. Trial to commence in November 2012 in Zone 5 (Gainsborough Estate).
- A recycling information brochure was distributed to all households aimed at

increasing recycling.

- Implemented a Battery Recycling Program in February 2012 for the disposal of all dry cell batteries. Bins located within the Kiama Library, Minnamurra Recycling Depot, Council Administration and Stores Building.

Strategic Town Planning

- Kiama Local Environmental Plan 2011 was gazetted/published on the 16 December 2011.
- Council's existing 36 DCPs were reviewed, revised and redrafted into a draft DCP that met the Department of Planning requirements associated with a standard template LEP. During 2011-2012 the draft DCP was placed on public exhibition and a number of consultation forums were held with targeted industry groups/members of the public.
- The Kiama Urban Strategy was exhibited for public comment. Council adopted the Kiama Urban Strategy on the 20 September 2011. In order for council to process requests for Planning Proposals some of which will originate out of the Urban Strategy, a Planning Proposal Policy was formulated and adopted in February 2012. The policy clearly sets out the methodology and process of handling Planning Proposals (including requests for planning proposals in a transparent manner).
- A new Section 94 (Direct Contributions) Plan was submitted to Council in draft format and completion was delayed pending State legislation and Policy changes.

Priorities for 2012/2013

Biodiversity and Food Initiatives

- Continue to support and implement Landcare groups and activities.
- Implement 2012 National Tree Planting programs
- Complete Minnamurra River bank stabilisation and revegetation project.
- Implement strategies identified in Illawarra Biodiversity Strategy Action Plan.
- Commence review of Crooked River Estuary Management Plan.
- Host the NSW Coastal Management Conference.
- Implement the Community Gardens Policy – Position Paper.
- Participate in review of Southern Rivers Catchment Management Action Plan.

- Continue to support Southern Councils Group Weeds Authority and programs.

- Continue to implement strategies to protect Themeda Grassland as detailed in the Plan of Management.
- Review potential contaminated lands notification procedures.
- Commence review of Stormwater Management Plan.

Health-Sustainability-Environment Initiatives

- Stage another Future Fest Illawarra event in recognition of World Environment Day.
- Prepare Energy Saving Management Plans for Council's top 10 highest energy consumption sites and implement strategies.
- Review and update Water Saving Management Plans for Council's top 10 highest water consumption sites and implement strategies.
- Continue to implement Sustainable Procurement Guidelines.
- Implementation of Waste and Sustainability Improvement Payment Action Plan and Programs.
- Continue inspection program for On-site Sewerage Management Facilities and undertake review of existing code.
- Implement legislative requirements for companion animals.
- Review Companion Animals Management Plan and implement identified strategies.
- Conduct 2013 World Environment Day activities.
- Implement Food Safety Inspection Program and training and education.
- Implement new requirements of Public Health Act and Regulation specific to swimming pools and private water supplies.
- Continue to action environmental and pollution incidents and complaints.

Waste Minimisation Initiatives

- Implementation of the food waste trial 'GO Organics – Kitchen to Compost Revolution' in Zone 5 (Gainsborough Estate) in November 2012.
- Establish the Minnamurra Recycling Depot as a collection point for e-waste in accordance with the Federal Government's Product Stewardship Scheme.
- Continue to implement strategies identified in the Illegal Dumping and Litter Integrated Plan.
- Completion of Business Plan of Council's Waste Management and Property Services Business

Unit Operations.

- Prepare Business Case and design plans for the establishment of an organics treatment and or alternative waste technology facility.
- Undertake review of Clean up Collection Services including free disposal drop off.
- Implementation of a Sustainable Events Management Plan & Guidelines.
- Continue to implement Public Place Recycling Program.
- Support and implement Silage Wrap Regional Recycling Program.
- Support establishment of Southern Council's Regional Littering and Illegal Dumping Network and implement regional programs.
- Continue waste minimisation educational programs.
- Continue to implement recycling programs for the recovery of batteries, mobile phones, light globes and other hazardous wastes.
- Continue to implement Holiday Parks recycling program.
- Implement weekly recycling program for urban areas for months of December and January.

Strategic Planning

- Formulation of various 'in house' Planning Proposals aimed at rectifying current issues with LEP 2011.
- Process planning proposals in line with Council's adopted Planning Proposal Policy.
- Implementing a rolling review of Kiama DCP 2012.
- The implementation of the Kiama Urban Strategy.
- Participate in the review of Illawarra Regional Strategy.
- Participate in the Illawarra Urban Development Program
- Participate in the Economic Lands Taskforce.
- Preparation and exhibition of a draft Section 94 Plan for the provision and enhancement of community facilities.

Development Assessment

- Maintain and review procedures adopted for reducing development application timeframes.

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

- Council's State of the Environment Report is a

separate attachment.

Condition of Public Works

Sec 428 (2) (d)

Council is 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 and 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 2010/2011 financial year is also shown:

Asset Class	Written Down Value at 30/6/12 (\$000)	Estimate of Cost to Bring to Satisfactory Standard (\$000)	Estimated Required Annual Maintenance (\$000)	Maintenance Expenditure 2011/2012 (\$000)
Public Roads	71,194	4,640	2,586	2,510

Stormwater Drainage

The condition of Council's stormwater drainage assets has been surveyed and the following values are provided for the 2011/2012 financial year.

Asset Class	Written Down Value at 30/6/12 (\$000)	Estimate of Cost to bring to Satisfactory Standard (\$000)	Estimate Required Annual Maintenance (\$000)	Maintenance Expenditure 2011/2012 (\$000)
Drainage	19,189	1,657	249	66

Buildings

The condition of Council's buildings has been surveyed and the following values are provided for the 2011/2012 financial year.

