



KIAMA MUNICIPAL COUNCIL
your council, your community

Annual Report **2017-18**

How to contact Council

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 [Kiama Municipal Council](#)

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)



Kiama Municipal Council acknowledges the Australian Aboriginal and Torres Strait Islander peoples of this land. We acknowledge the traditional custodians of the land on which our Municipality is located. We pay our respects to Elders, past, present and future. We are committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to our community.

Cover Image: Kiama New Years Eve Sky Show 2017 with thanks to Phil Winterton Photography

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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



RESPECT

We treat others as we expect to be treated
- in a fair and professional manner.



INNOVATION

We champion change in order to provide superior services to our community.



INTEGRITY

We are open, honest and ethical in our behaviours
- at all times.



TEAMWORK

We are one team - working together with trust and commitment to achieve shared goals.



EXCELLENCE

We aspire to be the best
- in everything we do.



Message from the Mayor



The 2017-18 year was one of changes and challenges for Council.

Michael Forsyth retired after 17 years as General Manager, leaving an amazing legacy of community service, handing over the reins to Kerry McMurray.

Kerry's vast experience in local government, and passion for staff development and process improvement, stands us in good stead to meet the many challenges ahead.

Joining Kerry is new Director Environmental Services, Linda Davis. Linda is one of the most experienced and respected planners in NSW, and we are fortunate to have her on board, as we face significant challenges from the continued expansion of south-west Sydney.

In a further change, Clare Rogers has been appointed Director Blue Haven, allowing her to focus exclusively on our large range of aged care services.

This includes the \$105.9 million Aged Care Centre of Excellence (Blue Haven Bonaira), which is on track for completion in September 2019. As well as 58 independent living units, the complex will include a brand new nursing home, with historic Barroul House as its centrepiece.

Every one of our Blue Haven

residents can be assured of continuing to receive the very best of care, with the Aged Care regulator giving staff a perfect report card during their reaccreditation.

Blue Haven staff have also been busy helping clients prepare for the National Disability Insurance Scheme (NDIS) era, shifting from their existing Community Care Support Program to various NDIS packages.

Council's new tourism and events unit, Destination Kiama, has had a productive first year, developing a Strategic Tourism and Events Plan, Tourism Opportunities Plan and Events Strategy, that will guide the long term growth of this important sector of our economy.

Destination Kiama has also established a partnership program, events training, an events funding program, and the Above and Beyond Awards to recognise excellence in tourism.

Council continues to upgrade our holiday parks to meet growing demand and changing standards.

Most significant of these is the announcement of a \$6 million investment in Werri Beach Holiday Park to modernise facilities, and accommodate more visitors, including those requiring accessible cabins and facilities.

The \$3 million Gerringong Library and Museum project is progressing, with the existing museum collection now stored at a temporary site, before work commences.

Preliminary designs for the \$4 million Minnamurra Boardwalk and Cycleway were completed.

Jamberoo Pool was upgraded with a new pool deck, ramps and accessible amenities.

New playgrounds were installed at Bonaira Oval and Gainsborough Reserve, and the Jamberoo cycleway way has been extended to Browns Lane.

The old timber bridge at Carrington Falls was replaced, to ensure residents can reach their homes in safety in times of flooding.

The jetty at the Kiama Harbour was repaired and given a new a floating platform.

A new stormwater system was commissioned to service the 100 homes at Cedar Ridge Stage 2.

The car park at Kiama Leisure Centre was expanded, providing more than 70 new spaces.

An adult lift and change facility was installed at Kiama Harbour, allowing those with disability to better enjoy the rock pools, and other attractions in the area.

Project Airship continues to develop, with a new camera system our shark-spotting blimp

logged more than 200 hours over Surf Beach during the summer.

Behind the scenes Council invested in a new phone system to help our customer service team and the great work they do.

We also upgraded our I.T. network and storage systems to ensure security and reliability.

Our Community Services team rolled out a number of new initiatives, including a health and sustainability grants program, community gardens grants program, and the Timebanking program.

A significant new undertaking is the Aboriginal Cultural Sites Project, which now has a consultative committee to guide this important work.

SENTRAL Youth Services' new Intergen Munch Out program proved a major success, winning the NSW Local Government Heart Foundation Award.

Of course, staff have also been more than busy during the year providing our day-to-day services and facilities:

- More than 1,160,000 bins were collected
- More than 600 tree management activities were completed
- 40 roads were resealed
- Lifeguards oversaw the safety of an estimated 349,000 people who visited our beaches
- 400 development applications were processed
- Customer Service team received more than 40,000 phone calls
- Rangers returned more than 200 dogs to their owners
- The Leisure Centre had 280,000 visitors
- Kiama Library loaned more than 124,265 books, DVDs and CDs
- More than 500 customers provided with food safety advice and training

The range and volume of work Council manages is a testament to our staff, who have developed and adopted key values to guide their work: respect, integrity, innovation, teamwork and excellence.

This reflects a pride in their work, and the standards they set in serving their community.

I want to conclude by thanking our community for their support of our staff over the last year.

I'm conscious that ratepayers have shown great faith in their Council, with the Special Rate Variation of 6% that began this year.

I hope this snapshot of our work demonstrates your support is well-placed.



Councillor Mark Honey
Mayor
Kiama Municipal Council

Our Municipality

Council established 1859

Population 22,378
(2017 est)

Area 259 km²

Boundaries:

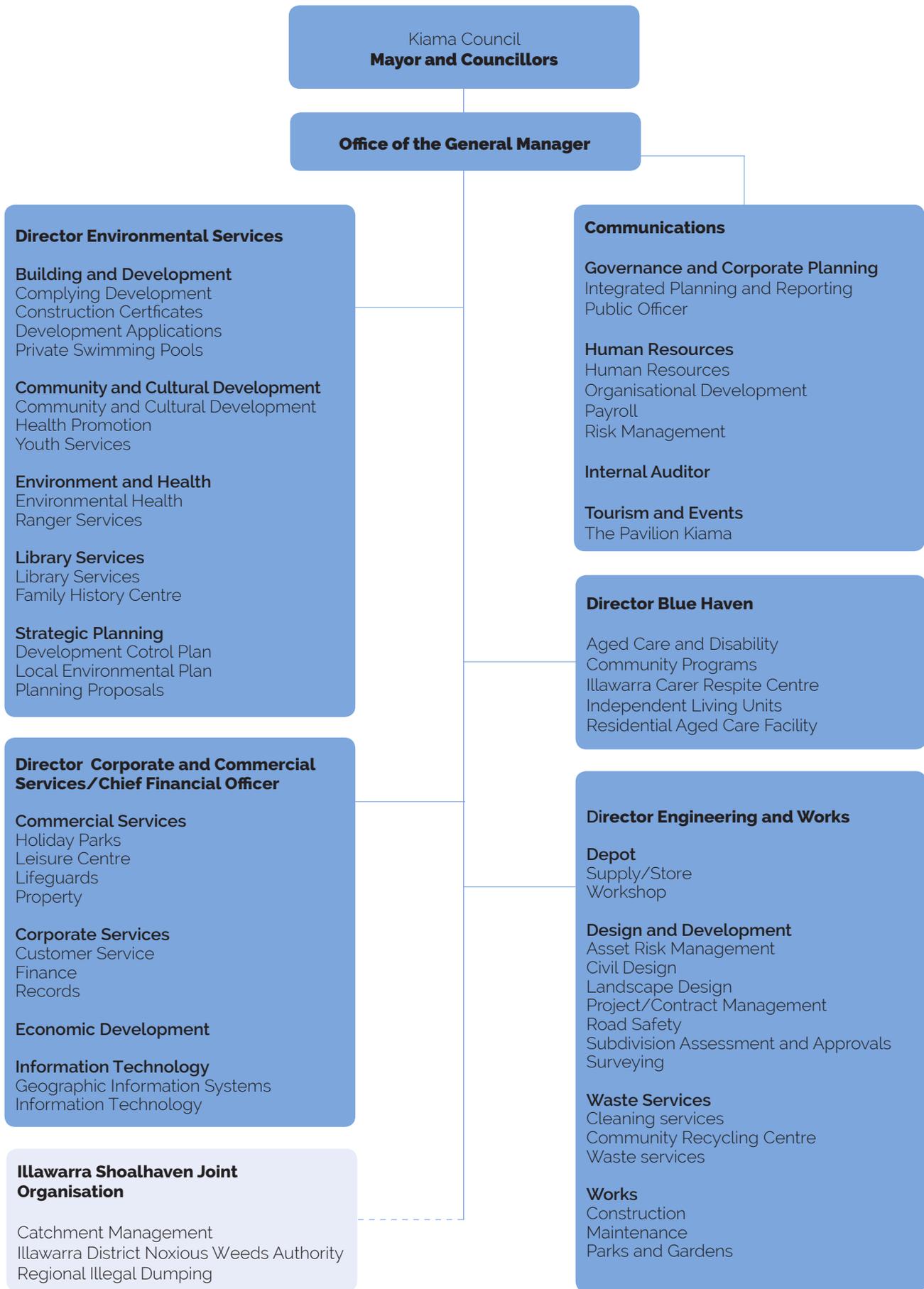
City of Shellharbour | City of Shoalhaven | Shire of Wingecarribee

