



Kiama Council
Annual Report 2013-14



Annual Report

2013-14

This annual report outlines Kiama Municipal Council's performance for the 2013-14 financial year against the main objectives, strategies and actions in its *Delivery Program 2013-17*.

It reports on our financial results for the year ending 30 June 2014, looks at our achievements, and includes our report on the state of our local environment.

Our Annual Financial Statement (including the Auditor's Report) and *State of the Environment Report* are attachments to this report.

This and earlier Annual Reports are available on our website.

kiama.nsw.gov.au

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OUR COMMUNITY REPORT



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.

Councillors message

Toward the end of every year, the task of putting together our annual report gives us the opportunity to take stock of the achievements Council, with the enormous help of our community, has made.

Every year we are presented with new opportunities and challenges, and ways in which to approach them. This annual report captures the highlights of our 2013-14 financial year and we hope you enjoy reading it.

Encouraging a connected and resilient community

Throughout the financial year, we continued to provide a range of community services that offered programs for children, youth, older people, and people with a disability.

We hosted the 2014 Local Government Regional NAIDOC Awards at The Pavilion, Kiama, in partnership with Wollongong, Shellharbour and Shoalhaven councils.

Council provided over \$165,000 in cultural grants, community donations and regional contributions to encourage community participation in our municipality.

Our Youth Centre engaged over 1700 young people through educational, recreational and community development programs and events, the highlight being national Youth Week.

Helping to create a digital Kiama

Kiama Council proactively supported the community's rapid uptake of the National Broadband Network (NBN) by offering training and information sessions to residents.

Federal funding from the Digital Local Government Program gave Council the opportunity to combine the NBN with state-of-the-art videoconference software to bring some services to the community online.

We successfully completed our Digital Hub, Digital Enterprise and Digital Local Government Programs.

One of the significant outcomes of the NBN project is the introduction of online webcasting of Ordinary Council Meetings and the ability to videoconference Public Access Meetings. Both of these represent significant improvements in Council's community engagement strategy.

Planning for our ageing population

With an ageing population higher than the NSW average, Council's dedication to provide aged care services remained a priority.

The Australian Government's Aged Care (*Living Longer Living Better*) Bill 2013 introduced reforms that affected the way aged care services are funded and delivered.

The reforms kick-started Council's rebranding project which will have Illawarra In Home Support (IIHS) and Blue Haven Aged Care Facility become 'Blue Haven Care'. The rebrand will bring all our aged care services under one name, and highlights the true scale of care that Council provides.

Effectively managing our public spaces and environment

Council continued its strong focus on its Strategic Asset Renewal Program. A number of renewal projects, assisted by the NSW Government's Local Infrastructure Renewal Scheme loan interest subsidy, resulted in an improvement to our infrastructure backlog.

Projects Council completed ranged from road resurfacing, new footpaths and cycleways, to new and refurbished amenities buildings and playground upgrades.

We reviewed and updated various plans of management for community land, and conducted a major review which led to our decision to decommission Jerrarra Dam.

Residents continued their support for our waste and recycling events including Second Hand Saturday, electronic waste collection, and World

Environment Day activities.

Council secured over \$0.5million of NSW Environment Protection Authority (EPA) *Waste Less, Recycle More* grants, part of which will be used to build a Community Recycling Centre at our Minnamurra waste facility in 2015.

Civic leadership to achieve financial sustainability

Council strives to excel in its civic leadership.

We developed our *Long Term Financial Plan 2013-23*, internal audit plan and business continuity plan as steps to help us achieve good governance, and to ensure we have adequate funding to satisfactorily maintain and renew our municipality's assets.

Financial sustainability remains an issue for local government. The under-funding and rate pegging of our grassroots level of government still places increased pressure on asset maintenance and the delivery of our services.

With Council's rates and annual charges representing just 33% of Council's total revenue, we are relying on these less and more on sources Council can control to gain more flexibility to fund our operations.

Our commercial activities continue to provide an important source of income to offset these financial constraints.

At the end of 2013-14 Council remained in a good financial position. Total equity at 30 June 2014 was \$329.6 million (\$345.2 million the previous year).

Thank you for choosing to read our Annual Report for 2013-14. Should you have any questions about it, we welcome and encourage you to contact our General Manager's Office. Council staff will be happy to assist you.

From your Kiama Councillors

Councillors 2013-14

Mayor
Cr Brian Petschler



Deputy Mayor
Cr Neil Reilly



Cr Mark Honey



Cr Dennis Seage



Cr Gavin McClure



Cr Kathy Rice



Cr Warren Steel



Cr Andrew Sloan



Cr Mark Way



Executive staff

General Manager
Michael Forsyth



**Assistant General Manager
Director Engineering and Works**
Bryan Whittaker



**Director Corporate and
Commercial Services**
Chris Quigley



**Director
Community Services**
Clare Rogers



**Director
Environmental Services**
Phil Costello



Kiama Local Government Area

Council established 1859

Population: 21,047
(2013 ABS statistics)

Area: 259 km²

Boundaries:

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

Full time employees: 257

Major towns and villages:

Minnamurra, Kiama Downs, Kiama,
Jamberoo, Gerringong and Gerroa

Longitude: 150° 51min east

Latitude: minus 34° 40min south
(Terralong and Manning Street
intersection)

The Municipality of Kiama is located on the south coast of New South Wales between Shellharbour, Shoalhaven and Wingecarribee Local Government Areas.

Our area takes in beaches, rainforests, mountains, escarpment, and rural landscapes that attract a large tourist base each year.

Our towns

Kiama

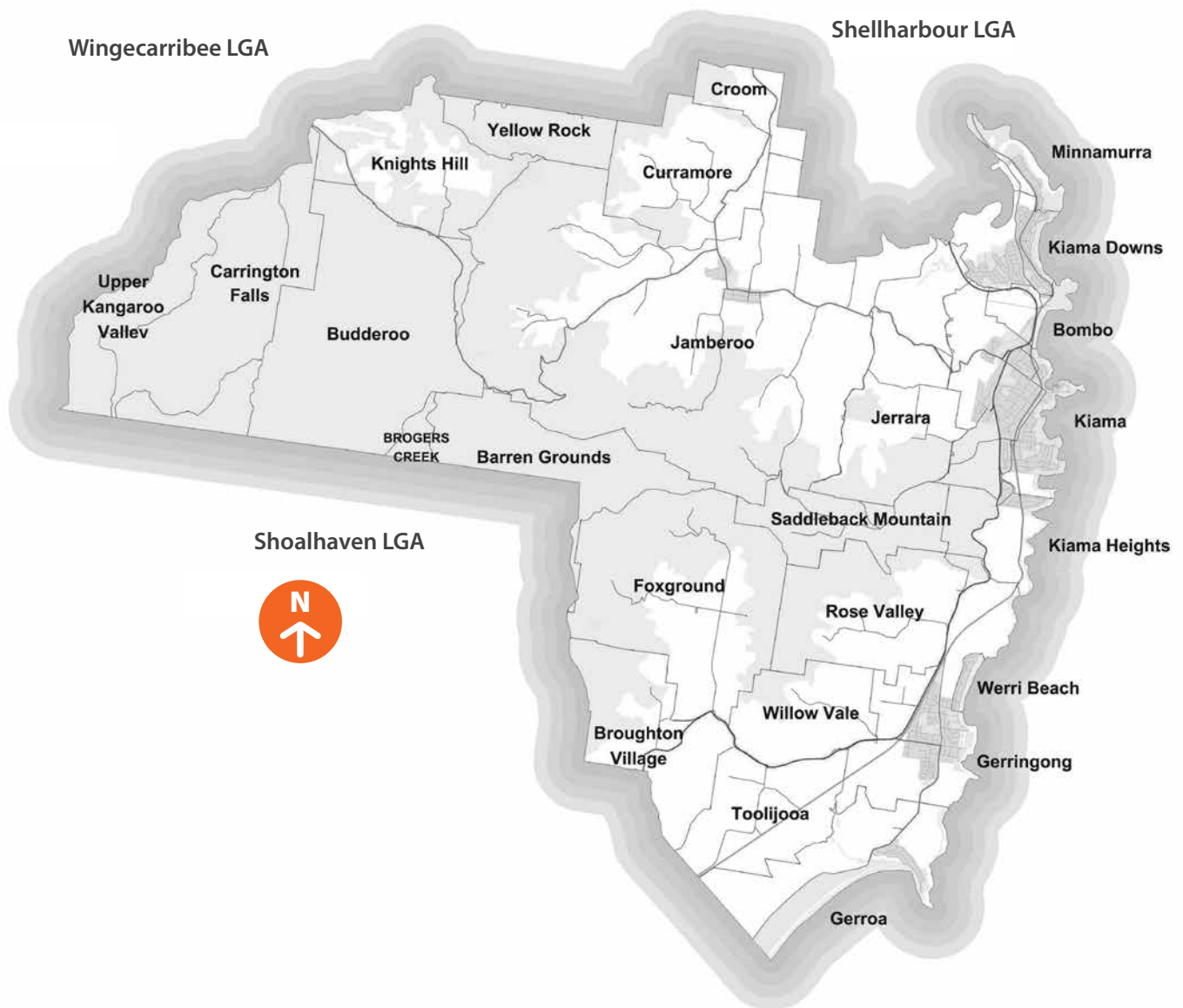
Derived from the Aboriginal word 'Kiarama-a'. Some sources say it means 'where the sea makes a noise' and refers to Kiama Blowhole.

George Bass made the first recorded reference to the district when he anchored his 28ft whaleboat in what is now known as Kiama Harbour in December 1797.

Cedar getters were the first Europeans to the area. David Smith became the first permanent white settler after he built a residence in Kiama in 1832.

The site of Kiama Township was reserved by the NSW Government in 1826, and proclaimed a municipality in 1859. The basalt (blue metal) quarrying industry entered the region in the 1870s, joining an existing dairying industry. Today, the quarrying and tourism industries are the region's major income earners.





Kiama Downs

To the north of Kiama, Kiama Downs is between Bombo and Minnamurra.

Jones Beach is the area's focal point, just north of Cathedral Rocks.

Minnamurra

In the 1930s the small tourism town of Minnamurra emerged as a residential centre.

The mouth of Minnamurra River is at Minnamurra Point approximately five kilometres north of Kiama Harbour. Minnamurra is popular for sightseeing, boating, fishing and walking.

Jamberoo

A valley settled in the 1820s. Dense vegetation and rainforest gave way to land clearing, grazing runs and dairying. Jamberoo is the home of the famous 'Illawarra Shorthorn' cattle.

Jamberoo is located 15 minutes west of Kiama. The village retains many of its old buildings including churches, country pub and a schoolhouse.

Gerringong and Gerroa

Located 10 minutes south of Kiama. Surrounded by farmland, mountains, the Pacific Ocean and Seven Mile Beach National Park, Gerringong and Gerroa provide plenty of attractions for visitors.

How Council works

Through state laws, the Mayor, Councillors, Council, and the General Manager perform various tasks to manage our municipality on behalf of the community.

Our Mayor:

- chairs Council Meetings
- represents Council at civic and ceremonial occasions
- provides leadership and guidance to the Council and the community
- enables communication between our citizens and our Council through correspondence, meetings and inspections.

Our Councillors:

- attend Council Meetings
- provide leadership and guidance to the community
- provide communication between our citizens and our Council.

Our Council:

- makes policy decisions and monitors policy implementation
- judges and make orders about compliance with the community's environmental standards
- oversees our community's public assets.

Our General Manager:

- is the primary link between Councillors and the organisation
- is Council's principal staff officer responsible for the overall management of Council's operations
- is responsible for providing assistance to Councillors in developing policy
- provides leadership to staff to achieve the Council objectives set out in our *Community Strategic Plan*
- oversees the financial management of the Council
- communicates and promotes Council's policies to its community
- appoints, directs and dismisses Council employees according to the law, good management practice and Council policy
- ensures compliance with the Local Government Act and other relevant state and federal law
- ensures personal development and training opportunities for Councillors is provided
- promotes Council's objectives to the community.

Council meetings

Council meets at 5pm on the third Tuesday of each month in Council Chambers, 11 Manning Street, Kiama unless otherwise advertised.

Members of the public who wish to address Council about items in the Business Paper should phone the General Manager's Office on (02) 4232 0444 for details on how to participate in Public Access.

Public Access Meetings take place at 5pm on the Monday before a Tuesday Council Meeting.