Asset Class	Written Down Value at 30/6/12 (\$000)	Estimate of Cost to Bring to Satisfactory Standard (\$000)	Estimate Annual Required Maintenance (\$000)	Maintenance Expenditure 2011/2012 (\$000)
Public Buildings	46,739	2177	1,143	982

Other Structures

The condition of Council's other structures has been surveyed and the following values are provided for the 2011/2012 financial year.

Asset Class	Written Down Value at 30/6/12 (\$000)	Estimate of Cost to Bring to Satisfactory Standard (\$000)	Estimate Annual Required Maintenance (\$000)	Maintenance Expenditure 2011/2012 (\$000)
Other Structures	7,376	644	280	162

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

The following is a list of 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.

Actions in Local Court			
Action		Result	Costs
Companion Animals Act (Appeal)		-	-
Protection of Environment Operations Act (Appeals)		-	-
Other Acts (Appeals)		-	-
Infringement Notices			
Act		Number issued	Face Value \$
Road Rules 2008 & Road Transport (General) Act 1993 & Roads Regulation 2005, Roads Act (General) 1993 & Roads Regulation 2008		240	\$40,875
Companion Animals Act		183	\$32,135
Environmental Planning & Assessment Act 1993		-	-
Protection of the Environment Operations Act		8	\$1,950
Local Government Act		4	\$1,630
Actions in the Land and Environment Court			
Appeals			
Development Application No		Result	Costs
10.2011.192 - Lot 103 DP 561082 No 96 Rose Valley Road Rose Valley - Endo Technik-Nord Pty Ltd.		Appeal dismissed and the DA refused. Demolition of structures required by the Court.	\$26,904
Prosecutions			
Case	Action	Fine	Costs
Watkins	Breach of Environmental Planning and Assessment Act (Tree Preservation Order)	\$12,000	\$15,000
Williams	Protection of Environment Operations Act – Obstruction of Authorised Officer	\$2,500	\$4,500

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 2010/2011. 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 & 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 sessions 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.

Council adopted the following range of fees to be paid to Councillors and the Mayor in the Rural category for Councils for 2011/2012. The fees shown were adopted by Council on 28 June 2011.

	Minimum	Maximum	Amount Adopted by Council
Councillors	\$7,550	\$9,970	\$9,970
Additional Mayoral Fee	\$8,020	\$21,770	\$21,770

The following fees and expenses were paid in 2011/2012:

Mayoral Fee	\$21,770
Mayoral Vehicle Expenses	\$4,138
Councillor Fees	\$89,730
Councillor's Expenses & Provision of Facilities (see below)	\$34,799

Provision of Facilities

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

\$7,540

Expenses

1	Telephone calls including mobiles, home located landlines, facsimile and internet services.	\$1,140
2.	Spouse/partner/accompanying person expenses.	NIL
3.	Conference and seminar expenses	\$20,099
4.	Training and skill development expenses.	NIL
5	Interstate travel expenses (including subsistence and out-of pocket expenses)	\$6,020
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)	NIL
		<u>\$27,259</u>

Meetings of Councillors

During the year Council held a total of 11 ordinary meetings and 8 extraordinary meetings. Councillor's attendances at these meetings are detailed below:

	Ordinary Meetings		Other Meetings	
	Held	Attended	Held	Attended
Councillor Sandra McCarthy	11	10	8	7
Councillor Trevor Fredericks	11	8	8	7
Councillor Warren Steel	11	11	8	8
Councillor Brian Petschler	11	10	8	7
Councillor Ben van der Wijngaart	11	9	8	2
Councillor Lexie Wheeler	11	10	8	5
Councillor Peter Bowman	11	11	8	8
Councillor Neil Reilly	11	11	8	6
Councillor Monique Dare-Ward	11	11	8	7

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

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

The total amount payable in respect of the employment of three senior staff for the period (including the salary component, employers and employee superannuation, provision of vehicle, vehicle running costs and fringe benefits tax) was \$564,778.

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

Contractor	Goods/Services	Amount Incl GST
Boral Constructions	Quarry products & supply/lay asphalt	\$712,817
Roadworx Group	Asphalt/Equipment hire/traffic management	\$200,412
Harrigan Ford	Supply vehicles	\$344,085
Gabbys at the Pavilion	Catering-The Pavilion	\$256,477
Huntley Heritage	Landscape supplies/waste services	\$169,628
Wilson's Holden	Supply vehicles	\$540,433
TRUenergy		\$285,023

Bush Fire Hazard Reduction Activities Carried Out By Council Sec 428(2)(i1)

Kiama Local Government Area

The Kiama Local Government area received no hazard complaints from residents in relation to bush fire hazards on properties. Fire permits are issued by the Rural Fire Service.

Kiama Local Government Area

Council has adopted a *No Burn* Policy within the Kiama Municipality. Under Part 2, Schedule 8 of the Protection of the Environment Operations (Clean Air) Regulation 2010, 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 and the burning of garbage and other waste is prohibited.

