

ANNUAL REPORT

2012 – 2013

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Our Financial Statements for year ended 30/6/2013 (Attachment)

Our State of the Environment Report 2009-2012 (Attachment)

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 2012/2013 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 2012/2013.

Council has continued to maintain a strong focus on its Strategic Asset Renewal Program. A number of renewal projects, assisted by the use of the State Government Local Infrastructure Renewal Program loan subsidy, have resulted in a considerable improvement in the infrastructure backlog. Some of the renewal works for the year included:

- Road resurfacing works at Attunga Avenue, South Kiama Drive, Jamberoo Road, Cliff Drive, Alexander Avenue, Gipps Street, Kalang Road, Blackwood Street, Boanyo Avenue, Bridges Road, Marks Street, Marsden Street, Terralong Street, Tingira Crescent, Young Street, Clover Hill Road, Minnamurra Falls Road and Minnamurra Lane.
- Replacement of the roof on the Old Council Chambers.
- Refurbishment of the Gerringong Town Hall foyer.
- Upgrades to various public amenities.
- Replacement of playground equipment at Surf Beach.
- Various footpath and kerb upgrades.
- Electrical safety upgrades to a number of public buildings.
- Upgrade to the Foxground Rural Fire Service Station.

Council also completed a full Capital Works Program which included such projects as:

- The Black Beach amenities building.

- New three phase power supply to Coronation Park.
- A footpath construction program including new footpath in Belinda Street, Blackwood Street, Bland Street, Jupiter Street and Shoalhaven Street.
- New toilet facility at James Oates Reserve.
- New hearing loop for the Kiama Pavilion.
- A new roundabout and pedestrian facility at Bonaira Street/Manning Street intersection.
- Ongoing streetscape improvements at West Terralong Street.

In addition, Council awarded several major contracts including the Kiama Harbour Wharf extension, Crooked River footbridge replacement and flood damage remediation on various local roads.

Council has also completed a flood study for the Surf Beach Catchment and secured funding for the Spring Creek catchment. Geotechnical investigations of the Kiama Memorial Arch have been undertaken and grant funding submissions made to the Federal and State Government.

Council also responded to the February Tornadoes and provided support for the Local Emergency Management Committee in dealing with damage, tree removal and asbestos management issues. The Kiama Leisure Centre experienced considerable damage to the roof. The Centre was closed for the remainder of the financial year with considerable clean up works needed before rebuilding took place. The Centre required replacement of the whole roof area and Council took the opportunity to start upgrading the amenities and kiosk and reception area.

The Electoral Commission held Council elections for the Kiama Local Government Area in September 2012. Nine councillors were elected with Councillor Brian Petschler being elected Mayor and Councillor Warren Steel being elected as Deputy Mayor. The nine elected councillors are shown on page 5.

A major review of the Dam Safety Options for the Jerrara Dam was also undertaken in order to comply with the requirements of the State Government Dam Safety Committee.

A range of Road Safety programs were implemented including:

- Log Book Run
 - Summer Bus
 - Driver Fatigue
 - Graduated Licensing Scheme Workshops
 - Stayfresh on the Princes Highway
- A food waste trial Organics Kiama (OK) – Kitchen to Compost Revolution and, weekly recycling and fortnightly garbage collection services commenced in Waste Zone 5 (Gainsborough Estate). This trial has achieved a 74% resource recovery rate; an increase from 58% pre-trial.
 - An E-waste collection was successfully undertaken in February as part of the Federal Government's Product Stewardship Scheme. A total of 93.5 tonnes was collected.

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 a regional award ceremony and screening of The Sapphires, held in Shellharbour cinemas. The event was undertaken with strong cross regional partnerships between Wollongong, Shellharbour, Kiama and Shoalhaven Councils. Council provided cultural grants, community donations and regional contributions to individuals and groups in excess of \$165,000.

Cultural Grants are an important aspect of developing community and cultural awareness, participation and connectedness. The Council's Cultural Grants have supported projects such as street performance, concerts, music tours, environmental art, art in schools, theatre and multi medium exhibitions, to the total value of \$18 000.

Kiama Youth Centre continued to provide services to young people aged 12 – 24, with highlights being the annual Youth Week events attracting 500 young people and the development of the Kiama Youth

Belonging project which aims to empower young people through involvement in local boards/committees. The Kiama Youth Belonging project received a grant of \$100,000 from the Federal Governments 'Youth Opportunities' program.

The Youth Centre also delivers a range of educational, recreational and community development programs and activities. In the last 12 months over 1500 young people have been involved and engaged.

Kiama Library continued its partnerships with other south coast libraries, providing access to library resources through a range of formats, including audio and e-books for downloading by members. Access was also enhanced by the provision of free wi-fi at both Library locations.

A range of community and arts events and projects were held including:

- Sorry Day commemorations attended by representatives from all Kiama's local public schools, Aboriginal community members and non indigenous residents.
- Aboriginal Dreaming Pole Launch held at Gerringong Town Hall with approximately 150 Indigenous and non Indigenous community representatives.
- Six writing workshops held over a week at the Old Fire Station Community Arts Centre including a live poetry reading morning.
- Exhibition of Council's entire Art Collection at The Pavilion, Kiama.

Our local community is supporting the rapid uptake of the National Broadband Network (NBN) as they see the current and future benefits the NBN offers. Kiama Council has also proactively supported uptake of the NBN with community training, information sessions and media communications. Federal funding via the Digital Local Government Program has offered Kiama Council the opportunity to bring its services to the community online. This project aims to give residents easy access to Council services using state-of-the-art videoconferencing and the NBN.

Kiama Council has delivered and participated in a number of videoconferences with other first release sites and government departments, from the Library Digital Hub and The Pavilion Kiama. The first trial of the Organics workshops successfully demonstrated how Council information sessions can better engage participants at home or work. Council's Website Committee used the system for regular weekly meetings with consultants in Sydney, saving time and money on travel expenses. The Digital Hub project has achieved the training key performance indicators delivering 40 one-to-one and 10 group sessions each month.

Information and training sessions have also been delivered at Blue Haven Retirement Village and the North Kiama Neighbourhood Centre. A Digital Hub open day held in February showcased many of the projects being delivered in the Kiama area.

Kiama Library has also facilitated many links, using the high speed broadband and videoconferencing platforms, with the National Museum of Australia (NMA), the Department of Human Services and Headspace Youth Mental Program. The library also helped NMA with the launch of their Robot Virtual Tour project. A tablet device was made available for community members to participate in the local Telehealth trials.

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 4.8%. 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 15 lots were settled. The estate has 14 lots available for sale.

Bookings at The Pavilion remained strong over the past year, and although the actual number of events were less than the previous year, the income produced from these events was greater. The venue also experienced a greater number of multi-day events, which is an excellent outcome and will have positive flow on effects for the rest of the Kiama Local Government Area.

The other factor in the reduced number of events is that from March 2013 the Pavilion hosted some of the Leisure Centres activities. The multi-purpose ability of the venue was highlighted during this difficult time, and there was even a childminding facility hosted in one of the downstairs rooms. There were minor conflicts with bookings, and there were some inevitable noise impacts on some events.

With regard to Economic Development, the Kiama Small Business Forum continued to experience strong growth in the attendance numbers at events, and there were 6 workshops and The Kiama Small Business Expo held during this time.

At the end of 2012/2013 Council remained in a good financial position. Total Equity at 30 June 2013 totalled \$345.214 million (2012 - \$322.683 million). Council's unrestricted working capital position calculated by reference to current assets and current liabilities disclosed in the Audit report, amounted to \$26 million. The unrestricted current ratio is 4.01:1, which is an improvement on 2012 (3.38:1). Council's rates and annual charges represented 31.1% 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 2.4%. This is an improvement 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 the 2012/2013 year. Staff will be pleased to answer questions relating to the report. Any enquiries should be made through the office of the General Manager.

COUNCILLORS (2012-2013)

Mayor – Councillor Brian Petschler



Deputy Mayor – Councillor Warren Steel



Councillor Andrew Sloan



Councillor Kathy Rice



Councillor Dennis Seage



Councillor Mark Honey



Councillor Gavin McClure



Councillor Mark Way



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 Equivalent Employees: 257
- 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.



Kiama LGA & Suburbs

Copyright LPMA NSW 2011 Compiled by Kiama Council
Date: 24/10/12
Scale: 1:150000 @ A4

This map is supplied by Council on condition that Council will not be responsible for any loss or damage which may result from any use made of the map as a result of any errors or omissions contained in the map. To establish title boundaries and ownership advice should be obtained from a surveyor, legal advisor or LPI New South Wales.

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.

