

## Annual Report 2016-17



# How to contact Council

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Kiama Municipal Council



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## Office hours

Our Administration Building located at 11 Manning Street Kiama is open 8.45 am to 4.15 pm Monday to Friday (excluding public holidays)

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## Community vision

Working together for a healthy, sustainable, and caring community.

## Council Mission

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

## Council Values and Principles

Kiama Council:

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

# Message from the Mayor



**We can celebrate a number of achievements during this year. Working together with the community, community groups, and state and federal agencies we have been able to complete some excellent projects and have been rewarded for our efforts.**

After liaison with all areas of Council and consultation with the community, the *Community Strategic Plan for 2017-2027*, the *Long Term Financial Plan 2017-2027* and the *Delivery Program for 2017-2021* were completed. It is always an exciting time working on these documents to see what Council is capable of achieving over the next ten years.

The hard work that has gone into meeting the key tasks of the previous plans was acknowledged with the *Community Satisfaction Survey* undertaken in July 2016 indicating that less than 4% of residents were not satisfied with work Council does.

Other important plans that have been approved over the year include: *Business of Creative Arts 2017-2020* planning document and the *Disability Inclusion Action Plan*.

I am very proud of our *Dementia Friendly Kiama* project and staff at Council have been acknowledged for their hard work in winning a World Health

Organisation and the Excellence in Community Partnerships award at the 10th National Disability awards.

Council also received the Heart Foundation 2016 Local Government Week award for the *Garden to Table Program* and secured \$50,000 funding for the *Connecting Generations through Healthy Lifestyles* program for youth which has gone on to win the same award in 2017.

We have had some firsts during these 12 months: a very successful inaugural Readers Festival which included Richard Glover and Frank Moorhouse in the line-up; the introduction of Weave an online artist directory; and the World Surfing League holding the World Junior Championships at Bombo in January.

We have been involved in partnerships with various organisations to deliver some amazing local events such as the Kiama Show, KISS Arts, Jazz and Blues Festival, Folk by the Sea, Rugby 7s, Johnny Warren Memorial Cup, NSW surfing competitions, car shows, fun runs, and the list goes on.

Council has also partnered with the Minnamurra Lions Club to construct a whale watching platform at Minnamurra Headland and picnic tables/shelters at Jones Beach. Council staff worked with Kiama Rotary

to construct a new lookout platform at Saddleback Mountain and are currently working with the Kiama Lions to establish a respite house for carers and their families.

We have acknowledged two former local identities by naming the stage in Hindmarsh Park, the Orry-Kelly stage and dedicating land in Gerringong as the Arthur Campbell Reserve.

I was very pleased to see the Department of Planning and Environment approve the planning proposal for the establishment of a Heritage Conservation Area at Pheasant Point, to preserve the character of this area.

During the year Council entered into a contract for the sale of the property on the corner of Akuna Street and Shoalhaven Street together with the Mitre 10 site. Subject to the approval of the Joint Regional Planning Panel, I look forward to watching the development of this project and a second supermarket coming to Kiama.

We have purchased the Kiama Hospital Site to construct the Kiama Aged Care Centre of Excellence. I enjoyed the open day at which residents had a chance to farewell the old hospital before demolition. It was also great to see the new Integrated Primary and Community Health Centre open



in March, meaning the existing community-based outpatient services remain on site.

A major development during the reporting year was the establishment of the in-house Tourism and Events Business Unit to assume responsibility for all aspects of tourism promotion for the Municipality, including those operations that Kiama Tourism had previously managed. The Tourism Advisory Committee comprising industry representatives was established to help guide tourism operations.

We agreed to join the Climate Council's *Cities Power Partnership* which aims to celebrate and accelerate emissions reduction and clean energy projects. Council will agree to five key pledges and receive assistance from a national knowledge hub.

The Surf Beach Flood Risk Management Study and Plan was placed on public exhibition and adopted at the May 2017 Council meeting. This will enable Council to apply for grant funding to implement the flood management and mitigation options recommended in the study.

Council's Community Recycling Centre opened in December 2017. Another successful Bulky Waste Drop-Off event and a Kerbside Clean up Collection were held, along with two Second Hand Saturdays and an OK Organics Kiama Compost Giveaway day.

In September 2016 the Council elections resulted in three new Councillors being welcomed to Council. It is always a steep learning curve and all Councillors have performed well; and of course I was delighted to be elected Mayor.

During the fight against amalgamation it became evident that the reformation of the Central Precinct was warranted. It was pleasing to see the community interest in re-forming this community group and the

first meeting was held in April 2017.

Finally, and most importantly, in May 2017, Council was officially recognised as meeting the NSW Government's *Fit for the Future* criteria. This positive news was a testament to the work of Council staff who embarked on an improvement strategy following the original assessment. The reassessment confirms that the community is in good hands for the future.



**Councillor Mark Honey**  
**Mayor**  
**Kiama Municipal Council**

## Our Municipality

**Council established** 1859

**Population** 22,044 (2016)

**Area** 259 km<sup>2</sup>

**Boundaries:**

City of Shellharbour | City of Shoalhaven | Shire of Wingecarribee

**Full time employees:**

299 (FTE)

**Major towns and villages:**

- Minnamurra
- Kiama Downs
- Kiama
- Jamberoo
- Gerringong
- Gerroa



# Our organisation







## Our results

Our annual report outlines Council's achievements for the 2016-17 financial year in implementing the main actions in its *Delivery Program 2013-17*.

It reports on our financial results for the year ending 30 June 2017 and looks at some of our major or significant achievements over this time.

## Our objectives

Council's *Community Strategic Plan 2013-23* is our overarching 10-year plan for the Municipality.

Priorities and strategies identified under the *Community Strategic Plan*'s four main objectives link directly to the actions and activities in our *Delivery Program* and *Operational Plan*.

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.



# Financial overview and financial statements

## Results for 2016-17

Council's consolidated surplus from continuing operations for the financial year amounted to \$20.732m.

It includes a revenue item (non-cash) for the contribution and discovery of infrastructure assets of \$13.6m mainly relating to the finalisation of the Gerringong Bypass.

Removing capital income from the surplus, Councils operating result for 2016-17 amounted to \$4.077m. This result is an increase of \$3m above the 2015-16 result.

This inflation is partly due to an advanced payment of the Financial Assistance Grant from the Federal Government which will result in reduced grant income being received in the 2017-18 financial year.

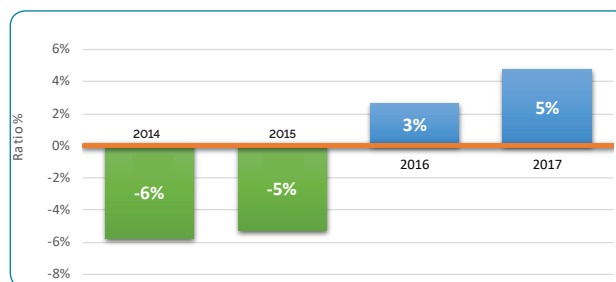
Income Statement Summary	2017	2016
Total Revenue	\$73,953	\$68,513
Less Operating Expenses	\$53,221	\$53,177
Net Operating Result	\$20,732	\$15,336
Less Capital Income	\$16,655	\$14,334
<b>Net Operating Result before Capital Income Surplus/(Deficit)</b>	<b>\$4,077</b>	<b>\$1,002</b>

The simplified Balance Sheet below shows the value of the community's assets as at 30 June 2017 that Council managed. This is calculated by Total Assets – Total Liabilities = Net Community Assets.

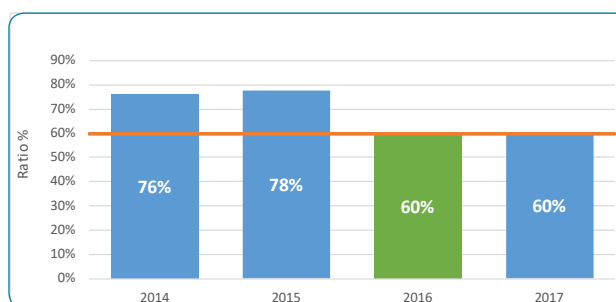
Simplified Balance Sheet Summary	2017 (\$M)	2016 (\$M)
Cash and Investments	39.4	36.4
Infrastructure, Property, Plant and Equipment	357.2	338.0
Receivables and Other Assets	89.2	87.8
Total Assets	485.8	462.1
Payables	75.7	72.0
Borrowings	3.8	4.6
Total Liabilities	79.5	76.6
<b>Net Assets</b>	<b>406.3</b>	<b>385.5</b>

The challenge that all councils face is maintaining the infrastructure assets at a satisfactory level for the community.

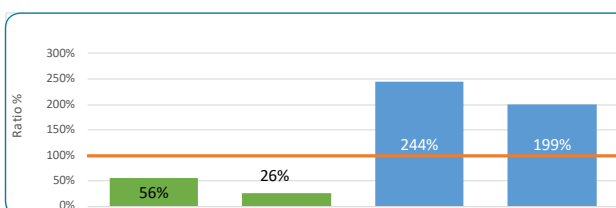
Following are some indicators used to monitor ongoing progress.



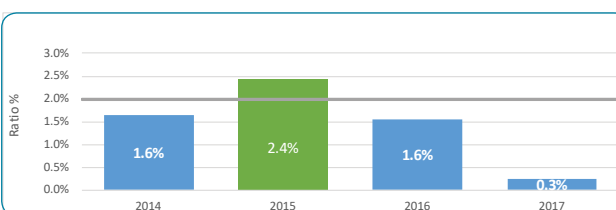
**Operating Performance Ratio** - This ratio measures Council's achievement of containing operating expenditure within operating revenue.



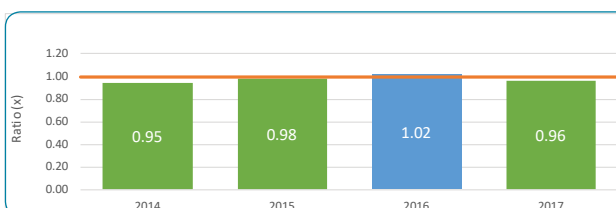
**Own Source Revenue Ratio** - This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.



**Infrastructure Renewals Ratio** - To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating, 2016 and 2017 results have been inflated due to the renewing of assets attached to the Gerringong Bypass.



**Infrastructure Backlog Ratio** - This ratio shows what proportion the backlog is against the total value of Council's infrastructure



**Asset Maintenance Ratio** - Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the infrastructure backlog growing.



A healthy, safe  
and inclusive community





## Encourage and support residents from socially and culturally diverse backgrounds to participate in all aspects of community life

### Community Strategic Plan 1.1

#### 1.1.1 Deliver quality disability services in line with the National Disability Standards and funding agreements

Completed registration as a provider for the National Disability Insurance Scheme (NDIS). With the NDIS rolling out in the Illawarra in July 2017 staff are supporting clients and their carers within the Community Care Support Program to prepare for the transition to the NDIS. This has had an impact on direct service hours which have decreased over the last quarter.

#### 1.1.2 Monitor and improve accessibility in the Municipality

Council has two main mechanisms for monitoring and improving accessibility in the Municipality.

The first being Council's Access Committee which continues to be the main process through which accessibility issues in the community are brought to Council's attention. These are then referred for assessment and appropriate follow-up. The Access Committee meets bi-monthly with a membership that includes five community representatives and representatives from across Council.

The second mechanism is a proactive process based around systematic planning for improving Council services and facilities to be accessible to all people of all abilities. This is achieved through Council's *Disability Inclusion Action Plan* (DIAP). All councils in NSW are required by law to have a DIAP in place that has a range of actions to improve accessibility within their communities that have been identified through a process of consultation with people with disability. Kiama Council completed and registered its DIAP with the

Disability Council of NSW in May 2017. Progress in implanting the DIAP is reported through Councils Integrated Planning and Reporting Framework.

#### 1.1.3 Improve Council collaboration with the Aboriginal Community

Each May Council acknowledges and commemorates Sorry Day by holding a special flag raising ceremony at Council's Administration Centre followed by a concert held at the Pavilion. The concert includes performances from all local primary schools along with a Sorry Day address and indigenous performers.