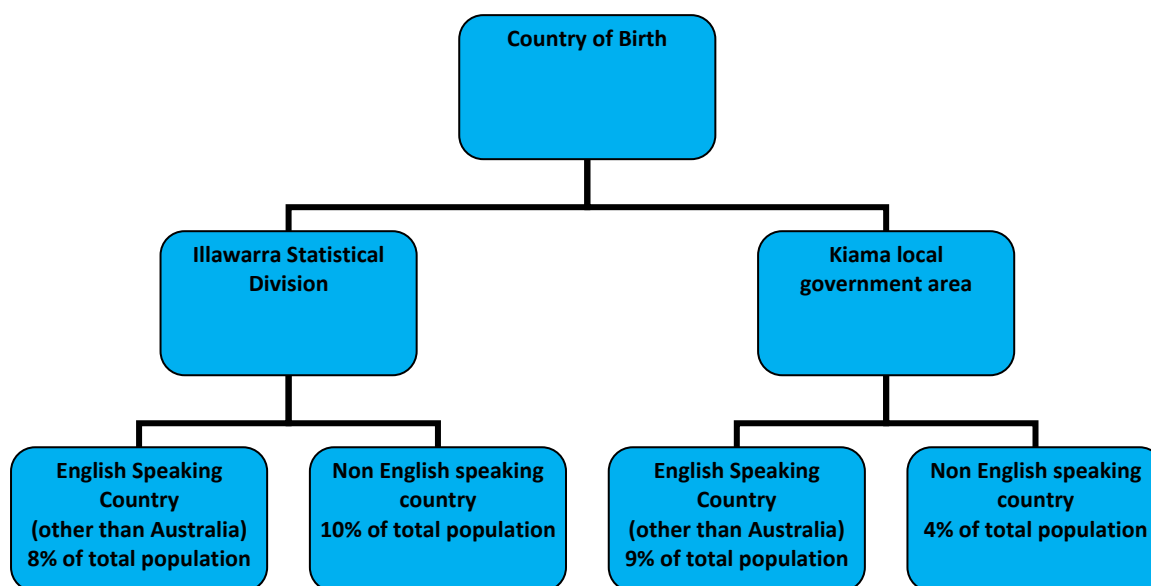
A total of 112 permits to create smoke were issued under the Protection of the Environment Operations (Clean Air) Regulation 2010 by Council.

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

- Culturally and Linguistically Diverse People

Country of Birth

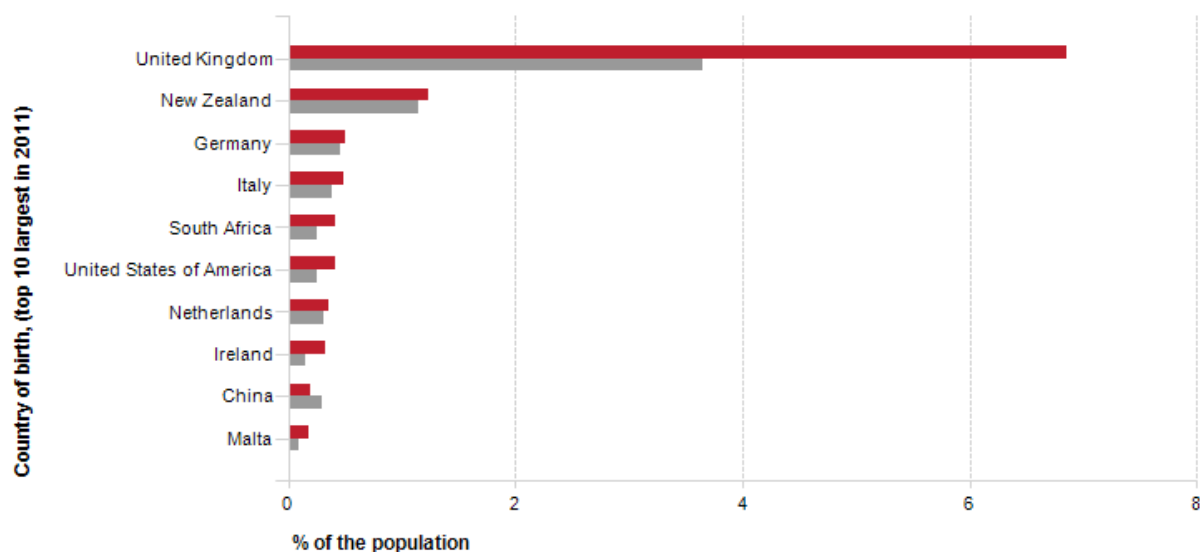
Not all information has yet been released from the 2011 Australian Bureau of Statistics Census. However, data shows that while the number of people born in a non-English speaking country has increased minimally from 4% to 5%, the number of people from other English speaking countries has remained the same at 9%. Comparative data for the Illawarra Statistical Division is only partially available; so much of this data compares Kiama to the rest of Regional NSW.



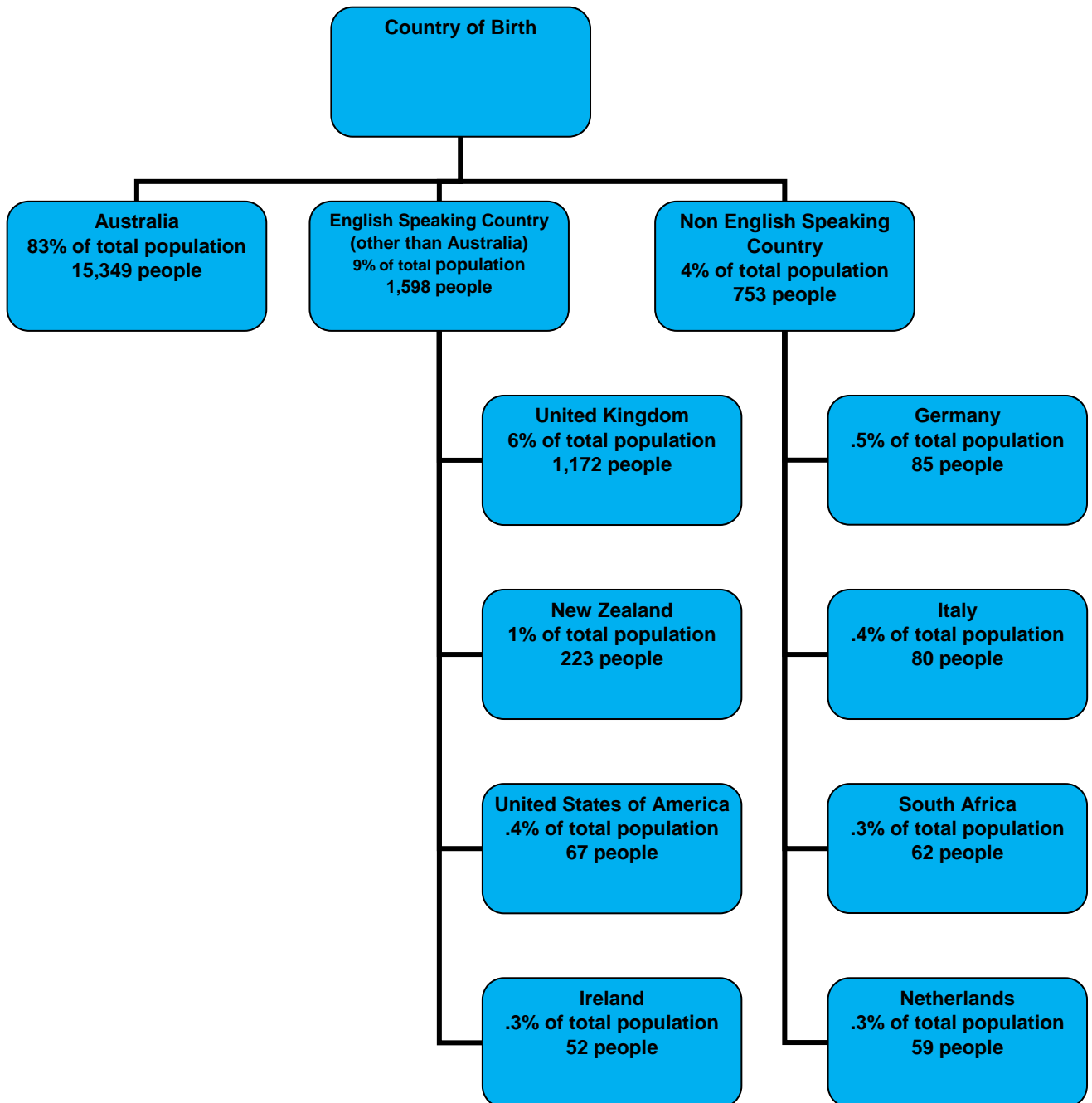
The dominant English speaking country of birth in the Kiama Municipality (other than Australia) is the United Kingdom with the dominant non-English speaking country being Germany.