Copies of Council's Business Papers are available at each meeting, or at our Customer Services counter and online at www.kiama.nsw.gov.au the Wednesday prior to a meeting.

Council webcasts Ordinary Council Meetings which can be viewed through our website. Where required Council will also videoconference Public Access Meetings.

How we communicate

Information about Council's activities can be found in our:

- Integrated plans (*Community Strategic Plan, Delivery Program, Operational Plan*)
- Annual Reports
- Annual Financial Statements
- Fees schedule
- State of the Environment Reports.

Advertising

Our weekly ad in Wednesday's *Kiama Independent* and monthly ad in *Gerringong Gerroa Whispers* has Council information such as proposed developments, draft policies, positions vacant, tenders, public notices, Council and public meeting dates and times, as needed.

Online

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

Kiama Council also provides regular updates on news and events on its Facebook and Twitter pages.

 Kiama Municipal Council

 @kiamacouncil

How to contact Council

Address all correspondence to:

General Manager
Kiama Municipal Council
PO Box 75
KIAMA NSW 2533

Telephone: +61 (02) 4232 0444
Facsimile: +61 (02) 4232 0555

Online

Email: council@kiama.nsw.gov.au

Website: www.kiama.nsw.gov.au

 Kiama Municipal Council

 @kiamacouncil

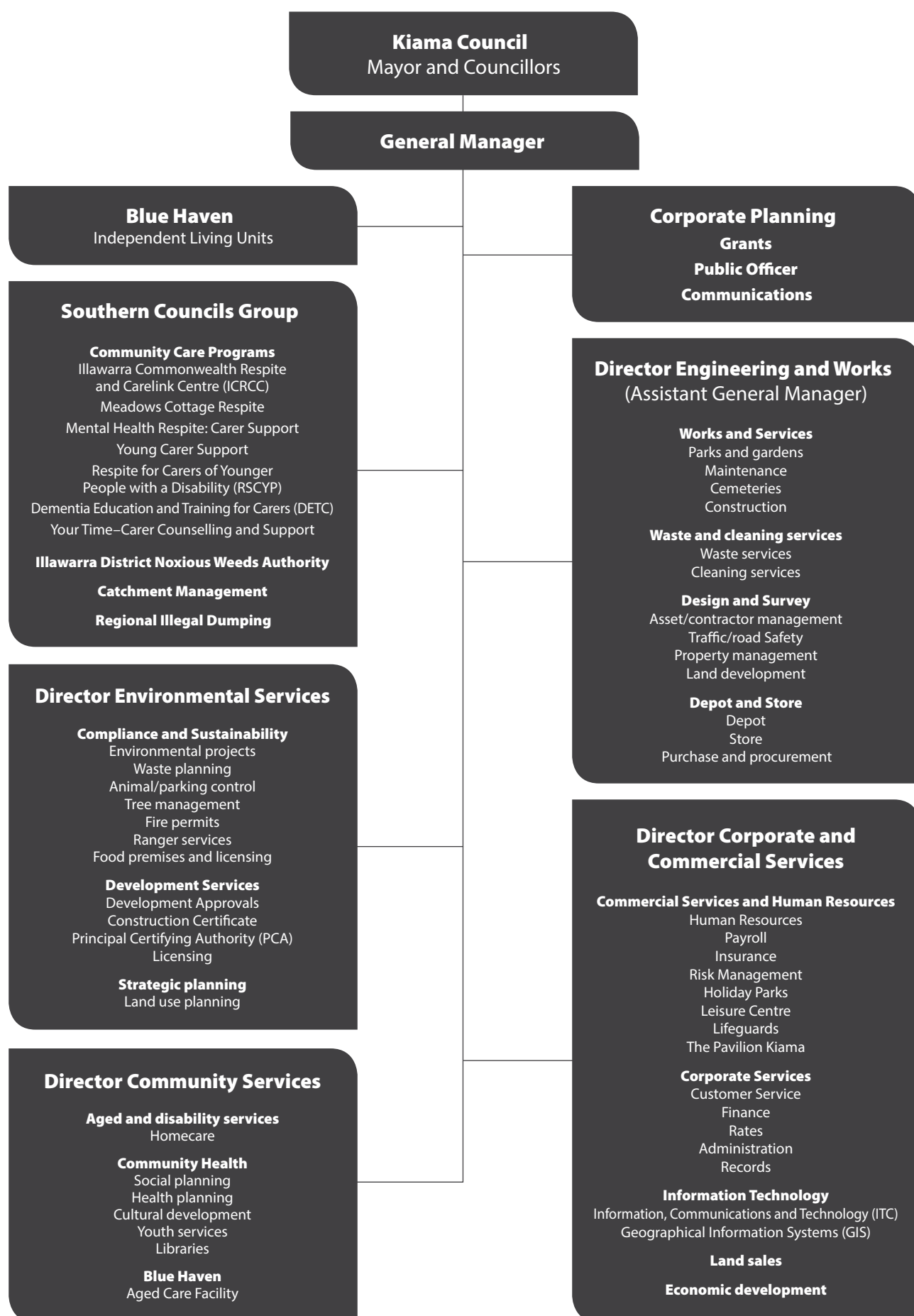
Office hours

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

Contact information

Kiama Library	(02) 4233 1133
Kiama Family History Centre	(02) 4233 1122
Works Depot	(02) 4232 0500
Purchasing Officer/Store	(02) 4232 0510
Dog Pound	(02) 4237 5623
Minnamurra Recycling Facility	(02) 4237 7621
Kiama Leisure Centre	(02) 4232 1877
Old Fire Station	(02) 4232 2758
Community Arts Centre	
Joyce Wheatley Community Centre (Hindmarsh Park)	(02) 4232 0475
Youth Centre (Hindmarsh Park)	(02) 4233 1276
Ranger services	0409 917 092
After hours emergency contact for roads and parks	0417 686 477
Blue Haven Retirement Village	
Nursing home	(02) 4232 1144
Manager	(02) 4233 1714
– Independent Living Units	
Caretakers	(02) 4232 3484
– Independent Living Units	
Allocations	(02) 4233 1714
– Independent Living Units only	

Organisational structure



OUR REGULATORY REPORT



Integrated Planning Key

Throughout our Annual Report we've inserted references to sections of our Integrated Plans.

This is to show the connection between how we're achieving the objectives of our Integrated Plans through our actions.

For example:

CSP | 4.2 | 4.4

DP | 4.2.1 | 4.2.2 | 4.2.3 | 4.4.1

refers to 4.2 and 4.4 of our *Community Strategic Plan* and 4.2.1, 4.2.2, 4.2.3, 4.4.1 of our *Delivery Program*.

Financial overview and financial statements

CSP | 4.2 | 4.4

DP | 4.2.1 | 4.2.2 | 4.2.3 | 4.4.1

Results for 2013-14

Council's consolidated deficit from continuing operations for the financial year amounted to \$4.1m. It includes an expense for the fair valuation of the Blue Haven investment property of \$4.4m. This result is fully disclosed in the Income Statement for the year ended 30 June 2014.

Council's results from its business activities (after allowing for notional income tax at the current corporate tax rate of 30%) were:

- Kiama Holiday Parks surplus of \$1.2m (\$1.1m surplus in 2013)
- Waste Unit surplus of \$659,000 (\$522,000 surplus in 2013).

The inclusion of all infrastructure assets (excluding land under roads) and subsequent depreciation of these assets over the past decade 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 2013-14 operations

Council continued its principal activities of providing facilities and services to the local community.

Council achieved its consolidated deficit of \$4.1m after allowing \$8.97m for depreciation of non current assets, and receiving grants and contributions for capital purposes of \$1.78m.

However, there are carried over works and unspent grants from 2013-14 to be completed in the 2014-15 financial year valued at \$4.1m.

The result for the year is fully disclosed in the attached financial reports. Variations from Council's original budget are disclosed in Note 16 of the financial reports.

Rates and annual charges

In 2013-14, Council generated 33.4% of its total revenue from rates and annual charges compared to 31.1% in 2012-13. In accordance with NSW Government approval, the total amount raised from rates in 2013-14 was 3.4% greater than in 2012-13. Council levies a non-residential differential rate on all properties used or zoned for commercial, professional, trade or industrial purposes. Council used the \$217,000 income from this rate for tourism promotion.

Council's financial position

Our Statement of Financial Position shows Council is in a sound financial position. Council has 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 provide further evidence that Council's financial position and financial management performance are sound.

We are conscious that maintaining a balanced budget in the future will be increasingly difficult with the current constraints placed on its revenue raising ability.

We will continue to review and monitor our operations, and implement measures to ensure an appropriate balance between revenue and expenditure.

Council's adopted 2014-15 budget provides for a balanced budget, excluding \$7.95m for depreciation.

Significant changes in State of Affairs

No significant changes occurred in the State of Affairs of the Council during the financial year.

Loans

Council's loan liabilities at 30 June 2014 were:

Holiday Parks	\$854,729
Government advances (general fund/ Holiday Parks)	\$5,534,119
Blue Haven	\$894,279
TOTAL	\$7,283,127

Performance in principal activities

Our *Community Strategic Plan (CSP) 2013-23* is Council's overarching 10-year plan for the municipality. The CSP sets our four main objectives:

1. a healthy, safe and inclusive community
2. well planned and managed spaces, places and environment
3. a diverse, thriving economy
4. responsible civic leadership that is transparent, innovative and accessible.

Next comes our *Delivery Program (DP) 2013-17*. The DP is our 'action plan'. It turns our CSP objectives into actual projects, planning documents, tasks, events—using resources available through our *Resourcing Strategy 2013-23* (which includes our *Long Term Financial Plan, Asset Management Strategy* and *Workforce Management Plan*).

All the plans, projects, activities, events and funding allocations Council conducts are linked to our DP. It is Council's key accountability tool for each four-year term of Council. Councillors and Council staff use the DP as a central reference point for decision-making and performance monitoring.

It is also a key reporting document for our community to monitor how Council is performing over its four-year term.

Every six months, we are required to report our progress in achieving our DP actions to the NSW Office of Local Government.

Major achievements

Major CSP and DP achievements during 2012-13:

CSP	Objective
CSP	Strategy
DP	Action
1	A healthy, safe and inclusive community
1.1	Encourage and support residents from socially and culturally diverse backgrounds to participate in all aspects of community life
1.1.3	Improve Council collaboration with the Aboriginal Community
	We employed our Aboriginal Liaison Officer who is building local relationships to help re-establish our Aboriginal Reference Group.
1.2	Promote and support a range of social, cultural and artistic activities, practises and programs for creating sustainable health and well-being
1.2.2	Provide access to artistic exhibition space
	Gallery space fully booked by new exhibitors and regular exhibitors.
1.2.4	Implement and support community, cultural and artistic activities and development programs
	We increased our Cultural Grants budget by \$5000 from the previous year. Our Youth Arts Scholarship was approved and project and program activity evaluations reflected a high level of community satisfaction.
1.4	Plan for and support our ageing population
1.4.2	Redevelop and expand Blue Haven Aged Care Facility
	Illawarra Restart funding of \$8m awarded.
1.5	Plan for and support young people
1.5.3	Enhance and develop young people's skills through the provision of targeted programs and a drop-in service
	Program numbers increased through partnerships developed with local schools and youth service providers, and program evaluations reflected satisfaction with these services.
1.7	Encourage and support volunteering opportunities to support the community
1.7.1	Provide and promote volunteering opportunities within the community and Council operations
	Volunteer numbers increased due to partnerships with education providers.

2 Well planned and managed spaces, places and environment

2.10 Effectively manage the transport network of roads, footpaths and cycleways to cater for current and future generations

2.10.2 Managing footpath and cycleway infrastructure (new footpaths and cycleways)

Johnson St, Talinga Ave and Jamberoo Rd projects completed.

2.13 Effectively manage other assets to cater for current and future generations (car parks, community buildings, cemeteries and dams)

2.13.3 Manage dam infrastructure to comply with Dam Safety Act

We implemented the Jerrara Dam Safety Emergency Plan in accordance with our statutory responsibility and to ensure adequate controls in place until decommissioning.

2.14 Minimise waste and manage it in an efficient and environmentally sensitive manner

2.14.1 Manage waste and recycling in accordance with adopted plans

58.7% of total waste generated is recycled.

2.14.3 Ensure compliance with legislative requirements specific to waste management

All monitoring and reporting has complied with our EPA licence.