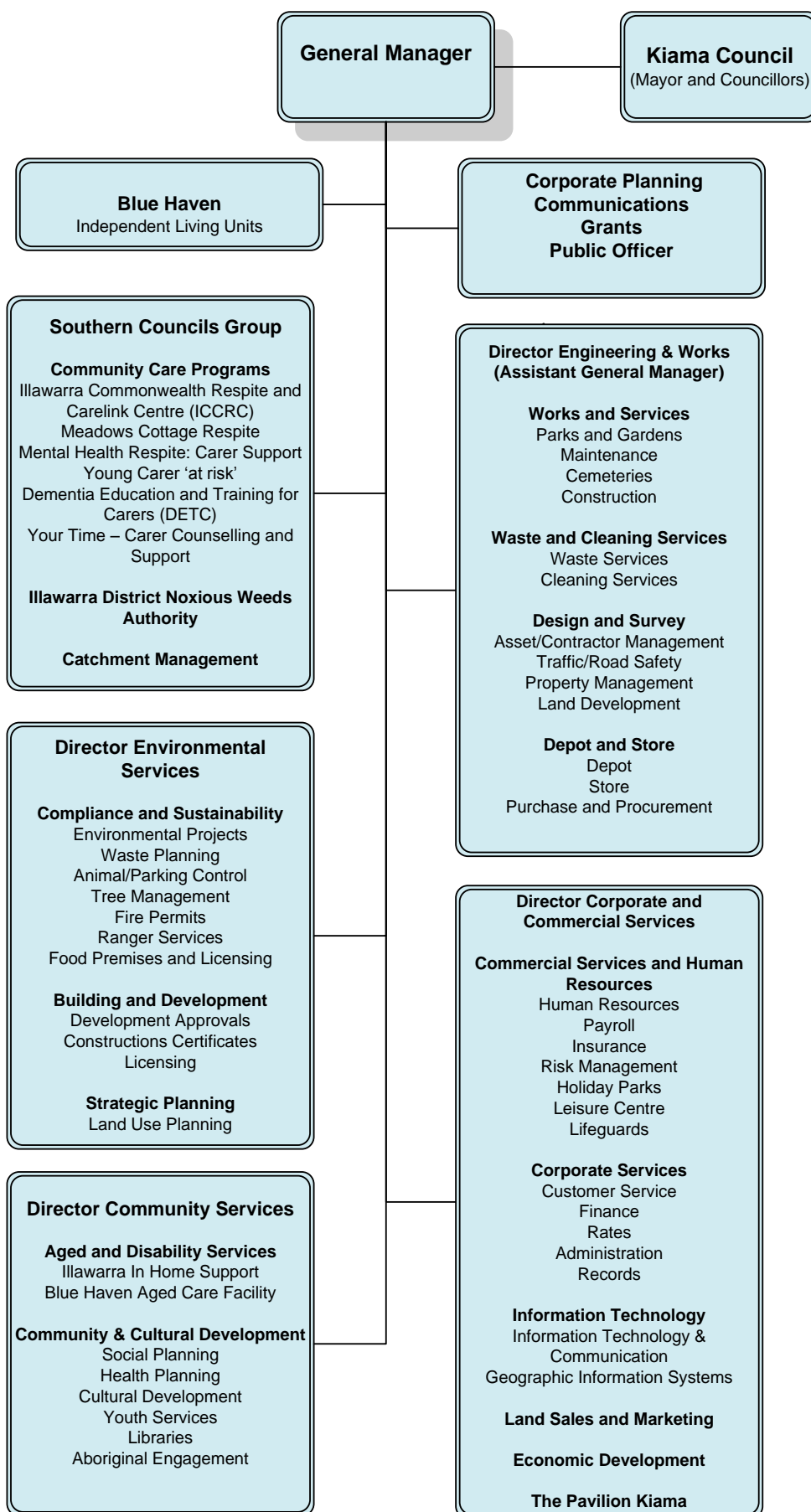
Office Hours

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
4233 1714

Kiama Municipal Council Organisation Chart



Financial Overview and Financial Statements

Reporting Requirements

The annual financial report, for the period ended 30 June 2013, 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 2012/2013 Year

Council's consolidated surplus from continuing operations for the financial year amounted to \$3.528M. This result is fully disclosed in the Income Statement for the year ended 30 June 2013. 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 \$1.1M (2012 – surplus of \$1.2M)
- Waste Unit – surplus of \$522K (2012 – surplus of \$678K)

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 2012/2013 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 \$3.528M was achieved after allowing \$7.963 million for depreciation of non-current assets, and receiving grants and contributions for capital purposes of \$0.617 million. However, there are carried over works and unexpended grants from 2012/2013 to be completed in the 2013/2014 financial year valued at \$3.3M. 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 2012/2013, Council generated 31.11% of its total revenue from rates and annual charges compared to 29.82% in 2011/2012. In accordance with the State Government's approval, the total amount raised from the General Rate in 2012/2013 was 3.6% greater than in 2011/2012. Council levies a non-residential differential rate on all properties used or zoned for commercial, professional, trade or industrial purposes, and income of \$210,000 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 2013/2014 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, 2013 were as follows:

Holiday Parks	\$1,170,822
Government Advances (General Fund/Holiday Parks)	\$4,084,140
Blue Haven	\$982,833
TOTAL	\$6,237,795

Performance in Terms of Principal Activities

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 2012/2013, as follows:

MAJOR ACHIEVEMENTS - 2012/2013

CORPORATE SERVICES

- 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.
- Major upgrade and expansion of Council's IT capability.
- Council IT staff member received the Public Sector IT Professional of the Year Award.
- Implementation of the DLG program resulting in the commencement of interactive, real-time on-line engagement with the community.
- Successful implementation of the Digital Hub and Enterprise Programs.
- Adoption of the Regional Digital Strategy.
- Elambra – 15 sales settled.

Priorities for 2013/2014

- Further development of long-term financial plan.
- Further development of the Integrated Plan.
- Complete sales of Elambra - sell the remaining 14 lots.
- Ongoing implementation of the Digital Local Government program and expansion of Digital Hub activities.
- Implementation of the Digital Economy Strategy

- Development and implementation of an Economic Development Strategy.

LEISURE CENTRE

- Improvements to hall equipment – upgrade of gymnastics equipment, new tables and soccer goals
- Purchased new wet-deck grates for both pools
- After the February 2013 major storms- major works commenced including:
 - replacement of the roof and walls ,
 - new colour scheme to exterior and interior walls
 - lighting replacement and air vents upgraded
 - amenities upgrade
 - reception/kiosk refurbishment
 - replacement of the flooring in the aerobics room, childminding room, gymnasium and offices upstairs
 - new gymnasium equipment purchased
 - hall floor repaired and re-polished
 - new exterior fencing

Priorities for 2013/14

- Installation of a UV system to the baby pool to comply with new Public Health Regulations
- Plans and building of a new fitness specific (spin) room
- Modifications to existing offices to facilitate new spin room
- New children's playground for outdoor area
- Installation of turnstiles to pool and gymnasium

HOLIDAY PARKS

- Completed the residence refurbishment at Surf Beach Holiday Park
- Completed the rendering of the amenity block at Surf Beach Holiday Park
- Constructed ensuite units for Kendall's on the Beach Holiday Park and Surf Beach Holiday Park
- Surf Beach Holiday Park was announced the winner of Best Park South of Sydney (less than 100 sites) at the 2012 CCIA & MHIA Awards for Excellence
- Installed wireless access at Kiama Harbour Cabins and Werri Beach Holiday Park
- Replaced the roof and painted the A Block Amenities at Seven Mile Beach Holiday Park (Beachside)

- Replaced the shade sail at the beachside pool at Seven Mile Beach Holiday Park
- Installed new slab sites at Seven Mile Beach Holiday Park
- Commenced work on the Holiday Parks new 5 year Business Plan
- Completed the refurbishment of the southern end camp kitchen at Seven Mile Beach Holiday Park
- Major cabin refurbishments undertaken across all Parks

Priorities for 2013/2014

- Continue undertaking major cabin refurbishments across all Parks
- Individual electricity metering of holiday vans at Seven Mile Beach Holiday Park.
- Demolish Kendall's on the Beach Holiday Park's amenity block and commence work on new amenities
- Wireless access to be installed at Surf Beach, Kendall's on the Beach and Seven Mile Beach Holiday Parks
- Complete the development of a new 5 year Business Plan for the Holiday Parks, and once adopted by Council commence stage one of the Business Plan

COMMUNITY SERVICES

Library Service

- The Digital Hub project at the Library delivered 40 one-to-one and 10 group sessions each month with sessions also delivered at Blue Haven Retirement Village and the North Kiama Neighbourhood Centre.
- Kiama Library facilitated links using the high speed broadband and video-conferencing platforms with the National Museum of Australia (NMA) and the Department of Human Services and helped NMA with the launch of their Robot Virtual Tour project.
- A tablet device was made available from the Library for community members to participate in the local Telehealth trials.

