



Kiama Council Annual Report 2014-15



Annual Report

2014-15

This annual report outlines Kiama Municipal Council's performance for the 2014-15 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 2015 and looks at our major achievements over this time.

This Annual Report should be read in conjunction with the Annual Financial Statements 2014-15. The Annual Financial Statements are an addendum to this report and are available on Council's website in the Major Publications and Reports section.

This and earlier annual reports are available on our website.

kiama.nsw.gov.au

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100
YEARS OF
ANZAC
THE SPIRIT LIVES
2014-2018

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

The 2014-15 financial year included some significant achievements and projects for Kiama Council.

One major task was to submit, in June 2015, our 'Fit for the Future' proposal to the Independent Pricing and Regulatory Tribunal (IPART) as part of the NSW Government's overall reform of local government.

We are pleased that IPART's Fit for the Future Report (released in the current financial year) found Kiama Council's best option is to remain independent. We are also pleased to have received confirmation from the NSW Department of Premier & Cabinet that we do not need to consider a Council merger.

Local Government reform also meant changes to our local government partnerships. The year saw an end to our 11-year partnership in the Southern Council's Group and a new resource-sharing venture created between Wollongong, Shellharbour, Kiama and Shoalhaven Councils in the form of the Illawarra Pilot Joint Organisation.

In 2014-15 we made many noteworthy achievements across all areas of the work we carry out; in Community Services, Engineering and Works, Environmental Services, and Corporate and Commercial Services. Discover the achievement highlights for each department on pages 17 to 26.

In the 2015-16 financial year, we are looking ahead to a strong future. Kiama Council has sound finances and long-term plans to continue providing excellent services and facilities. We will strive to keep the Kiama Local Government Area an idyllic place to live, work in, and to visit.

We live in a great community and many of the things we do are not possible without our community's input, feedback, advice and expertise. Make sure you are involved in what goes on in your region—sign up to receive our range of email newsletters, regularly check our website for latest news, events and public exhibitions, or stay updated through our Facebook and Twitter pages.

As your local Councillors, we are here to represent you, so please don't hesitate to contact us for a friendly chat.

From your local Councillors

Councillors 2014-15

Mayor
Cr Brian Petschler



Deputy Mayor
Cr Warren Steel



Cr Mark Honey



Cr Dennis Seage



Cr Gavin McClure



Cr Kathy Rice



Cr Neil Reilly



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: 21,314
(2011 ABS statistics)

Area: 259 km²

Boundaries:

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

Full time equivalent employees: 338

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)



Our municipality



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

It covers an area of 259 square kilometres, with an estimated population of 21,314 people.

Our residents are mostly Australian born (82%) and over 62% of the workforce commutes to Wollongong, Shellharbour, Shoalhaven and Sydney.

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

Major towns and villages include Minnamurra, Kiama Downs, Kiama, Jamberoo, Gerringong and Gerroa.

Our community has a strong sense of pride, shown by the rich cultural activities and events that take place throughout the year.



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:

- exercises, where necessary, policy-making functions of the elected council between Council meetings
- exercises such other functions of the council as the council determines
- presides at Council meetings
- carries out civic and ceremonial functions.

Our Councillors:

- provide a civic leadership role to guide development of the *Community Strategic Plan* and to monitor the implementation of our *Delivery Program*
- direct and control the affairs of Council in accordance with the *Local Government Act 1993*
- play a key role in creating and reviewing the policies and objectives of Council's regulatory functions
- provide leadership and guidance to, and facilitate communication between, the community
- attend Council Meetings.

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 responsible for the organisation's efficient and effective operation and for ensuring decisions are implemented
- assists the elected Council with the development of our integrated plans
- exercises functions as delegated by the Council
- appoints, directs and dismisses staff in accordance with our organisational structure and resources
- is the primary link between Councillors and the organisation and is Council's principal staff officer responsible for the overall management of Council
- provides assistance to Councillors to develop policy
- oversees the financial management of the Council
- promotes Council's policies and objectives to the community
- ensures compliance with the Local Government Act and other relevant state and federal law.

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, at our Customer Services counter and online at www.kiama.nsw.gov.au Wednesday prior to a meeting.

Council webcasts Ordinary Council Meetings which can be viewed through our website.

How we communicate

Information on 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

Sign up to receive a range of email newsletters by selecting the 'Subscribe to e-news' link on our website home page. We also provide regular updates on news and events on our 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