2.3 Ensure our natural and built environments are adaptive to climate change

2.3.1 Consider climate change impacts and hazards and implement actions

Council secured grant funding for solar hot water installation at our Works Depot and at the State Emergency Service building.

Council has completed a number of flood studies that will assist better coastal zone planning outcomes.

Council purchased and installed a voltage optimisation power unit in the administration building.

3 A diverse, thriving economy

3.1 Promote and encourage business development and employment based on the local area's unique and distinctive characteristics

3.1.1 Undertake initiatives to promote/support business development and growth

Continued to support small to medium local businesses through Kiama and Shellharbour Councils high growth business development program (Economic Gardening program), and professional development workshops through the Kiama Small Business Forum.

3.6 Encourage and support tourism in the Kiama Municipality

3.6.1 Coordinate management of Kiama Coast Holiday Parks

Income for the first half of the financial year was up 3.5% compared to the same period the previous financial year.

4 Responsible civic leadership that is transparent, innovative and accessible

4.5 Foster positive relationships with our community through open communications, opportunities for participation in decision making and sharing of information

1.5.1 Provide innovative and engaging digital and social media solutions for our community

Council continues to attract increased traffic through social media including Facebook and Twitter and is continuing to improve its website to enable more effective use and engagement.

Department highlights

CORPORATE AND COMMERCIAL SERVICES

CSP | 4.2 | 4.3 | 4.4 | 4.15

DP | 4.2.1 | 4.2.2 | 4.2.3 | 4.3.1 | 4.4.1 | 4.15.1

- All Local Government strategic tasks met on time
- Annual Financial Statement submitted to Office of Local Government within timeframe
- *Long Term Financial Plan* updated
- Major upgrade and expansion of Council's information technology capability
- Successful completion of Digital Local Government Program providing interactive, real-time, online engagement with the community
- Successful completion of Digital Hub and Digital Enterprise Programs
- Remaining Elambra Estate lots sold.

Business development

CSP | 3.1

DP | 3.1.1

- Organised and hosted Kiama Lifestyle Business and Wedding Expo
- Partnered the University of Wollongong's iUnivative Program, which created ongoing employment for two students
- Partnered with the NextGen Digital Business Program. This was a joint collaboration between Kiama Council, Kiama Community College, Enterprise Connect, The Smith Family, Access Business and Recruitment, and the Department of Education, Employment and Workplace Relations. The program provided paid work for high school students to partner with and assist small and home-based businesses to promote their business using digital technology
- Provided ongoing Kiama Small Business Forum workshops and meetings
- Partnered with Shellharbour Council to deliver an Economic Gardening Program that helped local businesses increase profits and achieve sustainable growth
- Hosted four summer outdoor movies for members of the public

- Supported and sponsored major events such as Folk by the Sea, Kiama Rugby 7s, Kiama Show and Kiama Jazz Festival
- Secured conferences and events hosted at The Pavilion, Kiama.

Leisure Centre

CSP | 1.3

DP | 1.3.1

After extensive storm damage in February 2013, major works included:

- replacement of roof and walls
- new colour scheme to exterior and interior walls
- lighting replacement and air vents upgraded
- amenities upgrade
- reception/kiosk refurbishment
- replacement of flooring in aerobics room, childminding room, gymnasium and upstairs offices
- new gymnasium equipment purchased
- hall floor repaired and repolished
- new exterior fencing
- new outdoor covered picnic area
- upgrade to pool/hall and aerobics room speakers and sound systems
- main water pipeline replaced
- upgrade of pool signage to comply with current standards.

Holiday Parks

CSP | 3.6

DP | 3.6.1

- Kiama Harbour Cabins winner of Best Park South of Sydney (less than 100 sites) at the 2013 Caravan and camping Industry Association Awards for Excellence
- Installation of wireless access at Surf Beach and Kendalls on the Beach Holiday Parks and commenced installation at Seven Mile Beach Holiday Park
- Completion of retaining wall and garden at northern end of Kendall's on the Beach Holiday Park, adjoining the public car park
- Development Application consent obtained for the demolition of existing amenity block and construction of new amenity block at Kendalls on the Beach Holiday Park

- New sewer pumps installed at Seven Mile Beach Holiday Park
- Installation of solar heating to beachside pool at Seven Mile Beach Holiday Park
- Installation of electrical metering on all holiday van powerheads at Seven Mile Beach Holiday Park
- New Kangaroo Jumper installed at Seven Mile Beach Holiday Park replaced jumping pillow
- New Kangaroo Jumper skin installed at Werri Beach Holiday Park
- Office refurbishment at Surf Beach Holiday Park
- Installation of sewer dump point at Kendall's on the Beach and Seven Mile Beach Holiday Parks
- Roof replacement of Seven Mile Beach Holiday Park residence
- Installation of bali gazebo and decking at Seven Mile Beach Holiday Park
- Holiday Parks' new five-year Business Plan neared completion
- Major cabin refurbishments at all Holiday parks including kitchen and bathroom replacement, demolition and construction of new cabin decks, internal and external painting, and replacement of flooring, window furnishings, furniture and electrical appliances
- \$8.291m total net income received from five Holiday parks, \$370,000 increase from previous financial year
- Purchase of trailer for Holiday Park managers and staff to courier promotional material to caravan and camping shows.

The Pavilion, Kiama

The year showcased The Pavilion, Kiama's versatility, with it hosting events ranging from weddings and federal election pre-polling, to local community organisations and individuals celebrating anniversary milestones.

The Pavilion experienced an 11.2% increase in business while also hosting Kiama Leisure Centre's activities for the first quarter (due to storm damage to the Centre).

Strong bookings continued from the conference sector with the most noteworthy being a multi-day Monash University DELTA Conference, with 120 interstate and international delegates attending.

The Pavilion, Kiama won a bid to host the event based on the quality of the venue, its functionality, and the picturesque backdrop it boasts. Next year, the DELTA Conference heads to Brazil on its international circuit.

The economic flow-on effect of these types of events to our local economy and community is an excellent outcome for all businesses, particularly those in the tourism industry.

The year ended with the popular Kiama Night Market, a great showcase of local artisans and products.

2014-15 priorities

- Further develop *Long Term Financial Plan*
- Further develop our Integrated Plans

Leisure Centre

- Upgrade to kiosk, clothing security and change room
- New pool lift
- Install UV system to baby pool to comply with new public health regulations
- Plan and build a new fitness specific (spin) room
- Modify existing offices to facilitate new spin room
- New children's playground for outdoor area
- Install turnstiles to gymnasium and pool
- Upgrade aerobics room turnstiles

Holiday Parks

- Continue maintenance and major cabin refurbishments at all Holiday parks
- Install additional family/disabled change room
- Demolish amenities block at Kendall's on the Beach Holiday Park and start work on new amenities
- Complete wireless access at Seven Mile Beach Holiday Park
- Complete and adopt Holiday Parks new five-year Business Plan
- Commence stage one of business plan
- Install new washing machines and dryers at northern side laundry at Werri Beach Holiday Park and riverside laundry of Seven Mile Beach Holiday Park
- Construct new storage facilities at Kiama Harbour Cabins and Seven Mile Beach Holiday Park
- Upgrade free-to-air and pay TV reception at Werri Beach Holiday Park
- Replace amenity roof at Surf Beach Holiday Park
- Construct ensuite bathrooms for beachside amenities at Seven Mile Beach Holiday Park.

The Pavilion, Kiama

- Upgrade The Pavilion's audio visual capabilities for community and commercial events
- Canvass potential new conference clients in conjunction with The Pavilion's marketing plan
- Increase wedding business
- Develop a new business plan.

COMMUNITY SERVICES

Library services

CSP | 1.2

DP | 1.2.5

- Higher School Certificate program implemented. Students provided with series of history, biology, maths and english lectures and tutorials. Students from Kiama and other Illawarra High Schools attended the day-long event sponsored by Friends of Kiama Library
- Department of Communications acknowledged Kiama Library's completion of the Digital Hubs project. Since February 2012, Kiama Library, in partnership with Kiama Community College, delivered 236 training sessions and 993 individual sessions to 2372 participants. Training provided digital literacy skills to our community and assisted library members to connect to online resources including our e-books and downloadable audio books
- Successful Family, Local and Social History Expo organised in April attracted an estimated 800 people. Over 35 exhibitors from across Australia attended with State Records NSW delivering several lectures
- Kiama Library's e-book collection circulation reached over 24,000
- Developed free digital tour to support Gerringong's Lloyd Rees Festival
- Friends of Kiama Library continued to provide a popular program of author talks, and funded the purchase of a Library Lego collection.

Youth services

CSP | 1.5

DP | 1.5.1 | 1.5.2 | 1.5.3 | 1.5.5

- Continued partnership with Kiama Library to collaborate with Head Space and deliver NBN enabled mental health services to young people in Kiama
- Continued its successful Young Women's Group and introduced a Young Men's Group to promote self-esteem and healthy lifestyles amongst high school students
- Youth Worker in School Program continued to work closely with Kiama High School Student Representative Council and facilitated work and volunteer placements with Council
- Hosted student placements from TAFE Illawarra
- Established 'Transition to Work' program with Kiama High School

- Created Kiama Youth Belonging Project, placing youth into decision making roles within community boards and management committees
- Organised successful Youth Week program of music, art, skateboarding, 'Mayor for the Week' opportunity and annual Youth Week Cup
- Developed Youth TV and radio, allowing Youth Services to engage with more young people
- Continued running monthly Youth Advisory Committee meetings at Kiama High School.

Health promotion

CSP | 1.4 | 2.2 | 2.8 | 2.12 | 4.5

DP | 1.4.5 | 2.2.1 | 2.8.1 | 2.12 | 4.5.6

- Low-cost Free Meals Directory updated and reprinted
- Kiama Age Friendly Project research and consultation throughout Council completed to support our ageing population
- New Residents Kit updated and highly utilised
- Grow Local Guide updated and reprinted to help residents make informed choices around the best edible plants to grow in the Illawarra
- Presented a paper on the Illawarra Regional Food Strategy at the National Health Cities Conference in Queensland
- Conducted community consultation on design and layout of proposed outdoor fitness equipment trail for Werri Beach Gerringong
- Conducted sustainability workshops including 'How to grow a backyard veggie patch', 'Chook keeping', and 'Successful pruning'.

Aboriginal engagement

CSP | 1.1

DP | 1.1.3

- Employed an Aboriginal Liaison Officer to engage with and coordinate local Aboriginal and Torres Strait Islander resident input and involvement in decision making in Kiama LGA
- Hosted a successful regional NAIDOC Awards dinner at The Pavilion in partnership with Wollongong, Shellharbour and Shoalhaven Councils.

Community and cultural development

CSP | 1.1 | 1.2

DP | 1.1.3 | 1.2.1 | 1.2.2 | 1.2.4 | 1.2.5

- Sorry Day commemorations attended by representatives from all Kiama's local public schools, Aboriginal community members and non-indigenous residents
- Daisy the Decorated Dairy Cow Facebook page established, which currently has over 500 likes
- Ongoing commitment to social media blogs Illawarra Interagency and Kiama Cultural Arts Network with interactions doubling over the past 12 months
- Shellharbour Kiama Interagency expanded as Illawarra Interagency to cover the entire Illawarra including Shoalhaven
- Kiama Busking Policy revised and guidelines developed resulting in an increase in active busking permits
- Music in the Park sessions reviewed and established ongoing program
- Consultant engaged to conduct a site assessment for a new Kiama Arts Centre
- Repainting of Old Fire Station Community Art Centre completed
- Repairs to Daisy the Decorated Dairy Cow investigated.

Blue Haven and Illawarra In Home Support

CSP | 1.4

DP | 1.4.1 | 1.4.2 | 1.4.3 | 1.4.4

- Continued negotiations with Illawarra Shoalhaven Local Health District (ISHLD) regarding purchase of Kiama Hospital site to develop a Centre of Excellence in Aged Care, to incorporate Council's aged care facility and community-based aged and disability services
- Application to Restart NSW funding secured \$8m towards redevelopment of Blue Haven Aged Care Facility at the hospital site
- Implemented significant changes that resulted from the 2013 Aged Care (*Living Longer Living Better*) Act, across residential and community services
- Provided aged and disability services via Illawarra In Home Support (IIHS).