#### 1.1.4 Provide information to residents from a cultural and linguistically diverse background to participate in community life

Council welcomes people from culturally and linguistically diverse backgrounds to all of its events and continues to support the *Kiama Welcomes Refugee* Committee coordinated by the Kiama North Neighbourhood Centre and also provided funding for the *One World* concert held in Kiama in October 2016. Through its partnership coordinating the Illawarra Interagency, Council has also supported and promoted a range of activities and services specifically aimed at assisting those from a culturally and linguistically diverse background.

#### 1.1.5 Provide a range of flexible and responsive community transport services to the frail aged, younger people with disabilities and their carers and to people who experience transport disadvantage

Community Transport service provision (11,723 trips this year)

continues to exceed funding agreement targets (11,086 trips). Due to demand for increased group outings we have had to use external hire for some trips which has impacted on total number of recorded trips. The Community Transport Program has also been networking with other providers to prepare for the roll-out of the National Disability Insurance Scheme. A client survey is scheduled to be completed in October 2017.

Councils' Community Transport service exceeded funding targets by  
**637 trips**

**89% satisfaction** across all Community Aged Care and Disability services survey September 2016.

## Promote and support a range of social, cultural and artistic activities, practices and programs for creating sustainable health and wellbeing

### Community Strategic Plan 1.2

#### 1.2.1 Promote and support cultural and artistic programs for young people

SENTRAL Youth Services offered a range of programs in this period including:

- Event Management (18 participants)
- Kiama High School volunteers program specialising in developing and creating short films (16 participants)
- Youth Advisory Committee meetings (44 participants)
- Youth concert as part of the Kiama Jazz and Blues festival (150 participants)
- *SENTRAL on the Road* outreach program (35 participants).

#### 1.2.2 Provide access to artistic exhibition space

For yet another year Council's Old Fire Station Art Gallery maintained its 100% booking rate. Fifty-two exhibitions by local artists and community art organisations took place, and there is a waiting list of between 10 and 12 applications for each twice-yearly booking round. An increased number of new and returning Kiama based artists continues to put a greater focus and interest on our Kiama arts industry.

*Art @ the Library* has provided a new free exhibition space where artists can apply for an extended exhibition time of up to one month. This space is negotiable around the library's other activities, but provides valuable additional exhibition opportunity for local artists.

#### 1.2.3 Investigate the provision of a multi-function arts space for the Kiama Municipality

Concept plans have been developed in close negotiation with the Kiama Cultural Board. Expert advice has been sought from existing exhibition and theatre facilities in regard to design and operations.

#### 1.2.4 Implement and support community, cultural and artistic activities and development programs

Council maintained its financial commitment to cultural arts activities and programs by distributing \$19,250 through its Cultural Grants Program and \$750 via its Youth Arts Scholarships.

Distributed funding supported:

- documenting local history
- local artists' skills development
- arts and cultural events
- temporary and participatory public art installation.

In addition to its Cultural Grants Program Council also provided funding towards a range of local events such as Music in the Park, the *KISS Arts Festival*, *Carols by Candlelight* and the *Kiama Jazz and Blues Festival*.

Through its *Kiama Cultural Arts Network*, facilitated by Council's Community and Cultural Development Officer, a range of programs and services are provided that support the ongoing Kiama cultural arts industry and community infrastructure. These include:

- regular artists' gatherings
- *The Weave* artist directory blog site – 361 followers
- Facebook page – 500 followers

*The Weave* artist directory ([www.weaveartists.com.au](http://www.weaveartists.com.au)) now provides Kiama and Shellharbour artists with an online platform from which their products and services can be promoted and sought. *Weave* showcases the diversity and range of arts currently located within the local government area.

#### 1.2.5 Provide a range of library resources, both physical and online, that support our community in recreational and lifelong learning

In the 2016-17 period 2,357 children, babies and adults attended our weekly story time and monthly baby story time

sessions at Kiama Library.

We also made 545 visits to Home Library clients with a variety of library resources including large print books, magazines and DVD's.

A wide variety of library events attracted 2,409 community members over the reporting period, including *Friday Flicks* movie sessions, book launches and *Friends of Kiama* activities throughout the year.

#### 1.2.6 Support the growth and development of Kiama's community groups and service sector

In partnership with Shellharbour and Wollongong Councils, Kiama Council delivered six Illawarra Interagency meetings and one networking event for service providers across the Illawarra region.

Interagency meeting guest speakers included: Shellharbour Aboriginal Liaison Officer, Coordinare, Stepped Care system, Multicultural services panel, Shellharbour Council - Disability Inclusion Action Plan, Dementia Alliance Group – Kiama Dementia Friendly Project, National Disability Insurance Scheme and the NSW Department of Justice.

#### 1.2.7 Pursue opportunities for the development of the Gerringong Library and Museum community facility

The project was successful in attracting two grants, a State Library grant for \$200,000 and one from the Community Development Grants Program for \$1,250,000. Applications are continuing to be made to support the fit-out of the Museum in the new building.

## Develop and implement services and programs that promote health and active lifestyle for residents of all ages, abilities and interests

### Community Strategic Plan 1.3

#### 1.3.1 Maintain and develop Leisure Centre and Jamberoo Pool

The Centre swim school and coaching programs have provided learn to swim, stroke correction and competition training for 5,513 students in 1,275 different classes for 2016-17. Through these programs we have provided a pathway from learn to swim to squad training, and encouraged participation in an important life skill.

The Centre continues to provide around 80 fitness and lifestyle classes each week. This provides our community with a range of options to meet the needs of all fitness levels.

Capital works included the construction of the Spin Room which was completed in August 2016 and the replacement of the computer server was completed in March 2017. Other minor capital replacement items include two air conditioners, and one pool heating unit.

Two major projects: the outdoor fitness area and an upgrade to the second family room have been postponed until the 2017-18 budget period.

#### 1.3.2 Develop, implement and review the Kiama Health Plan

A VIP Farmers market tour was held and funding received to implement an intergenerational cooking program – *Intergen Munch-Out*. *Cooking for Solo Seniors* classes and *Cook, Chill, Chat* program conducted. Composting workshops were held and bokashi buckets, worm farms and compost bins were distributed to participants. Guidelines to establish Community Gardens were prepared. The Health Plan reviewed internally with an external review to be conducted in the second half of 2017.



#### 1.3.3 Provide support to Kiama and Districts Sports Association to ensure equitable access to Kiama's sporting facilities

Council has provided funding to support the Kiama District Sports Association and the local sporting facilities. This year Gerringong Rugby League Club has constructed a perimeter fence around the football oval to improve public safety, better manage crowds on game days and improve the security of the site.

#### 1.3.4 Ensure membership of the World Health Organisation's (WHO) Healthy Cities Program is maintained

Kiama Council continues to utilise the World Health Organisation (WHO) framework

for Healthy Cities to base our planning and implementation of strategies and actions contained within our Health Plan. Activities that fit within this framework include among many others: running the *Healthy Cooking for Solo Seniors* program, the *Breast Feeding Friendly Project*, the *Garden to Table* program and the *SENTRAL Intergen Munchout Program*. Other activities include environmental education and waste reduction programs, through to participating in partnerships and networks across the region and nationally such as participating in the Australian chapter of the International Alliance of Age-friendly Cities.



## Plan for and support our Ageing Population

### Community Strategic Plan 1.4

#### 1.4.1 Provide residential aged care, including dementia specific care

Blue Haven Care operated at approximately 96% occupancy throughout the reporting period. Enhancement projects in the Mackellar dementia wing, included a wall mural in the dining room, sensory area and garden improvements. Activity programs were expanded in the facility supported by a large increase in the number of volunteers.

#### 1.4.2 Redevelop and expand the Blue Haven Aged Care Facility

The purchase of the old Kiama hospital site was finalised in February 2017. A successful Open Day was held for members of the public to view the hospital following its closure and prior to demolition work commencing with approximately 500 community members attending. All buildings except for the heritage listed *Barroul House* have now been demolished and the site is being remediated in preparation for the construction of the new Kiama Aged Care Centre of Excellence.

#### 1.4.3 Ensure the provision of suitable Independent Living accommodation for seniors in a financially sustainable manner

Council continued to provide a range of Independent Living Unit (ILU) accommodation at its existing Blue Haven Village, in addition to progressing its plan for the construction of an additional 59 ILUs at the proposed Kiama Aged Care Centre of Excellence.

#### 1.4.4 Deliver quality aged care services to older people in the community across the Shoalhaven, Kiama, Shellharbour and Wollongong areas

Services have continued to be delivered across the region while undergoing changes in line with new legislative and funding requirements. Aged Care Packages became fully portable in February 2017 allowing clients to move freely between providers, creating a competitive market place in aged care. This has impacted on our Package numbers and we currently have 107 Level 1-4 Packages. This change also allowed Blue Haven Care to commence delivering Level 3 and 4 Packages in addition to Level 1 and 2. Most services have operated at full capacity with some having to be closed to new referrals at times.

With the introduction of My Aged Care, client numbers within the Commonwealth Home Support Program have increased significantly (currently 660) which has meant that the program has exceeded direct service provision in most areas.

All reporting requirements have been submitted to funding bodies and a client survey is scheduled to be completed in October 2017.

## For the future: Building a Centre of Excellence

Work has continued throughout 2016-17 to create the future Kiama Aged Care Centre of Excellence. The purchase of the hospital site was finalised in February 2017. On 10 March 2017, Member for Kiama, Mr Gareth Ward, opened the new Integrated Primary and Community Health Centre on a portion of the original site. The completion of the new centre allowed the existing hospital to be vacated, as services moved into the new facility.

An Open Day was held on 11 March for members of the public to view the hospital following its closure and prior to demolition work commencing. The event was supported by the Kiama Hospital Women's Auxiliary, Kiama Country Women's Association and Kiama Rotary. Approximately 500 community members attended, with many having an association with the hospital as a staff member or patient.

All buildings except for the heritage listed *Barroul House* have now been demolished and the site is being remediated in preparation for the construction of the new facilities.



## Plan for and support Young People

### Community Strategic Plan 1.5



#### 1.5.1 Provide support for young people with career planning, training and employment seeking

Along with providing information and assistance on job seeking, resume writing and external training opportunities to young people and their families accessing the service, SENTRAL provided programs focusing on skills development, gaining knowledge and capacity building. These programs included:

- *Munch Out* – providing education on nutrition and food psychology (55 participants)
- Barista training (17 participants)
- Young Men's Program – focusing on personal development, resilience, goal setting and confidence building designed to increase personal capacity (25 participants)
- Young Women's Program – focusing on personal and skills development along with resilience and capacity building (21 participants)
- Youth Engagement meeting – providing information on a range of employment and training opportunities through Kiama Council (22 participants)
- Working with Wollongong University Interns to develop a business plan for a future Café at Blue Haven
- Kiama High School volunteers program focused on developing participants' skills in multimedia and creating short films

#### 1.5.2 Develop and maintain partnerships with local schools

#### to provide health and wellbeing based initiatives and programs

SENTRAL continued to partner with Kiama High School on a range of programs designed around personal development, increasing resilience, early intervention and skills development. These included:

- Young Men's Program (25 participants)
- Young Women's Group (21 participants)
- Kiama High School (KHS) Volunteers (16 participants)
- Elite Fitness sessions (18 participants)
- Youth Worker at KHS program (48 participants)
- Youth Advisory Committee meetings (44 participants)
- Youth Engagement meeting (27 participants)
- Year 9 Welfare Day (180 participants)
- *Speak, Share, Change* youth forum (45 participants)

SENTRAL Youth Workers also presented a *Year 6 Emotional Transition Program* to Kiama, Gerringong, Minnamurra, Jamberoo and St Peter and Paul Primary Schools engaging 150 students.

#### 1.5.3 Enhance and develop young people's skills through the provision of targeted programs and a drop-in service

During the 2016-17 financial year 2,553 young people accessed services, programs and events at SENTRAL. These included:

- 923 young people accessed the Drop In service
- 1,630 young people engaged in programs, events and activities organised by SENTRAL.