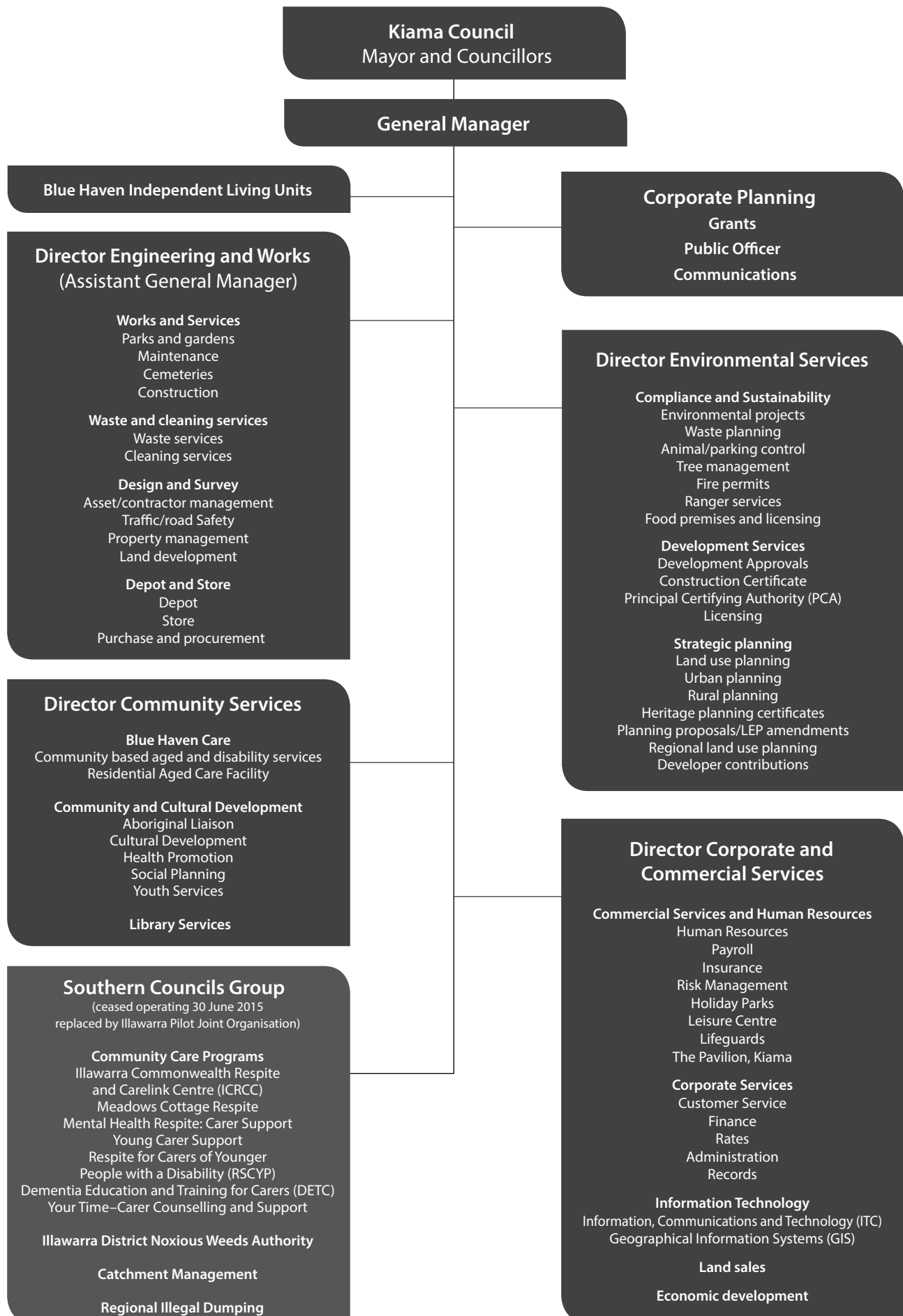
Office hours

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 Community Arts Centre	(02) 4232 2758
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 Care	
Aged Care Facility	(02) 4232 1144
Independent Living Units – Manager	(02) 4233 1714
– Caretakers	(02) 4232 3484
– Allocations	(02) 4233 1714

Organisational structure





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 2014-15

Council's consolidated deficit from continuing operations for the financial year amounted to \$18k. It includes a revenue item for the fair valuation of investment properties of \$961,000. This result is fully disclosed in the Income Statement for the year ended 30 June 2015.

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 (\$1.2m surplus in 2014)
- Waste Unit surplus of \$679k (\$659k surplus in 2014).

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 Council's functions, activities, revenues, expenses are included in this section.

Review of 2014-15 operations

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

Council achieved its consolidated deficit of \$18k after allowing \$8.8m for depreciation of non-current assets,

and receiving grants and contributions for capital purposes of \$1.56m.

However, there are carried over works and unspent grants from 2014-15 to be completed in the 2015-16 financial year valued at \$4.2m.

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 2014-15, Council generated 35.36% of its total revenue from rates and annual charges compared to 34.4% in 2013-14. In accordance with NSW Government approval, the total amount raised from rates in 2014-15 was 2.3% greater than in 2013-14.

Council levies a non-residential differential rate on all properties used or zoned for commercial, professional, trade or industrial purposes.

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 2015-16 budget provides for a balanced budget, excluding \$8.96m 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 2015 were:

Holiday Parks	\$662,820
Government advances (general fund/Holiday Parks)	\$4,862,634
Blue Haven	\$799,581
TOTAL	\$6,325,035

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
1.1.2	Monitor and improve accessibility within the municipality
	Council opted to participate in Kiama's Dementia Friendly Pilot Project, an internationally-recognised partnership between Alzheimers Australia, University of Wollongong, Council and the community including services, organisations, businesses and individuals
1.2	Promote and support a range of social, cultural and artistic activities, practices and programs for creating sustainable health and well-being
1.2.2	Provide access to artistic exhibition space
	The Old Fire Station Art Gallery remains a popular exhibition space for regional artists to host exhibitions, workshops and festival launches
1.1.3	Improve Council collaboration with the Aboriginal community
	Hosted NAIDOC Awards in July 2014 with overwhelming support from attendees. Re-established Kiama Aboriginal Reference Group.
1.1.5	Provide a range of flexible and responsive community transport services to the frail, aged, young people with disabilities and their carers and to people who experience transport disadvantage
	Surveys indicated over 85% of clients feel they're involved in decision-making processes that affect them and are happy with the services provided
1.2.4	Implement and support community, cultural and artistic activities and development programs
	\$20,000 distributed to develop and implement arts-based projects throughout the LGA. Council purchased a \$20,000 Bert Flugelman 'wave' sculpture



1.4 Plan for and support our ageing population

Provide residential aged care, including dementia specific care

Council launched Blue Haven Care to bring together our aged care services and facilities and Illawarra In-Home Support. An important strategic business initiative aimed at securing a market share in the competitive area and to ensure older Australians in the region have high quality retirement and aged care options. Our Aged Care Facility maintained accreditation with the Aged Care Quality Agency.

1.4.1

1.4.2 Redevelop and expand Blue Haven Aged Care Facility

We employed a Development Manager to prepare plans and documentation for redevelopment of the Kiama Hospital to include a new 134-bed Aged Care Facility and Assisted Living Units.

1.5 Plan for and support young people

1.5.2 Develop and maintain Partnerships with local schools to provide health and wellbeing based initiatives and programs

We continue to offer a range of programs and initiatives (health and wellbeing, advocacy, consultation and recreation) for high school students. We continued our strong relationship with Kiama High School and saw new partnerships formed with five local primary schools to implement a Year 6 transition program.

1.6 Recognise and promote community safety throughout the municipality

1.6.7 Develop and implement a Crime Prevention Plan

We installed a comprehensive CCTV system for the Kiama CBD.

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)

New footpaths constructed at Riverleigh Ave, Railway Ave, Peace Park, and Meehan Drive. The next stage of the Jamberoo Valley Cycleway completed.

2.12 Effectively manage recreation and open space infrastructure to cater for current and future generations

2.12.1	Manage recreation and open space infrastructure for the community by the implementation of the Recreation and Open Space Asset Management Plan	3.6	Encourage and support tourism in the Kiama Municipality
	As part of the Kiama Harbour Management Plan, upgraded Blowhole Point rock pool amenities and carpark, built a new harbour link road and harbourside pedestrian path.	3.6.2	Develop and maintain relationships with peak industry bodies, local, state and national agencies to promote and develop tourism in the local area
2.13	Effectively manage other assets to cater for current and future generations (car parks, community buildings, cemeteries and dams)		Our popular Tourism After Hours events continue to focus attention on tourism ideas and concepts. We employed a Strategic Tourism Manager with the aim of working with Kiama's Tourism Board to maximise tourism opportunities and outcomes.
2.13.3	Manage dam infrastructure to comply with Dam Safety Act	4	Responsible civic leadership that is transparent, innovative and accessible
	Began decommissioning Jerrara Dam (completed October 2015) to ensure dam safety.	4.1	Ensure we remain a strong, viable and sustainable local government authority to plan, deliver and advocate for the needs of our community
2.14	Minimise waste and manage it in an efficient and environmentally sensitive manner	4.1.1	Undertake a program of engagement with state, regional and local authorities and organisations and community members to ensure Council remains an independent and viable entity
2.14.1	Manage waste and recycling in accordance with adopted plans		Completed our Fit for the Future submission to the Independent Pricing and Regulatory Tribunal outlining our strategy to ensure we remain a strong and sustainable organisation capable of maintaining our autonomy.
	Results of our waste management programs continue to reveal that our better practice approach to minimising waste to landfill is working. We introduced our OK Organics Kiama service to Zone 4; recovered 51.3% of the 155.1 tonnes of material collected in our Household Bulky Waste trial; and recycled 62.3% of the total waste generated in the municipality	4.5	Foster positive relationships with our community through open communications, opportunities for participation in decision making and sharing of information
2.14.2	Upgrade waste and recycling infrastructure, processing and disposal facilities to align with new collection and processing systems and licence requirements	4.5.1	Provide innovative and engaging digital media solutions for our community
	Completed our Waste and Recycling Infrastructure Plan for the Community Recycling Centre, received DA approval, and commenced works. Completed our Waste and Recycling Infrastructure Plan for the Alternative Waste Treatment Technology and opened it to tender.		We attracted increased engagement via social media, continued to improve the quality and presentation of Council's website, began developing a new in-house Intranet, and introduced a range of e-newsletters. We introduced free WiFi to the Kiama CBD and launched community sharing website, Kiama Connect.
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		
	Kiama continues to grow in popularity as an event destination. Council supported/sponsored the Kiama Rugby Sevens, Kiama Show, local markets, Kiama Jazz & Blues Festival, Folk by the Sea Festival, Summer Movies, New Years' Eve Fireworks, KISS Arts Festival, Australia Day celebrations and a range of arts and cultural events.		