Country of birth, 2011

■ Municipality of Kiama ■ Regional NSW



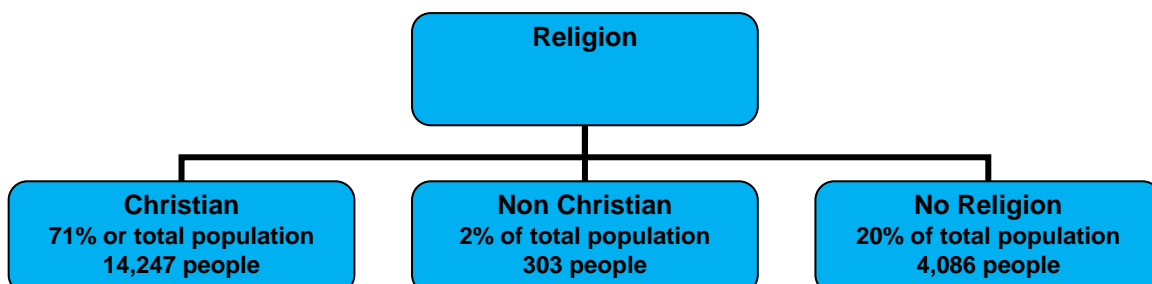
Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual residence data)
Compiled and presented by .id, the population experts.



Note: Above percentages do not include 4% non responses.

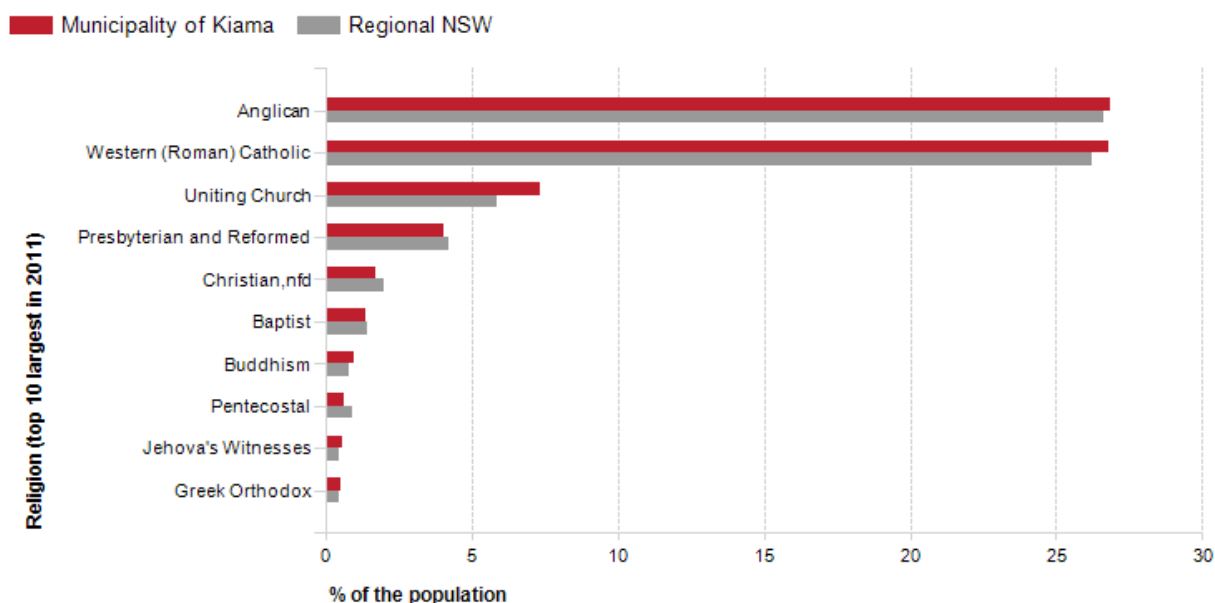
Religion

2011 Australian Bureau of Statistics Census data shows that 73% of the population nominated a religious affiliation. This is consistent with the broader Regional NSW at 73%, but 3% less than in 2006.