Programs on offer during this period included:

- Young Men's Program
- Young Women's Group
- Event Management
- SENTRAL Fitness

- SENTRAL Yoga
- SENTRAL Elite Fitness
- *Munch Out*
- Youth Advisory Committee
- Youth Engagement meeting
- SENTRAL on the road
- Youth Week *Speak, Share, Change* Forum
- Kiama High School volunteers
- Youth Worker at Kiama High mentoring program
- Year 9 and 10 Welfare Day
- Barista training
- Youth Jazz and Blues Concert
- *Year 6 Emotional Transition Program*

#### 1.5.4 Carry out a program of renovations to improve Youth Centre facilities

Stage one of the renovation works on SENTRAL Youth Centre has been completed. Drawings for the construction of an outdoor eating pavilion have been completed and approved, with work to commence in September 2017.

### Completion of renovation works to SENTRAL Youth Centre

Receiving  
**\$50,000**  
from the NSW Government Youth Opportunities grant to implement an *Intergenerational Munch Out* program

A huge increase of user statistics, almost  
**tripling user stats**  
from previous period.



## Recognise and promote community safety throughout the Municipality

### Community Strategic Plan 1.6

#### 1.6.1 Provide a beach lifeguard service at designated beaches within the Municipality

Council patrolled seven local beaches in accordance with its Beach Lifeguard Service program during the 2016-17 Summer swimming season (September to April at Surf Beach and the summer school holiday period for Jones, Kendalls, Bombo, Werri, Easts and Seven Mile Beaches).

There were 385,651 beach visits to our patrolled beaches during the season, an increase of 51,743 or 15.5 per cent on the previous season.

In December 2016 Council received a grant valued at \$31,900 to purchase a Surveyor Junior Observation Tower under the New South Wales Government's Observation Tower Grants Program.

The tower was installed in late December, just in time for the World Surf Leagues' World Pro Junior competition at Bombo Beach.

The 2016-17 season also saw the roll out of *Project AIRSHIP* (Aerial Inflatable Remote Shark Human Interaction Prevention), which was trialled over the six-week holiday period.

The initial results have proven to be encouraging. The NSW Department of Primary Industries contributed \$5,000 towards the initial trial of the AIRSHIP.

Project AIRSHIP has also attracted funding from the US-based Save Our Seas Foundation.

This grant will be put towards improving the camera system and refining the maximum wind speed capability of the airship. The new and improved system will be trialled again next summer.

#### 1.6.2 Provide annual Surf Education Awareness program in local primary schools

Council's professional supervising beach lifeguard returned to the classroom this year, delivering eight Surf Education Awareness sessions to 1,100 local primary students at four local schools in September 2016—just in time for the summer swimming season.

Council continued to roll out its new surf safety material including a surf safety activity book and a surf safety info card with detailed maps of all patrolled beaches and safety messages in 15 different languages.

The new material has been distributed to Council's five holiday parks and to local primary schools.

385,651

beach visits  
(333,908 in 2015-16)

83 ocean  
rescues  
(84 in 2015-16)

253 first aids  
(203 in 2015-16)

5,154  
preventative  
actions  
- swimmers and craft  
(4,494 in 2015-16)





### 1.6.3 Enforce and comply with public health and safety legislation

#### **Food Act and Food Safety Standards**

- Food Register maintained and annual NSW Food Authority Activity Report submitted by due date
- 14 food safety complaints received and 100% actioned within required timeframes
- 233 initial food premises inspected, 18 reinspected
- 67 new or renewed temporary applications processed.

#### **Public Health Act**

Council maintained its register of skin penetration, public water supply, cooling towers and warm water systems to ensure it is updated and compliant.

- all Council public swimming pools testing completed to schedule
- 33 public health complaints investigated and actioned within 7 days.

#### **Onsite Sewerage Management Systems**

- 162 high risk systems inspected; 155 (95%) compliant
- 7 high risk systems found to be defective and Council directions given to rectify them
- 119 low risk systems inspected; 100 (64%) compliant
- 19 low risk systems found to be defective and Council directions given to rectify them.

#### **Nuisances - Overgrown land**

- Overgrown land notices issued to 115 property owners

#### **Parking and Traffic Management**

- 831 customer action requests received with 100% investigated within seven days, including 29 abandoned vehicle incidents investigated and finalised.
- mandatory annual report prepared and submitted on time to NSW Office of Local Government

870  
scheduled  
parking patrols and  
590  
random  
parking patrols  
carried out

- 1,460 parking patrols conducted and 296 infringements issued totalling \$73,957.

### 1.6.4 Implement community safety and injury prevention programs and education

Council remains committed to protecting public health and safety with 373 views by local food industry employees of the *I'm Alert* online food safety training that Council promotes.

Council produced four quarterly electronic Food Safety Newsletters and issued 45 electronic food recall alerts to all food premises in the Municipality and interested members of the public who have registered for alerts.

Weekly Beach Watch water quality testing undertaken by Sydney Water Corporation commenced at Jones Beach, Bombo Beach, Surf Beach, Warri Beach and Seven Mile Beach during April 2017. Samples taken were compliant with guidelines during October 2016 to April 2017.

### 1.6.5 Facilitate emergency management planning, response and recovery

A further review of the Kiama Local Emergency Operations Centre Standard Operating Procedures was completed in June 2016 following a major storm event earlier in that month.

Council continues to meet

its obligations under the *State Emergency Act* and further updates, improvements and testing of the *Emergency Management Plan* will continue to ensure the safety and wellbeing of the general public.

### 1.6.6 Facilitate Local Road Safety and Traffic Committees

All Local Traffic Committee meetings were scheduled and attended on a monthly basis. All traffic requests have been considered and recommendations developed and implemented as required.

### 1.6.7 Develop and implement a Crime Prevention Plan

The Crime Prevention Plan continues to be implemented with plans developed over the past 12 months to expand the CCTV system to the Kiama Harbour. The expansion of the system will take place over the 2017-18 period.

## Encourage and support volunteering opportunities to support the community

### Community Strategic Plan 1.7

#### 1.7.1 Provide and promote volunteering opportunities within the community and Council operations

Volunteers continue to be active across a range of Council activities. Blue Haven Care has approximately 70 active volunteers involved in community transport, social groups and outings, and providing individual support to community clients and residents of the Blue Haven Care Home.

Volunteers are also active in the Library and Family History Centre, SENTRAL Youth Services and on a range of Council advisory committees such as the Access Committee, Cultural Board, Blue Haven Advisory Committee and Planning Committee.

Opportunities for volunteering are promoted at a range of community events and through pamphlets and social media.

### Be a volunteer

Every year, local volunteers continue to provide an important service to our community by helping with:

- library services including Council's Home Library service
- Kiama's Family History Centre
- Youth Services
- Environmental Services (*Clean up Australia Day*)
- Blue Haven Aged Care Facility
- community transport
- community respite
- centre based day care
- social support
- various Council Advisory Committees

If you are interested in volunteering opportunities we may have, please contact Council on (02) 4232 0444 or [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au)





Well planned and managed  
spaces, places and environment





## Maintain the separation and distinct nature of the towns and villages of our local area

### Community Strategic Plan 2.1

#### 2.1.1 Implement and review the Urban Strategy

The Urban Strategy is a working document and is reviewed in conjunction with the Regional Strategy and each request for a Planning Proposal. Annual Reporting on the monitoring of urban development was completed for the NSW Department of Planning and Environment.

## Encourage our community to adopt sustainable lifestyle practices that support the environment

### Community Strategic Plan 2.2

#### 2.2.1 Implement and support environmental and sustainability education programs and initiatives, including those identified in the Kiama Health Plan

One hundred and seven residents participated in our nine composting workshops. Twenty-five composting bins, 20 worm farms and 46 bokashi systems were distributed.

Surveys of participants revealed 78% were very satisfied and 21% were satisfied by the workshops, with 56% very confident and 40% confident with starting composting after attending.

## Ensure our natural and built environments are adaptive to climate change impacts

### Community Strategic Plan 2.3

#### 2.3.1 Consider climate change impacts and hazards and implement actions

The Crooked River and Minnamurra River Coastal Zone Management Plans were both submitted to the Minister for Planning and Environment for certification.

A Catchment and Flood Risk Management Committee was established in February 2017 to oversee the implementation of the Coastal Zone Management Plans and Flood Risk Management Studies.

The NSW Local Land Services funded Coral Tree Removal Program was started in November 2016, with Stage 1 of the removal of coral trees at the site in Gainsborough adjacent to the salt marsh and mangrove flats of the Minnamurra River. Stage 2 of the removal was completed in February 2017, and replanting of the site commenced with eucalyptus species and Swamp Oak (*Casuarina glauca*) planted out over the Stage 1 removal site. Stage 2 was planted out with the assistance of Kiama High School students for National Tree Day in late July 2017. Follow-up weeding and coral tree poisoning will complete the project in late 2017.

The Minnamurra Wetlands weed control program, with funding through NSW Local Land Services, was completed in June 2017. The project included 46 days of weed control by Conservation Volunteers Australia bush regeneration crews, completed over a two-year period from July 2015 to June 2017. Major project outcomes included primary weed control completed over 3.5 hectares of wetlands, removing dense infestations of asparagus fern and other weeds including moth vine, Norfolk Island hibiscus, cape ivy, bridal creeper and turkey rhubarb. A total of 227 volunteers participated in weed control activities on the site over the project which totalled approximately 1,362 hours.

Kiama Council has been

granted a licence for the extraction of leachate contaminated groundwater at the former Minnamurra landfill site, to be irrigated over the vegetated landfill mound to remediate the affected groundwater and prevent the leachate impacting Rocklow Creek and the Minnamurra River. The leachate remediation will be completed over an estimated timeframe of five years, with installation carried out in late 2017.

Protect and maintain environmentally significant natural areas on public and private land in a sustainable manner

#### Community Strategic Plan 2.4

##### 2.4.1 Enforce and comply with environmental legislation and develop and implement management plans, programs and actions

Work was undertaken to develop Council's State of the Environment Report, which is included as an attachment to this Annual Report.

##### Tree Management Applications and Illegal Clearing

- 248 Tree Management Applications received; 154 approved, 35 part approved, 49 refused, 10 pending
- 491 Customer Action Requests received and processed
- all 9 complaints of alleged illegal tree removal and clearing of vegetation were investigated within seven working days, 1 penalty infringement notice issued.

##### Protection of the Environment Operations Act (Pollution Incidents)

- all 111 pollution complaints investigated within timeframes (26 for water pollution, 38 air pollution, 47 noise)
- 2 infringement notices issued with a value totalling \$2,500
- 20 Notices and Orders issued
- all 27 permits to create smoke issued within timeframes.

##### Illegal dumping

- 154 illegal dumping complaints received and all investigated within seven days
- 62 patrols of hot spots with 31 incidents reported and investigated
- 22 illegal dumping infringement notices issued

and 4 penalty infringement notices issued, totalling \$6,750 in fines

- Kiama *Litter Blitz* education program conducted during December and January 2017.

Maintain and enhance biodiversity on public and private land

#### Community Strategic Plan 2.5

##### 2.5.1 Implement biodiversity education and on-ground activities

Council organised an annual National Tree Day event in August 2016, with approximately 220 high school students and teachers planting trees at sites across the Kiama Local Government Area. Council organised sites for planting at Seven Mile Beach, Bombo Headland, the Hillside Landcare site at the Kiama Quarry Sports fields and Spring Creek.

Council organised a *Bats of the Kiama Local Government Area* talk and walk presented by local bat expert Gary Daly, in April 2017. The workshop was

aimed at raising awareness of bats in our local environment and their importance to the wider ecosystem, with particular emphasis on flying foxes due to the two small colonies which had set up in Bonaira Native Gardens and Spring Creek Reserve. The walk and talk was well attended with 25 participants in attendance.

In partnership with Conservation Volunteers Australia, a low and no chemical weed control workshop was held at the North Kiama Neighbourhood Centre with demonstrations of control techniques in the nearby reserve.

Council received

**\$25,356**  
in regional illegal  
dumping investigation  
grant funding.





## Promote sustainable land use and diversification of agricultural activity Community Strategic Plan 2.6

### 2.6.1 Identify, research and where practical, implement in partnership diversified agricultural opportunities

Council is a founding member of the Sydney Peri-Urban Network and actively participated in the formulation of an action plan in May 2016.

Council's Development Control Plan and policies have been reviewed in conjunction with this plan to ensure that they best support the intention of the Kiama Local Environment Plan (LEP). Development is carried out in accordance with LEP requirements and policy.

Council supports the retaining of rural lands in the NSW Government's adopted Illawarra/Shoalhaven Regional Plan. All current policies remain contemporary.