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
- All legislative requirements met
- 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
- Submitted Council's Fit for the Future response

2015-16 priorities

- » Further develop Long Term Financial Plan
- » Further develop Integrated Plans

Business development

CSP | 3.1

DP | 3.1.1

- Launched the Kiama Economic Development Strategy and commenced a number of initiatives
- Continued seminars for the Kiama Small Business Forum; most popular topics related to digital media
- Organised seminars on 'How to do business with councils'
- Implemented the REMPLAN economic modelling system
- Partnered with Shellharbour and Wollongong Councils to deliver the Economic Gardening Program that helped local businesses to increase profit and achieve sustainable growth
- Hosted three summer outdoor movies for the community
- Supported and sponsored major events such as Folk by the Sea, Kiama Rugby 7s, Kiama Show, and Kiama Jazz Festival
- Maintained a business database for distributing electronic newsletters

2015-16 priorities

Implementing projects outlined in Kiama's Economic Development Strategy:

- » Continue providing digital literacy and training programs
- » Provide continued support to businesses through the Kiama Small Business Forum
- » Engage businesses through distribution of regular small business news and event e-newsletters using our online database
- » Continue to develop initiatives through the Economic Development Committee
- » Provide continued industry support, particularly the tourism sector
- » Conduct a commercial market assessment and update the 2007 Kiama Retail Study
- » Organise a Government Services Expo at The Pavilion, Kiama in February 2016

Leisure Centre

CSP | 1.3

DP | 1.3.1

- Upgraded kiosk, clothing security, and change rooms
- Installed new pool lift
- Installed UV system for baby pool to comply with new public health regulations
- Plans approved to extend existing aerobics room to include a new spin (stationary cycling) room
- Modified existing offices to create a new meeting room
- Installed turnstiles to gymnasium and upgraded aerobics room turnstile
- Built additional family/accessible change room

2015-16 priorities

- » Install UV system for main pool to comply with new public health regulations
- » Upgrade existing family accessible change room
- » Install new computer server
- » Construct new spin room
- » Build a children's playground for the outdoor area
- » Implement initiatives from our recently completed energy audit such as:
 - install variable-speed drive for air handling motor (circulates air and extracts air in the centre)
 - add thermal insulation for pipes around air handling heat and coil
 - install solar pre-heat hot water system for swimming pools

Holiday Parks

CSP | 3.6

DP | 3.6.1

- Seven Mile Beach Holiday Park Winner of Best Park South of Sydney (100 sites or more) at the 2014 CCIA & MHIA Awards of Excellence
- Constructed retaining walls at rear of Kiama Harbour Cabins residence, rear of Seven Mile Beach Holiday Park's beachside amenities, and at southern side of Werri Beach Holiday Park
- Started building of storage shed at Kiama Harbour Cabins
- Demolition of old amenities at Kendall's on the Beach Holiday Park, and construction started on new amenities
- New plant power room constructed at Kendall's on the Beach Holiday Park
- New washing machines and dryers for northern amenities laundry at Werri Beach Holiday Park and riverside laundry at Seven Mile Beach Holiday Park
- Upgraded pool chlorinator for riverside pool at Seven Mile Beach Holiday Park
- Refurbished reception at Seven Mile Beach Holiday due to termite damage
- Replaced garage and carport roof at Seven Mile Beach Holiday Park
- Commenced major cabin refurbishment at all holiday parks including bathroom, kitchen, deck and floor replacements, internal and external painting, new window furnishings, furniture, linen, whitegoods and electrical appliances

2015-16 priorities

- » Continue maintenance and major cabin refurbishments at all holiday parks
- » Complete construction of new amenities at Kendall's on the Beach Holiday Park
- » Complete installation of WiFi access at Seven Mile Beach Holiday Park
- » Seek adoption of Holiday Park's new five to 10-year Business Plan
- » Construct new storage facilities at Seven Mile Beach Holiday Park and complete new storage facilities at Kiama Harbour Cabins
- » Replace amenities roof at Surf Beach Holiday Park
- » Replace boom gates at Surf Beach Holiday Park
- » Replace pool shade sails at Surf Beach Holiday Park
- » Replace tennis court fence at Werri Beach Holiday Park

- » Install new sewer pump for riverside amenities at Seven Mile Beach Holiday Park

The Pavilion, Kiama

The number of events hosted at The Pavilion increased by 16% from the previous year, and the number of people attending the events also increased.

Strong bookings continued from the conferencing sector with the most noteworthy being a multi-day Grand Pacific Health Conference with over 150 delegates coming from New Zealand and NSW.

The Pavilion won a Gold Award for Meetings, Functions and Business Tourism at the 2015 South Coast Regional Tourism Awards.

Major events at the venue included:

- Made in Kiama Night Markets (twice in the year)
- NAIDOC Dinner for over 250 guests
- Romans Hot Rod Car Show dinner
- Folk by the Sea (three-day event)
- Encausticamp Conference (five-day event for national and international delegates)
- Health Conference for over 150 delegates
- Kiama Show
- Rugby 7's
- Wollongong Quilt Show (three-day event attracting more than 1200 people)
- Jazz Club events
- Local Lions Club and Rotary events.

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.

2015-16 priorities

- » 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 and increase the venue's presence via a Social Media Strategy
- » Launch a new website

COMMUNITY SERVICES

CSP | 1.6 | 1.1 | 1.4

DP | 1.6.7 | 1.1.2 | 1.4.5

- Installed and now operate a public safety street surveillance system (Closed Circuit Television [CCTV]) for Kiama CBD
- Began developing a Disability Inclusion Action Plan
- Surveyed the municipality's accessible features for people with a disability to provide comprehensive information on Council's website
- Implemented the Kiama Dementia Friendly Pilot Project in partnership with the University of Wollongong and Alzheimers Australia
- Secured a \$50,000 Liveable Communities Grant through the NSW Government to employ a Kiama Dementia Friendly project officer

2015-16 priorities

- » Procure, install and operate a public safety street surveillance system (CCTV) for Gerringong CBD
- » Complete and implement the Disability Inclusion Action Plan
- » Continue to partner in running the Kiama Dementia Friendly Pilot Project.

Library services

CSP | 1.2

DP | 1.2.5

- Provided our Home Library Service to 561 clients, an increase of 143 from the previous year
- Received support from three volunteers who assisted library staff on over 120 occasions to select and deliver resources to our Home Library Service clients
- Participated in *Illawarra Remember 1914-1919*, a regional online archiving project led by Wollongong City Council Libraries to involve the community in detailing our region's contribution to World War I (www.illawarraremembers.com.au)
- Library staff researched names of WWI soldiers listed on local memorial rolls in Gerringong and Kiama areas and made presentations to local historical societies and RSL groups on the stories behind the names of the enlisted men
- WWI research used in local ANZAC Day 2015 commemorative events
- Hosted popular Minecraft (online computer gaming requiring players to work together to build creative and imaginative environments) events using a

dedicated library server to accommodate players with a range of online devices.