The dominant religion in the Kiama Municipality was Christian being 71% of the total population, with the most common denominations being nominated as Anglican with 27.6% and Catholic with 26.6%.

Religion, 2011



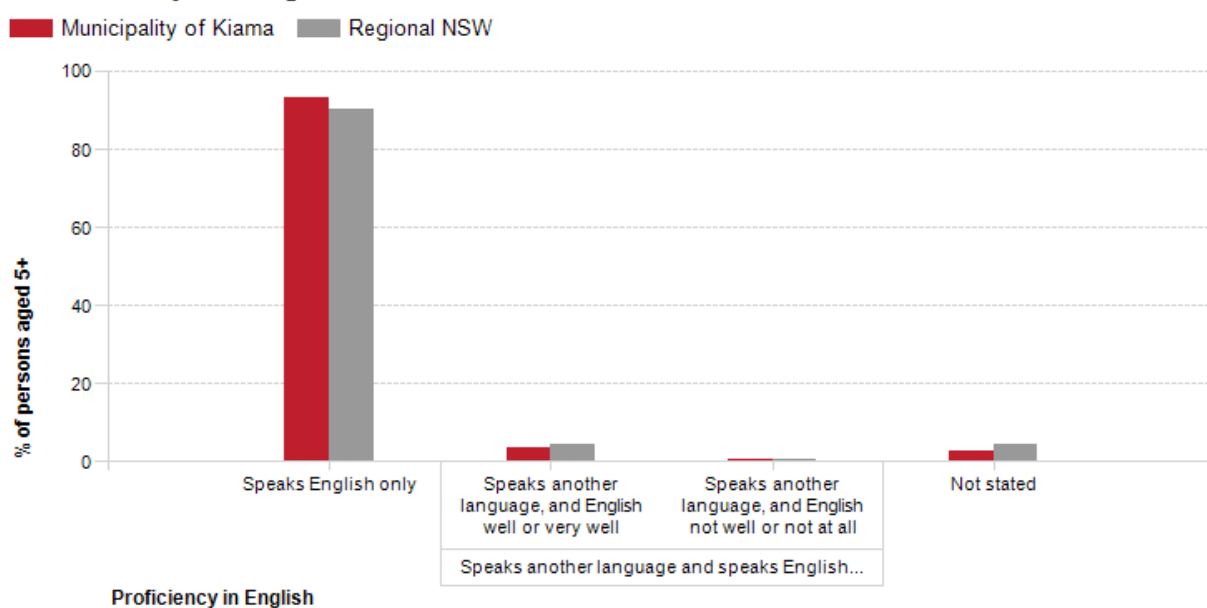
Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual residence data)
Compiled and presented by .id, the population experts.



Language

Overall, according to the 2011 data, 93% of persons in the Kiama Municipality spoke only English at home, while only 0.3% spoke another language and English not well or not at all. This compares the Illawarra Statistical Division where 82% of persons spoke only English at home.

Proficiency in English, 2011



Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual residence data)
Compiled and presented by .id, the population experts.



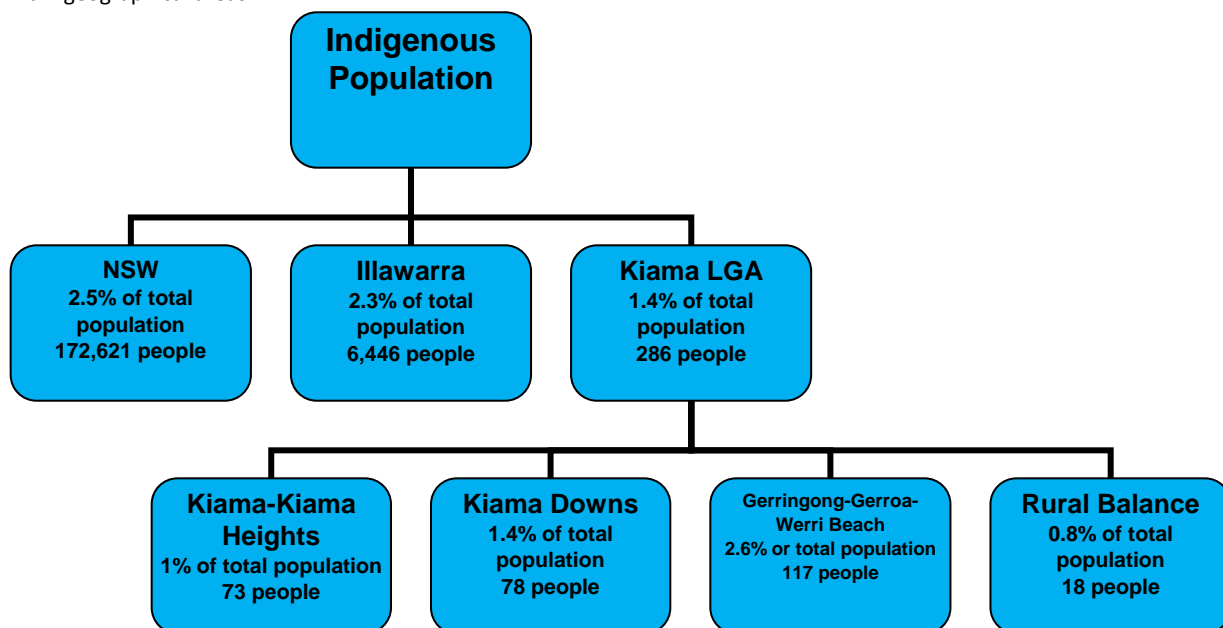
As part of its work with Kiama's local culturally and linguistically diverse people between 1 July 2011 and 30 June 2012 Council has:

- Had 4 citizenship ceremonies conducted by the Mayor, with 28 people being naturalised.
- Held a public event with entertainment and information to celebrate World Day for Cultural Diversity, Dialogue and Development.
- Continued to develop Council's Friendship Agreement with Hoi An City, Vietnam and Zumalai, Timor Leste

Aboriginal and Torres Strait Islander People

Council has employed an Aboriginal Engagement Officer with fixed term funding provided from the NSW Community Building Partnership until 2013.