2014-15 priorities

- Begin renovations to Kiama Youth Centre in Hindmarsh Park to better meet the needs of young people and provide improved training facility and multi-functional space for delivering youth programs
- Continue work towards the redevelopment and expansion of Blue Haven's Aged Care Facility into a Centre of Excellence in Aged Care
- Review Councils aged and disability services business model with consideration of State and Commonwealth reforms within the sector
- Procure, install and operate a public safety street surveillance system (CCTV) for Kiama CBD
- Develop a Disability Inclusion Action Plan
- Increase the range and availability of information on the municipality's accessible features for people with a disability
- Continue to establish and actively participate in Council's partnership with the University of Wollongong and Alzheimers Australia to implement the Kiama Dementia Friendly Pilot
- Continue support for the Kiama Underage Drinking Project
- Continue to help plan and stage the Local Government Regional NAIDOC Awards
- Re-establish Council's Aboriginal Reference Group
- Commence repairs to Daisy the Decorated Dairy Cow
- Host the 2015 Sorry Day event
- Organise and host an Arts Biz Conference for local artists to connect and learn skills to promote their arts businesses
- Investigate and secure new public artwork.

ENGINEERING AND WORKS

CSP | 2.10 | 2.12 | 2.13

DP | 2.10.1 | 2.10.2 | 2.12.1 | 2.13.1

Asset renewal

Council maintained a strong focus on its Strategic Asset Renewal Program. Works included:

- \$2.025 million accelerated road resurfacing program
- Gerringong Town Hall's refurbishment and asbestos roof replacement
- a start to refurbishment of Kiama Harbour Rock Pool amenities
- South Werri Beach playground equipment replacement
- an electrical safety upgrade to public buildings
- lighting upgrades to Kevin Walsh and Bonaira Ovals sportsfields.

Capital works

CSP | 2.10 | 2.12 | 2.13

DP | 2.10.1 | 2.10.2 | 2.12.1 | 2.13.1

Council carried out the following projects identified in its Capital Works Program 2013-14:

- new footpaths at Coronation Park, Havilah Place, Jamberoo Road, Johnson Street, and Talinga Avenue
- new roundabout at Churchill Street and Drualla Road, Jamberoo
- new toilet facilities at Kiama Harbour boat ramp
- started work to extend Kiama State Emergency Services (SES) building
- started construction of new pedestrian walkway and link road at Kiama Harbour
- sewer dump point at Kevin Walsh Oval
- 1 km extension to Jamberoo Valley Cycleway at Swamp Road.

Special Rate Variation works

After increasing rates by 6.5% for 2009-10 and 2010-11 (with NSW Office of Local Government approval), income raised from the increase in 2013-14 totalled \$692,176.

The following table shows how Council used this income.

	Original allocation	Actual SRV expenditure
Rural sealed roads	\$170,034	\$170,034
Footpaths	\$53,000	\$53,000
Urban roads	\$329,681	\$329,681
Kerb and gutter	\$55,000	\$55,000
Sportsfield/park improvements	\$109,461	\$109,461
Sports Association requests	\$30,000	\$30,000
Total	\$692,176	\$692,176

Studies and Plans of Management

CSP | 2.5 | 2.13 | 4.8

DP | 2.5.1 | 2.13.1 | 2.13.4

Council formed resident and staff working parties and conducted extensive public consultation to review several of its community land Plans of Management, and commissioned various significant studies. These included:

- Jones Beach and Cathedral Rocks Plan of Management
- Percy Street Gully Vegetation Management Plan
- Kiama Harbour and Headland Plan of Management (commenced)
- Spring Creek Catchment Flood Study
- geotechnical investigations on Kiama Memorial Arch with state and federal government funding obtained for its stabilisation
- major review of Dam Safety Options for Jerrara Dam to comply with state government's Dam Safety Committee requirements. Decision to allocate funding for the dam's decommission in 2014-15 and 2015-16 budgets.

Procurement

CSP | 4.7 | 4.8

DP | 4.7.2 | 4.8.1

Council improved ways in which it acquires goods, services and works by:

- having the Independent Commission Against Corruption (ICAC) review our updated Procurement Policy and Procedures
- introducing low-value purchase cards for select staff
- reviewing and reducing Council's supply store inventory stock list
- taking part in regional procurement events
- preparing regional tenders for motor vehicles and construction materials
- boosting purchasing power through local government procurement contracts
- completing a \$2.25m plant replacement program.

Road safety

CSP | 1.6 | 4.8

DP | 1.6.6

Council entered into a new funding agreement with Roads and Maritime Services (RMS) to employ a Road Safety Officer. Road Safety Programs implemented were:

- Learner Driver Log Book Runs
- Summer Bus transport (drink driving prevention)
- Stay Awake on the Princes Highway and Driver Reviver (driver fatigue)
- Graduated Licensing Scheme workshops (for parents and supervisors or learner drivers)
- scooter and motorcycle safety workshops.

2014-15 priorities

- Continue Council's Strategic Asset Renewal Program
- Structural upgrade of Kiama Harbour wharf
- Jamberoo CBD streetscape upgrade
- Continue extension of Jamberoo Valley Cycleway
- Install shade structures at Coronation Park and Jones Beach playgrounds
- Replace Black Beach playground equipment
- Build new Blowhole Point playground

- Construct new footpaths at Manning Street, Meehan Drive, Railway Avenue, Park Road, and Riverleigh Avenue
- Replace timber bridge at Factory Lane, Jamberoo
- Stabilise Kiama Memorial Arch
- Complete Kiama Harbour upgrades including new rock pool amenities building, one-way vehicle access, harbourside walk, car parking and landscaping
- Decommission Jerrara Dam and research future development options for the reserve
- Implement Road Safety Action Plan
- Complete electrical upgrade of Kiama Quarry Sports Complex
- Complete review of Kiama Harbour and Headland Plan of Management
- Complete Kiama SES building extension
- Install outdoor fitness equipment at Werri Beach
- Construct roundabout and pedestrian pathway at Riverside Drive
- Develop policy for use of public reserves by outdoor fitness groups
- Review Council's Subdivision Development Control Plan (DCP)
- Rollout OK Organics Kiama service to Minnamurra and parts of Kiama Downs (Waste zone 4)
- Construct new Community Recycling Centre at Minnamurra waste facility.

ENVIRONMENTAL SERVICES

Biodiversity and food

CSP | 1.6 | 2.2 | 2.4 | 2.5

DP | 1.6.3 | 2.2.1 | 2.4.1 | 2.5.1

- National Tree Day supported with Kiama High School Year 7 students planting 1000 trees at six bush regeneration sites
- Seven Mile Beach Reserve biodiversity rehabilitation project continued. Grant funding secured for weed removal and revegetation work in littoral rainforest
- Crooked River Estuary Management Plan reviewed with update started
- Obtained grant funding to conduct review and update of Minnamurra River Estuary Management Plan
- Offered 'Birds in Backyards' workshop and guided tour at Spring Creek Wetlands
- Conducted weed control at Werri Beach with University students participating
- Free online food safety training ('I'm Alert' website) made available to local food providers
- Digital in-field auditing (i-Auditor) of food shops implemented.

Health/Sustainability/Environment

CSP | 1.6 | 2.2 | 2.3

DP | 1.6.3 | 2.2.1 | 2.3.1

- Voltage power optimisation installed at Council's Administration Building resulting in a 13.2% reduction in electricity consumption
- World Environment Day celebrated with a Sustainable Living Expo, two school presentations by 'Take 3's' Tim Silverwood, and film screening at The Pavilion of environmental film *'Trashed'*
- Solar hot water systems installed at Works Depot and Kiama SES building as part of Local Government Energy Efficiency Program
- Input and supervision of University of Wollongong students' study of coastal erosion in the municipality
- Food Safety Inspection and Educational Program implemented (265 inspections completed)
- Corporate Green Fleet Guidelines introduced.

Waste minimisation

CSP | 2.14

DP | 2.14.1

- 60% of 12,078 tonnes of waste generated in the municipality diverted from landfill (3283 tonnes of recyclable material, 3977 tonnes of greenwaste material)
- Extra 3.8 tonnes of recyclable material collected during Council's weekly urban recycling service in December and January compared to 2012-13
- 48 tonnes of electronic waste collected at two-day e-waste event in April 2014, with 786 cars dropping off material
- 31.8kg of print cartridges collected from Council offices for Planet Ark's 'Cartridges 4 Planet Ark'
- 213 stallholders and 5000 attendees took part in Council's two Second Hand Saturday events
- 417 chemical drums collected and recycled for Agsafe Limited's DrumMuster Program
- 374 fridges collected for Fridge Buy-Back Program, ranking Kiama 13 out of 52 participating NSW councils
- 100kg of globes collected and recycled in Council's lamp recycling program
- Eight sites registered, 200 volunteers attended, 1.5 tonnes of waste and 0.3 tonnes of recyclables collected for Clean Up Australia Day
- 1400 students from five local schools participated in School Clean Up Australia Day
- Council's five owned and operated Holiday Parks conducted Holiday Park Source Separation and Recycling Program during Summer holiday period
- 12 month trial of OK Organics Kiama-Kitchen to Compost Revolution (formerly Go Organics) completed in Waste Zone 5, with a 73% resource recovery rate and decision to rollout service to remainder of municipality
- 234 illegal dumping incidents recorded and 17 offenders identified, four cameras and one go-pro camera purchased to assist in monitoring hot spots
- Regional Illegal Dumping (RID) Compliance Officer appointed June 2014 with funding from Southern Councils Group RID grant
- 17,602.5kg of chemicals collected and 388 people attended EPA Household Chemical Clean Out Collection at Minnamurra Recycling Facility
- Regional Waste Strategy developed and adopted in partnership with Southern Councils Group

- Formerly named GO Organics Program awarded Local Government NSW Excellence in the Environment Award and highly commended in Australian Organics Recycling Association's Leadership in Recycled Organics Community Education Programs Award
- Secured three NSW EPA Waste Less Recycle More grants:
 - » Organics Collection Systems (OK Organics Kiama) \$211,230
 - » Kiama Community Recycling Centre \$198,460
 - » Kiama Litter Hotspots \$124,430.
- Commenced AgriProject Team which provides assistance to rural land owners/managers to expand agri-business opportunities and activities
- Provided submissions and/or input to promote Kiama issues to:
 - » Department of Planning and Infrastructure's Urban Development Committee
 - » NSW Government's Green Paper on Planning System Reforms
 - » NSW Government's White Paper on Planning System Reforms
 - » Department of Planning and Infrastructure's Developers Forum Committee.

Development and building

CSP | 2.9

DP | 2.9.1

- Online tool to track development applications created
- Provided QR codes in local publications to increase ease of access to online DA tracking
- Processed 280 Development Applications and 77 modifications to consent applications with a total value in excess of \$121million in an average 38 day timeframe
- Issued 102 construction certificates as Principal Certifying Authority and carried out in excess of 250 critical stages inspections.

Strategic planning

CSP | 2.1 | 2.6 | 2.7 | 2.9

DP | 2.1.1 | 2.6.1 | 2.7.1 | 2.9.2 | 2.9.3 | 2.9.4 | 2.9.5

- Internal review of four Planning Proposals in keeping with Council's *Kiama Urban Strategy* and *Planning Proposal Policy*
- Endorsed three Planning Proposals to go to NSW Planning & Environment for Gateway review
- Two Planning Proposals exhibited in line with Gateway recommendations
- Represented Kiama in regional planning forums/committees including participation in creating draft *Illawarra Regional Growth Plan*
- Continued discussion with relevant stakeholders in regard to *Kiama Urban Strategy*
- Issued 959 Section 149 Planning Certificates
- Continued review of Kiama Development Control Plans (DCP)

2014-15 priorities

- Implement Food Act and regulations (Food Premises Inspection Program, registration, compliance and education)
- Implement new Public Health Act and Regulation requirements (register of public swimming pools, private water supplies and water cooling systems)
- Continue inspection program for onsite sewerage management facilities
- Continue to implement Companion Animals Management, and Parking and Traffic Management Acts, regulations and programs
- Implement Swimming Pool Act requirements and regulations (registration, inspection and compliance)
- Implement Environmental Planning and Assessment Act requirements (Fire Safety Certificates, Orders and compliance)
- Conduct water sampling at Seven Mile Beach for Beach Watch Program
- Provide input into NSW Government's draft *Illawarra Regional Growth Plan*
- Respond to emerging state and federal government legislation changes
- Process Planning Proposals in line with Council's *Planning Policy* and *Kiama Urban Strategy*
- Continue to review and update Kiama DCP 2012 chapters
- Continue to participate in Peri Urban Planning Group to promote and protect rural land use
- Review Section 94 and Section 94A Developer Contribution Plan for community facilities and services, in line with proposed changes to state government legislation
- Update and review of Council's Section 149 database
- Conduct sustainability events and initiatives to provide residents with information and skills to reduce waste and increase recycling
- Seek grant funding for, and continue to implement, Council's Energy and Water Saving Action Plans

- Complete Crooked River Estuary Management Plan review
- Complete Minnamurra River Estuary Management Plan review
- Support and implement Local Illawarra Landcare and Southern Rivers Catchment Action Plan programs
- Carry out Illawarra Biodiversity Strategy Action Plan activities (such as National Tree Day planting)
- Continue support to Southern Councils Group Noxious Weeds Authority and programs
- Provide services and programs to reduce waste and increase recycling (e-waste and bulky waste drop off events, increase public place recycling, implement Silage Recycling Program and Holiday Parks Recycling Program)
- Extend OK Organics Kiama weekly recycling and fortnightly garbage collection services to additional zones in urban areas
- Implement 2014-15 Waste Less, Recycle More Performance Payment programs, actions and reporting requirements
- Call tenders for processing of waste at alternative waste treatment and composting facility
- Construct new community recycling centre
- Participate in Southern Councils Group Regional Littering and Illegal Dumping Network and implement programs
- Support Southern Councils Group Small Farms Network programs
- Implement and monitor programs and policies to improve Council's resource consumption and sustainability
- Promote AgriProject working group
- Ongoing review and implementation of the State Government Planning Act
- Continue use of online community engagement tools
- Carry out Development Assessments
- Implement e-Housing Code project
- Conduct customer service satisfaction surveys.