2015-16 priorities

- Continue research on the names listed on the Jamberoo memorial board
- Organise a Reader's Festival featuring local and other Australian authors

Youth services

CSP | 1.5

DP | 1.5.1 | 1.5.2 | 1.5.3 | 1.5.5

- Continued our successful Young Women's and Young Men's Groups each school term to promote self-esteem and healthy lifestyles amongst high school students. Highest participant satisfaction recorded since the groups began, and six young male participants completed a TAFE Certificate in Outdoor Education
- Maintained our strong relationship with Kiama High School and its Student Representative Council to continue our Youth Worker in School Program
- Facilitated work and volunteer placements with Council for Kiama High School students
- Hosted five student placements from TAFE Illawarra
- Established a 'Transition to Work' program with Kiama High School, where two young people completed work experience, and another went on to study Community Services at TAFE
- Organised and hosted a Kiama Youth Forum which brought together youth services providers and young people to identify and develop strategies to address issues important to local young people. Provided the opportunity for information gathering and research
- Organised a successful Youth Week 2015 program featuring music, art, skateboarding, 'Mayor for the Week' opportunity and Youth Week Cup
- Ran our monthly Youth Advisory Committee meetings for the first time at Kiama High School, with 40 students having participated in its fifth year
- Coordinated our annual Youth Engagement Council Meeting at Kiama High School in August 2014
- Provided barista training to 13 young people
- Opened Youth Centre's newly refurbished kitchen

2015-16 priorities

- Continue Youth Advisory Committee meetings and Youth Engagement Meeting, and create opportunities for increased youth involvement including chairing and minuting meetings
- Seek external funding to continue offering our Young

Men's and Young Women's Groups each school term

- Continue to provide opportunities for TAFE and high school students
- Provide further work experience opportunities for Kiama High School students
- Provide programs that focus on the outcomes and findings of our Kiama Youth Forum, in particular; mental health services and events, transport issues, recreational events and activities, drug and alcohol information, advocacy for more youth services locally, creating employment opportunities
- Assess new and existing Youth Week events for 2016 program
- Develop live web streaming programs and events
- Focus on and improve social media presence
- Further explore creation of youth TV opportunities
- Organise a tour of Council for Kiama High School's Student Representative Council

Health promotion

CSP | 1.3 | 2.8 | 4.5

DP | 1.3.2 | 1.3.4 | 2.8.1 | 4.5.6

- Low-cost Free Meals Directory updated and reprinted
- Conducted consultations on installing outdoor gym equipment in Gerringong
- Hosted two workshops which aimed to increase residents skills in urban gardening; on backyard chook keeping and pruning
- Presented conference paper on Council's Regional Food Strategy to the Making Cities Liveable Conference in July 2014
- Continued to facilitate Kiama Health & Sustainability Committee meetings
- Conducted audit on municipality's smoke-free signage and updated where required

2015-16 priorities

- » Review Kiama Health Plan
- » Create and deliver a Garden to Table program of sustainable food growing workshops
- » Encourage and expand community relations that support residents understanding of, and access to, healthy food
- » Maintain membership of the World Health Organisation's (WHO) Healthy Cities Program
- » Continue to support and encourage community gardening

Aboriginal engagement

CSP | 1.1

DP | 1.1.3

- Re-established the Kiama Aboriginal Reference Group
- Assisted with organising 2015 Local Government Regional NAIDOC Awards at Shoalhaven Entertainment Centre in partnership with Shoalhaven (2015 host), Shellharbour and Wollongong Councils

2015-16 priorities

- » Continue to build connections with Kiama Aboriginal and Torres Strait Islander residents
- » Help to organise and stage 2016 Local Government Regional NAIDOC Awards in Shellharbour

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

- Organised Sorry Day commemorations, attended by representatives from all Kiama public schools, Aboriginal community members and non-indigenous residents
- Increased online presence of Daisy the Decorated Dairy Cow's Facebook page to over 600 followers
- Provided ongoing commitment to Illawarra Interagency and Kiama Cultural Arts Network social media blogs, both of which experienced twice the number of interactions from the previous 12 months
- Hosted 2015 Community Services Industry speed networking event
- Purchased Flugelman painting of Jamberoo Mountain rainforest
- Purchased Flugelman sculpture 'Making Waves'
- Added Orry Kelly, Charmian Clift, Dennis Koks and John Downton as Kiama Arts Honour Roll inductees
- Council accepted BHI Architects Arts Centre site report
- Organised ArtsBiz Conference hosted in May 2015
- Supported first Ride for Mental Health family event at Jamberoo
- Distributed \$20,000 in Cultural Arts Grants
- Managed repairs to Daisy the Decorated Cow
- Organised Kiama's inaugural Busking Competition

2015-16 priorities

- » Welcome home a repaired Daisy the Decorated Cow to the Old Fire Station Art Gallery

- » Host Cultural Arts Network social gatherings
- » Install Flugelman 'Making Waves' sculpture

Blue Haven and Illawarra In Home Support (now Blue Haven Care)

CSP | 1.4

DP | 1.1.1 | 1.4.1 | 1.4.2 | 1.4.3 | 1.4.4

- Continued negotiations with Illawarra Shoalhaven Local Health District (ISHLD) for the purchase of the Kiama Hospital site to develop a Kiama Aged Care Centre of Excellence
- Draft plans developed for 134-bed aged care facility, 51 independent living units, 16 assisted living units, community services offices, community hall and meeting rooms and restoration of Barroul House
- Launched 'Blue Haven Care' in April 2015, an amalgamation of Blue Haven Aged Care Facility and Illawarra In Home Support, to support older people, those with a disability and their carers, and to ensure the full continuum of efficient and effective services are delivered to the community
- Carried out a significant organisational restructure to be able to deliver services cost effectively within new state and commonwealth government guidelines
- Converted 110 existing Home Care Packages to a consumer directed model and secured funding for an additional 10 packages.

2015-16 priorities

- » Obtain Development Approval for the redevelopment of the Kiama Hospital site into a Centre of Excellence in Aged Care
- » Continue to review Council's aged and disability services business model in line with state and commonwealth reforms
- » Prepare for the introduction of the National Disability Insurance Scheme in 2017
- » Continue to participate in Blue Haven's partnership with University of Wollongong to enhance training and development of staff at the residential home



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:

- Comprehensive road resurfacing program
- Amenities upgrade at Blowhole Point Rock Pool, Kiama
- Timber bridge replacement at Factory Lane, Jamberoo
- Sportsfield lighting upgrade at Gerry Emery and Kevin Walsh Ovals
- Replacement of public address system at Kiama Showground
- Electrical supply upgrade to Kiama Sports Complex
- Road signage renewal program

2015-16 priorities

- » Continue Council's Strategic Asset Renewal Program
- » Resurface Kiama Netball Club courts

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 2014-15:

- New footpaths at Riverleigh Ave, Railway Ave, Peace Park and Meehan Dr
- Upgraded the Blowhole Point Rock Pool amenities
- Constructed new link road and harbourside walk at Kiama Harbour
- Commenced Jamberoo CBD streetscape upgrade
- Completed next stage of Jamberoo Valley Cycleway
- Installed new toilet facilities at Kiama Harbour boat ramp
- Commenced Jerrara Dam decommissioning
- Completed structural upgrade of Kiama Harbour Wharf
- Built a new storage shed at Kiama State Emergency Services building
- Installed Werri Beach outdoor fitness equipment
- Installed new shade structures at Coronation Park and Jones Beach playgrounds