The following graph, taken from the 2011 Australian Bureau of Statistics Census, shows population totals of the Indigenous population across NSW, Illawarra and the Kiama local government area and population distribution across Kiama's four main geographical areas.



As part of its work with Kiama's local Aboriginal residents between 1 July 2011 and 30 June 2012 Council has:

- Held a Sorry Day flag raising and ceremony.
- Participated in convening an inaugural regional NAIDOC Awards Dinner, attended by 600 people, which won a Council Partnership of the Year Award.
- Commissioned the carving of interpretive poles by local Aboriginal artists to be placed at the northern and southern ends of the Coastal Walk, signifying the importance of the area to the local indigenous community.
- Continued to raise the Aboriginal Flag together with the Australian and Municipal Flags each weekday and other significant Aboriginal days.

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 2010/2011 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 \$10,699 in 2011/2012. 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 2011/2012:

Regional Contributions	\$69,086
Festivals	\$22,747
Arts	\$20,000
Community Subsidies/Donations	\$25,021
Total	\$136,854

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

Recruitment and Selection

As a major employer within the municipality Council is a provider of secure employment and has a strong reputation as a desirable place to work. However, turnover has increased to 4% in the past 12 months compared to 2% in previous reporting periods. This increased turnover is symptomatic of Council's inability to match the remuneration being offered by other Councils and the private sector.

This figure does not include retirements that account for an additional 3% of turnover for the past 12 months. As such, there has been a general increase in Council's recruitment activities.

Human Resources has continued to provide advice to managers, employees and potential employees. All new and vacant positions continue to be referred to Council's Senior Management Team for review to ensure staffing accurately reflects Council's needs and priorities identified in Council's Workforce Plan.

Risk Management

The risk management process continues to evolve and has a strong focus on continuous improvement. The process has seen the recent introduction of a new international standard, ISO 31000. Risk is now defined as "the effect of uncertainty on objectives", thus broadening the scope and reach of the process. Council is currently working to review its suite of risk related documents to embrace the new standard.

From a Council perspective, insurance (a form of risk transfer), forms an integral part of the broader risk management program. Given Council's management of over \$200m in property and potentially significant legal liability exposure, there is only a very limited field of insurers prepared to consider the complexities involved in properly insuring the local government

sector.

At the request of the General Manager, the risk team recently undertook a comprehensive review of the general insurance market and sought out alternative arrangements. Insurance pools, whilst common in North America, are relatively new to the Australian insurance market. A 'pool' is formed by groups of

similar entities, and therefore similar risk profiles, looking to use their enhanced buying power to achieve economies in the purchase of insurance related products.

One such pool operating in Australia is MetroPool, a group of seven metropolitan councils, similar demographically to Kiama. Before being invited to join the pool, Council underwent a rigorous due diligence review by an independent consultant. After receipt of a favourable report from the Consultant, Kiama was 'invited' to join MetroPool. It is pleasing to report the change realised premium savings of some \$300,000 in the first year.

Council now has access to first rate claims management assistance, an array of resources and extensive training to further enhance the risk management program.

Work Health and Safety

The much anticipated Work Health and Safety Act came into effect in NSW on 1 January 2012. The new legislation calls for greater consultation with the workforce and further defines the roles and responsibilities of senior management. Extensive work has been undertaken in reviewing and amending the safety management systems and supporting documents.

Council's safety officer has been active in conveying the new requirements to staff through the work health and safety committee. Efforts have also been made to work with senior management in understanding the important role they play in engendering a pro-active safety culture throughout the organisation.

Compliance with policy and procedure was recently enhanced by the introduction of a pro-active approach to the thorough investigation of workplace incidents and injuries. Where appropriate, Council will now issue an unsafe work practice notice for breaches, with a copy of the notice placed on the staff members personnel file.

Trainees, Apprentices and Cadets

Council's strong commitment to supporting and developing entry level skills has continued in 2011-2012.

Traineeships and Apprenticeships have been supported in the areas of Business Administration, Warehousing and Supply, Horticulture, Carpentry and Mechanics. Council has also continued to support Existing Worker Trainees in the areas of Warehousing and Distribution and Waste Management.

Council provided ongoing support for an Indigenous School Based Traineeship at Kiama Leisure Centre and entered a partnership with Mission Australia and Kiama High School to support an Indigenous School Based Business Services Traineeship.

Council employed two new Cadets in Information Technology and Engineering throughout the past 12 months to provide these employees with the opportunity to gain a degree level qualification while receiving on-the-job training at Council.

Council has benefited from the Trainees, Cadets and Apprenticeship programs of recent years with five people employed in these roles being appointed to temporary or permanent positions at Council in the past 12 months.

Work Experience and Volunteering

During 2011/2012 Council provided Work Experience opportunities to local residents, local High School Students and University of Wollongong students in the following areas; Construction, Metal Fabrication and Mechanics, Library Services, Business Administration, Community Services, Human Resources and Environmental Services.

Council and the community greatly appreciate the contribution that Council's volunteers make to providing Council's services. Volunteers continue to provide service to the community across a wide range of areas including Community Transport, Community Respite, Centre Based Day Care, Social Support, Library Services, Family History Centre and Blue Haven Aged Care Facility.

Staff Training and Development

Council continued to provide opportunities for professional development in a wide range of areas to cater to the diverse industries Council operates in.

Council's Annual Competency and Performance Review Process was used to identify areas for individual employee improvement, to identify future development opportunities and to plan training and development needs. Council's Training Needs and Priorities were then determined using the strategic planning process. Based on these training priorities, the training was arranged to ensure that the training budget was used in the most effective and efficient manner to maximise return on investment in training.