- Kiama Library launched an e-book collection. Libraries from Wollongong to Bega formed a consortium which successfully obtained \$190,000 from the State Library of NSW, purchasing the Overdrive platform and over 10,000 e-book and audio titles. Since the launch there has been a circulation of over 37,000 loans.
- HSC sessions were conducted for Kiama High School at the Library and attended by over 100 students. A Youth Summer Reading challenge was also established for young people
- The History Week theme of 'Threads' was used as inspiration for photographers to interpret their connections to our community in the Library's annual photography competition. The library also hosted the Cavalcade of Fashion featuring garments from the 1930's which was attended by 90 participants.
- The Friends of Kiama Library organised an entertaining and informative range of programs with some of the highlights being author visits by Frank Moorhouse and Hugh Mackay. Michael Molkentin also launched his latest book *Flying the Southern Cross* at Kiama Library.
- A digital walking tour of Kiama was launched by the Library. The tour is available to download on smart phones and features content from the Local Studies collection
- The library received \$83,000 in funding from the State Library of NSW to digitise the Kiama Independent from 1863 to 1945. This project was launched in July as part of the celebrations for the 150th anniversary of the local newspaper.
- The Library Early Literacy program continued including: baby kits distributed to the parents of new born babies; baby story time sessions; toddler and pre-school children story time programs and school holiday activities.

Youth Service

- The Library and the Youth Service continued their collaboration with Head Space to provide a venue to deliver NBN enabled mental health services to young people in Kiama.
- The Youth Service continued to run it's very successful Young Men's Group & introduced a Young Women'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 including facilitating many work and volunteer placements with Council.
- The Youth Service continued to host several student placements from TAFE Illawarra
- A 'Transition to Work' program established with Kiama High School
- Creation of the Kiama Youth Belonging project, placing youth into decision making roles within community boards and management committees
- A successful Youth Week program was held incorporating music, art and skateboarding and the 'Mayor for the Week' program, provided an opportunity for a young person to experience Local Government processes.
- Development of Youth TV and radio, allowing Youth Services to engage and promote to an audience of youth who do not attend the Centre.

Health Promotion

- Outdoor fitness equipment was installed around the Kiama foreshore and a series of 'Come and Try It' sessions were held for the community.
- A Healthy Sporting Clubs Kit was developed, funded by a Cancer Council Alive and Well grant.
- Kiama hosted a 2 day workshop as part of the Alliance for Healthy Cities 5th Global Conference showcasing local initiatives.
- Kiama Community Garden became an incorporated group and has a licence agreement with Council to manage the garden.

- Council undertook activities to implement the Kiama Age Friendly Project.

Community and Cultural Development

- Installation of Aboriginal Dreaming Poles along the Coastal Walking Track in February 2013, with a launch held at Gerringong Town Hall in March attended by approximately 150 Indigenous and non Indigenous community representatives.
- Sorry Day commemorations attended by representatives from all Kiama's local public schools, Aboriginal community members and non indigenous residents
- Six writing workshops held over a week at the Old Fire Station Community Arts Centre including a live poetry reading morning.
- Auditing and exhibition of Council's entire art collection at The Pavilion, Kiama in August 2012
- Development of BERT 2013-2016, Council's new cultural arts planning document, outlining arts based strategies for the four year period.
- Development and maintenance of Shellharbour and Kiama Interagency and Kiama Cultural Arts blog sites.
- Negotiations continued with Illawarra Shoalhaven Local Health District regarding the purchase of the Kiama Hospital site for the development of a Centre of Excellence in Aged Care, incorporating Council's aged care facility and community based aged and disability services.

Priorities for 2013/2014

- 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 work towards the redevelopment and expansion of the Aged Care Facility
- Review the business model of Council auspice of aged and disability services, with consideration of State and Commonwealth reforms within the sector.

ENGINEERING AND WORKS

Council has continued to maintain a strong focus on its Strategic Asset Renewal Program. A number of renewal projects, assisted by the use of the State Government Local Infrastructure Renewal Program loan subsidy, have resulted in a considerable improvement in the infrastructure backlog. Some of the renewal works for the year included:

- Road resurfacing works at Attunga Avenue, South Kiama Drive, Jamberoo Road, Cliff Drive, Alexander Avenue, Gipps Street, Kalang Road, Blackwood Street, Boanyo Avenue, Bridges Road, Marks Street, Marsden Street, Terralong Street, Tingira Crescent, Young Street, Clover Hill Road, Minnamurra Falls Road and Minnamurra Lane.
- Replacement of the roof on the Old Council Chambers.
- Refurbishment of the Gerringong Town Hall foyer.
- Upgrades to various public amenities.
- Replacement of playground equipment at Surf Beach.
- Various footpath and kerb upgrades.
- Electrical safety upgrades to a number of public buildings.
- Upgrade to the Foxground RFS Station.

Council also completed a full Capital Works Program which included such projects as:

- The Black Beach amenities building.
- New three phase power supply to Coronation Park.
- A footpath construction program including new footpaths in Belinda Street, Blackwood Street, Bland Street, Jupiter Street and Shoalhaven Street.
- New toilet facility at James Oates Reserve.
- New hearing loop for the Kiama Pavilion.
- A new roundabout and pedestrian facility at the Bonaira Street/Manning Street intersection.
- Ongoing streetscape improvements at West Terralong Street.

In addition, Council awarded several major contracts including the Kiama Harbour Wharf extension, Crooked River footbridge replacement and flood damage remediation on various local roads.

Council has also completed a flood study for the Surf Beach catchment and secured funding for the Spring Creek catchment. Geotechnical investigations of the Kiama Memorial Arch have been undertaken and grant funding submissions made to the Federal and State Government.

Council also responded to the February storms and tornadoes and provided support for the Local Emergency Management Committee in dealing with damage, tree removal and asbestos management issues.

A major review of the Dam Safety Options for the Jerrara Dam was also undertaken in order to comply with the requirements of the State Government Dam Safety Committee.

A range of Road Safety programs were implemented including:

- Log Book Run
- Summer Bus
- Driver Fatigue
- Graduated Licensing Scheme Workshops
- 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 2012/2013 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 and the actual expenditure:

	Original Allocation	Actual SRV Expenditure
Rural Sealed Roads	\$ 90,000	\$ 90,000
Footpaths	\$ 30,000	\$ 30,000
Urban Roads	\$130,000	\$130,000
Kerb and Gutter	\$ 55,000	\$ 55,000
Building Renewal	\$107,176	\$107,176
Sports Assoc	\$ 30,000	\$ 30,000
Road Resealing	\$250,000	\$250,000
TOTAL	\$692,176	\$692,176

Priorities for 2013/2014

- Continuation of the Asset Renewal Program, including a \$2m road restoration program funded through the support of the State Government Local Infrastructure Renewal Scheme loan subsidy.
- Completion of road restoration from the March 2011 floods.
- Construction of a new wharf at Kiama Harbour.
- Replacement of the Crooked River footbridge.
- Completion of the West Terralong Street streetscape upgrade.
- Construction of a roundabout at the corner of Churchill Street and Drualla Road, Jamberoo.
- New pedestrian crossing in Allowrie Street, Jamberoo.
- Continuation of the Jamberoo Valley Cycleway along Swamp Road.
- New shade structure for the Coronation Park playground.
- Replacement of the playground at South Werri Beach.
- Replacement of the asbestos roof on the Gerringong Town Hall.
- New footpaths on Jamberoo Road near Dido Street, Coronation Park at Surf Beach, Johnson Street, Talinga Avenue and Havilah Place.
- New caravan sewer dump point at Kevin Walsh Oval.
- The installation of CCTV in the Kiama CBD and other suburbs subject to funding.
- Stabilisation of the Kiama Memorial Arch, subject to funding.
- Ongoing development of the Kiama Harbour Plan of Management, subject to Government funding, to include a new amenities building at the rock pool, one-way vehicle access and a harbourside walk.
- Completion of the Spring Creek Flood Study.
- Preparation of the design and specification for the Jerrara Dam decommissioning.
- Research the future development options for the Jerrara Dam Reserve.
- Implementation of the Road Safety Action Plan.
- Electrical upgrade to the Kiama Quarry Sports Complex.
- Complete the Jones Beach Plan of Management review.
- Review the Kiama Harbour and Headland Plan of Management.