2015-16 priorities

- » Complete Jamberoo CBD streetscape upgrade
- » Continue Jamberoo Valley Cycleway extension
- » Complete Jerrara Dam decommissioning
- » Complete Kiama Memorial Arch stabilisation
- » Complete Kiama Harbour upgrades including new boat trailer parking and wash bays, new energy efficient lighting, new bin enclosures, new picnic shelters, playgrounds and BBQs, replacement of retaining wall, and bank stabilisation at tennis courts
- » Construct footpath at Belinda St, Henry Parkes Dr and Pheasant Point Dr
- » Construct roundabout and pedestrian pathway at Riverside Dr
- » Build a new whale watching platform at Minnamurra Headland
- » Construct new Community Recycling Centre at Minnamurra waste facility

Special Rate Variation works

The NSW Office of Local Government gave Council approval to increase rates in 2009-10 and 2010-11 with approval to keep the amount raised in its rating base in 2013-14. Income raised from the increase in 2014-15 was used to fund asset renewal and maintenance.

Council's approval program for 2014-15 was \$805,503.

The following table shows how Council used this income to fund asset renewal and maintenance during the year.

	Original allocation	Actual SRV expenditure
Public Roads inc. rural and urban roads, footpath, kerb and gutter, and bridges		\$1,702,000
Sportsfield/parks inc. Open Space, parks, sportsfields, playgrounds, beaches, rock pools and cemeteries		\$1,486,443
Buildings		\$512,000
Total	\$805,503	\$3,700,443

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 new policy matters.

They included:

- Jones Beach and Cathedral Rocks Plan of Management
- Kiama Harbour and Blowhole Point Masterplan
- Commercial/Personal Fitness Training policy on public reserves

2015-16 priorities

- » Review Council's Subdivision Development Control Plan (DCP)

Procurement

CSP | 4.7 | 4.8

DP | 4.7.2 | 4.8.1

- Provided ongoing participation in the Regional Procurement Working Group
- Used Local Government Procurement contracts for procurement wherever available
- Participated in regional procurement events, such as a new Trade Services Panel and Construction Materials Tender
- Conducted review of regional procurement activities to identify a prioritised joint tendering program

2015-16 priorities

- » Conduct ongoing in-house training of Council's Online Requisitioning System (OLR)
- » Ensure Council employees are aware of regulatory requirements for procurement and payment processes
- » Provide ongoing education on the use of Local Government Procurement (LGP) contracts
- » Take a leading role in all Regional Procurement initiatives through the Illawarra Pilot Joint Organisation (IPJO)
- » Actively engage with other IPJO member councils to achieve better Regional Procurement initiatives
- » Take on Regional Tendering opportunities such as legal services panels, tree services, civil construction material, line marking, joint waste services, traffic management services, sanitary services

- » Analyse regional procurement opportunities for IPJO Council members, in partnership with ARCblue (specialist procurement consultancy).

- » Continue to offer supplier engagement workshops

- » Encourage increased use of, and provide training on, Council's eTendering Portal and Vendor Panel systems

Road safety

CSP | 1.6 | 4.8

DP | 1.6.6

Council entered into a new funding agreement with Roads and Maritime Services to implement the following Road Safety Programs:

- Learner Driver Log Book Runs
- Summer Bus transport (drink driving prevention)
- Seniors Week community bike ride
- Graduated Licensing Scheme and child restraint information workshops.
- Scooter and motorcycle safety workshops

2015-16 priorities

- » Implement Road Safety Action Plan

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

- Supported National Tree Day with Kiama High School with Year 7 students planting 1000 trees at six bush regeneration sites in the municipality
- Developed and prepared draft Crooked River Coastal Zone Management Plan for public exhibition
- Completed Minnamurra River Coastal Zone Management Plan
- Offered Native Bee Workshop as part of World Environment Day celebrations
- Secured funding for Minnamurra Wetlands Weed Control Program for 2015-17
- Worked with Conservation Volunteers Australia on wetlands weed control in Trevethan Reserve

Priorities 2015-16

- » Complete Crooked River Coastal Zone Management Plan and begin implementing actions
- » Commence Minnamurra River Coastal Zone Management Plan actions
- » Support and implement local Illawarra Landcare and South East Local Land Services programs
- » Conduct Illawarra Biodiversity Strategy Action Plan activities (such as National Tree Day planting)

Health | Sustainability | Environment

CSP | 1.6 | 2.2 | 2.3

DP | 1.6.3 | 2.2.1 | 2.3.1

- Celebrated World Environment Day with six Sustainable Living Workshops organised in June 2015
- Completed gas and electricity audit for Kiama Leisure Centre
- Organised solar power and LED lighting workshop for community members in March 2015
- 268 Food Safety Inspections completed
- Food Safety Educational Program implemented

Priorities 2015-16

- » Seek grant funding for, and continue to implement, Council's Energy and Water Saving Action Plans
- » Install solar photovoltaic system on suitable high use Council building

- » Implement Food Act and regulations (food premises inspections, 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
- » Implement Swimming Pool Act requirements and regulations (registration, inspection, and compliance)
- » Conduct water sampling at Seven Mile Beach for Beach Watch Program

Waste minimisation

CSP | 2.14

DP | 2.14.1

- 62.3% of 12,567.73 tonnes of waste generated in the municipality diverted from landfill (3135.17 tonnes of recyclable material, 4694.2 tonnes of food and garden organics material)
- Conducted three weekend Litter Blitz activities (one in partnership with Environment Protection Authority [EPA] officers) that covered Blowhole Point, Black Beach, Hindmarsh Park and Terralong Street
- Conducted free Household Bulky Waste Drop Off trial event in September 2014. Collected 155.1 tonnes materials, with 79.6 tonnes (51.3%) recycled or taken for reuse. Residents dropped off a total of 1014 car loads of:
 - 708 mattresses
 - 0.5 tonnes clothing
 - 18.2 tonnes e-waste
 - 10.58 tonnes timber
 - 3.78 tonnes mixed plastics
 - 0.72 tonnes of bric-a-brac/furniture/garden equipment
 - 3.2 tonnes paper/cardboard
 - 36 tonnes metals
 - 3.24 tonnes car/truck batteries
 - 0.84 tonnes non-lead acid batteries
 - 0.1 tonnes polystyrene
 - 0.245 tonnes paint
 - 0.5 tonnes oils
 - 2.9 tonnes gas bottles
- Collected 81.9kg print cartridges from Council offices for Planet Ark's 'Cartridges 4 Planet Ark' campaign
- Organised two Second Hand Saturday events, in which 230 stallholders and 5000 attendees took part
- Collected 418 chemical drums for recycling through