Major towns and villages:

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



Our organisation



Our results

Our annual report outlines Council's achievements in implementing the main actions in its *Delivery Program 2017-21* for the 2017-18 financial year. It also reports on our financial results for the year ending 30 June 2018 and looks at some of our major achievements over this time.

Our objectives

Council's *Community Strategic Plan 2017-27* is the Community's overarching 10-year plan for the Municipality.

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

The four main objectives of the *Community Strategic Plan 2017-27* are:



A healthy, safe and inclusive community



Well planned and managed spaces, places and environment



A diverse, thriving economy



Responsible civic leadership that is transparent, innovative and accessible

Financial overview and financial statements

Council's consolidated surplus from continuing operations for the financial year amounted to \$6.364m.

It includes a revenue item (non-cash) for the contribution and discovery of infrastructure assets of \$4.19m relating to new subdivisions.

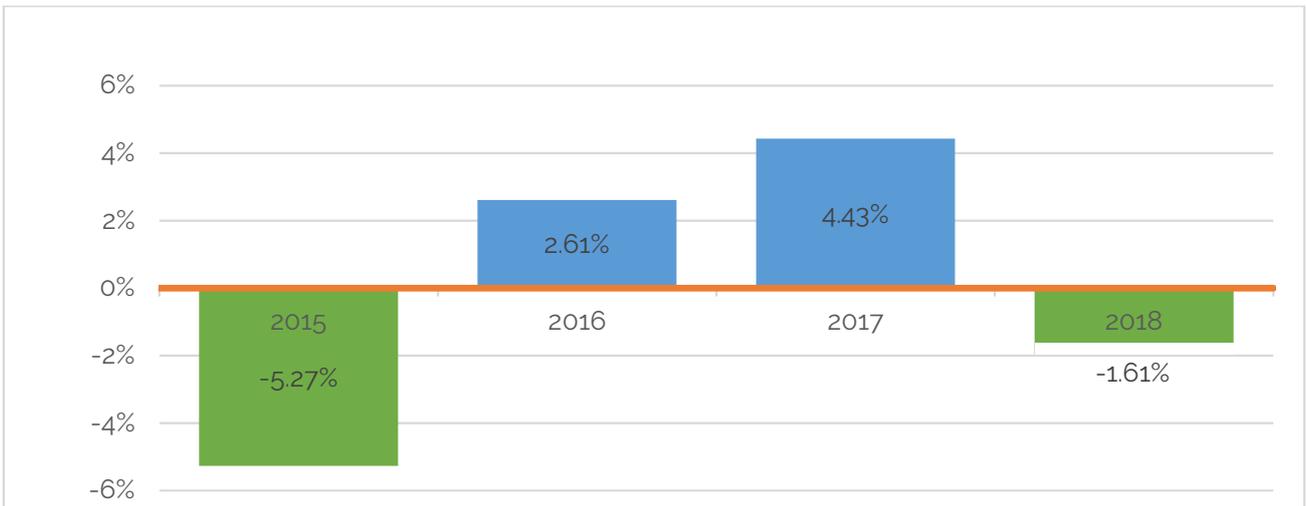
Removing capital income from the surplus, Councils operating result for 2017-18 amounted to \$96k. This result is a decrease of \$3.78m of the 2016-17 result.

This reduction is due in part to a loss of \$1.202m at Blue Haven Care and return of funding for the Carer Respite Program.

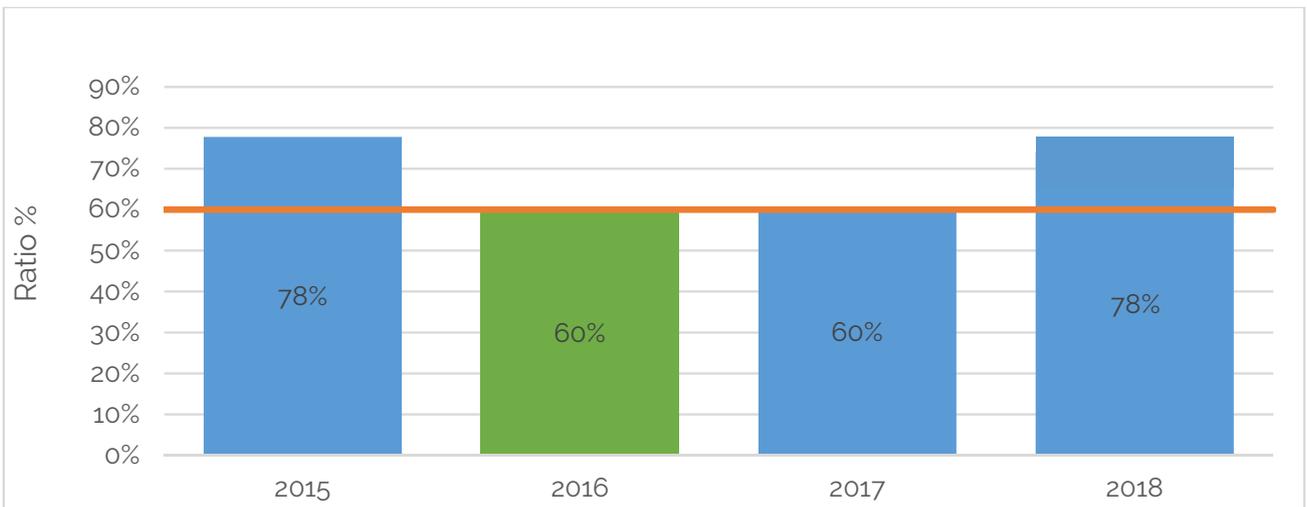
Income Statement Summary	2018 \$'000,s	2017 \$'000,s
Total Revenue	\$58,911	\$73,953
Less Operating Expenses	\$58,773	\$53,221
Net Operating Result	\$138	\$20,732
Less Capital Income	\$2,911	\$16,855
Net Operating Result before Capital Income Surplus/(Deficit)	-\$2,773	\$3,877

The simplified Balance Sheet below shows the value of the community's assets as at 30 June 2018 that Council managed. This is calculated by Total Assets - Total Liabilities = Net Community Assets.