ENVIRONMENTAL SERVICES

Biodiversity and Food Initiatives

- Supported National Tree Day, with 220 students from Kiama High School participating in tree planting and bush regeneration at six sites with approximately 1,000 trees planted.
- Seven Mile Beach Reserve biodiversity rehabilitation project continued with grant funding being provided for asparagus fern and other weed removal and revegetation work in littoral rainforest.
- Grant funding was successfully awarded for the review and update of the Crooked River Estuary Management Plan
- Grant funding was applied for to review and update the Minnamurra River Estuary Management Plan

Health-Sustainability-Environment Initiatives

- Energy saving certificates were created for the high bay lighting installation at the Kiama Works Depot, after installation and monitoring of the energy efficient high bay lighting project
- Voltage Power Optimisation was investigated for Council's Administration Building
- A weed management plan was prepared for the Gerroa Waste Depot to complement the work being done in the Seven Mile Beach Reserve
- Implementation of Council's Corporate Green Fleet Sustainable Policy resulting in average star rating for 2012-2013 of 3.8, which is a 0.2 increase in overall average star rating for Council's corporate fleet from 2011-12
- Grant funding was sought for installation of solar hot water systems at the Kiama Council Works Depot and the Kiama SES building
- Implemented Food Safety Inspection and Educational Program with 231 inspections undertaken.

Waste Minimisation Initiatives

- For 2012-2013 the estimated total waste (green waste, putrescibles and recycling) generated during the reporting period was 11,994.87 tonnes, of which 7,301.23 tonnes, or 60.87%, was recycled. This figure is an increase in recycling of 1.07% compared with the 2011/2012 figures.

- Weekly urban recycling service conducted during months of December and January. An additional 3 tonnes of recyclables collected during the period compared to previous year's tonnages.
- Electronic waste drop off collection in February 2013. A total of 93.57 tonnes was recycled with in excess of 3,500 cars participating over the two day event.
- Planet Ark's 'Cartridges 4 Planet Ark' that resulted in 106.4kg of cartridges from Council's Offices being recycled.
- Second Hand Saturday conducted in September 2012 and March 2013 involving a total of 187 stallholders and approximately 5,000 attendees.
- Agsafe Limited DrumMuster Program resulted in 740 drums being collected and recycled.
- Fridge Buy-Back Program conducted with 374 fridges collected ranking Kiama 13th out of 52 participating Councils in NSW.
- Fluorescent tubes and CFL lamp recycling program resulted in 66.5kgs of globes being collected and recycled.
- Council supported Clean-Up Australia Day with 8 sites registered and approximately 200 volunteers attending. A total of 1.0 tonne of waste and 0.3 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 15 February with approximately 1,400 students participating.
- Holiday Park Source Separation and Recycling Program conducted within the five Council owned and operated Holiday Parks over the December 2012/January 2013 Summer holiday period
- Two composting workshops were held in May 2013 as part of International Composting Week.
- A food waste trial - Organics Kiama (OK) – Kitchen to Compost Revolution and, weekly recycling and fortnightly garbage collection services commenced in Waste Zone 5 (Gainsborough Estate). This trial has achieved a 74% resource recovery rate; an increase from 58% pre-trial.
- Established a Polystyrene Recycling Collection Program for the disposal of all polystyrene generated from Council operations.

- Investigated 220 illegal dumping/littering complaints, 5 Penalty Infringement Notices issued
- Participated in the establishment of Regional Illegal Dumping Network with \$900k in funding secured for regional programs
- Alcohol Free Zones reviewed and re-established

Development Assessment

- Commencement of the Kiama Development Industry Committee.
- 371 development applications with a value in excess of \$68M were processed with an average time frame of 37 days.

Strategic Town Planning

- Produced Planning Proposal Fact Sheet.
- Internal review of 2 Planning Proposals consistent with the Kiama Urban Strategy and Planning Proposal Policy.
- Council endorsed 1 Planning Proposal to proceed to Department of Planning and Infrastructure for Gateway review.
- Engaged with Department of Planning and Infrastructure on the Kiama Urban Strategy, Urban Planning for Kiama.
- Member of the Illawarra Urban Development Committee.
- Facilitated a range of community consultations on the development of DCP 2012
- Formulation of the AgriProject Team to assist rural land owners/managers in diversification activities.
- Coordinate Heritage Advisor Scheme.
- Coordinate review of Heritage controls on DCP 2012, including inclusion of Aboriginal Heritage and Dry Stone Walls.
- Formulation and finalisation of Kiama Development Control Plan 2012
- Reviews undertaken or new chapter adopted as part of continuous improvement of Councils DCP:
 - Chapter 3 - Preservation and Management of Trees and Vegetation - review
 - Chapter 11 - Waste Requirements - review
 - Chapter 30 – Heritage – review
 - Chapter 29 Flood Liable Land – adopted
- Provided submissions/input into the following Groups/Committees /Taskforces promoting Kiama Council issues,

- Input into the Department of Planning and Infrastructure's Urban Development Committee.
- Provided submissions to NSW Government Green Paper on Planning System Reforms.
- Provided submission to NSW Government's White Paper on Planning System Reforms.
- Submission to New South Wales Government on Coal Seam Gas Exploration Standards.
- Input into Department of Planning and Infrastructure's Developers Forum Committee.
- Member of Southern Councils Development Contributions review.
- Member of the Illawarra Employment Lands Taskforce.

Priorities for 2013/2014

Healthy, Safe and Inclusive Community

- Implement Food Act and Regulations (Food Premises Inspection Program, registration, compliance and education).
- Implement new requirements of Public Health Act and Regulation (public swimming pools, private water supplies and water cooling systems).
- Continue inspection program for On-site Sewerage Management Facilities.
- Implement Companion Animals Management Act, Parking and Traffic Management Act Regulations and programs.
- Implement requirements of the Swimming Pool Act and Regulations (registration, inspection and compliance).
- Implement the requirements of Environmental Planning and Assessment Act (Fire Safety Certificates, Orders and compliance).
- Undertake water sampling at Seven Mile Beach as part of Beach Watch Program.

Well Planned and Managed Spaces, Places and Environment

- Implement and review the Kiama Urban Strategy.
- Review and update Kiama DCP 2012 (Chapter 3 Preservation and Management of Trees and Vegetation, Chapter 7 Subdivision, Chapter 8 Landscaping and Chapter 11 Waste).
- Conduct sustainability events and initiatives to

provide residents with information and skills.

- Implement actions in Energy and Water Saving Action Plans and seek grant funding.
- Complete the review of Crooked River Estuary Management Plan.
- Commence the review of the Minnamurra River Estuary Management Plan.
- Support and implement Local Illawarra Landcare and Southern Rivers Catchment Action Plan programs.
- Implement strategies identified in Illawarra Biodiversity Strategy Action Plan including National Tree Planting programs
- Continue to support Southern Councils Group Noxious Weeds Authority and programs.
- Implemented programs, projects, policies and services to reduce waste, increase recycling, reuse and composting of materials (e-waste drop off, public place recycling, garbage, recycling and garden organic collection services in rural and urban areas, clean up services and free drop off service, Silage Recycling Program, Holiday Parks Recycling Program).
- Continued the food waste trial 'Kitchen to Compost Revolution' in Zone 5 (Gainsborough Estate) and weekly recycling and fortnightly garbage collection services and investigate implementation to other collection zones.
- Implement 2013/2014 Waste and Sustainability Performance Payment programs, actions and reporting requirements.
- Develop a Waste Infrastructure Business Plan for Minnamurra Organics and Recycling facility.
- Participate in Southern Council's Regional Littering and Illegal Dumping Network and implement regional programs.
- Review Section 94 and Section 94A Developer Contribution Plan for community facilities and services, having regard to proposed changes in planning regime.

A Diverse, Thriving Economy

- Support Southern Councils Group Small Farms Network programs.

Responsible Civic Leadership that is Transparent, Innovative and Accessible

- Implement and monitor programs and policies relating to Council's resource consumption and sustainability.

Strategic Planning

- Planning for and input into the Illawarra Regional Growth Plan
- Input into the governance of the Illawarra Regional Growth Plan
- Implementation of the Kiama Urban Strategy
- Processing Planning Proposals arising out of the Kiama Urban Strategy
- Promotion of the AgriProject working group
- Ongoing review and implementation of the new Planning Act
- Review of potentially contaminated lands
- Updating and review of planning attribute layers in relation with Council's property data base
- Update and review of Councils section 149 data base
- Review operation of Councils LEP and identify administrative planning proposals
- Continue online, web based community consultation methodologies
- Review of employment lands
- Participate in recently established Peri urban planning group
- Foster the retention and valuation of rural lands on a regional basis.

Development Assessment

- e-Housing Code project implementation.
- DA tracking availability through e-services.
- Customer service satisfaction surveys.
- Implementation of new Swimming Pool Act inspection regime.