Agsafe Limited's DrumMuster Program

- Collected and recycled 100kg of globes through Council's lamp recycling program
- Participated in Clean Up Australia Day; 10 local sites registered, 200 volunteers participated, and .08 tonnes of waste and 0.3 tonnes of recyclables collected
- Assisted 1400 students from five local schools to participate in School Clean Up Australia Day
- Assisted three of Council's owned and operated Holiday Parks to conduct a source separation and recycling program during Summer holiday period
- OK Organics Kiama-Kitchen to Compost Revolution implemented in Waste Zone 4 (second zone to receive service), with a 77% resource recovery rate
- Recorded 242 illegal dumping incidents and identified 33 offenders
- Hosted EPA's Household Chemical CleanOut Collection at our Minnamurra Recycling Facility in March 2015, with 285 people having attended and 16,798kg of chemicals collected
- Regional Waste Strategy projects agreed and designed with Southern Councils Group
- Completed Kiama Litter Hotspots grant, which included installation of seven double-bin enclosures, purchase of footpath sweeper, and implementation of two litter blitzes
- Engaged Green Connect Pty. Ltd., a social enterprise that employs resettled refugees and young people, to manage organics processing at Minnamurra Waste and Recycling Facility until end December 2015
- Trialled bin locking system, Enviro-lock, aimed at preventing vermin and wind from tipping bins over
- Secured \$26,977 NSW EPA *Waste Less, Recycle More* grant for OK Organics Kiama Home Composting workshops

2015-16 priorities

- » Continue to provide services and programs to reduce waste and increase recycling
- » Roll out OK Organics Kiama waste service to all urban area waste zones (seven remaining)
- » Implement programs funded through the Better Waste Recycling Fund:
 - increase public place recycling infrastructure
 - appoint Project Manager to oversee design and construction of new Transfer Station at Minnamurra Waste and Recycling Facility.
- » Finalize business case and tender on a proposal to process residential and commercial waste at an alternative waste technology treatment facility rather than landfill disposal
- » Construct and officially open new community

recycling centre as funded through NSW EPA *Waste Less, Recycle More* grant

- » Participate in, and implement programs of Illawarra Pilot Joint Organisation Regional Littering and Illegal Dumping Network and implement programs

Development and building

CSP | 2.9

DP | 2.9.1

- Implemented eHousing Code project
- Provided QR codes in local advertising to increase ease of access to online Development Application tracking
- Processed 282 DAs and 109 modifications to consent applications:
 - total value of approximately \$79.45m
 - average 36.2 day timeframe.
- Issued 102 construction certificates as Principal Certifying Authority
- Conducted over 200 critical stage inspections as Principal Certifying Authority

2015-16 priorities

- » Implement Masterview DA Tracking System
- » Review and streamline consent conditions
- » Conduct ongoing customer satisfaction surveys on development applications assessments
- » Conduct Development Application assessments
- » Assess and issue Construction Certificates
- » Act as Principal Certifying Authority for developments under construction
- » Investigate complaints and illegal development

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 nine Planning Proposals in line with Council's Kiama Urban Strategy and Planning Proposal Policy, planning and environment guidelines
- Completed LEP amendments associated with three Planning Proposals
- Endorsed four Planning Proposals for NSW Planning & Environment Gateway review
- Exhibited four Planning Proposals in line with Gateway recommendations

- Prepared information for one pre-Gateway Review
- Represented Kiama in regional planning forums/committees, including participation in preparing draft *Illawarra Regional Growth Plan*
- Continued discussion with relevant stakeholders on Kiama Urban Strategy
- Issued 872 Section 149 Planning Certificates, 95% of which processed within three days
- Continued review of Kiama Development Control Plans (DCP) including:
 - » Waste Management Chapter (review)
 - » Car Parking Chapter (review)
 - » Short Term Rental Accommodation Chapter (adopted)
 - » Site specific Controls–Wyalla Road Residential Release Area Chapter 31 (adopted)
 - » Contaminated Land Chapter (review)
- Coordinated Heritage Advisor Scheme to provide advice on heritage items
- Continued coordination of AgriProject Team to help rural land owners/managers to expand their agri-business opportunities and activities
- Continued membership of Sydney Peri Urban Network of Councils, which supports, encourages and fosters resilience and prosperity in peri urban areas
- Reviewed and updated Property Database including 149 Certificate Database
- Reviewed and updated 149 Certificate templates
- Developed and updated 149 Certificate training manual
- Provided input and supervision of University of Wollongong Masters students' 'Review of the Kiama Municipal Council Climate Change Adaptation Strategy Action Plan'
- Provided submissions and/or input to promote Kiama issues to:
 - » Planning and Environment NSW
 - » NSW Urban Development Committee
 - » NSW Government's *Draft Regional Growth and Infrastructure Plan*
 - » NSW Government's Illawarra Urban Development Program
 - » NSW Government's Urban Development Feasibility Modelling Project
 - » NSW Developers Forum Committee
- Provided Planning advice for Council's Age-Friendly Project, and Dementia-Friendly Project

2014-15 priorities

- Respond to state and federal government legislative changes
- Continue to process Planning Proposals in line with Council's Kiama Urban Strategy and Planning Proposal Policy
- Continue to review and update Kiama DCP 2012 Chapters
- Continue to participate in Sydney Peri Urban Network of Councils to promote and protect rural land use
- Review Section 94 and Section 94A Developer Contributions Plan for community facilities and services
- Finalise review of Council's Section 149 Database
- Participate in review of Council's Geographic Information System (GIS) Database
- Undertake GIS functions
- Promote AgriProject working group
- Continue use of online community engagement tools
- Undertake specific Heritage projects

Section 94 and 94A contributions

Council has seven Section 94 Contributions Plans (S94) and one Section 94A Indirect Contributions Plan (S94A). These plans set out the financial contributions that developers are required to make to Council, to be spent on providing a range of public facilities throughout the municipality.

Funds received in 2014-15

	S94	S94A	Total income
Total excluding interest	\$924,312.32	\$189,866.46	\$1,114,178.78
Total including interest	\$1,030,768.96	\$195,164.91	\$1,225,933.87

Works undertaken in 2014-15 using S94 and S94A funds

Works	Expenditure
Youth Centre	\$90,374.75
Werri Beach outdoor fitness equipment	\$69,203.73
Jones Beach Playground shade structure	\$13,878
Reid Park rotunda	\$5,326
Total expenditure	\$178,782.48

S94 and S94A recoupment works in 2014-15

Works	Contributions recoupment
Jamberoo Valley Cycleway	\$100,000.00
Kiama Harbour wharf upgrade	\$50,000.00
Memorial Arch stabilisation	\$6,230.09
Total recoupments	\$156,230.09

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 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 30/6/15 (\$000)	Estimated cost to bring to satisfactory standard (\$000)	Estimated annual maintenance cost (\$000)	Maintenance expenditure 2014-15
Public roads	88,220	2248	1510	1702

Stormwater drainage

Asset class	Written value at 30/6/15 (\$000)	Estimated cost to bring to satisfactory standard (\$000)	Estimated annual maintenance cost (\$000)	Maintenance expenditure 2014-15
Drainage	24,397	0	150	114

Buildings

Asset class	Written value at 30/6/15 (\$000)	Estimated cost to bring to satisfactory standard (\$000)	Estimated annual maintenance cost (\$000)	Maintenance expenditure 2014-15
Public buildings	62,594	863	550	512

Other structures

Asset class	Written value at 30/6/15 (\$000)	Estimated cost to bring to satisfactory standard (\$000)	Estimated annual maintenance cost (\$000)	Maintenance expenditure 2014-15
Other structures	7,714	917	130	122

Legal proceedings summary

Following are details of 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.