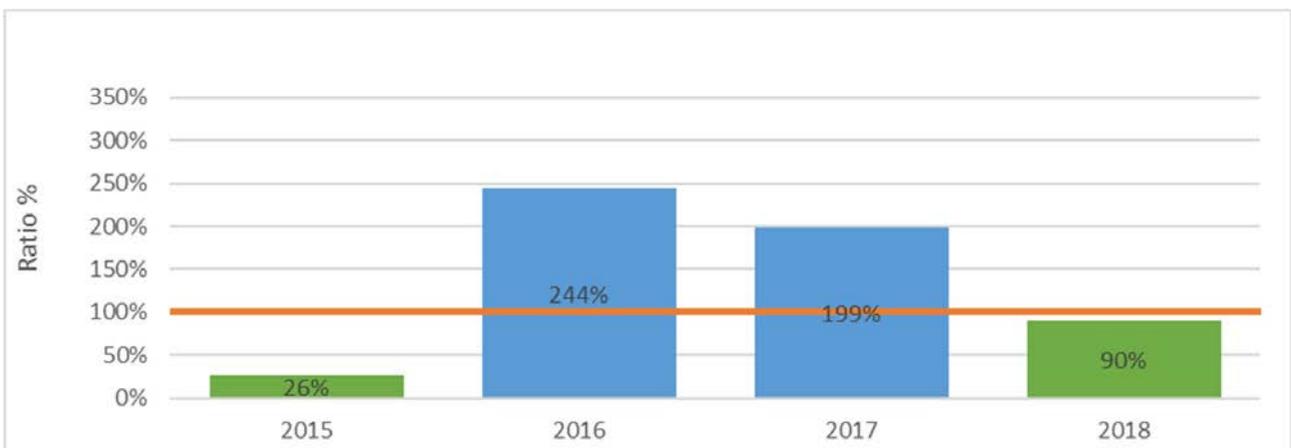
Simplified Balance Sheet Summary	2018 \$M	2017 \$M
Cash and Investments	\$33.1	\$39.4
Infrastructure, Property, Plant and Equipment	\$357.3	\$345.6
Receivables and Other Assets	\$93.3	\$89.2
Total Assets	\$483.7	\$474.2
Payables	\$81.8	\$76.2
Borrowings	\$2.6	\$3.3
Total Liabilities	\$84.4	\$79.5
Net Assets	\$399.3	\$394.7



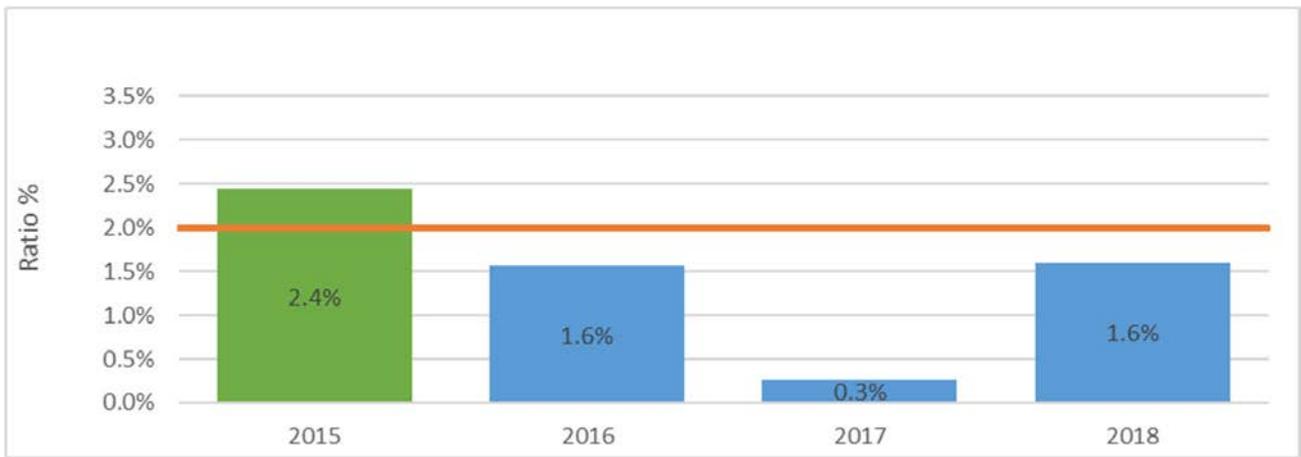
Operating Performance Ratio - This ratio measures Council's achievement of containing operating expenditure within operating revenue.



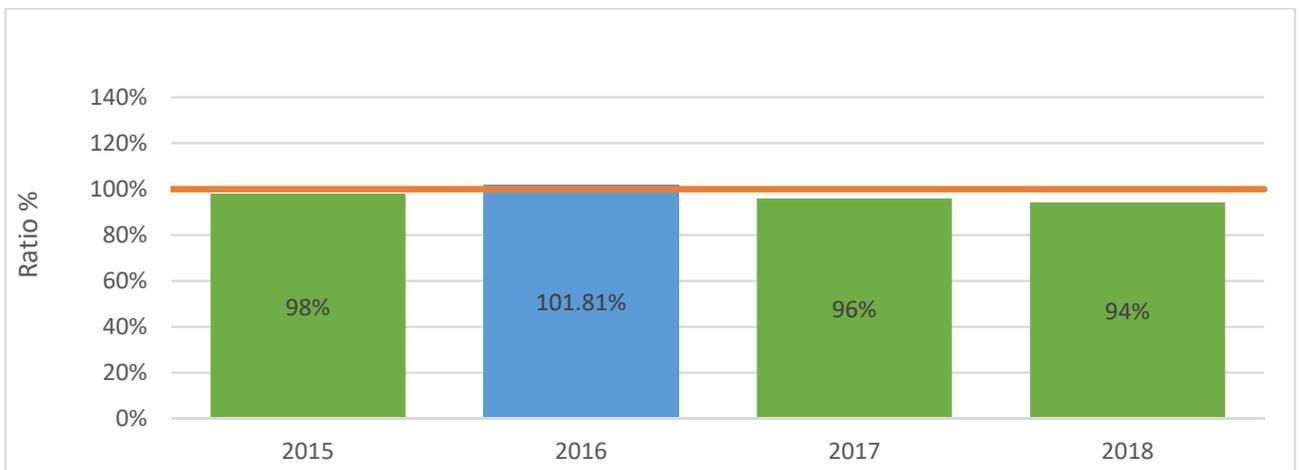
Own Source Operating Revenue Ratio - This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.



Buildings and Infrastructure Renewals Ratio - to assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.