Corporate Training that was delivered in the past 12 months included; Corporate Induction Training, EEO Contact Person Training, Mental Health Awareness Training and Leadership Training.

The uptake of Council's Study Assistance program increased in the past 12 months with Council supporting 31 employees to study towards formal qualifications. Council continued to provide assistance for staff to attend critical conferences and seminars to ensure Council's practices are current and that they reflect industry best practice.

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

Council's Fairness and Equity Policy details the standards of behaviour expected of Council employees and exceeds Council's legislative responsibilities. Management, employee and union representatives continued to consult and collaborate throughout the year through Council's Consultative Committee to develop and review employment related policies.

New members were recruited to Council's EEO Contact Person network and meetings were held on a bi-monthly basis.

Below is a summary of Council's key EEO target group achievements during 2011-2012.

Women

- Increased representation of women at MANEX and Senior Managerial level.
- Appointments of 2 female cadets to professional positions at Council.
- Continued support for the development of leadership skills in women by expanding the Women's Leadership Network

Indigenous Employment

- Continued partnership with Warrigal Employment to facilitate 'Project Murra' Indigenous School Based Traineeship at Kiama Leisure Centre.
- Entered partnership with Mission Australia and Kiama High School to employ an Indigenous School Based Business Services Trainee.

Disabilities

- Continued to support injured employees by carrying out case by case review of each individual's circumstances including developing plans to facilitate timely and productive return to normal duties with many successful outcomes achieved this year.
- Continued to support employees with physical and mental health problems and mental illnesses on a case by case basis.

Work/Life Balance

- Implemented Purchased Additional Leave Policy and Procedures to support employees in their transition to retirement, to attend to family responsibilities and to help employees balance their work and personal commitments.

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

In 2010/2011 no external bodies exercised functions delegated by Council.

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

In 2010/2011 Council did not hold any controlling interest in any companies.

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

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

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	\$418,906
Other amounts	-
TOTAL:	\$418,906

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

No overseas visits during the year.

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

See information under Section 428(2)(g).

- (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.

The Kiama Library provided the following activities for children:

Early Literacy program continue to underpin our service with a total of 108 baby kits distributed to the parents of new born babies, and 9 Baby story time sessions held throughout the year with 114 attending parents/carers.

Weekly Story Time programs held for toddlers and pre-school children continues to be very popular with 1,790 participating during the year.

Book Week continues to be a well supported program and running with the theme of 'Champion Reads' with library staff presenting 7 sessions to 401 students from local schools

A variety of School Holiday workshops and activities for school age children including knitting, card making, Manga drawing, a Lego building competition and movie sessions. Total overall attendance at these 23 programs was 532. The Summer Reading Club registered 110 readers with a staggering 1,700 books being read during Christmas holiday.

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

Council's Customer Service Unit has continually improved the 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 have improved 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.

Appropriate furniture is provided 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 information about specific Council services.

The Council Web Page has seen continual improvements with a broader range of information and applications now accessible and a quick reference listing of all its services and programs including the Community Directory, Integrated Plans, Social Plan etc.

The Kiama Library now also provides free Internet information and search services.

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

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 has been committed to developing 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 and third plans, Social/Community Plan 1999/2004 and 2005/2009 examined the needs of residents in the local government area with particular emphasis on the mandatory target groups as was 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.

In view of the Integrated Planning and Reporting legislation the last Social/Community Plan was reviewed and extended until 2012 to coincide with the implementation of the new legislation. The principles of social justice and equity continue to underpin the development of Council's Community Strategic Plan and related planning documents and the needs of marginalised residents are addressed within these key documents.

Throughout 2011/12 Council continued to provide a range of services for the frail aged, people with a disability and their carers, including programs targeting people from a CALD background and those with dementia. An advisory group continued to operate to assist Council with its planning and implementation of services.

Council's Access Committee continued to meet on a bi-monthly basis, addressing issues of access and reviewing relevant development applications in relation to accessibility.

The Youth Advisory Committee continued to meet on a monthly basis and planning has been undertaken to upgrade the physical environment of the Youth Centre as well as improving the range of programs delivered.

Council has undertaken the development, through ID Profile, of an online demographic website that provides a readily accessible, easy to use website containing a full range of demographic data on the Kiama community.

National Competition Policy

1. Category 1 Business Activities

- Kiama Coast Holiday Parks
- Waste Services Collection Unit

2. Statement of Expenses, Revenues and Assets

See attachments

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 2011/2012 financial statements.
- The Waste Services Collection unit has been categorised as a category one business activity, with its operational activities (in accordance with the competitive neutrality principles) being included in Council's 2011/2012 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 2011/2012.

6. Statement of Outcomes

See attachments

(f) Competitive Neutrality Pricing

The competitive neutrality pricing requirements have been applied to the category one business activities being:

- Kiama Coast Holiday Parks.
- Waste Services Collection Unit.

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 30 June 2012

	REVENUES		EXPENSES		OPERATING RESULTS		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)
	Budget	Actual 2012 \$'000	Budget	Actual 2012 \$'000	Budget	Actual 2012 \$'000	Actual 2012 \$'000
Category 1 Business Units							
Waste Services Collection Unit	3,537	3,955	2,402	2,987	1,135	968	6,600
Kiama Coast Holiday Parks	7,318	7,561	5,122	5,870	2,196	1,691	12,030
Totals	10,855	11,516	7,524	8,356	3,331	2,659	18,630

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 Environment 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 has installed 182 pollution control pits in the stormwater drainage pits in various townships to capture litter and siltation in the following locations:
 - 6 Minnamurra and Kiama Downs Township
 - 88 in Kiama Township
 - 52 Gerringong Township
 - 17 Gerroa Township
 - 19 Jamberoo Township

A large gross pollution trap was installed at Coronation Park Kiama to improve the stormwater quality entering Surf Beach Kiama. This project was financed from grant funding.