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)	381	\$63,975
Companion Animals Act	55	\$12,323
Environmental Planning & Assessment Act	0	0
Protection of the Environment Operations Act	30	\$16,975
Local Government Act	0	0
Food Act	1	\$660
Impounding Act	0	0
Land & Environment Court actions		
Appeals	Result	Cost
	0	0
Prosecutions	Action	Cost
	0	0



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 2014-15. 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 16 June 2014 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 2014-15.

	Minimum	Maximum	Amount adopted by Council
Councillors	\$8130	\$10,740	\$10,740
Additional Mayoral fee	\$8640	\$23,440	\$23,440

In 2014-15 the following fees and expenses were paid:

Mayoral fee	\$22,440
Mayoral vehicle expenses	\$ 3122
Councillor fees	\$96,660
Councillors expenses and provision of facilities (see below)	\$56,282

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	\$6416
Spouse/partner/accompanying person expenses	\$0
Conference/seminar expenses	\$ 49,866
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	\$56,282

Meetings and attendance of Councillors

Council conducted 11 Ordinary Meetings and three Extraordinary Meetings during 2014-15.

	Ordinary meetings attended (11 held)	Extraordinary meetings attended (3 held)
Cr Brian Petschler	10	3
Cr Mark Honey	9	3
Cr Gavin McClure	11	3
Cr Neil Reilly	11	3
Cr Kathy Rice	11	3
Cr Dennis Seage	10	3
Cr Andrew Sloan	11	0
Cr Warren Steel	10	1
Cr Mark Way	11	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 \$273,953

Senior Officers (2) \$401,561

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

Contractor	Goods/services	Amount inc GST
Philip C Young Builders Pty. Ltd.	Refurbish Blowhole Point amenities building	\$285,378
AB-Lock Builders Pty. Ltd.	Construct amenities building Kendalls Beach Holiday Park	\$832,691
Bucher Municipal	Purchase Road Sweeper	\$329,743
Kenpass Pty. Ltd.	Jerrara Dam decommissioning	\$638,890
Kenpass Pty. Ltd.	Factory Lane bridge construction	\$190,300
Kenpass Pty. Ltd.	Union Creek Gerringong bridge construction	\$336,050
Pancivil	Memorial Arch stabilisation	\$265,485

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 has 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 2014-15 financial year, Council issued 91 Pile Burning Permits and 1 penalty notice for a breach of this legislation.

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.



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 2014-15 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 \$1011 in 2014-15.

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 2014-15:

Money granted	
Regional contributions	\$84,816
Festivals	\$104,261
Arts	\$20,143
Community subsidies/donations	\$11,981
Total	\$221,201



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 slightly increased to 9.2% from 8.97% for the previous 12 months. These figures exclude season casual employees, such as our Beach Lifeguards who are employed on short-term contracts for the summer season.

In January 2015, Council introduced its new e-recruitment system for internal and external roles. All applications are now required to go through Council's website and answer questions specific to the position.

We've received positive feedback on the system and our Human Resources team continues to provide assistance to members of staff or the community who do not have access to a computer or the Internet.

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 manage Council's strategic, operational and business activity risk profile.

In December 2014, Council participated in the Continuous Risk Improvement Program (CRIP) Audit.

The audit looked at Council's commitment to risk management and the establishment of the governance and reporting structures to support an effective risk management culture. The audit identified a number of opportunities for improvement and we established a road map for 2015-16.

Our Risk Management team continues to communicate and consult with the business to achieve an integrated risk management framework.

Workers compensation

Due to a reduction in workers compensation claim costs, Council received a premium adjustment refund from its workers compensation insurer (StateCover) of \$160,502 from the 2014 calendar year.

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

Our renewal premium for 2015 was \$722,867, a saving of \$225,104 from the previous year, mainly due to a reduction in compensation costs and injuries.

Incident activity

Council continues to reap benefits of WorkCover's new premium calculation model.

WorkCover's new premium model only include wages paid per claim and is the only variable that can be influenced by Council.

This is favourable because our Risk team have been able to achieve a reduction of claim duration and days lost per claim by about 25% since 2013-14. This is despite a 25% increase in incident notifications and claims in 2014-15.

Using techniques such as collaborative return to work planning with staff and case conferencing with doctors contributed to this encouraging trend.

Work health and safety

Our program of consultation with employees involved in high risk activities and the implementation of safe systems of work continued in 2015. After the success of the program with outdoor workers, we completed a maintenance workshop in early 2015. Work continues with the Waste Depot, Rangers and Leisure Centre.

Historically, manual handling injuries have been the most expensive workers compensation cost for Council and the most significant for employees. Our goal is to eliminate these types of workplace injuries. One step to achieving this goal is to provide staff with equipment that minimises or eliminates risk of injury. Council purchased several vehicle-mounted lifting cranes during 2014-15. It is hoped their use will eliminate future injuries for tasks that involve lifting heavy plant and equipment.

Our risk team continued to provide advice and safety specific recommendations to all sections of Council. This is an important aspect to prevent injuries through job and project design, pre-purchase equipment assessment and problem solving. The cooperation and focus on employee safety by all departments helps in raising safety standards throughout Council.

Trainees, apprentices and cadets

Council's strong commitment to support and develop entry level skills continued in 2014-15.

Our partnership with the Australian Training Company to host carpentry, metal fabrication and heavy vehicle mechanic apprenticeships continued. Employment of a Business Administration trainee in our Corporate Services department also continued during the year.

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 2014-15 Council provided work experience opportunities to local residents, high school, TAFE and University of Wollongong students in:

- construction
- metal fabrication
- mechanics
- library services
- leisure and recreation
- human resources
- marketing and public relations
- business administration
- information technology
- community services and aged care
- environmental services/strategic planning.

We partnered with the University of Wollongong to host the Faculty of Business Internship program once again in the areas of:

- public relations and marketing
- accounting
- management.

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
- 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
- handling difficult people training
- minute-taking training
- leadership training.

Council provided its Study Assistance program to nine employees to support them to study towards formal qualifications.

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.

External bodies that exercised functions

No external bodies exercised functions delegated by Council in 2014-15.

Controlling interest companies

Council held no controlling interest in any company in 2014-15.

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 City Council
Rural Fire Service	Coordinated rural fire management response for Illawarra councils	Shellharbour and Wollongong Councils
Southern Councils Group	Association to combine councils resources and staff skills for political advocacy, joint initiatives, and to maximise efficiencies	Shellharbour, Shoalhaven, Wingecarribee, Wollongong 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 to reduce associated public liability and professional indemnity insurance costs	Auburn, Botany Bay, Burwood, Holroyd, Hunters Hill, Lane Cove, Marrickville, and Rockdale Councils
United Independent Pool	Council membership to maximise property and vehicle insurance efficiencies and to reduce costs	Auburn, Blacktown, Blue Mountains, Botany Bay, Burwood, Camden, Fairfield, Hawkesbury, Holroyd, Hunters Hill, Lane Cove, Liverpool, Marrickville, Parramatta, Penrith City, Rockdale, Shellharbour and Wollongong Councils



Other required information

(under Local Government Act Regulations)

Rates and charges regulation 1999

Rates and charges written off during 2014-15 were:

Pensioner rebates	\$439,779
Other amounts	nil
TOTAL	\$439,779

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 children's activities including:

- learn-to-swim lessons
- swim coaching sessions
- Babygym
- Kindergym
- gymnastics
- Teen gym program
- birthday parties (Pool and Gym Fun sessions)
- school holiday activities.