Condition of public works

This section provides an insight into the condition of our public works, such as our roads, bridges and drainage.

It details the maintenance costs for the financial year, the estimated money needed to bring works up to a satisfactory standard, and the estimated annual cost to satisfactorily maintain the works.

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 purchased or constructed on or after 1 January 1993 are included.

Council continues to implement and review the strategic program to increase our ability to renew community assets now and into the future.

Local and regional roads

The following values are for Council's transport and communication assets (excluding land under roads).

Asset class	Written value at 30/6/14 (\$000)	Estimated cost to bring to satisfactory standard (\$000)	Estimated annual maintenance cost (\$000)	Maintenance expenditure 2013-14
Public roads	69,132	1404	1510	1403

Stormwater drainage

Asset class	Written value at 30/6/14 (\$000)	Estimated cost to bring to satisfactory standard (\$000)	Estimated annual maintenance cost (\$000)	Maintenance expenditure 2013-14
Drainage	16,306	0	150	89

Buildings

Asset class	Written value at 30/6/14 (\$000)	Estimated cost to bring to satisfactory standard (\$000)	Estimated annual maintenance cost (\$000)	Maintenance expenditure 2013-14
Public buildings	62,875	321	550	504

Other structures

Asset class	Written value at 30/6/14 (\$000)	Estimated cost to bring to satisfactory standard (\$000)	Estimated annual maintenance cost (\$000)	Maintenance expenditure 2013-14
Other structures	7089	518	130	127

Legal proceedings summary

The actions Council has taken in the Land & Environment Court and Local Court, and prosecutions made under the Companion Animals Act, Traffic Act, Local Government Act and Protection of the Environment Act are detailed below.

Local Court actions			
Action		Result	Cost
Companion Animals Act (appeals)		no appeals	-
Protection of Environment Operations Act (appeals)		1 appeal	\$727.68
Other Acts (appeals)		no appeals	-
Infringement notices			
Act		Number issued	Face value \$
Road Rules, Road Transport Act (General) and Roads Regulation (as amended)		294	\$44,768
Companion Animals Act		55	\$12,320
Environmental Planning & Assessment Act		0	0
Protection of the Environment Operations Act		1	\$1500
Local Government Act		0	0
Food Act		1	\$660
Impounding Act		0	0
Land & Environment Court actions			
Appeals			
Development Application number		Result	Cost
10.2012.222.1—1 Seaview Street, Kiama		ongoing	\$29,600
10.2012.264.1—44 Manning Street, Kiama		appeal upheld with amendments	\$16,486
10.2013.136.1—3 Darien Avenue, Bombo		appeal upheld with amendments	\$8642
Prosecutions			
Case	Action	Fine	Costs
Nastovski	Non-compliance with Conditions of Consent under 10.2005.354.1	ongoing	\$11,530

Mayor and Councillor fees

The following is an extract from Council's Policy on the Payment of Expenses and Provision of Facilities to Mayor, Deputy Mayor and Councillors that applied during 2013-14. You can view the entire policy in our Plans & Policies section of www.kiama.nsw.gov.au

Policy objectives

1. To comply with 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.

On 25 June 2013 Council adopted the following range of fees to be paid to Councillors and the Mayor as outlined in the Local Government Remuneration Tribunal rural category for Councils for 2013-14.

	Minimum	Maximum	Amount adopted by Council
Councillors	\$7,930	\$10,480	\$10,220
Additional Mayoral fee	\$8,430	\$22,870	\$22,310

In 2013-14 the following fees and expenses were paid:

Mayoral fee	\$22,310
Mayoral vehicle expenses	\$2870
Councillor fees	\$91,980
Councillors expenses and provision of facilities (see below)	\$38,195

Provision of facilities

Dedicated office equipment allocated to Councillors. Includes notebook computers, mobile phones, facsimile machines and Internet installed in Councillors homes (including line rental and internet access, but not including call costs).	\$0
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Expenses

Telephone calls including mobiles, home located landlines, facsimile and internet services	\$6,340
Spouse/partner/accompanying person expenses	\$0
Conference/seminar expenses	\$31,855
Training/skill development expenses	\$0
Interstate travel expenses (including subsistence and out-of-pocket expenses)	\$0
Overseas travel expenses (including subsistence and out-of-pocket expenses)	\$0
Care and other related expenses (of dependants to enable a Councillor to undertake his or her civic functions)	\$0
Total	\$38,195

Meetings and attendance of Councillors

Council conducted 12 Ordinary Meetings and three Extraordinary Meetings during 2013-14.

	Ordinary meetings attended (12 held)	Extraordinary meetings attended (3 held)
Cr Brian Petschler	12	3
Cr Mark Honey	10	3
Cr Gavin McClure	10	1
Cr Neil Reilly	11	3
Cr Kathy Rice	11	3
Cr Dennis Seage	11	3
Cr Andrew Sloan	11	2
Cr Warren Steel	10	2
Cr Mark Way	12	3

Council's senior staff

Council employed three officers under the provisions of the Local Government Act as 'senior staff'.

The total amount payable to senior staff employed in a financial year includes the:

- salary value component
- amount of any bonus, performance, or other payments made that don't form part of the salary component
- employer contribution or salary sacrifice amount payable by Council for a senior officer's contribution to a superannuation scheme
- value of any non-cash benefits that the senior officer may elect under the package
- fringe benefits tax payable by Council for any non-cash benefits.

General Manager	\$253,062
Senior Officers (2)	\$370,162

Council contracts awarded (\$150,000 or greater)

Contractor	Goods/services	Amount inc GST
MacDonald Johnston Engineering Co Pty. Ltd.	Vehicle purchase	\$171,770
Sea-Slip Pontoons and Products Pty. Ltd.	Crooked River footbridge upgrade	\$238,869
Sydney Trucks and Machinery Centre Pty. Ltd.	Truck purchase	\$200,987
P & D Envirotech	Gerringong Town Hall roof replacement	\$225,617
Gabbys at The Pavilion, Kiama	Wedding coordination and catering at The Pavilion, Kiama	\$196,350
Gordlees Pty. Ltd.	Management of Seven Mile Beach Holiday Park	\$237,000

Bushfire hazard reduction activities

Kiama Local Government Area

No complaints relating to bushfire hazards on properties were received. Fire permits are issued by the Rural Fire Service.

Council adopted a *No Burn* Policy for the Kiama Municipality. Kiama Council is required to regulate outdoor burning in the 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).

In the 2013-14 financial year, Council issued 138 Pile Burning Permits.

Council only considers applications to burn piles of vegetation on properties over one acre in size that perform agricultural operations, or for burning in accordance with a Bushfire Hazard Reduction Certificate under the Bush Fire Act.

Council approval provides permission only to make pollution and is not a fire permit. During the bush fire danger period (1 October to 31 March), a fire permit is required from the Rural Fire Service before any burning takes place.

Council does not consider applications to burn piles of vegetation from urban residential and rural residential (one acre lot) properties.

When considering an application, Council is required to take into account:

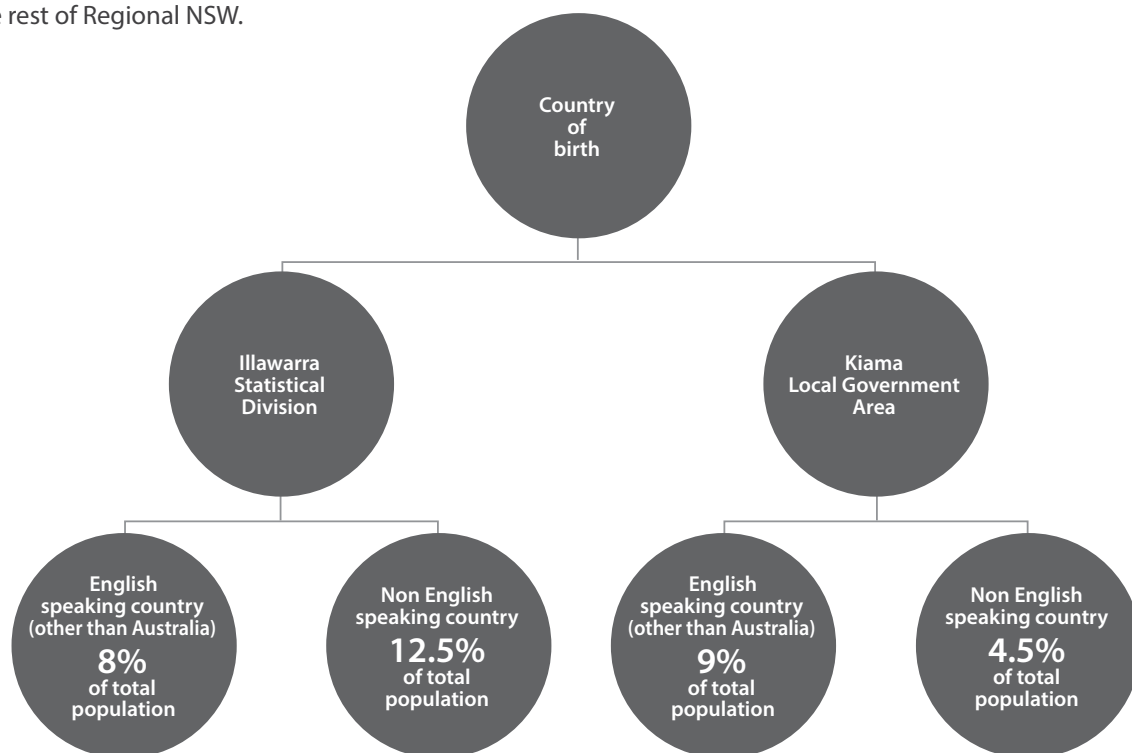
- the impact on local air quality and amenity
- the feasibility of reuse, recycling, or other alternative means of disposal
- quantity of material and length of time that material is likely to burn
- potential for direct smoke impacts on neighbours and surrounding community
- cumulative effects of smoke on regional air quality.

Burning of garbage and other waste is prohibited.