Other actions and activities undertaken to reduce stormwater pollution include:

- Installation of cigarette butt containers to encourage the proper disposal of cigarette butts in the commercial areas of Kiama Township.
- Installation of dispensers and the provision of compostable dog faeces bags to encourage the proper removal and disposal of dog faeces. Approximately 24,000 bags were distributed during the reporting period.
- Mechanical street sweeping activities of all urban streets in the Municipality was conducted on a quarterly basis with the commercial town centre of Kiama being undertaken daily, Gerringong and Jamberoo Townships twice per week.
- Scheduled litter collection activities were conducted with 52.28 tonnes of litter collected.

A Litter and Illegal Dumping Integrated Plan 2011-2014 was prepared and adopted for implementation.

This plan outlines actions and strategies implemented in the areas of education, prevention, enforcement, infrastructure and policy to reduce litter and dumping and its effect on the quality of stormwater. 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. Department of Local Government Annual Report Pound Data

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

- 109 companion animals impounded.
- 78 returned and/or released to owner (71.5% of animals impounded).
- 0 surrendered to Council.
- 16 re-homed. (14.6% of animals impounded).
- 13 destroyed. (12% of animals impounded).
- 432 companion animal complaints investigated.
- 20 dog attacks investigated.
- 49 notices to comply issued.
- 183 infringements issued.

2. Data and Reporting related to dog attacks During the reporting period:

- 20 dog attacks were investigated.
- 17 required to be reported to Department of Local Government.
- 0 Dangerous Dog Declaration was issued.
- 2 Nuisance Dog Notice issued.

3. Funding spent on Companion Animals Management and Activities

During the reporting period the total expenditure on Companion Animals management was \$193,990 which was spent by Council on activities including companion animal administration, enforcement, and management of pound and other 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 16 of the 29 unclaimed animals were re-homed. This equates to 55% 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 a dog off-leash swimming area at Bombo Beach with no time limitations. Also Council adopted a policy for a dog off-leash swimming area at Werri Beach with time limitations of before 9am and after 5pm except for the months between May to August with time limitations of before 9am and after 3pm.

7. Financial Information on Companion Animals Funds.

For the reporting period Council received a total of \$39,307 in income from fees and infringement made up of the following:

- \$1034 – Impounding fees
- \$131 - Micro-chipping fees
- \$164 - Surrender fees
- \$24,678 Infringements (\$32,135 infringements issued face value not actual income received this financial year as all fines have not been paid)
- \$13,300 - Registration income DLG
- \$40 – Sale of dogs/cats
- \$0 – De-sexing fee

\$154,683 was provided from Council's general revenue to cover the short-fall in balancing income and expenditure for Companion Animals. This represents 79.7% of total income.

Registration income of \$13,300 was received from the Division of Local Government. This represents 6.8% of Council's total income.

Actual income from infringements of \$24,678 represents 12.7% of total Companion Animals income with income of \$1,369 from impounding, micro-chipping, surrender fees and sale of companion animals representing 0.8% of Companion Animals income.

All of these funds were spent on the administration of the Companion Animals registration system.

Government Information (Public Access) Act 2009

In 2009 the NSW Government introduced the Government Information (Public Access) Act (GIPAA) to replace the Freedom of Information Act. The new Act came into effect from 1 July 2010.

The objectives of GIPAA are ‘open government’ and as such, extending the right of public access to information as far as possible with formal access applications being the last resort for a person seeking access to Council information. GIPAA defines a category of information that is ‘open access information’ which must be made available to members of the public unless there is an overriding public interest against disclosure.

With the implementation of GIPAA, Council has commenced a review of its processes and practices regarding the management of information, privacy and personal information to ensure compliance with the principles of the Act.

Annual Report 2011-12

Section 125 of the *Government Information (Public Access) Act 2009* (GIPA Act) requires each agency (other than a Minister) to prepare an annual report on its GIPA obligations (GIPA annual report), and submit this to the Minister responsible for the agency within four months after the end of each reporting year. Agencies must also provide a copy of the report to the Information Commissioner.

The *Government Information (Public Access) Regulation 2009* (GIPA Regulation) requires that the following information be included within the GIPA annual report.

1. Review of Proactive Release Program - Clause 7(a)

Under section 7 of the GIPA Act, agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

Our agency’s program for the proactive release of information involves reviewing the Information Guide on a yearly basis.

During the reporting period Council reviewed the Information Guide in March 2012. The review involved all departments within Council being contacted to review the Information Guide. The details were collated by the Manager Corporate Services and then discussed with the General Manager. The document was then published on Council’s web page showing the review date. All staff were emailed about the reviewed publication.

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

The Publication Guide was updated and no additional information was made available as a result of the review.

2. Number of Access Applications Received - Clause 7(b)

During the reporting period, our agency received a total of two formal access applications (including withdrawn applications but not invalid applications).

3. Number of Refused Applications for Schedule 1 Information - Clause 7(c)

During the reporting period, our agency refused a total of zero formal access applications because the information requested was information referred to in Schedule 1 to the GIPA Act. Of those applications, zero were refused in full, zero were refused in part.

Statistical Information about Access Applications (Schedule 2)

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application Withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	2	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

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

Table B: Number of applications by type of applicant and outcome

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

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

Table C: Invalid applications	
Reason for invalidity	No of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act	
	No times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

*More than one public interest consideration may apply in relation to a particular access application &, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to Section 14 of the Act	
	No occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislations	0

Table F: Timelines	
	No applications
Decided within the statutory timeframe (20 days plus any extensions)	2
Decide after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	6

Table G: No of applications reviewed under Part 5 of the Act (by type of review and outcome)			
	Decision varied	Decision upheld	Total
Internal review			0
Review by Information Commissioner*			0
Internal review following recommendation under section 93 of Act			0
Review by ADT			0
Total			0

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

Table H: Applications for review under Part 5 of the Act (by type of applicant)	
	No of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0