State of the Environment Report

Council's State of the Environment Report is a separate attachment

Condition of Public Works

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 2012/2013 financial year is also shown:

Asset Class	Written Down Value at 30/6/13 (\$000)	Estimate of Cost to Bring to Satisfactory Standard (\$000)	Estimated Required Annual Maintenance (\$000)	Maintenance Expenditure 2012/2013 (\$000)
Public Roads	70,441	6,000	1,714	2,215

Stormwater Drainage

The condition of Council's stormwater drainage assets has been surveyed and the following values are provided for the 2012/2013 financial year.

Asset Class	Written Down Value at 30/6/13 (\$000)	Estimate of Cost to bring to Satisfactory Standard (\$000)	Estimate Required Annual Maintenance (\$000)	Maintenance Expenditure 2012/2013 (\$000)
Drainage	18,921	50	90	105

Buildings

The condition of Council's buildings has been surveyed and the following values are provided for the 2012/2013 financial year.

Asset Class	Written Down Value at 30/6/13 (\$000)	Estimate of Cost to Bring to Satisfactory Standard (\$000)	Estimate Annual Required Maintenance (\$000)	Maintenance Expenditure 2012/2013 (\$000)
Public Buildings	65,294	3,791	386	374

Other Structures

The condition of Council's other structures has been surveyed and the following values are provided for the 2012/2013 financial year.

Asset Class	Written Down Value at 30/6/13 (\$000)	Estimate of Cost to Bring to Satisfactory Standard (\$000)	Estimate Annual Required Maintenance (\$000)	Maintenance Expenditure 2012/2013 (\$000)
Other Structures	7,298	159	151	145

Summary of Legal Proceedings

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)		No Appeals	-
Protection of Environment Operations Act (Appeals)		No Appeals	-
Other Acts (Appeals)		No 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		166	\$22,881
Companion Animals Act		84	\$14,875
Environmental Planning & Assessment Act 1993		3	\$7,500
Protection of the Environment Operations Act		8	\$5,350
Local Government Act		1	\$330
Food Act		3	\$1,100
Impounding Act		1	\$220
Actions in the Land and Environment Court			
Appeals			
Development Application No		Result	Costs
10.2012.222.1 – Lot 3 DP 1044010 No 1 Seaview Street, Kiama		Ongoing	\$5,191
Prosecutions			
Case	Action	Fine	Costs
Nastovski	Non compliance with conditions of consent under 10.2006.354.1	Ongoing	\$2,534

Mayoral and Councillor Fees

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 2012/2013. 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.

Payment of Expenses

General Provisions

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

- (a) Reimbursement to Councillors will only be made on the basis of actual expenses incurred in performing the duties of Councillor, a delegate or representing Council (as requested by the Mayor) as authorised by Council. Such expenses do not include those incurred as a result of anything other than Council business. A reimbursement of expenses to a maximum of \$65 daily will be paid for each night a Councillor is absent from the Municipality on Council approved civic duties, including conferences, seminars, training and educational courses.
If a Councillor, due to extenuating circumstances, is unable to meet the expected out of pocket expenses to be incurred when attending approved civic duties, an out of pocket allowance may be paid in advance at a maximum of \$65 for each day that a Councillor is absent from the Municipality subject to the approval of the Mayor and General Manager. The Councillor must provide documentary evidence of appropriate expenditure incurred and reimburse Council for any out of pocket funds not expended. This out of

pocket allowance amount will be reviewed annually.

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

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 as per the Local Government Remuneration Tribunal in the Rural

category for Councils for 2012/2013. The fees shown were adopted by Council on 26 June 2012.

	Minimum	Maximum	Amount Adopted by Council
Councillors	\$7,740	\$10,220	\$10,220
Additional Mayoral Fee	\$8,220	\$22,310	\$22,310

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

Mayoral Fee	\$20,871
Mayoral Vehicle Expenses	\$4,814
Councillor Fees	\$90,488
Councillor's Expenses & Provision of Facilities (see below)	\$49,207

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, but not including call costs).

\$20,959

Expenses

1	Telephone calls including mobiles, home located landlines, facsimile and internet services.	\$1,706
2.	Spouse/partner/accompanying person expenses.	NIL
3.	Conference and seminar expenses	\$23,111
4.	Training and skill development expenses.	Nil
5	Interstate travel expenses (including subsistence and out-of pocket expenses)	\$3,431
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>\$28,248</u>

Meetings of Councillors

During the year Council held a total of 11 ordinary meetings and 6 extraordinary meetings. Councillor's attendances at these meetings are detailed below:

	Ordinary Meetings		Other Meetings	
	Held	Attended	Held	Attended
Councillor Sandra McCarthy	2	2	3	2
Councillor Trevor Fredericks	2	1	3	2
Councillor Monique Dare-Ward	2	2	3	2
Councillor Peter Bowman	2	2	3	2
Councillor Ben van der Wijngaart	2	2	3	1
Councillor Lexie Wheeler	2	2	3	2
Councillor Brian Petschler	11	10	6	5
Councillor Neil Reilly	11	11	6	4
Councillor Warren Steel	11	9	6	5
Councillor Gavin McClure	9	8	3	2
Councillor Mark Way	9	9	3	3
Councillor Kathy Rice	9	9	3	3
Councillor Dennis Seage	9	9	3	3
Councillor Andrew Sloan	9	8	3	3
Councillor Mark Honey	9	8	3	2

Senior Staff Employed by Council

Under Clause 217 of the Local Government (General) Regulation 2005, Council employed three senior officers under the provisions of the Local Government Act as "senior staff".

The total amount payable in respect of the employment of senior staff for the period is made up of the following components:-

- total value of salary component of the package
- the total amount of any bonus payments, performance payments or other payments made that do not form part of the salary component of their package
- the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the senior officer may be a contributor
- the total value of any non-cash benefits for which the senior officer may elect under the package
- the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits

General Manager \$234,374

Senior Officers (2) \$349,476

Contracts Awarded by Council during Year \$150,000 or greater

Contractor	Goods/Services	Amount Incl GST
Ledacon Pty Ltd	Road Remediation Jamberoo Mtn road	\$665,669
GPM Constructions	Wharf construction	\$552,552
Illawarra Toyota	Supply vehicles	\$308,235
Roadworx Group	Asphalt/Equipment hire/traffic management	\$175,626
Harrigan Ford	Supply vehicles	\$200,185
Gabbys at the Pavilion	Catering-The Pavilion	\$282,085
Endeavour Energy	Street Lighting	\$190,344
Wilsons Holden	Supply vehicles	\$566,344
AGL sales	Street Lighting	\$208,470

Bush Fire Hazard Reduction Activities Carried Out By Council

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.

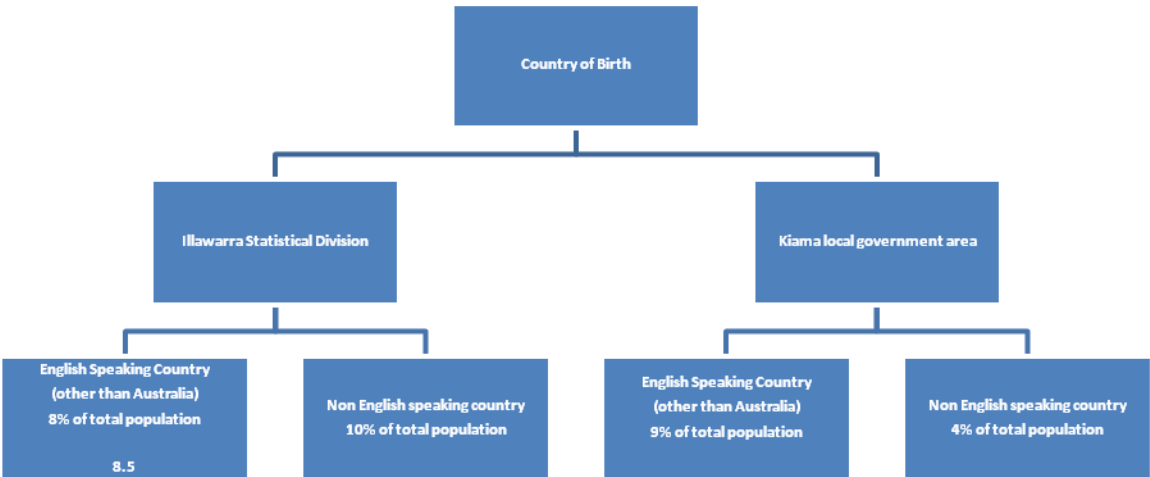
A total of 99 permits to create smoke were issued under the Protection of the Environment Operations (Clean Air) Regulation 2010 by Council.