## Recognise and protect our heritage

### Community Strategic Plan 2.7

#### 2.7.1 Ensure the natural and built environment is maintained in accordance with heritage and legislative requirements

Council referred 27 development matters to a heritage advisor during the 2016-17 financial year.

## Provide supportive environments that encourage a healthy and sustainable lifestyle

### Community Strategic Plan 2.8

#### 2.8.1 Develop, implement and promote infrastructure, policies and programs that support a healthy and sustainable lifestyle

Council created and organised the following health and sustainability programs during 2016-17:

- *Kiama Breastfeeding Friendly Project* to support breastfeeding parents
- *Cooking for Solo Seniors* to increase seniors' knowledge and skills in providing nutritious meals for themselves and to broaden their social networks and connections within the community
- VIP Market Tours of Kiama's weekly Farmers Market to promote locally grown food
- A six-week *Cook, Chill, Chat* program that began in November 2016
- Facilitated two Kids Cooking Classes with 20 participants in each.
- Ran a nine-week outdoor fitness program at Werri Beach
- Helped plan and stage a partnership event with Food Fairness Illawarra, that included Wollongong and Shellharbour Councils which celebrated and promoted fair and sustainable food practices across the region, was held 18 October 2016 at Wollongong Town Hall.
- Established a Health and Sustainability Grants Program to support initiatives across The Local Government area to improve knowledge and skills within the community around health and sustainability.





Ensure the principles of sustainable development and legislative compliance underpin our land uses and the design of our buildings and subdivisions

**Community Strategic Plan 2.9**

**2.9.1 Comply with Development Regulation**

Council received 388 Development Applications in addition to 82 Modified Development Applications and these were determined in a 51-day average processing time. Staff shortages, complex applications and a substantial increase in application numbers contributed to the increase in processing time (43 days in 2015-16).

For the 2016-17 period, 310 Construction Certificates were issued in the Kiama Municipality, of which 235 were issued by private certifier (311 issued in 2015-16, 209 by private certifier).

**2.9.2 Ensure Council's Local Environment Plan and Urban Strategy are current and incorporate the principles of sustainable development**

Our Local Environment Plan and Urban Strategy incorporate sustainable development principles. Amendments are made in response to emerging research and best practice principles, of which none were required during the year.

**2.9.3 Prepare and process planning proposals in a timely manner in accordance with the Environmental Planning and Assessment Act requirements**

All planning proposals have been advanced in accordance with statutory requirements and Council policy. Three Local Environment Plan amendments were issued in 2016-17.

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

**Community Strategic Plan 2.10**

**2.10.1 Manage the road infrastructure for the community by the implementation of the Road Asset Management Plan actions**

During 2016-17 Council completed all road improvement works in accordance with the endorsed work program. This included commencement of the Carrington Falls bridge replacement, which is due to be completed in November 2017.

Council completed and fully funded 100% of its 2016-17 road renewal works identified in its Roads Asset Management Plan for 2016-17.

**2.10.2 Manage footpaths and cycleway infrastructure for the community by the implementation of the Shared Pathway Asset Management Plan actions**

Footpath work was completed in the Gerringong CBD area and the Jamberoo Valley Cycleway up to Browns Lane Jamberoo.

Council fully funded its 2016-17 footpath renewal program, with the only renewal work not completed being the Boneyard Reserve shared path due to delays with land slip works on Sydney Trains owned property. Council is continuing to work with Sydney Trains to ensure that the land stabilisation work is completed prior to the commencement of the final restoration of the existing cycleway.

Effectively manage the drainage network to cater for current and future generations

**Community Strategic Plan 2.11**

**2.11.1 Manage drainage infrastructure for the community by the implementation of the Drainage Asset Management Plan actions**

Design works to deviate Collins Street stormwater pipe were completed.

Council has completed some maintenance work of the Collins Street stormwater to minimise the risk of any localised flooding.



Effectively manage recreation and open space infrastructure to cater for current and future generations  
**Community Strategic Plan 2.12**

**2.12.1 Manage recreation and open space infrastructure for the community by the implementation of the Recreation and Open Space Asset Management Plan actions**

At Blowhole Point four new picnic shelters were constructed, with new picnic table sets and two new electric barbeques added to the amenity of the area around the Blowhole Reserve. Two new shelters and picnic tables were constructed at Jones Beach playground. A shower, water station and dog bowl were installed at south Bombo Beach. A new fish cleaning bench with canopy and lights was installed at Gerringong Boat Harbour. A small playground with slide, rocker, see-saw and climbing net were added to the new housing estate at Merrick Circuit Cedar Grove.

**2.12.2 Pursue opportunities for the implementation of the Kiama Harbour Plan of Management**

Detailed designs and estimates were completed for the renewal of the crib rock retaining wall at Kiama Boat Harbour ramp. The work has now been programmed to be completed in early 2018 after the school holiday period.

New bin enclosures and energy efficient lighting for the area were ordered and have been installed near the new outdoor shelter and BBQ facility at Blowhole Point.

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

**Community Strategic Plan 2.13**

**2.13.1 Manage community buildings by the creation and implementation of the Community Buildings Asset Management Plan actions**

Council approved the 2016-17 Community Buildings Infrastructure Renewal Program which is fully funded by Council. Council has been actively pursuing funding grants for the improvements of the Kevin Walsh Oval amenities.

Detailed design and concept plans for the Jamberoo pool has been prepared and work is expected to be completed by early December 2017 and capital works were completed on the existing amenities at Black Beach.

**2.13.2 Manage other assets and infrastructure by the creation and implementation of the Other Assets and Infrastructure Asset Management Plan actions**

Council approved the 2016-17 Other Asset and Infrastructure Renewal Program, which Council fully funded. All work has been completed in accordance with the work program.

**2.13.3 Manage Dam Infrastructure to comply with Dam Safety Act**

Jerrara Dam is now decommissioned; however, Council continues to monitor Fountaindale Dam in accordance with the *Dam Safety Act*.

Council continues to seek funding opportunities from the NSW Government to complete further studies on the dam's condition and potential risks, and to determine ongoing inspection and compliance requirements.

**2.13.4 Investigate options to achieve compliance with Dam Safety Act and future development opportunities for Jerrara Dam**

Jerrara Dam decommissioning completed. In February 2016 Council received confirmation from the NSW Dam Safety Committee that the dam has been de-prescribed.





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

### Community Strategic Plan 2 .14

#### 2.14.1 Manage waste and recycling in accordance with adopted plans

Council achieved collection of all garbage, recycling, organics and clean-up materials on nominated service days to schedule.

##### **Waste Facilities, Services and Programs**

Annual Household Bulky Waste Drop Off Event was held 10-18 September, 2016. A total of 1,200 households attended the event with 283.24 tonnes of material dropped off and 132.53 tonnes sent to landfill, representing 53% resource recovery rate.

Annual Household Kerbside Clean Up Collection was held in March 2017 for waste zones in the urban area with a total of 219 tonnes of waste collected and 98 tonnes of metal recycled which represents a 44% resource recovery rate.

Council's Community Recycling Centre (CRC), partly funded from a NSW Environmental Protection Authority's Waste Less Recycle More grant, was officially opened on 20 December 2017 by Mr Gareth Ward MP, Member for Kiama. Over twelve hundred cars had visited the CRC, and 0.342 tonnes of eligible materials were collected, as at 30 April 2017.

Approximately 5,000 people and 229 stallholders attended Council's Second Hand Saturday events held in September 2016 and March 2017.

Twelve hundred volunteers (including four schools) attended ten supported Clean Up Australia Day events and collected approximately one tonne of waste and 0.4 tonnes of recyclables.

As of 1 July 2016, all zones within the urban area are receiving the OK Organics Kiama



waste service. After 12 months, results show that there is a 42.78% reduction in waste going to landfill when compared to pre OK Organics Kiama. A total of 76% of all waste received from the urban area is recycled.

With the support of Council, Kiama Boomerang Bags group was established in March 2017 with 151 local community members involved in the making of Boomerang Bags using recycled materials, to provide a free, fun, sustainable alternative to plastic bags.

A Memorandum of Understanding between Kiama Council and Kiama Farmers Market was established on 7 June 2017 ceasing the provision of disposable plastic bags, plastic straws and polystyrene food packing including clam shells, cups and plates. A partnership formed with Kiama Boomerang Bags enables shoppers to obtain these bags for free from their stand set up at each market.

The first annual OK Organics Kiama Compost Giveaway Day was held in May 2017. A total of 40 tonnes of compost produced from the food and garden organics collected from the urban waste zones was bagged and given away to residents throughout May with bags still available for residents who frequent the Community Recycling Centre.

As part of the Illawarra Pilot Joint Organisation (IPJO) litter reduction program, monthly litter clean ups were conducted at Surf Beach and Bombo Beach. This was funded from a NSW EPA Waste Less Recycle More Grant.

### **2016-17 NSW EPA Better Waste and Recycling**

Fifteen public place double-bin enclosures were installed at Kiama Blowhole Point Reserve and Kiama Harbour.

Funding was used to establish an OK Organics Kiama Green Team to assist with the roll-out of the new waste service to urban areas.

Council contributed \$9,000 to fund the appointment of an *Illawarra Food Hub* coordinator for 12 months to support the expansion of food rescue in the region and increased infrastructure was given to the Illawarra Pilot Joint Organisation (IPJO). Due to unforeseen circumstances, this project has been delayed with a status report yet to be provided by IPJO at the time of writing.

### **Waste recycled, composted, landfilled**

- 14,514.59 tonnes of total waste collected from residential, rural, commercial, parks and gardens, kerbside collection, Household Bulky Waste Drop Off, illegal dumping, Community Recycling Centre and Minnamurra Waste and Recycling Facility
- 74.25% (10,777.08 tonnes) of total waste was recycled. This includes waste from residential, rural, commercial and Community Recycling Centre. Of this 4,385.61 tonnes were made up of OK Organics Kiama food and garden organics collected as part of the kerbside waste service, and green waste drop off at the Minnamurra Waste and Recycling Facility.
- 25.75% (3,937.51 tonnes) of total waste was disposed of at landfill
- 74.25% of total waste recycled or processed and composted – a 9% increase from the previous year
- 4,385.61 tonnes of food and garden organics processed at Soilco facility.

### **2.14.2 Upgrade waste and recycling infrastructure, processing and disposal facilities to align with new collection and processing systems and licence requirements**

Project was placed on hold to allow negotiations with Shellharbour City Council regarding a reduced landfill disposal fee. However Shellharbour City Council advised no reduction in landfill disposal fees will be provided. Transfer Station capital works project to recommence in 2017-18.

### **2.14.3 Ensure compliance with legislative requirements specific to waste management**

All waste management legislative compliance achieved for the 2016-17 financial year.

Ensure the maximum multi-purpose use of our community's buildings and facilities  
**Community Strategic Plan 2 .15**

### **2.15.2 Ensure Section 94 Developer Contributions Plans and Voluntary Planning Agreements are aligned with community development plans**

Council spent \$735,000 of Section 94 Funds which were distributed in accordance with endorsed plans.





## A diverse, thriving economy





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

### Community Strategic Plan 3.1

#### 3.1.1 Undertake initiatives to promote and support business development and growth in the local area

This year Council organised 12 Kiama Small Business Forum events. They covered a variety of topics, with the most popular being the Digital Media workshops and the NSW Government funded *Back to Business* week event.

The Red Hot Summer tour was again held with in excess of 5,000 people attending even though the event was rescheduled due to inclement weather. Organisers of the hugely successful event were pleased with this result and quickly rebooked the venue for 2018.

The assistance for new business was again strong, and in particular assistance to businesses with funding applications was particularly high. Providing support through the *REMPAN Economic Modelling* system was in demand and enabled local business to predict the impact of their project. The *REMPAN* system has also provided valuable input to Council's funding applications and provides valuable information regarding the economic value of events to the region.

Twenty-six newsletters were distributed to 471 businesses and individuals advising of upcoming events, grant funding opportunities, regional business development activities, and networking event opportunities.

Council sponsored a number of events such as the *Deep*

*Winter* agribusiness conference and the Illawarra Business Awards.

New members to the Kiama Economic Development Committee were inducted in October with seven meetings held during the reporting period. The Committee continued to focus on important projects such as the Bombo quarry and the identification of future employment lands within the Municipality.