Programs for people with diverse cultural and linguistic backgrounds

Country of birth

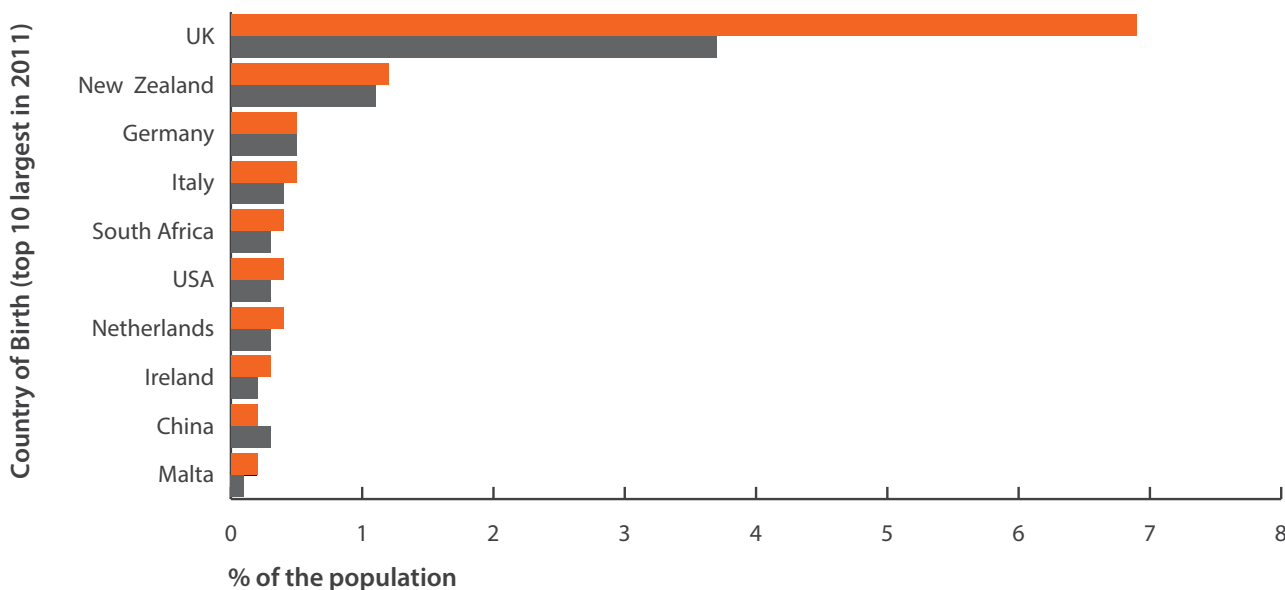
Data shows that while the number of people born in a non-English speaking country has increased minimally from 4% to 4.5%, the number of people from other English speaking countries has remained the same at 9%. Comparative data for the Illawarra Statistical Division is only partially available, so much 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. The dominant non-English speaking country is Germany.

Country of birth 2011

■ Municipality of Kiama ■ Regional NSW



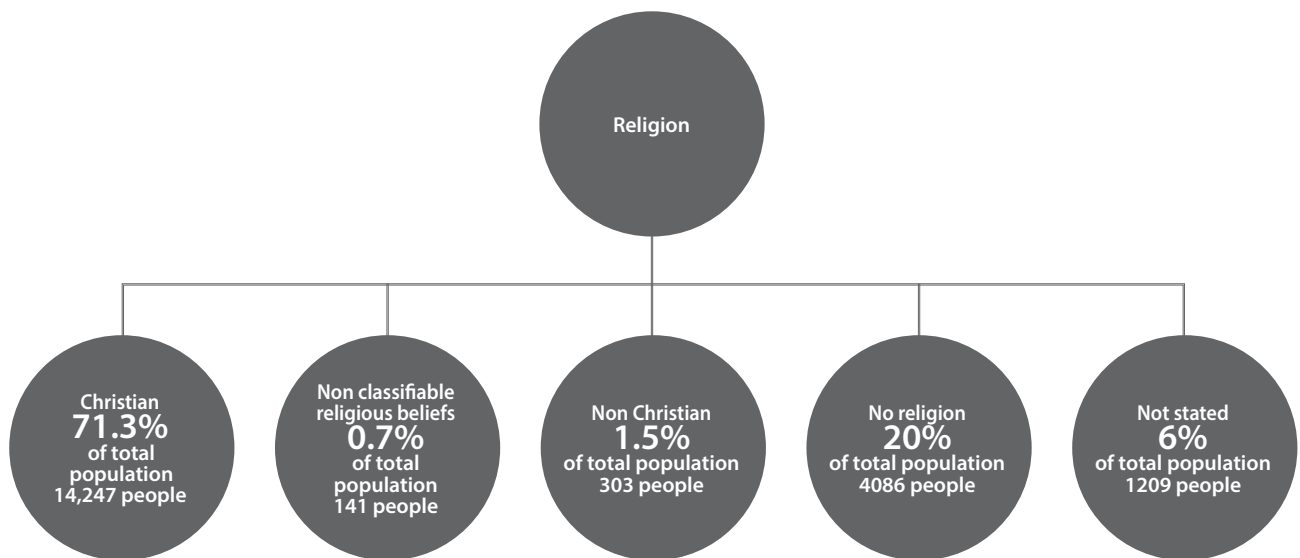
Source: Australian Bureau of Statistics, Census of Population and Housing 2011 (Usual residence data)



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

Religion

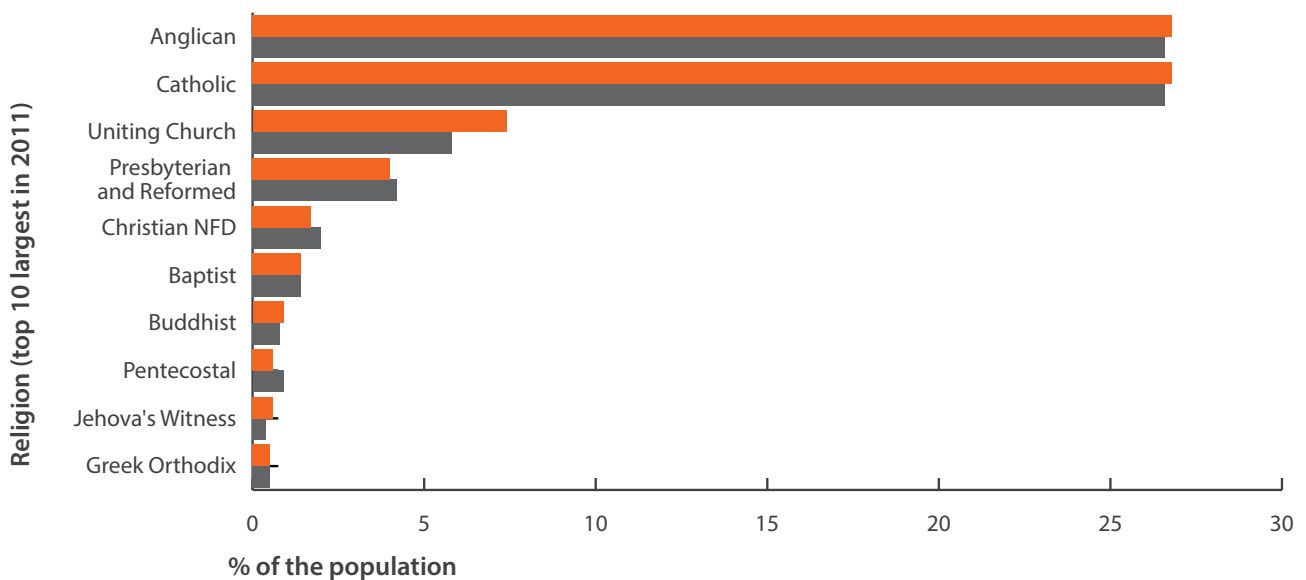
Australian Bureau of Statistics Census data from 2011 shows 72.8% of Kiama Municipality's population nominated a religious affiliation, down 3% since 2006. The state figure is 73%.



At 71.3% of the total population, Christianity is the dominant religion followed by Anglican at 26.8% and Catholic at 26.8%.

Religion 2011

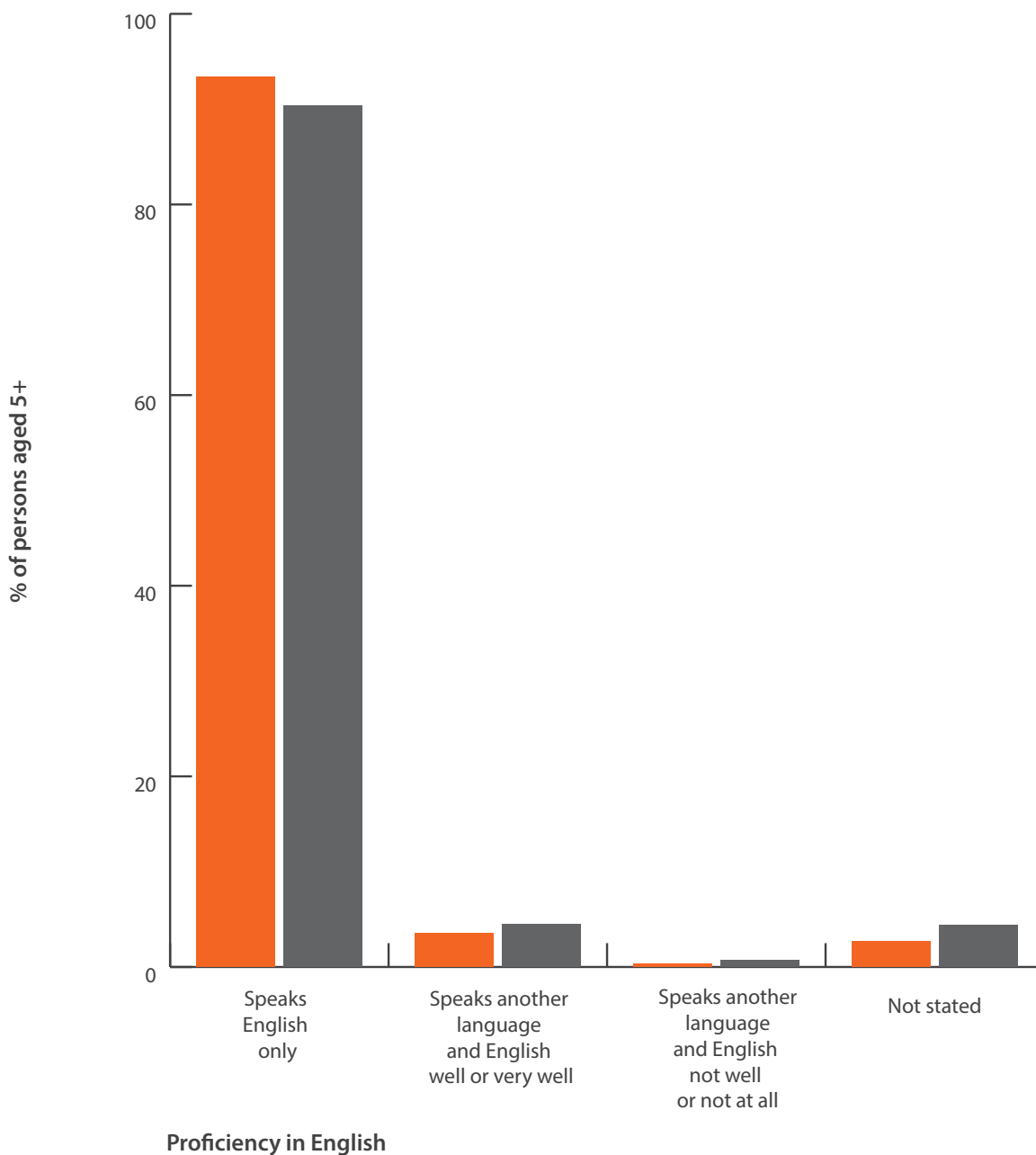
■ Municipality of Kiama ■ Regional NSW



Source: Australian Bureau of Statistics, Census of Population and Housing 2011 (Usual residence data)

Language

Ninety-three per cent of people in the Kiama Municipality speak only English at home, with only 0.3% speaking another language and English not well or not at all. According to Illawarra Statistical Division data, 82% of people in the Illawarra speak only English at home.