Details of Programs for People with Diverse Cultural and Linguistic Background

- Culturally and Linguistically Diverse People

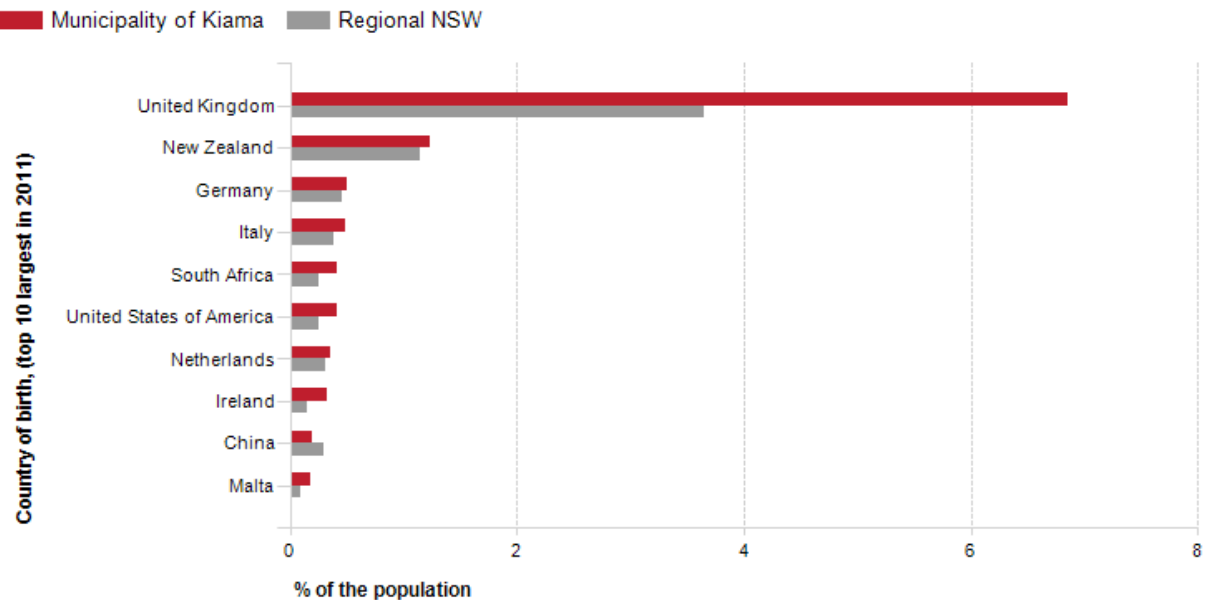
Country of Birth

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.



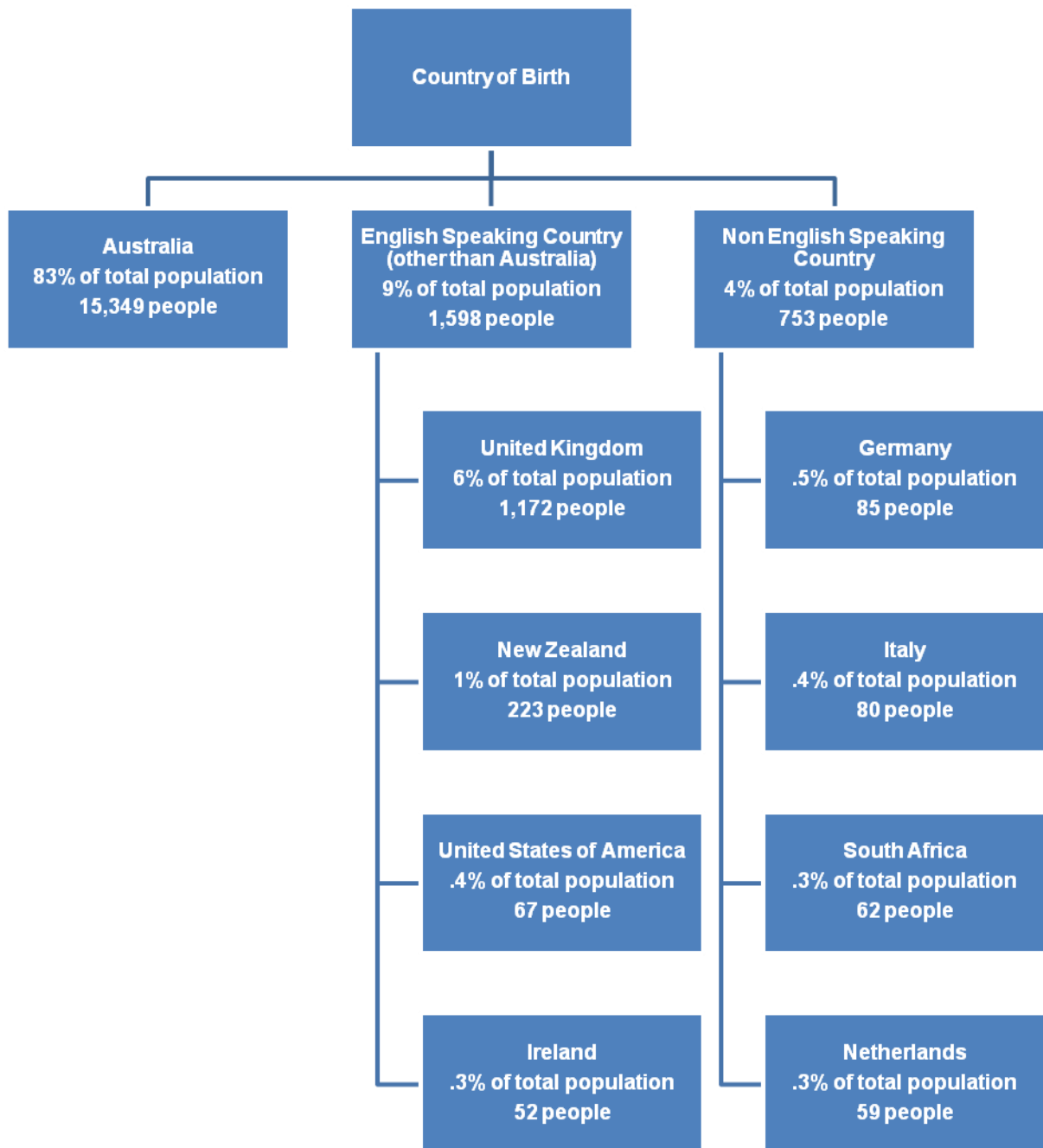
The dominant English speaking country of birth in the Kiama Municipality (other than Australia) is the United Kingdom with the dominant non-English speaking country being Germany.

Country of birth, 2011



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

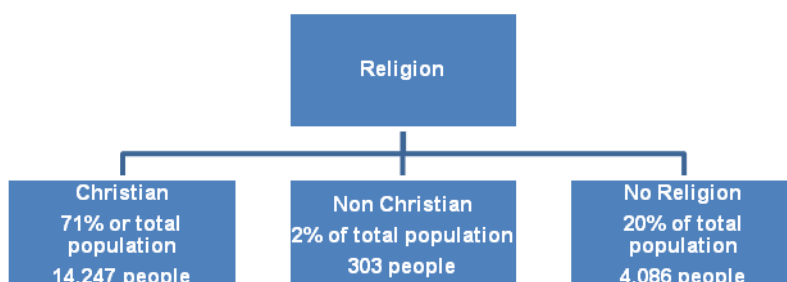




Note: Above percentages do not include 4% non responses.