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



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



22,378

residents in 2017

A healthy, safe and inclusive community

31.75%
population aged over **60**



1,328
people aged **80** or over

18% youth
(0-15 yrs)



4,745
people volunteer



79.52%
Australian born
↑NSW av 65.49%



386 residents identify as Aboriginal and/or Torres Strait Islander

89.47%
speak English only
↑NSW av 68.54%



51.75%
two person families
↑NSW av 45.07%



124,265
library loans
processed

1.1 Developing and implementing services and programs that promote social cohesion, healthy and active lifestyles for residents of all ages, abilities and interests

The Dementia-friendly Kiama Project continued to receive national and international recognition and new educational material was developed for future education opportunities. The Project continued to engage with local businesses to promote awareness and inclusion of people living with dementia. Multiple speaker presentations were made, including outside the Kiama area and disability access considerations were included in the Tourism Opportunity Plan. Additional funding has been secured to keep a project officer employed until December 2018.

The Annual Sorry Day event was held in May and was well received. Progress in engaging with, and involving Aboriginal residents in Council activities was accelerated during this period through the range of activities the Aboriginal Liaison Officer has been involved in. These include the establishment of the Consultative Committee for the Aboriginal Cultural Sites project, participation in Aboriginal Education Consultative Group (AECG), participation in the planning and delivery of the partnership project with Kiama High School and the annual NAIDOC Awards. Activities were undertaken to support reconciliation through acknowledgement of the Stolen Generation and raising awareness of Culture and Country at Sorry Day.

Music in the Park continues to be received positively by residents and visitors. The Kiama Jazz and Blues Club were successful in obtaining

a three-year contract for the project, subject to annual review. The Cultural Board has met regularly throughout the year and has been actively involved in assessment of the Kiama Cultural Grants and Arts Honour Roll, along with critical feedback to Council on public art installation including the Michael Purdy sculpture at Gerringong, urban artwork by Trait at the Old Stables, Kiama Showground and urban artwork by Mikey Freedom at the Jones Beach toilets.

Kiama library introduced a number of new programs, including Toddler Tales and Paws'n'tales. Both of these literacy programs provided opportunities for our community to encourage a love of reading and develop language and literacy skills. The second Kiama Readers Festival was held and provided seven sessions, including a sold out launch event, author talks throughout the day and a festival dinner. Five hundred and eighty-six people attended the Festival over two days.

The existing museum structure at Gerringong was relocated adjacent to the Men's Shed, to make way for construction of the new Gerringong Library.

5,567
internet hours
provided.



The Disability Access Committee met five times during the year and addressed 32 issues within the community.

160 people
attended a Regional
Food Fairness Event



Timebanking is well established in Kiama now and continued to be promoted with new members joining regularly.

The Kiama annual volunteer acknowledgement event was

held on Friday 25 May 2018, with Blue Haven enjoying the support of 115 active volunteers.

The SENTRAL Intergen *Munch Out* program culminated in June and provided a range of outcomes for the Youth Service. These include over 300 people of all ages and abilities engaged in the project. The project was nominated for the NSW Local Government Excellence Awards and won the NSW Local Government Heart Foundation Award for best program. The Intergen *Munch Out* Recipe Book was created, which is currently widely available throughout the local area. Gym equipment was purchased and a SENTRAL Gym was created at Kiama High School.

10 programs
implemented in
conjunction with
local schools, and



8

Youth Advisory
Committee meetings held

63 young
people provided
with assistance,
information or referrals
on specific youth
issues



37 young
people trained
through the Barista
training program



There were 32 programs/ events/activities offered to young people during the year, with 2,465 young people accessing the SENTRAL Youth Centre and its programs.

A review of the Kiama Health Plan was completed and endorsed by Council, with a draft Health Plan 2018-21 drafted and expected to be

finalised by September 2018. A health and sustainability grants program and a community gardens grants program were launched, and a total amount of \$12,070 was awarded to Kiama community groups.

Successful external grant funding of \$68,000 was received for the Jamberoo Valley Cycleway extension. Jamberoo pool refurbishment was completed and is now fully accessible, with new ramps, amenities and pool lift installed.

1.2 Planning for and assisting specific needs groups

All Blue Haven Care clients transitioned out of the Community Care Support Program as funding ceased from 30 June 2018. Clients continue to receive support through their National Disability Insurance Scheme (NDIS) package. Third Party Verification for the Community Care Support Program was achieved in April 2018. Due to the continued demand for community transport, the program once again met all target outputs and feedback on the service provided has been very positive.

Commonwealth Home Care Package numbers have continued to fluctuate over the last 12 months due to a shortage of available packages and the increasingly competitive environment. It is anticipated that a marketing and promotional campaign will see an increase in these numbers over the next 12 months.

 **115**
Blue Haven volunteers

Volunteers continue to provide an amazing level of support at Blue Haven, with them assisting in many facets of the Home adding to the wellbeing of the residents.

There are currently 123 people on the waiting list for Blue Haven Terralong. Waiting

times vary according to the type of unit nominated.

Work continues on the development of the Kiama Aged Care Centre of Excellence (KACCOE). Additional grant funding towards the project has seen the total budget for this project increase to around \$105.9M, with approximately 30% of the budget spent to date. The main works project completion date of mid-July 2019 remains on target. Once completed the new site will house an Aged Care Home with 134 beds, 58 Independent Living Units and Barroul House, which will include a restaurant open to the public and residents alike.

KACCOE development will provide additional **58** Independent Living Units 

New Aged Care Home (KACCOE) will result in **134** beds 

Blue Haven Care achieve **44 out of 44** outcomes in recent accreditation 

Blue Haven Care Home underwent reaccreditation by the Australian Aged Care Quality Agency in June 2018 and were assessed as meeting all 44 expected outcomes of the Aged Care Accreditation Standards. The assessors noted that the feedback from residents and families was extremely positive and that a culture of excellence existed at the Home. This is an enormous achievement when many other Homes across New South Wales have been sanctioned for not meeting these standards.

SENTRAL is committed to building and maintaining relationships with a range of

youth service providers to help provide opportunities for a young person's personal development.

 **32** programs and events offered to young people
Young People accessing **SENTRAL 2,465**

During the year SENTRAL worked closely with Kiama High School, Kiama, Minnamurra, Gerringong, Jamberoo and St Peter and Pauls Primary School's, Monash University, Essential Personnel, Kiama Teen Clinic and Parents and Friends of Lesbians and Gays (PFLAG). These relationships allow young people to receive the best quality assistance locally, easing potential anxieties and personal pressures.

1.3 We live in a safe community

The 2017-18 Patrolled Beach season commenced on 25 September 2017, with both Surf Beach and Warri Beach opening. The remaining beaches commenced their patrolled season 16 December 2017. All Kiama beaches were well patronised during the season. The Patrolled season concluded Monday 30 April 2018.

82 rescues and **236** instances of first aid by ocean lifeguards  

> 349,000 people attended Kiama beaches 

In December 2017 Council was successful in receiving a grant valued at \$38,500 under the NSW Observation Grants

Program to purchase a Junior Observation Tower, which will be installed at Kendalls Beach mid-year.

Council's Beach Lifeguard delivered eight Surf Education Awareness sessions to 1,100 local primary students at four local schools in September 2017.

Council's Crime Prevention Plan is currently under review and Council's CCTV program has been extended to include cameras located at Kiama Harbour.

571

parking patrols undertaken and



721

parking infringements issued



28

abandoned vehicles reported

A total of 323 annual inspections were undertaken for Onsite Sewerage Management Facilities. Four hundred and fifty-five customer enquiries were received and provided with advice and information about food safety. Council distributed four newsletters, two food safety alerts and invitations to six workshops were distributed to 356 food premises and operators.

The Swimming Pool Barrier Inspection Program is progressing well, but is taking longer than anticipated due to the inspectors needing to work around property owners' schedules. This program will continue to the end of the 2019 financial year.