## Develop opportunities to increase economic output of rural lands

### Community Strategic Plan 3.2

#### 3.2.1 Support and promote the productive use of local rural land

Council has established an agri-project working group to advise primary producers who are looking to expand into farm gate enterprises or other value adding activities. The group has met on a number of occasions to meet with agricultural land owners to assist them with expanding their businesses or diversifying their income to promote the long-term financial viability of agricultural land uses.

## Investigate and facilitate employment land and infrastructure to support business growth

### Community Strategic Plan 3.3

#### 3.3.1 Provide appropriate employment land to meet current and future needs

Council meets on a quarterly basis with the NSW Department of Planning and Environment. These meetings are part of our membership of the Illawarra Urban Development Committee, which is reviewing the supply of employment lands on a local and regional basis. No planning proposals relating to employment land were commenced or finalised during the reporting period.





Recognise and support Council's role as a significant employer and purchaser of goods and services within the local area

#### **Community Strategic Plan 3.4**

##### **3.4.1 Support the training and development needs of the local community with work placement, traineeships, apprenticeships and cadetships to meet operational needs**

Council's strong commitment to supporting and developing entry level skills continued in 2016-17. Our work experience program continued with a range of high school and tertiary education placements being hosted during this period. Council has supported participation in work experience placements according to the student's areas of interest and areas of study. Placements have been hosted across a range of Council sections including the Kiama Leisure Centre, Blue Haven Care, Community and Cultural Development, Library Services, Information Technology and Works.

We have continued our long-standing relationships with Kiama High School and the University of Wollongong to ensure that students can meet the requirements of studies, whilst gaining valuable hands on experience in the workplace. We continue to give preference to students who study at Kiama High School, or who reside within the Kiama Municipality.

We have also continued our partnership with the Australian Training Company to host apprenticeships in the areas of carpentry, automotive (heavy vehicle) and engineering (fabrication). Council has a proud history of success in the role of Cadet Engineer and we have continued to support the employment of this position to support the delivery of services through our Design and Development section.

Actively engage Federal, State, Local Government and business organisations to develop and promote Kiama's economic and employment opportunities

#### **Community Strategic Plan 3.5**

##### **3.5.1 Maintain and develop economic partnerships with Government agencies and business organisations**

Council is proactive with our many government partners and business organisations. Over the 2016-17 period our involvement included:

- Major sponsors of the Illawarra Business Awards
- Judging the 2016 South Coast Tourism Awards
- Active participant in the Defence Study Project
- Involved in the Youth Employment Strategy Steering Committee
- Sponsored the *Deep Winter* agribusiness conference
- Induction of new Economic

Development Committee representing all sectors of the local economy

- Ongoing liaison and advocating for the future of the Bombo quarry with relevant stakeholders
- Support and assistance for the Kiama and District Business Chamber Mayoral Breakfast
- The lodgement of funding applications for projects within the Kiama Town Centre
- Continued liaison and facilitation of leads with NSW Government partners for future funding opportunities
- Ongoing interaction at board and project level with Regional Development Australia (RDA) Illawarra.



## Encourage and support tourism in the Kiama Municipality

### Community Strategic Plan 3.6

#### 3.6.1 Coordinate the management of Kiama Coast Holiday Parks as viable business entities

Council's five holiday parks (Kiama Coast Holiday Parks) continued to offer guests a range of accommodation options to suit all needs and budgets.

The parks provide everything from powered, unpowered and ensuited sites through to one, two and three-bedroom deluxe spa cabins. Each accommodation facility was maintained to a high standard within budgetary constraints, however with the aging fleet of cabins there remains to be a large amount of capital renewal needed across all Parks.

As part of the Parks Sustainable Improvement Strategy and Masterplan, individual Park Business Development Strategies were presented to Councillors and Council Officers on the Holiday Parks Advisory Committee by consultants Integrated Site Design. These Strategies were tabled at the July 2017 Council meeting to seek endorsement. The plans for Werri Beach Holiday Park and Seven Mile Beach Holiday Park will be presented in late 2017.

All licenses were approved and Council Officers continue to provide ongoing support and advice to all Park Managers as required. Park audits were undertaken to identify where improvements and maintenance are needed. More audits are scheduled to take place on a more regular basis in 2017-18.

Holiday Park Managers and Council Officers attended Yield Management Training and Reservations Management Training, with Council Officers also attending an Illawarra

Business Chamber Seminar in relation to being Export Ready, the NSW Caravan and Camping Industry Association Mega Day and the Caravan Industry Association of Australia National Caravan and Camping Industry Conference, all in an effort to increase marketing opportunities and keep abreast of industry trends.

Income for Council's Holiday Parks increased by \$448,868 from 2015-16 to \$8,858,317. A portion of this increase is due to the completion of the Kendalls Beach amenities in November 2015, causing no disruption to the income for 2016-17. Another contributor to this increase is the new directional signage for Surf Beach, Kendalls Beach and Werri Beach Holiday Parks, directing 'passer-by' travellers off the main road and into the Parks.

#### 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

Kiama Coast Holiday Parks attended the:

- Macarthur Caravan, Camping, 4WD, Fish and Boat Show
- Penrith Caravan and Camping Show

## For the future:

The main focus for Kiama Coast Holiday Parks for 2017-18 is the redevelopment of Surf Beach Holiday Park, as per the Business Development Strategy, as well as ongoing maintenance and capital renewal across all five Parks.

- Dubbo Caravan, Camping, 4WD, Fish and Boat Show
- Canberra Home, Building, Caravan, Tourism 4WD and Camping Show
- Victorian Caravan, Camping and Touring Show
- Sydney Caravan and Camping Super Show

Memberships/subscriptions with:

- Kiama and Wollongong Tourism
- Caravan Industry Association of Australia
- NSW Caravan and Camping Industry Association
- Kiama and District Chamber of Commerce
- Family Parks
- Top Parks (new)





Caravan Industry Association of Australia national accreditation audits took place in March 2017 and all renewals were received in April 2017.

Kiama Coast Holiday Parks secured greater digital exposure with listings on many industry websites and Apps (including Go See Australia, Turu and Campedia), and all Parks are registered with a number of online booking agents. Kiama Coast Holiday Parks also featured on a limited edition Caravan and Camping Monopoly Board, bringing with it exposure through various digital, TV and print advertising.

The Holiday Parks advertised in:

- Wollongong Visitors' Guide
- Kiama Visitors' Guide
- NSW Caravan and Camping Industry Association Touring Guide
- Sydney to Melbourne Coastal Explorer.

At the 2016 NSW Caravan and Camping Industry Association Awards of Excellence, Seven Mile Beach Holiday Park was awarded Best South Coast Park (more than 100 sites) and entered into the Hall of Fame, having won this award for three years in a row.

Sponsorship/donations were made for:

- Kiama Jazz Club Twilight Festival
- Kiama Big Fish Classic
- All six schools within the Municipality
- Camp Quality Peoples Truck
- Gerringong Surfside Bowls Carnival.

### **3.6.3 Maintain a robust relationship with Kiama Tourism**

Council continued to work collaboratively with Kiama Tourism however, in accordance with the Memorandum of Understanding a review of funding was required to be undertaken. In March 2017, following this review, it was resolved that the operations be

brought in-house and run by Kiama Council in conjunction with a Tourism Advisory Committee. It was determined that this option had more merit and would be of greater benefit to tourism within the area.

Following the resolution of Council in April 2017 the Kiama Tourism Advisory Committee, made up of Council and Industry representatives was formed. The Committee advertised and appointed a Manager Tourism and Events to work with the Advisory Committee and local tourism operators to create a new strategic direction for tourism within Kiama.

### **3.6.4 Promote activities held at The Pavilion**

Two hundred and twenty-three events took place at The Pavilion Kiama in 2016-17. Events were a combination of commercial (business events, conferencing, weddings), community (charity events, sporting presentations, service groups) and internal Council events.

The Pavilion entered into a three-year contract with award winning caterers Culinarius for the delivery of weddings at the facility.





Responsible civic leadership that is  
transparent, innovative and accessible





Ensure we remain a strong, independent and sustainable Local Government authority to plan, deliver and advocate for the needs of our community

**Community Strategic Plan 4.1**

**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**

Council continued to lobby the State government and work towards proving itself a financially sustainable and "fit" Council. In May 2017 based on an assessment of Council's *Fit for the Future* reassessment proposal, Long Term Financial Plan and other relevant data, the Office of Local Government determined Kiama Council had met the financial sustainability criteria and other associated benchmarks and announced Kiama Council as "fit".

Ensure finances are managed responsibly to meet the goals of the Community Strategic Plan and to protect financial investments and assets

**Community Strategic Plan 4.2**

**4.2.1 Ensure all statutory accounting and reporting is carried out to meet legislation**

All statutory accounting and reporting was carried out and legislative requirements met. Our Fringe Benefits Tax Return was completed and submitted by 21 May 2017. Our Annual Financial Statements for 2015-16 were completed and submitted to the Office of Local Government by 31 October 2016.

**4.2.2 Ensure internal audit controls are in place**

At the Ordinary Council Meeting of 16 May 2017 Council adopted a new Internal Audit Framework and Charter and the establishment of an Audit, Risk and Improvement Committee. This committee will include three independent committee members and expressions of interest for these members has been sought. It is expected that the makeup of this committee will be finalised early in the 2017-18 reporting period.

**4.2.3 Ensure maximum revenue return is achieved**

Council's Rates Notices were issued within the required timeframe every quarter. Council has only 1.47% of Rates, Annual Charges, Interest and Extra Charges outstanding.

Council's Investment Returns continue to perform above the 90-day Bank Bill Swap (BBSW) rate. (Council averaged a return of 2.73%, which is 0.95% above the BBSW average of 177%).

Identify opportunities to diversify and expand new and existing funding sources to meet community needs

**Community Strategic Plan 4.3**

**4.3.2 Investigate surplus Council owned land and buildings being leased or sold to maximise return**

During 2016-17 Council received \$600,000 in lease and licence income which is an increase of \$5,400 from the previous year.

**4.3.3 Investigate opportunities for new Council commercial activities**

Council continued to pursue opportunities for both the development of Council owned property and the potential sale of Council property.

These are taking place



434,256  
web page views

71,703  
website users

Top 5  
Council web pages

- Jobs at Council
- Contact Us
- Kiama Leisure Centre
- Development Assessment
- Planning & Development

55,480 users  
accessed Council's  
public WiFi

through a combination of the planning proposal process, signed contracts for the sale of land, road closure/land sale process and investigations into residential subdivision of Council owned land.

Ensure a policy framework exists which meets all legislative requirements and community expectations

**Community Strategic Plan 4.4**

#### 4.4.1 Ensure corporate legislative compliance

Council completed the annual StateCover Work Health and Safety Audit and based on the submission, received a financial incentive of \$82,352. Council continues to maintain an excellent working relationship with SafeWork NSW and proactively shares information with the 15 member councils of the Southeast Region of Councils.

Council's Financial Statements were submitted to the NSW

Office of Local Government by the due date of 31 October 2016.

Other statutory requirements including receipt of pecuniary interest declarations, adoption of the Operational Plan and completion of the Annual Report were all completed by the statutory due dates.

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

**Community Strategic Plan 4.5**

#### 4.5.1 Provide innovative and engaging digital and social media solutions for our community

Over the past 12 months Council has increased its social media activity and continues to seek new ways to engage stakeholders.

Our Facebook Likes grew by 642 to a total of 3,376 and our number of Twitter followers increased by 271 to 968.

We continued to embrace new opportunities and use emerging techniques to increase the community's use and interaction with us online. At the beginning of the year, we joined Instagram. Our account at the close of the financial year had attracted just under 300 followers.

We introduced a monthly email version of Kimunico, Council's main newsletter for news and events that had previously only been printed quarterly.

Council's website continued to receive steady traffic throughout the year, attracting on average each quarter 112,000 page views.

Staff continue to look at ways to improve website content and offerings. An audit of content

began late in the year to ensure information is kept up-to-date and easy to find. We have taken advantage of a newer search engine method provided in our website's content management system to begin to match user's search enquiries with relevant information.

We created a central page for users to be able to locate all Council forms. We also implemented brief feedback opportunities on several pages that have allowed us to improve and refine information for customers.