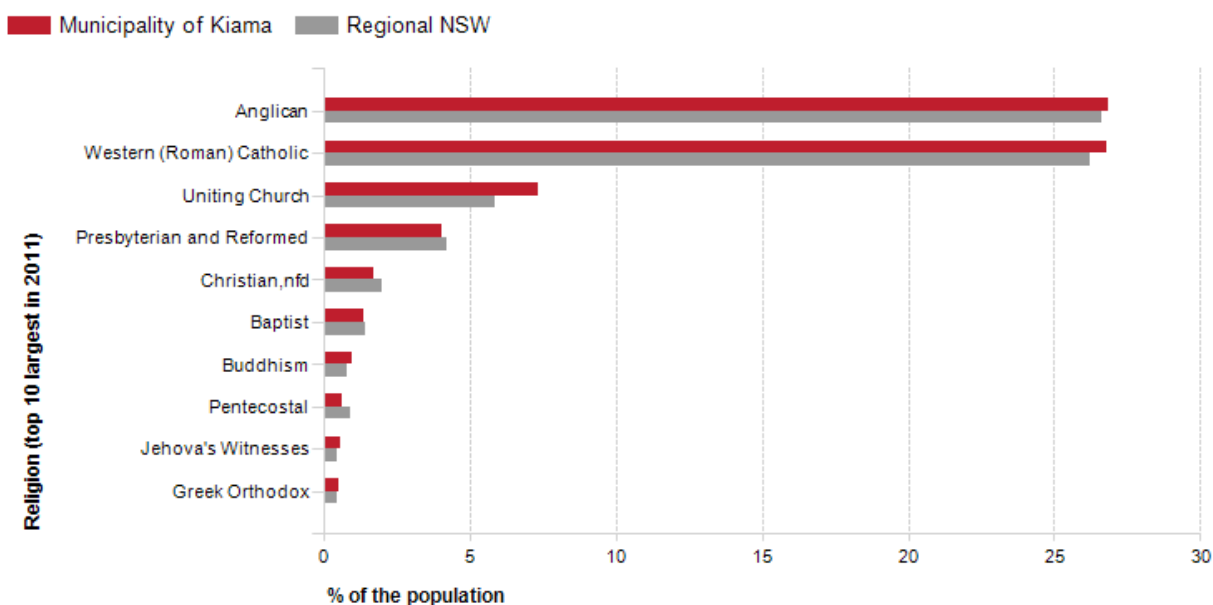
Religion

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



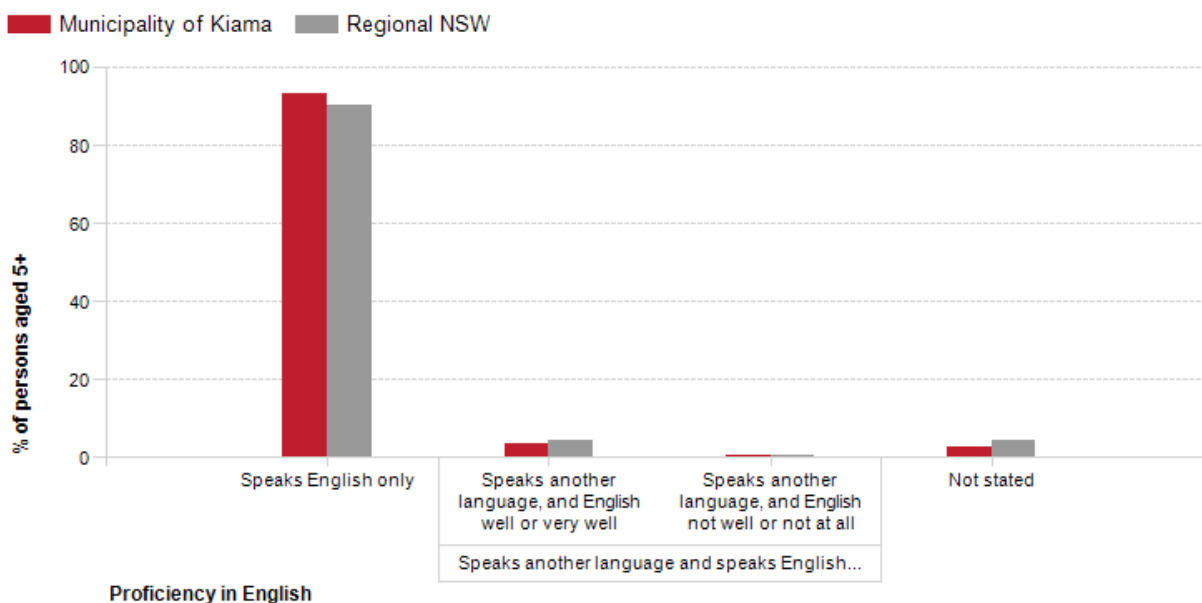
Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual residence data)
Compiled and presented by .id, the population experts.



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.



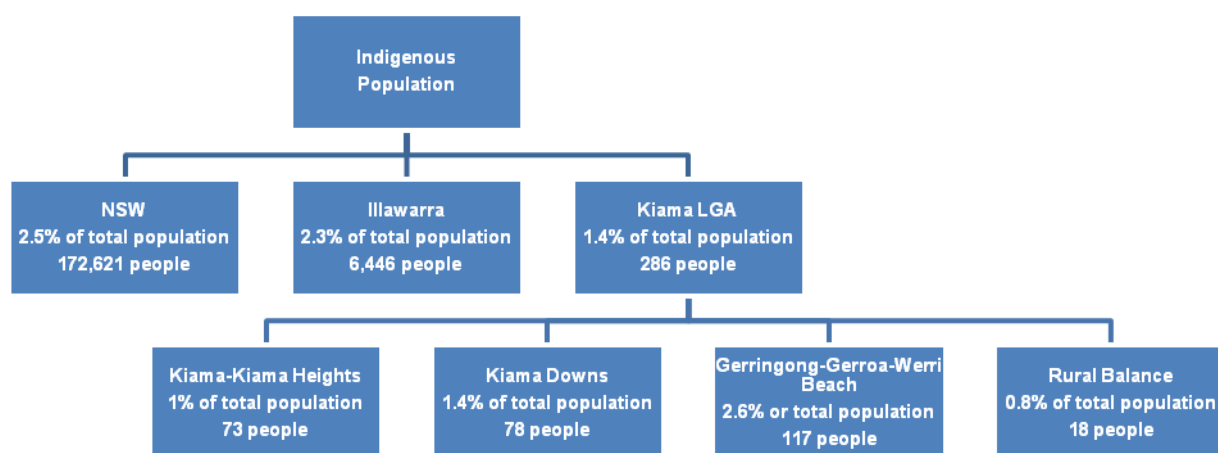
As part of its work with Kiama's local culturally and linguistically diverse people between 1 July 2011 and 30 June 2012 Council has:

- Had 4 citizenship ceremonies conducted by the Mayor, with 28 people being naturalised.
- Continued to develop Council's Friendship Agreement with Hoi An City, Vietnam

Aboriginal and Torres Strait Islander People

Council employed an Aboriginal Engagement Officer with fixed term funding provided from the NSW Community Building Partnership, which finished in March 2013. Council has agreed to create a one day a week position for an Aboriginal Liaison Officer, to be included in the 2013/14 budget.

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 2012 and 30 June 2013 Council has:

- Held a Sorry Day flag raising and ceremony.
- Participated in convening the regional NAIDOC Awards event
- Installed interpretive poles carved by local Aboriginal artists at the northern and southern ends of the Coastal Walk, signifying the importance of the area to the local indigenous community. A smoking ceremony was held at the poles and screened at a launch held at Gerringong Town Hall, where elders, school children and community members attended
- 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

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 2012/2013 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 \$11,499 in 2012/2013. There were no resolutions made under Section 67(2)(b) of the Local Government Act for the period.

Amount of Money Granted

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 2012/2013:

Regional Contributions	\$71,718
Festivals	\$38,838
Arts	\$19,709
Community Subsidies/Donations	\$35,150
Total	\$165,415

Human Resource Activity Summary

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 10.72% in the past 12 months where it has been maintained at 4% 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.
- increasing rates of retirements due to the aging workforce
- end of Fixed Term Contracts.

As Council engages a number of temporary employees to carry out specific projects for a short period of time, it is also necessary to consider the voluntary turnover rate for permanent employees. This was 9.5% for the period July 2012 to June 2013. Retirements comprised 16.67% of turnover for this period.

Human Resources staff 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 Management Plan.

Risk Management

The Risk Management Team considers the possibility of negative occurrences that affect our business as a critical core business activity. These potential vulnerabilities influence our ability to mitigate potential loss or damage.

On 24th February 2013 a catastrophic storm event severely damaged a number of Council owned

facilities and many homes in our local municipality. The Risk Management team was involved in the initial Crisis Management and Asset Impact Analysis as well as providing ongoing advice to relevant business units of Council.

The Risk Management team has been focused on the repair and restoration of Council facilities and primarily involved in challenging negotiations with our property insurance provider to ensure the best outcome for Council and the community.

Workers compensation premium cost has been a focus for the risk team. The 2012/2013 premium year presented council with a premium calculation of \$1.357M. Exposure to this level of workers compensation insurance cost is not sustainable in the long term. Focus has been placed on preventative strategies to reduce work related incidents and a culture of safety in the work place. Focus has also been placed on early intervention and a positive approach to return to work. It is hoped that the early intervention will have a positive effect on claim estimation and therefore, reducing premium cost for the 2013/2014 period.

The use of local Allied Health Professionals has been an alternative avenue as a workplace injury prevention strategy. Workers who have reported experiencing long term or repetitive weaknesses in the workplace have been provided with the opportunity to liaise with local health professionals. These tailored educational and strengthening programmes have been provided to workers to assist in reducing the chance of incurring a workplace injury.