45 noise pollution complaints and



38

water pollution complaints

35 food safety complaints investigated



Council continued to meet all obligations for implementing public health and community compliance regulations and programs during the 2017-18 financial year under the Companion Animals Act, Roads Transport Act, Impounding Act, Crown Lands Act and Road Rules. All environmental health complaints were investigated within the adopted timeframe of within 48 hours.

Council is committed to the Local Government Road Safety Program which is one of the actions in the Transport for NSW Road Safety Plan 2021. Its aim is to reduce deaths and serious injuries on local roads with the overall aim to move NSW towards a long-term aspirational goal of zero road trauma.

Almost half of NSW road trauma occurs on local roads. In the five years between 2012 and 2016, six people were killed and 94 seriously injured on roads in the Kiama Municipality, at an estimated cost to the community of over \$66 million. Seventy-three percent of casualty crashes in the Kiama Municipal Local Government Area occur on local roads. The Local Government Road Safety Program is one of a range of programs funded through the NSW Government's Community Road Safety Fund to improve Road Safety at a local level in the Kiama Municipality.

455

food safety enquiries





Kiama area

259k²

and

573ha

Council maintained land



Well planned and managed spaces, places and environment

50%+  of households own more than 2 cars

 **6,962** travel to work by car/motorbike

0.57%  travel to work by train

83km footpaths and cycle ways and 
 **208km** kerb and gutter

41  road bridges and **89km**  of stormwater network



4 rural fire service buildings, **2** state emergency service buildings, **19** community service buildings, **27** public amenities buildings, **3** surf life saving clubs, **32** sports and recreation facilities

2.1 Maintain the separation and distinct nature of local towns, villages and agricultural land

The Ooaree Creek/Werri Lagoon flood study commenced with consultation and investigation completed and modelling currently being completed. The Study is expected to be finalised by end of 2018. Current flood studies will roll over into next financial year.

The Town Centre Brief is finalised and ready to go out for expression of interest in the first quarter of the new financial year. A total of three Planning Proposal amendments were gazetted during the 2017-18 financial year.

Council continues to uphold its statutory responsibility with respect to heritage, with a total of 15 Development Applications (DAs) being referred to Council's Heritage Advisor during the year for assessment and comment in accordance with adopted Protocols.

15

DAs referred to Heritage Advisor



An amendment to the Development Control Plan (DCP) for changes to tourist and visitor accommodation on rural land was prepared to minimise the impact of these facilities on agricultural property.



3

Planning Proposal amendments gazetted

2.2 Our community and natural environments are adaptive, resilient and sustainable and informed of predicted climate change impacts

The Minnamurra landfill leachate remediation project commenced, with extraction

pumps and monitoring bores installed around the ammonia plume under the remediated Minnamurra landfill site. Monitoring associated with establishing baseline water level and water quality parameters have been collected, with this information informing the proposed pumping regime to be started in the first quarter of 2018-19.

Grant applications for Blue Angle Creek erosion control options assessment and Minnamurra wetlands weed control project were submitted and the expected date for announcement of the grants was extended, therefore it is unknown if Council has been successful with these applications. It is expected to hear about the result of these applications in the first quarter of 2018-19.

Council applied for funding from the Office of Environment and Heritage (OEH) Coast and Estuaries Program to undertake the development of a coastal management program for Jones Beach and Werri Beach. The OEH asked if Council was prepared to undertake a coastal management program for the entire Local Government Area (LGA), rather than just for two beaches. Council determined to allocate funding to undertake the coastal management program for the LGA and an application was re-submitted to the department. This was approved for funding by the OEH and Council accepted the funding and will undertake the development of the coastal management program for the Kiama LGA over the next three years. Council is required to develop a work plan for the project by November 2018.

Assistance given to active groups was mostly supplying plants, waste bags and other materials and collection of waste bags after working days. Jones Beach Landcare formed and were very active during the

year with numerous calls for assistance.

Grant funding was accepted for the Minnamurra headland erosion control work from the Office of Environment and Heritage. Two applications were lodged for funding to undertake weed control works in the Minnamurra Wetlands and erosion control assessment in Blue Angle Creek, through the NSW Coast and Estuary program. Funding was accepted from NSW Local Land Services for weed control and revegetation at Spring Creek.

There have been many changes to the funding and operational requirements under the Biosecurity Act. Illawarra District Noxious Weeds Authority (IDWA) on behalf of Council complied with new electronic reporting requirements of Biosecurity Regulation.

National Tree Day activities occurred in August 2017, with four sites prepared on Council land at Bombo headland landcare site, hillside landcare, Seven Mile Beach Reserve and



Gainsborough Reserve.

Signage was installed along the coastal walking track between Kiama Heights and Gerringong updating NSW Wildlife Information and Rescue Education Services (WIRES) information specific to flying foxes caught in fencing along the track. Signage was also installed at Seven Mile Beach Reserve relating to endangered oyster catchers nesting on the beach. Two biodiversity education workshops were

delivered as part of World Environment Day workshop program. One native bees workshop and one Birds of the Illawarra workshop.

2.3 The principles of ecologically sustainable development and compliance underpin town planning and local development

Average Development Application processing time continued to rise due to an increase in Development Application volume and complexity, attending to five Class 1 Land and Environment Court Appeals, increased compliance burden, changes to standard documents created by changes to the numbering of Environmental Planning and Assessment Act 1979, contraction of staff delegations by Councillors and release of planning circular on the use of clause 4.6 Variations which require more Development Applications to be reported to the elected Council for determination. All Development Applications determined were assessed in accordance with statutory obligations under section 4.15 of Environmental Planning and Assessment Act 1979.

Five hundred and forty-five Section 149(2) Certificates and 247 Section 149(5) Certificates were issued during the 2017-18 financial year, with only two outside of the three-day turnaround time.

547 Section 149(2) Certificates issued and
247 Section 149(5) Certificates issued

Total Section 94 contributions for the year were \$778,142 which related to 107 Complying Development Certifications (CDCs) and Development Applications (DAs). Ninety-two percent of all engineering referrals were completed within

14 days and all road occupation permits were completed within five days or less.

\$778,142 Section 94 Contributions

All Tree Management Applications were processed in accordance with adopted timeframes. All permit and compliance inspections were carried out in accordance with adopted timeframes.

244 tree management applications received
247 tree management applications determined
188 tree management applications processed within **21 working days**

402 customer action requests were received and inspected

2.4 Effectively manage our waste and resources

During the 2017-18 financial year a trial was undertaken to extend the Community Recycling Centre (CRC) opening hours on Saturday until 4 pm. At the completion of the trial Council agreed to continue with the opening of the CRC on Saturdays from 8 am until 4 pm.

One hundred percent of all scheduled services for domestic, rural and commercial services have been completed on the nominated day of service from 1 July 2017 until 30 June 2018.

3 'Plastic Free Kiama' clean-ups with
61kgs of rubbish removed

The Regional Waste Strategy, managed by the Illawarra

Shoalhaven Joint Organisation (ISJO) implemented a number of waste management programs during the year including the 'Picitup' program and the 'Plastic Free Kiama' Program.

During the year there were 149 reports received relating to Illegal Dumping in the Kiama Local Government Area, compared to 154 reported incidents for the same period last year. This represents a 3% decrease in total incidents. The annual clean up and landfill disposal costs for illegally dumped waste was \$6,219.