The Leisure Centre also provided daily child-minding services for parents using the facility.

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

- 'Connect to Reading' themed Book Week activities in August in which 375 students and teachers from local schools attended and participated in readings of award winning titles and library treasure hunts
- popular weekly Story Time sessions offered to toddlers and pre-schoolers during school terms
- school holiday activities ranging from making dream catchers, mosaic picture frames and learning how to knit to a mobile insect demonstration. Extra activity sessions were scheduled to cope with community demand.

A Higher School Certificate (HSC) tutoring day in July provided lectures in subject areas of English, Modern History and Ancient History.

A HSC Lock In took place in October to give HSC students the opportunity to continue studies until 8pm, long after the library had closed for the day.

Regular Story Time sessions were introduced to Gerringong. Sessions are held first Thursday of the month in Gerringong Town Hall supper room. The first session took place in September with a special Teddy Bears' Picnic event. Children, parents and their teddy bears enjoyed the stories and picnic snacks on offer.

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 and on our website.

Within the Customer Service area, customers have the opportunity to openly discuss issues and concerns relating to Council or to move into more private rooms to discuss more sensitive or personal matters.

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.

Community and economic profile information is made available on the website and is easily located on the front page. 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 people 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.

An important advancement was the introduction of a range of modern design e-newsletters and community updates. An increasing number of subscribers are choosing to receive alerts, updates and news electronically. Another significant innovation has been the introduction of free WiFi to the main street of Kiama. This is providing a useful service to users, and the opportunity for Council and Kiama Tourism to share promotions and information.

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 advertising page printed in the local newspaper (*Kiama Independent*) that contained information on Council programs and services.

Council recognises the increasing popularity of other print media sources, in particular *The Bugle*, and is increasing its profile through this publication.

Access and equity

Activities to improve access and equity benefit our whole community and target groups, and help Council to:

- promote fair access to resources and services, particularly for those most in need, to meet essential needs and improve their quality of life
- recognise and promote people's rights and improve accountability in decision making
- give people better opportunities for genuine participation and consultation about decisions affecting their lives.

Throughout 2014-15 Council continued to provide a range of services for the frail aged, people with a disability, and their carers. We began development of a Disability Inclusion Action Plan.

Through Kiama's Dementia Friendly Pilot Project, we're working to identify strategies to support people living with dementia and their carers. Our aim is to help people living with dementia to maintain active participation in community life.

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

Throughout the year, we've improved the range and detail of access information we provide. This includes a listing of accessible services and facilities located throughout the municipality on council's website.

Our Youth Advisory Committee met monthly to understand the needs and issues for young people and to continually review and 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 and 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 2014-15 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 2014-15 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 2014-15.

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 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 2015

	Revenues		Expenses		Operating results		Total assets held (current and non-current)
	Budget \$,000	Actual 2015 \$,000	Budget \$,000	Actual 2015 \$,000	Budget \$,000	Actual 2015 \$,000	Actual 2015 \$,000
Category 1 Business Activities							
Waste Services Collection Unit	3,764	4,454	3,098	3,484	666	970	9,247
Kiama Coast Holiday Parks	7,930	8,243	6,154	6,488	1,776	1,755	17,076
Totals	11,694	12,697	9,252	9,972	2,442	2,725	26,323

Stormwater management services

Over many years, Council and developers have installed enviropod pollution control pits to capture and prevent litter and silt from entering our stormwater drainage systems and natural waterways.

This year, we carried out a comprehensive mapping and condition evaluation to assess the number of enviropods that exist throughout our municipality.

Council stencilled the location of each enviropod with blue marking paint. The number of enviropods found were:

- Minnamurra and Kiama Downs (6)
- Kiama (95)
- Gerringong (30)
- Elambra Estate (102)
- Gerroa (21)
- Jamberoo (15).

Activities Council undertook to reduce stormwater pollution in 2014-15 were the:

- installation and maintenance of public cigarette butt

containers in commercial areas of the Kiama CBD to encourage proper disposal of cigarette butts

- maintenance of 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
- purchase of a footpath street sweeper (using NSW Government *Waste Less, Recycle More* Program funding), which can access more difficult areas within the town centres
- collection of 48.5 tonnes of litter through scheduled litter bin collection
- 'Litter Blitz' patrols completed over three weekends to encourage the use of personal cigarette butt litter bins and to communicate with the public regarding the effects of litter on the municipality
- proactive handling of erosion and sediment control issues at development and building sites, and response to complaints through appropriate regulatory action.

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 2014-15:

- 89 companion animals impounded (dogs/cats)
- 80 returned and/or released to owner (90% of animals impounded)
- no animals impounded escaped
- no animals surrendered to Council
- three animals rehomed (3% of animals impounded)
- six animals destroyed (7% of animals impounded)
- 993 companion animal complaints investigated
- 26 aggressive dogs/dog attacks investigated
- 30 notices to comply issued
- 55 infringements issued (\$12,323 face value).

Data and reporting related to dog attacks

In the 2014-15 financial year:

- 23 aggressive dogs/dog attacks investigated
- 17 required to be reported to Office of Local Government
- no court control orders issued
- no Nuisance Dog Notices issued
- no Dangerous Dog Notices issued.

Funding spent on Companion Animals management and activities

Council's expenditure for Companion Animals management totalled \$210,755.

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 993 companion animal complaints within 24 hours of their receipt, and processed 406 new lifetime registrations.

Cat and dog de-sexing

Council requires all dogs and cats leaving its' pound to be de-sexed. In 2014-15 we supported state-run programs that encourage the de-sexing of cats and dogs.

We also organised a Canine Carnival, which took place on 26 July 2014 to promote the proper care and

management of Companion Animals. This event was attend by more than 1000 dog owners.

Strategies to rehome unclaimed animals

Council encourages local residents to adopt animals that are suitable for rehoming.

We rehomed three of the 9 unclaimed animals impounded in 2014-15.

Off-leash areas

Council offers its residents and visitors nine coastal locations for the off-leash exercise and recreation of dogs (under effective control by their owners) and one river on-leash swimming area.

Our dog off-leash areas are located in:

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

In 2014-15 Council conducted trials of an on-leash dog swimming area in a section of Minnamurra River, off Trevethen Reserve, and an off-leash area at the southern end of Jones Beach, Kiama Downs.

Following the trials, Council adopted both areas as spaces for exercising dogs.

Financial information on Companion Animals funds

Council received \$34,433 in income from the following fees and infringements in 2014-15:

- impounding fees \$190
- microchipping fees \$296
- infringements \$15,785 (actual income including payment of fines issued in previous years)
- registration income from Division of Local Government \$18,117
- sundry income—sale of signs \$45

Council provided a total of \$176,322 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

The *Government Information (Public Access) Act* (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 councils 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 2014-15

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 2015.

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

Access Applications Received—Clause 7(b)

Council received four 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	0	0	0	0	0	0	0	0
Not-for-profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	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)	4	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

*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	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

*More than one public interest consideration may apply 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	0
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)	4
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	4

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*	0	0	0
Internal review following recommendation (Section 93 of GIPA Act)	0	0	0
Review by ADT	0	0	0
Total	0	0	0

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

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

Description	Number of applications for review
Applications by access applicants	0
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 2014-15, Council:

- 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 and provided introductory sessions for Blue Haven Care staff.



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