Council understands that unmitigated risks can adversely impact on its ability to achieve strategic and operational objectives. In line with Council's objectives the Risk Management team is embarking on implementing a formal, systematic and proactive Enterprise Risk Management System. This system will ensure a consistent, proactive and "enterprise wide" approach to risk. The Risk Management team is currently in the early stages of this project and implementation is scheduled for completion by December 2014.

Work Health and Safety

Safety and compliance issues associated with asbestos related work at the Kiama Leisure Centre have been a major focus over the last six months. The project imposed significant challenges in managing asbestos contamination and allaying public perception of the associated risks. The project was completed without any significant injuries and tight controls were maintained on the asbestos removal process.

The refinement and streamlining of risk assessment and control systems associated with high risk activities in Council has been carried out. The challenge is always to maintain relevance and improve the safety culture with any risk assessment system. The implementation of new supporting documents and training is underway, it is hoped this will continue to improve Council's safety standards and minimise injuries to workers and the public.

A close collaboration with WorkCover NSW continues and is now supported by a more advisory and supportive role being adopted by this authority. This was evident in the assistance and advice provided during the rebuilding of the Leisure Centre. This cooperative partnership approach is expected to continue and strengthen in the future.

Trainees, Apprentices and Cadets

Council's strong commitment to supporting and developing entry level skills has continued in 2012/2013.

Traineeships and apprenticeships have been supported in the areas of business administration, horticulture, carpentry and mechanics. Council has also continued to support existing worker trainees in the areas of warehousing and distribution, waste management and business administration.

Council continued to support the employment of two 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.

Work Experience and Volunteering

During 2012/2013 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 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 in which Council operates.

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 twelve months included Corporate Induction training, Dealing with Difficult Customer training for all outdoor staff, Consultative Committee training and Leadership training.

The strong uptake of Council's Study Assistance program continued in the past 12 months with Council supporting nine 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

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 and EEO Network to develop and review employment related policies.

Council's Joint Consultative Committee and EEO Network continued to meet on a bi-monthly basis.

Below is a summary of Council's key EEO target group achievements during 2012-2013.

Women

- maintained representation of women at MANEX and Senior Managerial level.
- Continued support for the development of leadership skills in women by developing the Women's Management Network

Indigenous Employment

- Formalised permanent position of Aboriginal Liaison Officer in Council's staff establishment.

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

- Continued to promote the use of policies that 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

In 2012/13 no external bodies exercised functions delegated by Council.

Companies in which Council held a Controlling Interest during the Year

In 2012/13 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

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 Southern Councils Group	Shellharbour and Wollongong Councils Shellharbour Council 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
Metro Pool	Public Liability and Professional Indemnity insurance
United Independent Pool	Property and vehicle insurance

Other information required under the Local Government Act Regulations

Rates and Charges Regulation 1999

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

Pensioner Rebates	\$426,352
Other amounts	-
TOTAL:	\$426,352

Overseas visits undertaken by Councillors, Council staff, or other persons representing Council.

No overseas visits during the year.

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 the Community Directory and web page.

The Leisure Centre continued to provide a range of learn to swim classes, and also provided qualified child minding services for parents using the Centre.

The Kiama Library provided a range of activities for children of all ages. The Early Literacy program continued to underpin the service with baby kits distributed to the parents of new born babies and Baby Story Time sessions held throughout the year. Weekly Story Time programs for toddlers and pre-school children were well attended and School Holiday activities have been extended due to demand, with extra sessions being held in the afternoon for the most popular activities.

Programs with the local schools have continued, including interactive sessions whereby the Kiama Library facilitated links using high speed broadband and video-conferencing platforms to help the National Museum of Australia launch their Robot

Virtual Tour project.

Kiama Library Service continues to expand youth programs, this year HSC sessions were conducted for Kiama High School and attended by over 100 students. A Youth Summer Reading challenge was also established this year and the library was pleased with the number of youth participating

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, 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 2011 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 benefit of the whole community.

Kiama Council has a long history of being committed to providing or advocating 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. Two further plans were developed, prior to the introduction of the Integrated Planning and Reporting legislation, which now underpins all of Council's planning.

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 2012/13 Council continued to provide a range of services for the frail aged, people with a disability and their carers, including programs to meet the needs of people from a Culturally And Linguistically Diverse (CALD) background and those with dementia.

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.

A Youth Engagement meeting is held at Kiama High School on an annual basis to allow for students to raise ideas/concerns directly to councillors and Council Directors.

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 2012/2013 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 2012/2013 financial statements.

4. Complaints Handling Mechanism

Council has adopted a Complaints Handling Policy for Competitive Neutrality Complaints.

5. Summary of Complaints

No competitive neutrality complaints were received by Council during 2012/2013.

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 2013

	REVENUES		EXPENSES		OPERATING RESULTS		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)
	Budget	Actual 2013 \$'000	Budget	Actual 2013 \$'000	Budget	Actual 2013 \$'000	Actual 2013 \$'000
Category 1 Business Units							
Waste Services Collection Unit	3,710	3,730	2,879	2,985	831	745	7,335
Kiama Coast Holiday Parks	7,724	7,925	6,206	6,361	1,518	1,564	18,724
Totals	11,434	11,655	9,085	9,346	2,349	2,309	26,059

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

Other actions and activities undertaken to reduce stormwater pollution include:

- Installation and maintenance 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.
- 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 50.71 tonnes of litter collected.

A Local and Regional 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.

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

a) Division of Local Government Annual Report Pound Data

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

- 65 companion animals impounded, 58 dog and 7 cats
- 59 returned and/or released to owner, 1 escaped (92.3% of animals impounded).
- 0 surrendered to Council.
- 3 re-homed. (4.6% of animals impounded).
- 2 destroyed (3.1% of animals impounded).
- 241 companion animal complaints investigated.
- 25 dog attacks investigated.
- 27 notices to comply issued.
- 84 infringements issued.

b) Data and Reporting related to dog attacks During the reporting period:

- 25 dog attacks were investigated.
- 16 required to be reported to Division of Local Government.
- 1 Court control order issued
- 2 Nuisance Dog Notice issued.

c) Funding spent on Companion Animals management and activities

During the reporting period the total expenditure on Companion Animals management was \$193,771 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.

This included 359 (100%) complaints investigated within 24 hours of receipt, 378 new lifetime registrations and 560 outstanding registrations processed

d) De-sexing of Cats and Dogs

Council has a policy that requires that all dogs and 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.

e) 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 5 of the 6 unclaimed animals were re-homed. This equates to 83.3% of the unclaimed animals being re-homed.

f) 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. In April 2013, Council reviewed the Werri Beach off-leash swimming area and resolved to remove the previously adopted time limitations.

g) Financial Information on Companion Animals Funds.

For the reporting period Council received a total of \$32,711.10 in income from fees and infringement made up of the following:

- \$383 – Impounding fees
- \$138.19 - Micro-chipping fees
- \$12,917 Infringements
- \$19,172 - Registration income from Division of Local Government
- \$50.91 – Sale of dogs/cats
- \$50 – Other

\$161,059.93 was provided from Council's general revenue to cover the short-fall in balancing income and expenditure for Companion Animals.

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 2012-13

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 June 2013. The review involved all departments within Council being contacted to review the Information Guide. The details were collated by the Corporate Planner (Public Officer) 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 additional information on functions and structure of Council 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 one formal access application (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)	1	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)	1	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)	1
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

Public Interest Disclosure Act

Annual report under section 31 of the Public Interest Disclosure Act

A report to which this clause applies is to include the following information concerning the period to which the report relates:

- (a) the number of public officials who have made a public interest disclosure to the public authority, Nil
- (b) the number of public interest disclosures received by the public authority in total and the number of public interest disclosures received by the public authority relating to each of the following:
 - (i) corrupt conduct, Nil
 - (ii) maladministration, Nil
 - (iii) serious and substantial waste of public money or local government money (as appropriate), Nil
 - (iv) government information contraventions, Nil
 - (v) local government pecuniary interest contraventions, Nil
- (c) the number of public interest disclosures finalised by the public authority, Nil
- (d) whether the public authority has a public interest disclosures policy in place,

Council adopted the Internal Reporting Policy (Public Interest Disclosure Act, 1994) in November 2011. The policy is available on Council's web page.

- (e) what actions the head of the public authority has taken to ensure that his or her staff awareness responsibilities under section 6E (1) (b) of the Act have been met.

Council adopted the Internal Reporting Policy (Public Interest Disclosure Act, 1994) in November 2011. The policy was strongly endorsed by Council and the General Manager. All staff, councillors and contractors were advised of the revised policy and its purpose and the protections available under the Act for a person who makes a public interest disclosure. The policy is on Council's web page. New staff members are provided with awareness of the policy and its protection during induction.