144 Illegal Dumping patrols over
5,943 klms

The Kiama 'Boomerang Bags' program continued, with 4,500 reusable bags being made since March 2017.

307.96T collected in kerbside clean-up

100.01T steel recycled in kerbside clean-up

3.5T collected in chemical clean-up

The Household Kerbside Clean-up, Household Chemical Clean Out and Household Bulky Waste pick-up programs continued in 2017-18, as well as two Second Hand Saturdays and the Organics Kiama Compost giveaway program.

3,180 bags of OK Compost given away to residents

Waste Services calendars were distributed to 11,000 urban and rural households for the 2018-20 financial years. Seven workshops were held in June 2018 as part of the World Environment Day, with 140 people participating.



2.5 Effectively manage our transport, drainage and other infrastructure and assets

Council's roads renewal program was completed within budget, including works to Link Street, Beach Street and River Street Minnamurra.

New roads commissioned during the year include Merrick Cct, Blair Street, Fadden Street, Alison Street and Downey Street Kiama.



The maintenance of Council roads, footpaths and cycleways was completed within budget, excluding planned work to Bombo Quarry pathway due to delays with improvements required by State Rail. The extension of the Jamberoo cycleway from Swamp Road to Browns Avenue Jamberoo was completed on time and within budget.



An audit of accessible parking places was undertaken throughout the Local

Government Area (LGA), with the aim of identifying opportunities for improvements. Two additional accessible parking bays were provided at Kiama Leisure Centre and Jamberoo Pool car parks. An audit of all signs at bus stops throughout the LGA was also undertaken to ensure that signs are accessible. The majority of signs were found to be compliant, with some minor repairs being carried out, including raising and relocation where required.

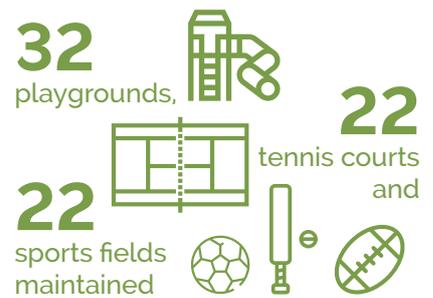
New stormwater infrastructure was commissioned at Cedar Ridge Stage 2 estate, which will service 100 new residential homes at this location. Patch lining of existing stormwater pipes was carried out in Holden Avenue Kiama and Bridges Avenue Gerringong. Stormwater drainage was upgraded at Chapel Lane Jamberoo.

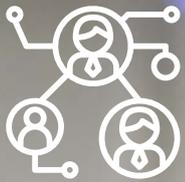


Ooaree Creek / Werri Lagoon flood study underway with consultation and investigation completed. Flood modelling is being finalised with report expected to be finalised at end of 2018 as per forecast.

All required building maintenance was completed in accordance with the adopted work program and within allocated funding, including roofing replacement at Werri Beach Surf Club. Amenities at Kiama Harbour were upgraded to include the provision of accessible adult change facilities, which was commissioned in May 2018.

New playgrounds were completed at Bonaira Oval and Gainsborough Reserve during the year.





5620
jobs in Kiama

A diverse,
thriving
economy



85.62%
of households
are connected
to the internet



Kiama
economy
generates est.
\$1.493
billion pa

821 jobs
supported by tourism
which generates



\$37.323
million pa revenue

Median house price

\$1,010,000

Median rental

\$550
/week



50.03%

employed full or part-time

2.1% unemployed



3.1 Promote and encourage business development and economic prosperity in the local area

The Kiama Economic Development Strategy is a document that was developed in 2014 with many of the strategies identified in this plan still being ongoing or current. The Kiama Regional Economic Development Strategy is currently also being implemented, with a review to be undertaken in conjunction with the 2021 Census.

The Kiama Small Business forum saw Council again partner with Shellharbour and Wollongong Councils in the Economic Gardening program which held two programs (eight workshops) for 48 businesses in the region.

During the year, the Economic Development Committee were proactive in investigating the supply of commercial and industrial lands available for future development and have held discussions with the relevant government departments regarding releasing land that may be surplus to their needs.

6 Kiama Small Business workshops



During the year, six Kiama Small Business forum workshops were held.

In addition to this, there were a number of Kiama and District Business Chamber events for business and six Tourism After Hours events.



6 Tourism After Hours events

The Illawarra Business Awards, Food handling workshops for business, The Economic Gardening Program and Kiama Community College training events were also supported. Council and The Kiama and District Business Chamber meet on a regular basis to ensure that the business calendar is well balanced and that the opportunities for business to participate in events is achievable and that event clashes and duplication are minimised.

Following a review of business development applications, the 'Easy to do business' program has been implemented, which will reduce red-tape for businesses wanting to lodge a development application for a restaurant, small bar or café. This pilot program may be rolled out to other business types over the next financial year.

3.2 Recognise and support Council as a significant purchaser in the local area

Council has been actively working in partnership with the Illawarra Shoalhaven Joint Organisation (ISJO) to improve procurement processes and engage with regional suppliers/providers to get the best project outcomes. A number of projects/initiatives that were implemented during 2017-18 includes the Regional Roads Renewals Program, the Minnamurra Boardwalk, Renewable energy supplies, and various building upgrade works, including Kevin Walsh amenities and Jamberoo pool. Some of the services which were

awarded to local contractors/consultants based on merit selection, includes Cardno for the Minnamurra Board Walk and Joshluke construction for the Jamberoo pool upgrade.

Kiama Council continues to work and support social enterprises including the Men's Shed, Rotary and the Lions on community projects and have successfully delivered the relocation of the Gerringong Museum, the establishment of the Arthur Campbell reserve and the Kiama respite center.

3.3 Promote and support tourism in the local area

Total income for the year for Council's five holiday parks continued to increase from the forecast income and from the previous year.

A substantial amount of maintenance works were undertaken, although not all planned maintenance was completed due to the workload of the Holiday Parks Builder, the lack of staff resources and the boom in the building industry which meant a lack of available contractors.

The main focus in marketing has been social media and digital content. All memberships and subscriptions have been renewed along with advertising in industry magazines. All licences to operate were received.

Planning works commenced for Stage 1 of the Surf Beach redevelopment with the completion of the electrical upgrade plan, and civil design works awarded to SET Consultants Pty Ltd. Sewer upgrades were undertaken at Surf Beach Holiday Park. Grant application for \$150,000 towards the construction of an accessible cabin and a duplex cabin through Destination NSW was successful.

An upgrade of Cabin 7 at Kendall's Beach Holiday Park, resulted in the cabin being partially accessible.

A successful grant submission through Destinations NSW will assist with the construction of an accessible cabin at Surf Beach Holiday Park in 2019.

Werrri Beach Business Development Strategy and Master Plan was approved in principle which will include the construction of two accessible cabins and two accessible ensuite sites.

Today tourism is extremely important to our local economy, currently contributing over \$215 million annually and an estimated 1,510 direct and indirect jobs.

The face of tourism has recently changed. In mid-2017, Kiama Municipal Council brought together all tourism operations, marketing and strategic planning in house. The new entity of tourism and events is known as Destination Kiama.

In late 2017, Kiama Council adopted the new Strategic Tourism and Events Plan, which outlines seven key areas of focus and delivery.

In June 2018, Council adopted the four categories of event classification which will underpin the new Events Strategy - Civic, Community, Destination and Major. The Draft Events Strategy has been completed, but is awaiting final direction and input before its presentation to Council.