#### 4.5.2 Distribute media releases on Council decisions, projects, plans and activities

Council released close to 240 media releases and 50 Mayoral columns during the year. We continue to maintain a proactive relationship with media outlets and have secured new media contacts within a wider media industry.

In the last quarter of 2016-17, Council began using a media monitoring service. This has enabled us to track the number of media stories that are being generated from our media releases and gain insight into our audience numbers.





## For the Future:

Our Communications Unit will continue to investigate and plan for opportunities to improve its online experience for our customers.

We will continue to work closely with Council's Information Communications Technology Team to share information, knowledge and resources to achieve this.

Opportunities for future development may include the ability to book and pay for a Council event via our website; the redevelopment of Council's website into a responsive and intuitive user experience; the conversion of pdf forms to online forms, and improved search capability for business paper information.

### **4.5.3 Promote a consistent and positive image of Council to the community**

Council continues to improve the consistency of its branding with the ongoing use of standard templates developed for its policies, integrated plans and reports, e-newsletters, posters and advertising used to provide relevant documentation and reports.

### **4.5.4 Provide opportunities for inclusive community engagement in decision making, recognising social justice and cultural diversity as integral components**

Council hosts a range of committee meetings comprising community members. Following its annual review of Council Committees in September 2016, all committees were dissolved and expressions of interest were called for from the community for appointment to these committees which included Kiama Cultural Board, Youth Advisory, Access, Health and Sustainability and Planning Committees.

We also regularly seek

community input on projects and other undertakings as opportunities arise.

### **4.5.5 Ensure our community has easy access to information in accordance with relevant legislation**

Council continues to comply with its statutory responsibilities under this governance related legislation.

Statistics on these can be viewed in the GIPA section starting at page 55

Proactive releases of government information are reviewed (as required under *GIPA Act*) and Council maintains its Open Access information on the *Access to Information* page of the Kiama Council website and via regular reviews of the *Kiama Council Information Guide*.

### **4.5.7 Provide access to up-to-date social and demographic data**

We have continued to make ABS Census data publicly available on our website through a link to the *REMPAN Kiama Community Profile* and *Economy Profile* sites. These sites provide economic and demographic insights for the Kiama Municipal Council area.

### **4.5.8 Provide efficient and effective customer service to our community**

The community satisfaction survey of local residents undertaken early in 2016 reinforced Council's commitment to its community and provided insight into areas of improvement. Council continues to provide face-to-face and telephone customer service with our dedicated staff responding to over 29,300 phone calls for assistance.

The online applications system was upgraded to provide a more user friendly and information focused interface. Customers can now view a greater array of information regarding development applications such as plans, costs and significant dates.

## Minimise risk to ensure continuity of critical business functions

### **Community Strategic Plan 4.6**

#### **4.6.1 Manage Council's enterprise risk management programs**

During the year Council's risk management team consulted regularly with all areas of Council reviewing mitigation strategies, policy, and day-to-day service delivery risks.

Inconsult conducted a continuous risk management audit in May 2017. The audit revealed some sound risk management practices in the areas of contractor management. New procedures and resourcing for managing customer service requests for trees are also having a positive impact.

#### **4.6.2 Manage the Insurance Portfolio to minimise exposure**

Council has continued its strong performance in the Worker's Compensation portfolio during the year. As a result, Council received a mutual performance rebate of \$37,448 and a Work Health and Safety rebate of \$82,352.

Council continues membership of a cooperative pool of councils - Civic Risk Mutual (formerly MetroPool). Civic Risk Mutual obtain appropriate insurance for Council's needs and assist with claims management via Claims Management Australia. Council participates in Civic Risk Mutual meetings to have input into the management of insurance issues and claims.

Promote an organisational culture that uses resources efficiently and seeks continual improvement  
**Community Strategic Plan 4.7**

**4.7.1 Implement and monitor programs and policies to reduce Council's consumption of water, energy, natural resources and production of waste**

A structural engineer's report recommended that the roof of the Leisure Centre cannot take the load of the proposed PV 100 kw system without additional roof supports. The project has been deferred pending review of options to resolve the loading issue.

Resource consumption monitoring continues with electricity usage reduced by 4.8% and a 5% increase in water usage from 2015-16.

**4.7.2 Implement and monitor procurement and store operations to ensure maximum efficiency and benefit to Council and the community**

During the past year Council has continued to work with the Illawarra Pilot Joint Organisation (IPJO)-now the Illawarra Shoalhaven Joint Organisation (ISJO), as the pilot period has ended.

Under both banners of IPJO and ISJO as a member Council, we have continued to develop and standardise regional tendering opportunities across the Illawarra region including:

- regional sanitary service
- regional tree services
- regional pavement/line marking services
- panel of Code of Conduct Reviewers.

The four member councils have also conducted joint tenders for civil construction materials and ready mix concrete products offering substantial savings across a

vast range of civil construction material.

All of the regional approaches to joint tendering and sharing of resources has offered opportunities to develop regional procurement plans and strategies for each project and cost savings to the four member councils.

The four member councils have also implemented Vendor Panel licences. Vendor Panel provides an electronic platform which makes it easier to source from preferred suppliers while also providing greater transparency, governance and probity over the sourcing done by staff. It also provides a mechanism to drive local economic development outcomes through the use of the local supplier marketplace. Comprehensive reporting can then be run over all of our quote sourcing activities.

Council continues to further develop business relationships with Local Government Procurement (LGP) by utilising the following business opportunities:

- use of existing aggregated contracts leading to cost savings in running individual tenders and consolidation of purchasing power
- ensuring tendering is undertaken within a sound ethical and probity rich environment
- the use of LGP contracts provide a streamlined process of obtaining quotes, removing the cost of tendering and the risks associated with the tender process
- LGP approved contractors have been evaluated and selected after passing a comprehensive tender process, including financial vetting and capability assessment.

Council Procurement/Stores operations completed the bi-annual stock-take in June 2017. Council's inventory system holds 920 inventory lines with a

value of \$155,282. There have been further reductions in real dollar terms for inventory items for 2016-17 by reviewing and implementing new technologies and better purchasing arrangements from Council's current suppliers list.

Identify and engage in collaborative partnerships and alliances with other entities and organisations to promote joint policy development, efficient sharing of resources and to build capacity within Council and the local community  
**Community Strategic Plan 4.8**

**4.8.1 Participate in partnerships and alliances to promote policy development and efficient sharing of resources**

Council worked closely with the Illawarra Pilot Joint Organisation and State Government on the Illawarra Youth Employment Strategy as well as the Regional Waste Coordination Strategy and Program, the Regional Procurement Program, Regional Illegal Dumping Program, Illawarra Pic-It-Up and the Illawarra Food Hub.





#### 4.8.2 Ensure that Council's interests are represented at all levels of government

Meetings with local and State Members were organised as required to discuss Federal and State funding opportunities (such as the Kiama Aged Care Centre of Excellence (KACCOE) project and Gerringong Library and Museum) and issues of concern to local residents.

### Manage Council staff in a fair, equitable and sustainable manner to ensure the most efficient outcomes for the Community Strategic Plan

#### Community Strategic Plan 4.9

##### 4.9.1 Recruit and retain an appropriate workforce to deliver planned objectives of the Community Strategic Plan

Council continued to administer, review and develop its protocols designed to attract and retain an appropriate and high quality workforce to deliver our planned objectives. These policies are:

- Indoor Employee Accrued Time and Outdoor 9 Day Fortnight Protocols
- Flexible Work Arrangements Protocol
- Study Assistance and Training and Development Protocols
- Purchased Additional Leave Protocol.

During the year, Council recruited 83 new employees. Of these, four ceased their employment with us within the reporting year. Two of these were casuals and it is not unusual to have casuals leave due to securing permanent work.

We continue to provide professional development opportunities across a wide range of areas to cater for the diverse industries in which we



operate. Council has a planned approach to prioritising future training needs. We invest our training budget effectively with a focus on skill development that is going to facilitate maximum benefit to Council and our community.

During this year, we implemented the *Lunch and Learn* initiative as an ongoing monthly meeting where employees have the opportunity to share information with colleagues about professional development activities they have attended. This forum serves to reinforce learning of those who have attended professional development activities, ensures useful information is shared across Council departments and facilitates informal networking.

Our Study Assistance Protocol has continued to encourage employees to capitalise on opportunities for personal growth and to ensure awareness of current best practice in their particular field.

Our Women's Management Group has continued to provide mentoring and support to women, a group largely unrepresented at leadership levels in local government. The close-knit group provide support and encouragement to each other at a professional level. From time-to-time, guest speakers are invited to share their experiences, providing a range of different views for the group to consider.

Provide training and professional development for Councillors and staff to promote a culture of strong leadership, good governance and ethical practice

#### **Community Strategic Plan 4.10**

##### **4.10.1 Ensure understanding of, and compliance with, Council's Code of Conduct and relevant policies and procedures**

All new employees of Council are required to complete an online Code of Conduct training module within their first week of employment. Further training on Council's Code of Conduct and relevant policies, protocols and procedures is undertaken at Corporate Induction Training for new employees.

Council's Code of Conduct was reviewed and endorsed in June 2016 and is scheduled for further review in 2018. Council's Code of Meeting Practice was also reviewed and endorsed in February 2017.

During the Code of Conduct reporting period (1 September 2016 to 31 August 2017) three Code of Conduct reports were made to the Public Officer/ Complaints Coordinator. No breach of the Code of Conduct was found in two of these cases and one case was not finalised by the end of the reporting period.

Ensure Council owned buildings and infrastructure are planned and maintained with consideration to both current and future generations

#### **Community Strategic Plan 4.11**

##### **4.11.1 Ensure the Strategic Asset Management Plan is maintained and funded in the 10-year financial plan**

Council's Strategic Asset Management Plan works were fully funded in our 2016-17 budget.

Effectively manage plant assets to meet Community Strategic Plan requirements

#### **Community Strategic Plan 4.12**

##### **4.12.1 Manage Council plant by the creation and implementation of the Plant Asset Management Plan actions**

All plant identified in the Plant Asset Management Plan was ordered and received and the scheduled maintenance program was completed.

Funding of our plant renewal and plant replacement programs remain on schedule and continue to be regularly monitored to ensure we meet our targets.

Advocate for integrated, sustainable and innovative transport systems within and outside of the Municipality

#### **Community Strategic Plan 4.13**

##### **4.13.1 Provide input to State and Regional Transport Strategies**

Illawarra Pilot Joint Organisation (IPJO) continued to lobby for improved rail and road transport for local communities and to support recreation and tourism visitation. The bi-annual IPJO Regional Transport Forum convened mid-June with a focus on the requirements of local industry and the economic drivers for rail and road infrastructure upgrades.

##### **4.13.2 Investigate opportunities for improved transport options within and outside of the local area**

Meetings were held with the Parliamentary Secretary for Illawarra, Mr Gareth Ward MP, to discuss opportunities including transport. Council as part of the Illawarra Pilot Joint Organisation lobbied for improvements to the South Coast rail system, the F6 extension, the Maldon-Dombarton railway link and the Albion Park by-pass.





Ensure continual improvement of Council's Integrated Planning and Reporting framework to meet the Community's long-term vision for the Kiama Municipality  
**Community Strategic Plan 4.14**

**4.14.1 Ensure compliance with, and continual improvement of, the Integrated Planning and Reporting Framework**

During the year, Council completed regular reports to the community and the Office of Local Government/NSW Government on progress towards the adopted Delivery Program and Operational Plan, along with the End of Term Report and Annual Report 2015-16.

Following a period of extensive community engagement, a review of Kiama's Community Strategic Plan was completed, with the new Kiama Community Strategic Plan 2017-2027 being adopted in June 2017. The full suite of required reporting instruments, including the four-year Delivery Program, one-year Operational Plan, Asset Management Strategy, Workforce Management Plan and Long-Term Financial Plan were also adopted in June.

Utilise effective technology and telecommunications services to assist in efficient delivery of Council services  
**Community Strategic Plan 4.15**

**4.15.1 Develop, implement and review an Information Technology Strategic Plan to meet the needs of Council**

A full operational review of Council's Information and Communications technology has been completed by Pitcher Partners. A complete strategic review was also undertaken by Votar. The implementation of identified opportunities for improvement will be progressed as budget and staff capabilities allow.