Source: Australian Bureau of Statistics, Census of Population and Housing 2011 (Usual residence data)

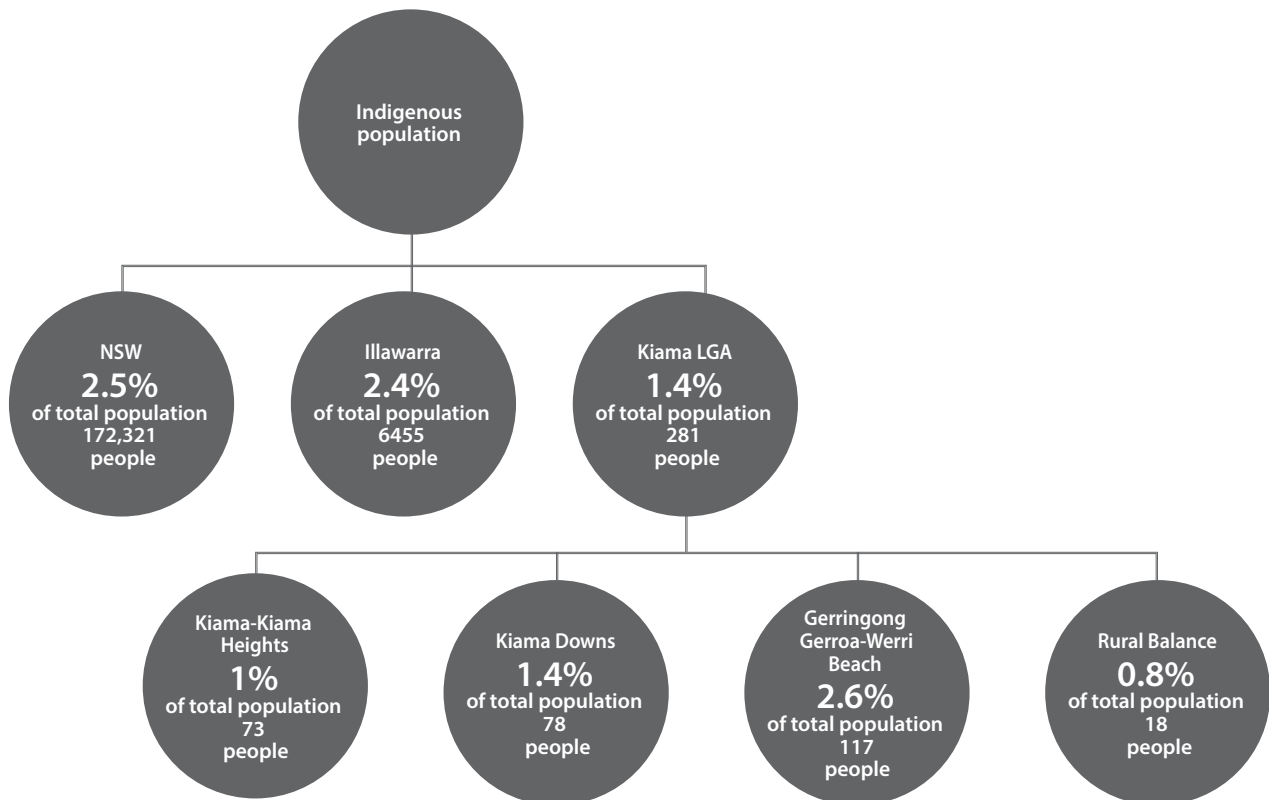
As part of its activities to engage with Kiama's local culturally and linguistically diverse people Council:

- naturalised 40 people at five Citizenship Ceremonies conducted by our Mayor
- continued to develop our Friendship Agreement with Hoi An City, Vietnam
- purchased a Colourfest Multicultural Film Festival DVD that was screened at Kiama Library on Harmony Day
- hosted an exhibition featuring artworks by Illawarra refugees at our Old Fire Station Art Gallery.

Aboriginal and Torres Strait Islander people

Council employed an Aboriginal Liaison Officer one day a week to collaborate with and support the local Aboriginal community.

The following diagram shows the total Indigenous population across NSW, Illawarra, and the Kiama Local Government Area, and the Indigenous population distribution across Kiama's four main geographical areas.



*2011 Australian Bureau of Statistics Census data

As part of its work with Kiama's local Aboriginal residents Council:

- hosted a Sorry Day flag raising ceremony and event
- hosted the Illawarra Regional NAIDOC Awards, organised in partnership with Shellharbour, Wollongong and Shoalhaven councils.
- continued to raise the Aboriginal flag alongside the Australian and Municipal flags each weekday and on other significant Aboriginal days.

Work on private land

Council may carry out authorised work on private land by agreement with the land owner or occupier. Our rates charged for private works in 2013-14 are detailed in the below table. These rates are reviewed annually based on a commercial rate of return on capital investments.

Plant hire rates (including operator)	
Additional labour	Actual cost plus 36.9% for overheads
Stores and materials	Actual cost plus 25% for overheads
Administrative costs	10% of total works

Council completed works on private land with a return of \$2909 in 2013-14.

No resolutions were made under Section 67(2)(b) of the Local Government Act.

Money granted

Council may contribute money or grant financial assistance to persons to assist with carrying out Council functions. The following amounts were granted in 2013-14:

Money granted

Regional contributions	\$71,452
Festivals	\$29,604
Arts	\$20,480
Community subsidies/donations	\$31,390
Total	\$152,926





Human resources

Recruitment and selection

Council is one of the municipality's major employers. We provide secure employment and have a solid reputation as a desirable place to work.

Our turnover decreased from 10.72% to 8.97% from the previous 12 months. However, prior to the last reporting period (2012-13) our turnover had remained at 4% for several years. Our turnover statistic was due to:

- an inability to match wages offered by other Councils and the private sector
- the increased retirement rate of our ageing workforce
- a number of fixed-term contracts having ended.

Council has a number of temporary employees who carry out specific projects over a short period of time, while the voluntary turnover rate for permanent employees was 3.8%. Turnover from retirement was 15.15%.

Human Resources staff provided 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 the needs and priorities identified in Council's Workforce Management Plan.

Risk management

The primary objective of our Risk Management team is to identify and analyse Council's organisational risk profile and to apply an efficient, proactive and enterprise-wide approach to how we manage Council's risks.

In May 2014, the Risk Management team joined forces with InConsult to implement an Enterprise Risk Strategy and Policy (ERM).

Each Council department evaluated the basic risk of their key functions and categorised them into a Corporate Risk Register. Staff considered strategies to manage potential risks and began implementing them.

All extreme or high-risk functions were addressed, and all remaining risk scores are now within Council's risk tolerance. Our ERM program will be continually improved. It is also monitored by our Internal Audit and Risk Committee, and Managers and Executives (MANEX).

Workers compensation

Council received a premium adjustment refund from its workers compensation insurer StateCover of \$343,688 from the 2013 calendar year.

StateCover also awarded Council a \$66,000 Occupational Health & Safety Incentive rebate.

Our renewal premium for 2014 totalled \$947,971.

WorkCover's gazetted tariff rate for 2013-14 adjustment premiums remained unchanged.

Other workers compensation activity for 2013-14 included:

- the annual Member Levy discontinued after StateCover confirmed its current capital and future projections would be adequate to meet its regulatory obligations and future liabilities
- StateCover Board approval of a further 5% discount for its members
- Council's WorkCover industry experience rating factor for adjustment premiums for the expiring year will result in an increase in the hindsight premium payable by members
- an increase in StateCover's 2013-14 existing adjusted premium discount from 8% to 12%
- an 11% reduction in 2014-15 of WorkCover's tariff premium rate for Local Government compared to 2013-14.

Incident activity

While 2013-14 saw a slight increase compared to the previous year in incidents notified, the workers compensation claim rate decreased, as did the cost (by 45%) and duration of claims.

The data supports our long-term promotion to encourage early incident reporting. It also reveals that our internal case management strategies and increase in case conferencing are effective tools.

Work health and safety

We continued to refine our work health and safety system in 2013-14. Council focused on consulting with employees on all aspects of high risk work. By identifying practical and effective strategies to reduce risk to employees, we aim to reinforce and bring 'work safe' attitudes amongst staff to the forefront of our organisation's culture.

Council maintained its effective relationship with the NSW WorkCover Authority. Our cooperative approach and workplace inspections saw us maintain our reputation as a safety conscious and proactive organisation.

Recently, Council's General Manager authorised the purchase of eight additional defibrillators for distribution at Council buildings. The purchase followed an incident where the availability of a defibrillator and trained staff played a critical role in the survival of a contractor. The additional defibrillators will have the potential to save more lives in the future.

Trainees, apprentices and cadets

Council's strong commitment to support and develop entry level skills continued in 2013-14.

Our partnership with the Australian Training Company to host horticulture, carpentry and mechanic

apprenticeships continued. We also employed a Business Administration trainee in our Corporate Services department.

Council employed two cadets, one in Information Technology and the other in Engineering with each provided the opportunity to obtain a degree level qualification while receiving on-the-job training.

Work experience and volunteering

During 2013-14 Council provided work experience opportunities to local residents, high school and University of Wollongong students in:

- construction
- metal fabrication
- mechanics
- library services
- leisure and recreation
- human resources
- marketing and public relations
- business administration
- community services
- environmental services.

We partnered with the University of Wollongong to host the Faculty of Commerce Internship program once again, and participated in the university's iUnivative Program which gives students the opportunity to recommend solutions to a business problem at Council.

Volunteers continue to provide an important service to our community in:

- community transport
- community respite
- centre based day care
- social support
- library services
- Kiama's Family History Centre
- the Blue Haven Aged Care Facility.

Council and our community greatly appreciate the contribution our volunteers make to provide Council's services.

Staff training and development

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

Council's Annual Competency and Performance Review process identified areas for individual employee improvement. It also allowed us to plan and prioritise our future training needs, and ensured that we invested our training budget effectively and for maximum benefit to the organisation and our community.



We delivered the following corporate training:

- Corporate Induction
- Fairness and Equity refresher training
- Resilience Training (Directors, Managers and supervisory staff)
- Contract Management training (employees overseeing management of contracts)
- Leadership training.

Council provided its Study Assistance program to nine employees to support them to study towards formal qualifications. One employee completed a Certificate IV in Frontline Management. We also provided support to staff to attend critical conferences and seminars to ensure our practices are current and reflect industry best practice.

Equal Employment Opportunity

Council's Fairness and Equity Policy details the standards of behaviour expected of Council employees. We are proud that our policy goes beyond our legislative requirements.

Management, employee and union representatives continued to work together through Council's Consultative Committee and Equal Employment Opportunity (EEO) Network to develop and review our employment related policies.

Our Joint Consultative Committee and EEO Network each met every two months.

Council's main EEO achievements for 2013-14:

Women

- represented at MANEX and senior manager level
- development of leadership skills supported by introduction of Women's Management Network.

Indigenous employment

- permanent Aboriginal Liaison Officer appointed.

Disabilities

- continued support to injured employees with case-by-case review of individual circumstances. Included development of plans to aid timely and productive return to normal duties with many successful outcomes achieved
- continued support to employees with physical and mental health issues and mental illness on case-by-case basis.

Work/life balance

- conducted a major review of Council's Flexible Work Arrangements Policy
- continued to promote use of policies that support our employees in their transition to retirement; attendance of family responsibilities; and ability to balance work and personal commitments.

External bodies that exercised functions

No external bodies exercised functions delegated by Council in 2013-14.

Controlling interest companies

Council held no controlling interest in any company in 2013-14.

Council partnerships and joint ventures

Name of partnership/ joint venture	Type	Partner(s)
South Coast Library Service	Library co-operation, sharing books and other resources.	Shoalhaven and Eurobodalla councils
Community Options Program	Case management and brokerage service for people with a disability, dementia or the frail aged	Shellharbour Council
Community Health Transport	Door to door transport service assisting clients to remain independent and living in their own homes	Shellharbour and Wollongong councils
Rural Fire Service	Coordinated rural fire management response for Illawarra councils	Shellharbour and Wollongong councils
Resource sharing	Resource sharing of major plant items	Shellharbour Council
Southern Councils Group	Voluntary association to combine Council resources and staff skills for joint initiatives and maximise efficiencies	Shellharbour, Shoalhaven, Wingecarribee, Wollongong, Eurobodalla and Bega Valley councils
Illawarra District Noxious Weeds Authority	Regional approach to tackle invasive and noxious weeds	Shellharbour and Wollongong councils
Local Emergency Management	Coordinated partnership to assist local emergency management organisations with emergency planning and responses	Shellharbour and Wollongong councils
Metro Pool	Council membership to maximise risk management efficiencies and associated public liability and professional indemnity insurance costs	Auburn, Botany Bay, Burwood, Holroyd, Hunters Hill, Lane Cove, Marrickville, Rockdale councils
United Independent Pool	Council membership to maximise property and vehicle insurance efficiencies and costs	Auburn, Botany Bay, Burwood, Holroyd, Hunters Hill, Lane Cove, Marrickville, Rockdale councils

Other required information

(under Local Government Act Regulations)

Rates and charges regulation 1999

Rates and charges written off during 2013-14 were:

Pensioner rebates	\$438,802
Other amounts	nil
TOTAL	\$438,802

Overseas visits by Councillors/Council staff/Council representatives

None.

Council activities to develop and promote services and programs that provide for children's needs

Our regularly updated print and online Community Directory provided information on all children's services in the Kiama area and Illawarra region.