The Kiama Visitor Information Centre has maintained its Accreditation. A new Operations Manual has been completed, new record keeping has been created, regular meetings and familiarisations are now being held and new services are being investigated.

Information on the importance of accessible tourism has been distributed via our monthly e-news to the local Tourism industry and via the Destination Kiama Facebook page. A presentation on Accessible Tourism has been confirmed for July 24 2018 at the Winter Tourism After Hours Event.

In June 2018 the Pavilion engaged the services of a Marketing Consultant to develop a marketing plan, which will be implemented over the 2018-19 financial year. It is hoped that the benefits of this marketing plan will be reflected in an increase of business and profit.

Responsible
civic leadership
that is
transparent,
innovative and
accessible

30

courses
attended by
Councillors



518

informal requests
and

5

formal requests
for information
under *GIPA Act*



77

public speakers at
Council meetings
(Open Access)



11

Ordinary
Council meetings,



4

Extraordinary
Council meetings and

1



Youth Council meeting held



4.1 Council is financially sustainable

Council continues to meet the seven 'Fit for the Future' financial health and sustainability ratios with the exception of asset maintenance. All quarterly budget reviews have been completed as required and adopted by Council.

An analysis of our current financial ledger has been completed and, following investigation and analysis, a new structure has been proposed to Council. This project is due for completion by end of June 2019. Research and investigation into different software for the accounts payable workflow is near completion, with the project due to be finalised by end of June 2019.

Council made an application to the Independent Pricing and Regulatory Tribunal (IPART) for a Special Rate Variation (SRV) of 6%, cumulative for three successive years from 2018-19, however IPART only approved a 6% increase for a 12-month term. Council will resubmit an application for continuation of the variation for the following two years.

Sale of identified surplus land is progressing. Investigation of viability of road closures on western side of Riverside Drive for proposed eight-lot subdivision continues. APP Corporation has been engaged to provide Spring Creek Feasibility Study for potential residential subdivision. Warri Beach Holiday Park business development strategy submitted and presented to Council. Akuna Street development on hold pending further discussions and considerations.

All legislative requirements have been met for the period 1 July 2017 to 30 June 2018. Council has performed above the Reserve Bank 90-day Bank Bill Index for the 2017-18 financial year. Council has achieved an average interest rate on term deposits of 2.51%

for the 12-month period. This return rate is 0.68% above the 12-month average of the 90-day Bank Bill Index.

20
briefing sessions
for Councillors



4.2 Council embraces good governance and better practice strategies

The Audit Risk and Improvement Committee has been formed and regular meetings scheduled.

Some recurring Work Health and Safety (WHS) tasks will rollover to the next reporting period. Tasks include; Statecover WHS audit, Emergency management planning and exercises, First aid refresher training, Safety document review and distribution.

Assessment and recommendations for public risk exposure plays an important part in our role. Our aim is the strategic elimination of identified risks and education of staff on public risk exposure and appropriate preventative actions.

Implementation of the Injury and Illness Management Protocol and completion of the Return to Work Program have been completed. Administration of Question, Persuade, Refer (QPR) suicide awareness and prevention training was offered to all staff.

Implementation of Injury Management Protocol and Return to Work Program is completed. We achieved below base tariff premium for 2017-18 financial year.

Continuous Risk Improvement Program (CRIP) audit items reviewed by Council's Management – Executive Team (ManEx) monthly and also reviewed quarterly by Audit, Risk and Improvement Committee. All measures committed to with the exception of three, have been commenced. WHS Management System Audit

reviewed and three identified opportunities for improvement commenced. Departmental Risk Register reviews underway with expected full rotation complete by end of 2018. Advanced Risk Inductions capture new managers.

Major components of the Human Resources Program of Works have been developed and implemented during the annual reporting period. Notable achievements across the portfolio include:

- significant recruitment initiatives - General Manager, Director Environmental Services and various Level 3 Manager recruitments during the annual period
- significant system improvements in Payroll
- review and implementation of the Performance Review System to align with Council's Values
- substantial review and transition to the new position description template that aligns to Values and the job evaluation system
- three significant variations to organisational structure implemented during the annual period.

It has been a busy year from an Organisational Development perspective with solid foundations being established for ongoing work. The uncovering of our Organisational Values was a pivotal piece of work and ongoing work will focus on strategies for embedding them.



2
Councillor
workshops

The Pilot Joint Organisation transitioned to Illawarra Shoalhaven Joint Organisation (ISJO) with policies developed for the new entity. The new ISJO

Board was elected in June 2018. ISJO continue to work with State Government on various projects for the area.

ISJO Hope Centre partnership dissolved due to various factors. The Cities Power Partnership actions are underway with photovoltaic system to be installed at Kiama Library and investigations into installation of electric vehicle recharge stations.

Regular meetings have been conducted with the Member for Kiama, Sydney Trains, Boral, Department of Planning and Department of Premier and Cabinet representatives to discuss rehabilitation of Bombo quarry with feasibility study commenced. Emergency Management objectives for water treatment plants were discussed with Sydney Water.

8

civic functions held by Council



4.3 Council and community working together

The main priority for Council's website in 2017-18 was to provide users with up-to-date information, and to ensure internal publishers were trained with skills, knowledge and confidence to efficiently complete website tasks. During the year we reviewed Council's website, with 780 articles being removed, 136 documents removed, and 112 out of date images removed. We created over 220 new articles and modified almost 1,000 to ensure the website was current. This 'clean up' work is preparing the site for Stage 1 of a project to redesign and overhaul the website during 2018-19.

The Terms of Reference for the Planning Committee were revised and adopted by Council. All other committees were determined as suitable until the next planned review in 2018-19.

Toward the end of 2017-18,

Council contracted me2accessibility to conduct an accessibility audit of Council's website. It received a satisfying 74% compliance rating. In the 2018-19 financial year, we will begin Stage 1 of a redesign of Council's website. The redesign will see a new approach to how we provide online services and information, with accessibility playing a significant role.

A review of all Council's stationery, forms and correspondence was commenced. This project goal is to achieve consistent branding, provide customers with quality and Plain English information, and satisfy changes to privacy legislation.

This year Council's Communications Unit assessed its methods of communication, with a goal to streamline tasks and make sure resources were being used effectively, a decision to stop using Council's Twitter account was made. This has allowed the team to focus on its Facebook account, which has proved to be a more popular platform with the community. New Facebook Likes continued to increase throughout the year.

Council's Community Engagement Strategy is scheduled to be reviewed in 2018-19 financial year. The frequency of the email edition of Kimunico was increased from monthly to weekly in order to provide more timely information to subscribers.

77

speakers addressed Council at Public Access meetings





Other required information under the Local Government Act/Regulations

Mayor and Councillors

Meetings and attendance of Councillors

Council conducted twelve Ordinary Meetings, 4 Extraordinary Meetings and 1 Youth meeting during 2017-18.

	Ordinary meetings	Extraordinary meetings
Clr Mark Honey	12	4
Clr Matt Brown	8	4
Clr Neil Reilly	11	4
Clr Kathy Rice	10	4
Clr Andrew Sloan	11	4
Clr Warren Steel	10	3
Clr Don Watson	11	4
Clr Mark Way	12	3
Clr Mark Westhoff	8	4

Mayor and Councillor fees and expenses paid

The following fees and expenses were incurred during the 2017-18 financial year for the provision of facilities to Councillors in relation to the carrying out of their civic duties.