Scheduled maintenance was completed by Interactive Intelligence in July. Progress with the deployment and refresh of computers across the organisation continues.

## The Community Strategic Plan

Following extensive community engagement, the new Kiama Community Strategic Plan (CSP) 2017-2027 was adopted in June 2017.

The Community Strategic Plan is the highest level planning document for the Municipality. It identifies the community's main priorities and aspirations for the future. The supporting documents: Delivery Program, Operational Plan, Workforce Management Plan, Asset Management Strategy and Long-Term Financial Plan underpin the CSP strategies to ensure that Council has the required resources and programs in place to ensure on-going progress is made to the long-term objectives. For more information on the full suite of Integrated Planning and Reporting documents visit the *Plans and Reports* section of Council's website at [www.kiama.nsw.gov.au](http://www.kiama.nsw.gov.au)

**4.15.2 Ensure the efficient provision and continual development of an integrated Geographical Information System (GIS) to assist in the management of Council's property and asset information systems**

Regular maintenance and improvement to Council's GIS system is conducted, with a full system review to be conducted in the near future.





## Other required information

under Local Government Act Regulations



# 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 2016-17.

You can view the entire policy in our *Policies and Management Plan* section of [www.kiama.nsw.gov.au](http://www.kiama.nsw.gov.au)

## Policy objectives

The objectives of this policy are to:

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

## Payment of expenses

### 12.0 General provisions

- a. Reimbursement of 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 \$70 daily will be paid for each day a Councillor is absent from the Municipality on Council approved civic duties, including conferences, seminars, training and educational courses. Councillor training is an area of priority and Council will meet reasonable expenses incurred by Councillors in undertaking appropriate training including the course cost, travelling expenses, accommodation costs and out of pocket expenses up to a maximum of \$70. 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 including conferences, seminars, training and education courses, an out of pocket allowance may be paid in advance at a maximum of \$70 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 this 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. All claims for reimbursement must be made within six (6) months of the expense. Incidental expenses may not require specific receipts provided it can be demonstrated that expenditure was incurred and is not general in nature. Where receipts are not required Councillors are to certify that the expenditure was for the purpose intended.

- 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. The cost of Councillors attendance at dinner and other non-Council functions that provide briefings to Councillors from key members of the community, politicians and business and when the function is relevant to the Council's interest will be met. No payment shall be made by Council for attendance by a Councillor at any political fundraising event, for any donation to a political party or candidate's electoral fund, or for some other private benefit.
- 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 an annual basis of attendances at conferences and seminars by all Councillors and associated costs.
- 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**

##### **14.0 General provisions**

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

#### **Council adopted the following range of fees to be paid to Councillors and the Mayor as outlined in the Local Government Remuneration Tribunal rural category for Councils for 2016-17.**

	Minimum	Maximum	Amount adopted by Council
Councillors	\$8,540	\$11,290	\$11,290
Additional Mayoral fee	\$9,080	\$24,630	\$24,630

#### **In 2016-17 the following fees and expenses were paid:**

Mayoral fee	\$23,810
Mayoral vehicle expenses	\$5,557
Councillor fees	\$99,223
Councillors expenses and provision of facilities (see below)	\$57,365
<u>Expenses</u>	
Conference/seminar expenses	\$34,072
Care and other related expenses (of dependants to enable a Councillor to undertake his or her civic functions)	Nil
Interstate travel expenses (including subsistence and out-of-pocket expenses)	\$8,210
Training/skill development expenses	\$4,622
Spouse/partner/accompanying person expenses	\$288
Telephone calls including mobiles, home located landlines, facsimile and Internet services	\$ 10,172
<b>Total</b>	<b>\$57,365</b>



# Meetings and attendance of Councillors

Council conducted eleven Ordinary Meetings and eight Extraordinary Meetings during 2016-17.

	Ordinary meetings attended (11 held)	Extraordinary meetings attended (8 held)
Clr Mark Honey	10	8
Clr Matt Brown	8	6
Clr Gavin McClure	2	1
Clr Brian Petschler	2	1
Clr Neil Reilly	11	8
Clr Kathy Rice	11	8
Clr Dennis Seage	1	1
Clr Andrew Sloan	10	7
Clr Warren Steel	10	5
Clr Don Watson	9	6
Clr Mark Way	11	8
Clr Mark Westhoff	9	6

Note: Councillors McClure, Petschler and Seage were members of the previous Council, whose term ceased in September 2016.

## Overseas visits by Councillors, Council staff, or Council representatives

Councillor Kathy Rice attended the 7th Annual Congress of the Alliance of Healthy Cities in Wonju, South Korea from 29 August 2016 to 1 September 2016. Airfare, accommodation, sustenance and conference registration totalled \$1,993.

## Council's senior staff

Council employed one officer 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: \$282,003.67

## Council contracts awarded 2016-17

Contractor	Goods/services	Amount inc GST
Headland Park P/L	Management of Kiama Harbour Cabins	\$315,675
Loiterton P/L	Management of Surf Beach Holiday Park	\$436,895
BFA-Bulk Fuels Australia	Supply of bulk diesel	\$600,000
Bommaci Group P/L	Kiama Aged Care Centre of Excellence (KACCOE) – Civil engineering consultancy	\$58,182
Bonnaci Group P/L	Kiama Aged Care Centre of Excellence (KACCOE) – structural engineering consultancy	\$219,091
Building Services Engineers	Kiama Aged Care Centre of Excellence (KACCOE) – multi service engineers	\$284,725
Wilde and Woollard	Kiama Aged Care Centre of Excellence (KACCOE) – cost planner / quantity surveyor	\$226,745
Panel Contract (x5)	Tree Services Panel	~\$200,000
Kenpass Pty Ltd	Bridge design and construction	\$505,900
Southern Truck Centre	Supply and deliver prime mover	\$235,200
Affective Services P/L	Kiama Aged Care Centre of Excellence (KACCOE) – early works (demolition and remediation) Contract variations 1,3,4 & 6 Total \$1,308,748 Contract variations 7 to 11 incl Total \$1,058,604	\$1,265,530



# Money granted

Council provides financial assistance, by means of grants or reduction of fees or charges, to groups and organisations within our community that are contributing to our long-term objective of *A Healthy, Safe and Inclusive Community*.

Anzac Day	2,399.16	Kiama Community Garden	250.00
Australia Day	951.37	Kiama Downs SLSC	1,000.00
Cameron Burke Memorial Day	2,511.15	Kiama Gamefishing Club	250.00
Christmas Decorations Kiama	271.28	Kiama Garden Club	200.00
Contributions - Art Society	3,627.27	Kiama Golf Club	500.00
Contributions - Gerringong Carols	318.50	Kiama High School	230.00
Contributions - Jamberoo Carols	783.00	Kiama independent day	495.00
Contributions - Kiama Carols	459.60	Kiama Readers Festival	1,931.82
Contributions - Kiama Jazz Committee	13,594.00	Kiama Red Cross Fun Run	1,818.18
Contributions - Southern Stars	2,000.00	Kiama Residents Association	72.73
Cultural Grant	1,500.00	Kiama Rugby Sevens	8,780.65
Cultural Grant - Friends of Kiama Library	2,000.00	Kiama Show Ball	457.36
Cultural Grant - One World Concert	1,600.00	Kiama Show Society	4,873.00
Cultural Grant - Unity Project	3,000.00	Kiama SLSC	1,000.00
Folk by the Sea	3,240.73	KISS arts festival	10,481.09
Gerringong Mens Shed	1,667.91	New Years Eve Kiama	3,258.73
Gerringong Music Festival	2,000.00	Relay for Life	256.36
Gerringong SLSC	8,000.00	Romans Hot Rod Association	250.00
Gerringong Surf Music Festival	484.50	Rotary Club of Gerringong	250.00
Healthy Living Festival	312.00	South Coast Tourism Awards	1,500.00
Illawarra Academy of Sport	6,000.00	South Coast Winter Wine Festival	500.00
Illawarra Folk Club Inc	5,000.00	Surfing NSW	11,818.21
Illawarra Light Railway	1,500.00	Tourism Kiosk Rental Subsidy	63,078.08
Illawarra South Coast Kneeboard Association	531.82	Wires Illawarra Branch	250.00
Jamberoo Community Preschool	250.00	Youth Arts Scholarship	750.00
Jamberoo Red Cross	250.00	<b>Kiama Harbour Cabins Contributions</b>	
Jamberoo Valley Ratepayers	250.00	The Peoples Truck Illawarra	200.00
Junior World Surf League	200.00	Gerringong Public School	200.00
Kiama Coastal Classic - Elite Energy	4,000.00	Jamberoo Public School	200.00
		Minnamurra Public School	200.00
		Kiama Public School	200.00
		SS Peter & Paul Catholic School	200.00
		Kiama High School	200.00

Kiama Gamefishing Club Inc	60.00
<b>Surf Beach Holiday Park Contributions</b>	
The Peoples Truck Illawarra	200.00
Gerringong Public School	200.00
Jamberoo Public School	200.00
Minnamurra Public School	200.00
Kiama Public School	200.00
Ss Peter & Paul Catholic Sc	200.00
Kiama High School	200.00
Kiama Gamefishing Club Inc	60.00
<b>Kendalls Beach Holiday Park Contributions</b>	
The Peoples Truck Illawarra	200.00
Gerringong Public School	200.00
Jamberoo Public School	200.00
Minnamurra Public School	200.00
Kiama Public School	200.00
Ss Peter & Paul Catholic Sc	200.00
Kiama High School	200.00
Kiama Gamefishing Club Inc	60.00
<b>Werri Beach Holiday Park Contributions</b>	
The Peoples Truck Illawarra	200.00
Gerringong Public School	200.00
Jamberoo Public School	200.00
Minnamurra Public School	200.00
Kiama Public School	200.00
Ss Peter & Paul Catholic Sc	200.00
Kiama High School	200.00
Kiama Gamefishing Club Inc	60.00
<b>Seven Mile Beach Holiday Park Contributions</b>	
The Peoples Truck Illawarra	200.00
Gerringong Public School	200.00
Jamberoo Public School	200.00
Minnamurra Public School	200.00
Kiama Public School	200.00
Ss Peter & Paul Catholic Sc	200.00

Kiama High School	200.00
Kiama Gamefishing Club Inc	60.00
<b>Total</b>	<b>190,253.50</b>



# Legal proceedings summary

## Legal Court actions

Action	Result	Cost
<i>Companion Animals Act</i> (appeals)	None	-
<i>Protection of Environment Operations Act</i> (appeals)	None	-
Other Acts (appeals)	None	-

## Infringements

Act	Number issued	Face value \$
Road Rules, Transport Act, Road Regulations	296	\$73,957
<i>Companion Animals Act</i>	116	\$28,952
<i>Environment Planning and Assessment Act</i>	2	\$9,000
<i>Protection of the Environment Operations Act</i>	7	\$9,250
<i>Local Government Act</i>	14	\$2,086
<i>Food Act</i>	0	-
<i>Impounding Act</i>	5	\$2,235

## Appeals

Development Application number	Result	Cost
10.2002.320.1 (Grant)	Illegal Building work (ongoing)	\$1,150.61
10.2016.185.1 (Saffioti)	Deemed refusal appeal (ongoing)	\$32,194.70
10.2016.243.1 (MKD Architects)	Deemed refusal appeal (ongoing)	\$14,692.01
10.2013.111.1 (Johnson & Gilmore)	Illegal use of shed (ongoing)	\$2,644.64
10.2016.81.1 (Fletcher)	Appeal against condition (withdrawn after s82 review)	\$2,205.61
10.2015.77.1 (Ingham)	Appeal against refusal (appeal upheld with amendments)	\$25,702.71
10.1999.436.1 (Moore)	Failure to comply with conditions (ongoing)	\$7,673.04
10.2016.41.1 (Turnbull)	Appeal against refusal (appeal upheld with amendments)	\$29,641.29

# Work on private land

No work was carried out on private land during the 2016-17 financial year.

## External bodies, companies and partnerships

Council has not exercised any delegations of functions to external bodies and did not hold any controlling interests in any companies during the 2016-17 financial year.