Kiama Leisure Centre continued to provide a range of learn-to-swim classes and qualified child-minding services for parents using the facility.

Kiama Library staff provided a range of activities for children of all ages including:

- the distribution of approximately 250 to 300 library baby kits to parents of newborns through its Early Literacy Program
- 10 Baby Story Time sessions hosted throughout the year
- weekly Story Time sessions offered to toddlers and pre-schoolers during school terms
- an extended School Holiday activity program due to popular demand.

Kiama Library Service expanded its youth programs in 2013-14. It provided an extended High School Certificate program that offered students a series of lectures and tutorials on History (modern and ancient), Biology, Maths and English. Sponsored by the Friends of Kiama Library, students from Kiama High School and other Illawarra schools attended the one-day event.

Kiama Library continues to provide free internet information and search services, with Gerringong Library now providing free wireless access.

Council programs to promote services and their access to residents and other users

Council's Customer Service Unit worked to continually improve our internal electronic information directory to ensure information provided to customers was consistent, fast and efficient.

A comprehensive display of application forms and checklists remain available for customers in our reception foyer.

Appropriate furniture is also provided in our reception area for customers who may need to sit and rest while conducting business with Council, or who may be awaiting to meet with a Council officer.

Council's website has resulted in a broader range of information and application forms being available to customers, particularly through the site's online Community Directory, and Find a Form section. Our website also provides demographic information from the 2011 and previous years' ABS Census through our Community Profile portal.

We've engaged an increasing number of residents and persons interested in activities in our local government area through our social media profiles on Facebook and Twitter. The instantaneous nature and sharing ability of these platforms has allowed us to promote Council services and how to access them in timely and entertaining new ways.

Participation with local precinct committees and the use of community noticeboards provided further ways in which Council could communicate information to ratepayers and residents.

Council distributed its quarterly resident newsletter *Kimunico* through a direct mailout with rates notices and distribution to all public Council buildings. We also produced a weekly Council page printed in the region's local newspaper (*The Kiama Independent*) that contained information of Council programs and other services.

Access and equity

Access and equity activities or strategies benefit our broader community and/or particular target groups and help Council 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 developed its first Social Plan in 1988. It was the start to a long history of commitment Council has to providing access to services and facilities to the benefit of our entire community.

More recently, we developed our Community Strategic Plan and related key documents using the guiding principles of social justice and equity to ensure needs of marginalised residents are addressed.

Throughout 2013-14 Council continued to provide a range of services for the frail aged, people with a disability, and their carers.

Council's Access Committee met bi-monthly to address access issues and to review development applications related to accessibility.

Our Youth Advisory Committee met monthly to plan for the renovation and upgrade of Kiama Youth Centre and to improve the range of programs our Youth Services team deliver.

Each year, we host a Youth Engagement Meeting at Kiama High School to give students an opportunity to raise ideas and concerns directly with Councillors and Council Directors.

The ability to webcast or videoconference Council Meetings and Public Access Meetings enables people to participate in Council decision making from their homes.

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 principles of competitive neutrality

- Kiama Coast Holiday Parks is included as a Category 1 Business Activity with its operational activities (in accordance with competitive neutrality principles) included in Council's 2013-14 financial statements
- Council's Waste Services Collection Unit is included as a Category 1 Business Activity with its operational activities (in accordance with competitive neutrality principles) included in Council's 2013-14 financial statements.

4. Complaints handling mechanism

- Council adopted a Complaints Handling Policy for competitive neutrality complaints.

5. Complaints summary

- Council received no competitive neutrality complaints during 2013-14.

6. Statement of outcomes

- See attachments.

Competitive neutrality pricing

Competitive neutrality pricing requirements are applied to our Category 1 Business Activities:

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

Kiama Coast Holiday Parks provided Council with funds to offset the significant costs acquired in the maintenance and improvement of the municipality's Crown Reserves and Community Land.

**Statement of ordinary expenses incurred, ordinary revenue raised, assets held
Category 1 Business Units–Year ended 30 June 2014**

	Revenues		Expenses		Operating results		Total assets held (current and non-current)
	Budget \$,000	Actual 2014 \$,000	Budget \$,000	Actual 2014 \$,000	Budget \$,000	Actual 2014 \$,000	Actual 2014 \$,000
Category 1 Business Activities							
Waste Services Collection Unit	3482	4406	2278	3464	1204	942	8277
Kiama Coast Holiday Parks	7895	8296	5581	6514	2314	1782	17,497
Totals	11,377	12,702	7859	9978	3518	2724	25,774

Stormwater management services

Over the years, Council installed 182 pollution control pits to capture litter and silt in stormwater drainage systems at:

- Minnamurra and Kiama Downs (6)
- Kiama (88)
- Gerringong (52)
- Gerroa (17)
- Jamberoo (19).

Activities Council undertook to reduce stormwater pollution in 2013-14 were the:

- installation and maintenance of public cigarette butt containers in commercial areas of the Kiama CBD to encourage proper disposal of cigarette butts

- installation of compostable dog faeces bag dispensers to encourage proper removal and disposal of dog faeces
- mechanical street sweeping of all urban streets in the municipality on a quarterly basis with Kiama's CBD swept daily, and Gerringong and Jamberoo CBDs swept twice per week
- collection of 56.76 tonnes of litter through scheduled litter bin collection.

We developed and adopted a *Local and Regional Litter and Illegal Dumping Integrated Plan 2011-14*.

The plan details actions and strategies in areas of education, prevention, enforcement, infrastructure and policy to be implemented to reduce litter and dumping and its effect on the quality of stormwater. We have begun implementing the plan in 2014-15.



Activities to enforce and ensure compliance with the Companion Animals Act 1998 and Companion Animals Regulation 2008

Office of Local Government Annual Report pound data

Council submitted the following information to the Office of Local Government for 2013-14:

- 75 companion animals impounded (70 dogs, five cats)
- 64 returned and/or released to owner (83.5% of animals impounded)
- no animals impounded escaped
- no animals surrendered to Council
- three animals re-homed (4.6% of animals impounded)
- eight animals destroyed (10.6% of animals impounded)
- 618 companion animal complaints investigated
- 35 dog attacks investigated
- 30 notices to comply issued
- 55 infringements issued.

Data and reporting related to dog attacks

In the 2013-14 financial year:

- 35 dog attacks were investigated
- 13 required to be reported to Office of Local Government
- no court control orders issued
- two Nuisance Dog Notices issued.

Funding spent on Companion Animals management and activities

Council's expenditure for Companion Animals management totalled \$222,710.

Funds were spent on companion animal administration, enforcement, management of Council's pound and other companion animal management issues performed by our Ranger Services staff.

Our Rangers investigated 100% of the 643 companion animal complaints within 24 hours of their receipt, and processed 430 new lifetime registrations.

Cat and dog de-sexing

Council requires all dogs and cats leaving its pound to be de-sexed. In 2013-14 we supported state-run programs that encourage the de-sexing of cats and dogs.

Strategies to re-home unclaimed animals

Council encourages local residents to adopt animals that are suitable for re-homing.

We re-homed three of the 11 unclaimed animals impounded in 2013-14.



Off-leash areas

Council offers its residents and visitors eight coastal locations for the off-leash exercise and recreation of dogs (under effective control by their owners).

Our dog off-leash areas are located in:

- Gerroa
- Gerringong
- Kiama
- Bombo
- Minnamurra
- Werri Beach.

Six are headland areas and two are beach areas.

In 2013-14 Council adopted to trial an on-leash dog swimming area in a section of Minnamurra River, off Trevethen Reserve Minnamurra, and an off-leash area at the southern end of Jones Beach, Kiama Downs. The six-month trials began in September and October 2014 respectively and are due for review at each trial's end.

Financial information on Companion Animals funds

Council received \$42,461 in income from the following fees and infringements in 2013-14:

- impounding fees \$75
- microchipping fees \$32
- infringements \$17,005
- registration income from Division of Local Government \$22,200
- sale of dogs/cats \$66
- sundry income—sale of equipment \$2789.

Council provided a total of \$180,249 from its general revenue to balance the shortfall in its income and expenditure for Companion Animals.

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



Government Information (Public Access) Act 2009

In 2009 the NSW Government replaced the *Freedom of Information Act 1989 (NSW)* with the *Government Information (Public Access) Act* (GIPA Act).

The GIPA Act took effect from 1 July 2010 and its main objective is to achieve 'more transparent and open government'.

The Act requires Council to be proactive with the release of information it holds. It creates an environment where members of the public can freely access most of this information.

It requires government agencies to make information readily available to members of the public, unless there is an overriding public interest against its disclosure.

To ensure compliance with the GIPA Act, Council reviewed the procedures and methods it uses to manage information, and privacy and personal information.

GIPA Annual Report 2013-14

Our GIPA Annual Report outlines our obligations for the financial year. It is a requirement of the GIPA Act and must be submitted to the Minister for Local Government and to the Information Commissioner within four months of the end of each financial year.

The following information is required to be included.

Review of Proactive Release Program—Clause 7(a)

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

Kiama Council reviewed its *Information Guide* (our program for the proactive release of information) in June 2014.

Our Corporate Planner (Public Officer) conducted the review, and discussed it with Council's General Manager, before publishing it on Council's website.

We referred our revised *Information Guide* to the NSW Information and Privacy Commission in July.

Minor changes made to the document saw the inclusion of webcasting and videoconferencing items, new and innovative ways in which we now engage with our community.

Access Applications Received—Clause 7(b)

Council received eight formal access applications (including withdrawn but not invalid applications).

Refused Applications for Schedule 1 Information—Clause 7(c)

Council did not refuse any formal access applications as the information requested was information referred to in Schedule 1 to the GIPA Act.

Table A: 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	1	0	0	0	0	0	0	0
Not-for-profit organisations or community groups	1	0	0	0	0	0	0	0
Members of the public (application by legal representative)	1	0	1	0	0	0	0	0
Members of the public (other)	4	0	0	0	0	0	0	0

Table B: 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)	0	0	1	0	0	0	0	0
Access applications that are partly personal information applications and partly other	1	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.

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

Table C: Invalid applications

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

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of GIPA Act

Description	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	1
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 to an access application. If so, a recording must be made in relation to each such decision.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the GIPA Act

Description	Number of 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	1
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

*More than one public interest consideration may apply to an access application. If so, a recording must be made in relation to each such decision.

Table F: Timeliness

Description	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	7
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	1
Total	8

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

Description	Decisions varied	Decisions upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	1	0	1
Internal review following recommendation (Section 93 of GIPA Act)	0	0	0
Review by ADT	0	0	0
Total	1	0	1

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

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

Description	Number of applications for review
Applications by access applicants	1
Applications by persons to whom information the subject of access application relates (Section 54 of GIPA Act)	0

Public Interest Disclosure Act 1994

Annual Report under Section 31 of the Public Interest Disclosure Act

As a public authority, Kiama Council is required to report annually to NSW Parliament on its obligations under Section 31 of the *Public Interest Disclosures (PID) Act 1994*. Council is also required to report under Section 6CA to the NSW Ombudsman every six months. In doing so, Council provides statistical information on how we comply with our obligations under the PID Act.

A key reason for these separate reporting requirements is to ensure Council fully discloses any activity relating to Public Interest Disclosures (PIDs), to enable transparency of the PID process and to demonstrate that Council is actively complying with its legislative requirements.

The *Public Interest Disclosures Regulation 2011* outlines the information that must be included in a public authority's annual report. For reporting periods after 1 January 2014 public authorities are required to show a distinction between PIDs made by public officials:

- performing their day-to-day functions
- under a statutory or other legal obligation
- all other PIDs.

Description	Made by public officials performing their day to day functions	Under a statutory or other legal obligation	All other PIDs
Number of public officials who made PIDs directly	0	0	0
Number of PIDs received	0	0	0
Number of PIDs primarily about:			
Corrupt conduct	0	0	0
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
Number of PIDs finalised	0		

During 2013-14, Council:

- revised its *Public Interest Disclosure (Internal Reporting) Policy*. Council adopted the revised policy in August 2014
- revised its Code of Conduct to include more information on PIDs
- developed a number of PID internal assessment and reporting forms (based on templates from the NSW Ombudsman)
- issued an 'All Staff Information Update' by email to raise awareness of the PID Act, when to consider making a PID, and how to make one
- discussed PIDs (who should make a PID, when and how) at Council's quarterly all staff meetings.



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