Council participated in partnerships/joint ventures with the following companies during the 2016-17 financial year:

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	Co-ordinated rural fire management response for Illawarra councils	Shellharbour and Wollongong Councils
Illawarra Pilot Joint Organisation	Association to combine councils resources and staff skills for regional strategy, political advocacy, joint initiatives, and to maximise efficiencies	Shellharbour, Shoalhaven and Wollongong Councils
Illawarra District Noxious Weeds Authority	Regional approach to tackle invasive and noxious weeds	Shellharbour and Wollongong Councils
Dementia Friendly Project	Resource, knowledge and skill sharing to make Kiama a dementia friendly town	University of Wollongong and Alzheimers Australia
NSW Surfing Competition	Partnership agreement for Kiama to host surfing competition titles	Surfing NSW
Regional Arts	Promote and assist arts within the region	Shellharbour Council
South Coast Regional Tourism	NSW South Coast Unspoilt Campaign	Shellharbour, Shoalhaven and Sapphire Coast Councils and Eurobodalla Tourism
Community Building Partnerships	CCTV network and Saddleback Lookout	NSW and Commonwealth Governments

## External bodies that exercised functions

No external bodies exercised functions delegated by Council in 2016-17.

## Controlling interest companies

Council held no controlling interest in any company in 2016-17.



# Equal Employment Opportunity (EEO)

## **EEO included in Council's Integrated Planning and Reporting Framework**

As a major employer in the Kiama Municipality, Council is committed to ensuring that protocols and work practices reflect and support the principles of fairness and equity. Our aim is to exceed legislative obligations and ensure fairness and equity for current and potential employees. EEO is an integral part of Council's integrated planning and reporting framework.

As roles are reviewed, Council's practice is to thoroughly review position descriptions to ensure essential and desirable criteria reflect the true needs of the position, and where possible, the specific needs of target groups can be incorporated and accommodated into the process.

## **Fair protocols and procedures and a workplace culture with fair practices**

Council takes a rigorous approach to the development, review and implementation of protocols and procedures. Protocols and procedures are systematically reviewed in accordance with the review schedule or in line with legislative change as appropriate. Development and review of protocols and practices involves initial drafting followed by discussion with Council's Joint Consultative Committee. Drafting is usually carried out by one of Council's Human Resources officers who is tasked with ensuring that potential barriers for EEO target groups are minimised or eliminated. Committee members represent the work groups throughout Council and the needs and interests

of employees and ensure that everyone has an opportunity to be represented. The Joint Consultative Committee is consulted to ensure the protocol or practice is fair and equitable. All protocols are then progressed to the Senior Management Team (ManEx) for consideration and endorsement.

New protocols and practices are highlighted at regular staff meetings and employees are invited to ask questions and discuss the impact of any new initiatives or changes.

Council takes a serious approach to allegations of discrimination, bullying and harassment, and other grievances that indicate employees are unhappy or uncomfortable in their working environment. Regardless of whether they are formal or informal, complaints or issues are thoroughly investigated in an appropriate and timely manner.

## **Managers and employees are informed, trained and accountable for EEO**

Council promotes its commitment to EEO at every opportunity. Our Human Resource team provides support and advice to managers and employees on a range of employment related matters, many of which relate to equity and fairness in employment. In providing such support, Council aims to ensure that our practices are fair and equitable and perceived as such. EEO protocols are included in employee handbooks for new employees and training in fairness and equity is provided as part of Council's Corporate Induction Training.

## **Sound information base**

Council requests personal equity and diversity based information as part of the recruitment process. Individual applicants are asked to provide information as part of the recruitment process, and are advised that the information is not used to make recruitment decisions. Applicants are not required to provide the data in order to apply for roles. However, the data helps Council to analyse statistics on applicants for employment based on information they provide relating to their gender, ability or need for assistance, and ethnicity. Along with employee information held by Council about existing employees, this provides an effective picture of the demographics of our workforce.

As part of the process to fill new and vacant positions, Managers are encouraged to be innovative in the placement of information about vacant roles to ensure we reach EEO target groups.

# Companion Animals Act

## Office of Local Government Annual Report pound data

### Council submitted the following information to the Office of Local Government for 2016-17:

- 45 companion animals impounded or surrendered (38 dogs and 7 cats impounded)
- 43 (96%) animals returned and/or released to owner (41 dogs and 2 cats)
- 0 animals impounded escaped
- 4 (9%) animals rehomed (1 dog and 3 cats)
- 3 (7%) animals destroyed (1 dog and 2 cats)
- 433 companion animal complaints investigated (90% less complaints received than in 2015-16)
- 30 notices to comply issued
- 116 infringements issued (\$28,952 value)

### Data and reporting related to dog attacks

- 37 aggressive dogs / dog attacks were investigated
- 19 required to be reported to Office of Local Government
- 0 Court Control Orders issued
- 0 Nuisance Dog Notices issued.
- 0 Dangerous Dog Notices issued.

### Funding spent on Companion Animals management and activities

Council's expenditure for Companion Animals management totalled \$194,051. Funds were spent on companion animal administration, enforcement, management of Council's pound and other companion animal management issues performed by our Ranger Services.

Our Rangers investigated all 433 companion animal complaints within 24 hours of their receipt and processed 269 new lifetime registrations.

### Cat and dog de-sexing

Council requires all dogs and cats leaving the pound to be de-sexed. In 2016-17 we supported State-run programs that encourage the de-sexing of cats and dogs.

The Ranger Service hosted 4 dog education days in 2016-17. The education days were held at Jones Beach and Bombo Beach, Gerringong Headland and the Growers and Makers Market at Black Beach, Kiama. It was estimated that approximately 195 people attended the education days giving Rangers an opportunity to engage with dog owners. Rangers distributed 200 information bags, fact sheets and dog leads plus three discounted microchip vouchers.

### Strategies to rehome unclaimed animals

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

Four of the seven impounded unclaimed animals were rehomed in 2016-17.

### 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
- Kiama Downs
- Bombo
- Minnamurra
- Werri Beach.

Six are headland areas, three are beach areas and one is an on-leash swimming area in the Minnamurra River.

### Financial information on Companion Animals funds

Council received \$20,927 in income from the following fees and infringements in 2016-17:

- impounding fees \$35
- microchipping fees \$0
- infringements \$7,024
- registration income from Office of Local Government \$13,868
- sundry income – sale of signs \$0

Council provided a total of \$173,124 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 legislation.



## 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 2016-17

	S94	S94A	Total Income
Total excluding interest	\$2,123,000.00	\$ 175,000.00	\$2,298,000.00
Total including interest	\$2,250,000.00	\$187,000.00	\$2,437,000.00

### Works undertaken

Works	Expenditure
Youth Cottage	\$135,000.00
Management Plan	\$10,000.00
West Kiama - Silver Hill Reserve Upgrade	\$2,100.00
Kiama Harbour (picnic shelter / BBQ)	\$46,000.00
Jamberoo Pool Amenities	\$950.61
Total Expenditure	\$194,050.61

S94 and S94A recoupment works for the 2016-17 financial year were:

Works	Contributions Recoupment
Footpath Henry Parkes / Meehan Dr	\$39,567.05
Figtree Lane Gerrigong carpark redesign	\$738.62
Kiama Harbour Public Toilet	\$21,876.33
Total Recoupments	\$62,182.00

## Condition of public works

### Local and regional roads

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

Asset class	Written value at 30/6/17 (\$000)	Estimated cost to bring to satisfactory standard (\$000)	Estimated annual maintenance cost (\$000)	Maintenance expenditure 2016-17
Public roads	128,975	552	1,984	1,972

### Stormwater drainage

Asset class	Written value at 30/6/17 (\$000)	Estimated cost to bring to satisfactory standard (\$000)	Estimated annual maintenance cost (\$000)	Maintenance expenditure 2016-17
Drainage	27,560	0	119	150

### Buildings

Asset class	Written value at 30/6/17 (\$000)	Estimated cost to bring to satisfactory standard (\$000)	Estimated annual maintenance cost (\$000)	Maintenance expenditure 2016-17
Public buildings	50,667	0	423	454

### Other structures

Asset class	Written value at 30/6/17 (\$000)	Estimated cost to bring to satisfactory standard (\$000)	Estimated annual maintenance cost (\$000)	Maintenance expenditure 2016-17
Other structures	2,764	0	11	9

## Rates and Charges Regulation 2005

Rates and charges written off during the 2016-17 financial year were:

Description	Amount
Pension Rebates	\$440,233
Other Amounts	Nil
TOTAL	\$440,233



# National Competition Policy

Council has adopted the principle of *competitive neutrality* to its business activities as part of the national competition policy which is being applied throughout Australia at all levels of government.

The framework for its application is set out in the June 1996 NSW Government Policy Statement on the Application of National Competition Policy to Local Government. The Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality issued by the Office of Local Government in July 1997 has also been adopted.

These guidelines outline the process for identifying and allocating costs to activities and provide a standard of disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, return on investments (rate of return) and dividends paid.

## Declared Business Activities

In accordance with the Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality Council has declared that the following are to be considered as business activities:

### Category 1 – where gross operating turnover is over \$2 million

1. Kiama Coast Holiday Parks
2. Waste Services Collection Unit

## Competitive Neutrality Complaints

Underpinning competitive neutrality is the need to properly recognise the full costs of Council's business activities. This allows comparisons to be made with competitors in the same marketplace and provides information that will allow us to determine pricing policies for each business.

Kiama Municipal Council has a process distributing indirect costs and overheads attributed to the declared business activities which are shown in the Special Purpose Financial Reports.

## Statement of ordinary expenses

Statement of ordinary expenses incurred, ordinary revenue raised, assets held Category 1 Business Units–Year ended 30 June 2017.

Revenues			Expenses		Operating Results		Total assets held (current and non-current)
	Budget \$000	Actual 2017 \$000	Budget \$000	Actual 2017 \$000	Budget \$000	Actual 2017 \$000	Actual 2017 \$000
Category 1 Business Activities							
Waste Service Collection Unit	5,117	5,346	3,529	3,470	1,588	1,876	3,537
Kiama Coast Holiday Parks	8,527	8,226	5,610	5,471	2,917	2,756	18,252
Totals	13,644	13,572	9,139	8,941	4,505	4,632	21,789

# Government Information (Public Access) Act

The Government Information (Public Access) Act (GIPA Act) 2009 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.

The Act 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 2016-17

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 July 2016.

Our Public Officer conducted the review, which was approved by the General Manager, before publishing on Council's website.

### Access Applications Received — Clause 7(b)

Council received eleven 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.

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
Parliament	0	0	0	0	0	0	0	0
Private sector business	1	1	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)	3	0	0	0	0	0	0	0
Members of the public (other)	3	2	1	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.



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	1	0	0	0	0
Access applications (other than personal information applications)	7	2	1	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

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

Invalid applications	
Reason for invalidity	Number of applications
Application does not comply with formal requirements (Section 41 of GIPA Act)	1
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

Other public interest considerations against disclosure: matters listed in table to section 14 of Act	
Reason	Number of times consideration used*
Responsible and effective government	1
Law enforcement and security	0
Individual rights, judicial processes and natural justice	1
Business interest of agencies and other persons	1
Environment, culture, economy and general matters	1
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

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

Timeliness	
Description	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	11
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	11

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

None.

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

Access Refused in Full - 1

Accessed Refused in Part - 2

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

None.

**Applications for review by type of applicant (under Part 5 of GIPA Act)**

None.

**Applications transferred to other agencies**

None.



# Public Interest Disclosure (PID) Act

## 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 PIDs; to enable transparency of the PID process and to demonstrate that Council is actively complying with legislative requirements.

No Public Interest Disclosures were made or received in 2016-17.

During 2016-17, Council:

- 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 introductory sessions for new employees and as refresher training for current employees via the Code of Conduct induction training (web based).

## Special Rate Variation works

The NSW Office of Local Government approved a Special Rate Variation to Council's rates in 2013-14. In 2016/2017 income of \$855,000 raised from the increase was used to help fund the maintenance and renewal costs of Council's infrastructure assets listed in the table below.

	Renewal	Maintenance
Public roads inc. rural and urban roads, footpath, kerb and gutter & bridges	\$8,349,000	\$1,972,000
Sportsfield/Parks inc. open space, parks, sportsfields, playgrounds, beaches, rock pools & cemeteries	\$146,000	\$1,559,000
Buildings	\$989,000	\$454,000
<b>Total</b>	<b>\$9,484,000</b>	<b>\$3,985,000</b>





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