Description	Amount Paid
Mayoral Fee	\$57,459.00
Mayoral vehicle expenses	\$9,822.33
Councillor Fees	\$156,616.00
Councillor Expenses	\$1,480.54
Cost of dedicated office equipment	\$23,857.00
Cost of telephone calls: including mobile, home located land-lines, facsimile and internet services	\$8,150.00
Cost of conference/seminar expenses	\$27,616.65
Cost of training and provision of skill development	\$21,068
Mayor and Councillor interstate visits including transport, accommodation and other out-of-pocket travelling expenses	\$9,672.35
Mayor and Councillor overseas visits including transport, accommodation and other out-of-pocket travelling expenses	Nil

Mayor and Councillor – expenses of any spouse, partner or other person who accompanied the Mayor or Councillor, being expenses payable in accordance with the Guideline	Nil
Mayor or Councillor expenses for the provision of care for a child or an immediate family member in relation to carrying out civic duties	Nil

Overseas visits by Councillors, Council staff, or Council representatives

No overseas travel was undertaken by Councillors, Council staff or representatives during the 2017-18 financial year.

Council's General Manager and senior staff payments

Council employed one position under the provisions of the *Local Government Act* as 'senior staff' for the 2017-18 financial year, being the General Manager. However, two individuals held the role of General Manager for part of the 2017-18 financial year. The total amount paid to the General Manager position for the financial year includes:

- Total value of the salary component
- Amount of any bonus, performance or other payments that do not form part of the salary component
- Employer contribution or salary sacrifice amount payable to any superannuation scheme to which the General Manager may be a contributor
- Total value of any non-cash benefits for which the General Manager may elect under the package
- Total amount payable by way of fringe benefits tax for any such non-cash benefits.

Total value \$302,576

Amount of rates and charges written off during the year

No rates or charges were written off during the 2017-18 financial year. Pension rebate of \$433,010 was granted for the financial year.

Money granted

Details	Amount
Anzac Day	\$1,856.50
Christmas Decorations Kiama	\$1,524.55
Contributions - Kiama Carols	\$2,000.00
Contributions - Kiama Jazz Committee	\$19,659.70
Contributions - Southern Stars	\$2,000.00
Cultural Grant - Rock of Ages	\$3,000.00
Cultural Grant	\$5,000.00
Cultural Grant - Jones Beach Mural	\$3,000.00
Cultural Grant - The Water Runner	\$3,000.00
Gerringong Public School Fete	\$250.00
Gerringong Surf Music Festival	\$1,164.09
Healthy Living Festival	\$1,659.00
Illawarra Academy of Sport	\$6,000.00
Illawarra Folk Club	\$5,262.73
Jamberoo Beat it Exercise Group	\$250.00
Jamberoo Public School Fete	\$250.00
Jamberoo Red Cross	\$250.00
Kiama Bowling Club - Ladies Bowling Jarrett Tournament	\$500.00
Kiama Bowling Club - Presidents open Weekend	\$500.00
Kiama Central Precinct	\$500.00
Kiama Colour Run	\$115.60
Kiama Community Garden	\$1,000.00
Kiama Downs SLSC	\$7,000.00
Kiama Garden Club	\$250.00
Kiama Readers Festival	\$1,325.00
Kiama Red Cross fun run	\$2,000.00
Kiama Relay For Life	\$772.00
Kiama Rugby sevens	\$9,900.23
Kiama Show Society	\$350.00
Kiama Tennis Club	\$250.00
Kiama U3A Inc	\$1,000.00
KISS arts festival	\$10,000.00
Koori Kids - NAIDOC School initiative	\$450.00

Details	Amount
Landcare Illawarra	\$909.09
Lions Club of Kiama	\$2,272.73
Minnamurra Progress Association	\$250.00
Minnamurra Public School Outdoor Living Classroom	\$250.00
New Year's Eve Kiama	\$1,697.16
North Kiama Neighbourhood Centre	\$393.64
Queen's Baton Relay	\$18,264.42
Remembering Kiama District memorial Book	\$2,500.00
Rotary Club of Gerringong Sunrise	\$250.00
Shine Kiama	\$250.00
Slow Food Saddleback	\$250.00
Steel City Strings Orchestra	\$500.00
Surfing NSW	\$2,000.00
Tathra Bushfire Mayoral Appeal	\$5,163.91
Triple Care Farm	\$10,000.00
Youth Arts Scholarship	\$1,000.00
Kiama Harbour Cabins Contributions	
Kiama Jazz & Blues Fest	\$200.00
Kiama Gamefishing Club	\$54.55
Surf Beach Holiday Park Contributions	
Kiama Jazz & Blues Fest	\$200.00
Kiama Gamefishing Club	\$54.55
Kendalls Beach Holiday Park Contributions	
Kiama Jazz & Blues Fest	\$200.00
Kiama Gamefishing Club	\$54.55
Werri Beach Holiday Park Contributions	
Kiama Jazz & Blues Fest	\$200.00
Kiama Gamefishing Club	\$54.55
Seven Mile Beach Holiday Park Contributions	
Kiama Jazz & Blues Fest	\$200.00
Kiama Gamefishing Club	\$54.55
Total	\$139,263.10

Section 94 and 94A contributions

Council has seven Section 94 Contributions Plans (S94) and one Section 94A Indirect Contributions Plan. 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 2017-18 – From Note 17 financial statements

	S94	S94A	Total Income
Total excluding interest	\$ 547,530.38	\$280,471.36	\$828,001.74
Total including interest	\$ 82,568.57	\$14,898.20	\$97,466.77

Works Undertaken	Expenditure
Leisure Centre - Plan 1	\$88,566.00
Tennis Courts - Plan 1	\$31,909.00
Jubilee Oval - Sporting Complex - Plan 1	\$40,399.00
BH ACF - Construction - Plan 1	\$1,230,945.00
Youth Facility - Plan 1	\$61,395.00
Stafford Street, Gerroa - Plan 3	\$1,481.00
Fern Street, Gerringong - Plan 3	\$4,600.00
Precinct 2: Morton - Plan 4	\$400.00
Cycleway/pedestrian link - Plan 7	\$165,451.00
Bland St, pedestrian link - Plan 7	\$30,395.00
Resealing Program - Plan 94A	\$33,650.00
Parking and Pedestrian Imp - Plan 94A	\$39,820.00
Footpath Asset Renewal - Plan 94A	\$27,980.00
Construction of Footpath - Plan 94A	\$29,292.00
Landscape - Plan 94A	\$7,292.00
Total Expenditure	\$1,793,575.00

Works	Contributions Recoupment
Figtree Lane Gerringong - carpark redesign	\$4,450.00
Kiama Harbour Public toilet change table	\$50,430.20
Total Recoupments	\$54,880.20

Government contracts (over \$150,000)

The following contracts with a value of more than \$150,000 were awarded during the 2017-18 financial year.

Contractor	Goods/services	Estimated amount payable under the contract (including GST)
Richard Crookes Constructions Pty Ltd	Design and construct Kiama Aged Care Centre of Excellence (KACCOE)	\$91,377,239
Refueling Solutions/Maxi-Tankers	Supply of bulk fuel	\$1,320,000
Affective Services Pty Ltd	Construction of Carrington Falls bridge approach roads and demolition of existing timber bridge	\$213,158
Computer Systems (Australia) Pty Ltd	Procurement and implementation of various equipment and services to build a comprehensive data and voice network	\$458,675
C&J Faff Building Service & Josluk Pty Ltd	Refurbishment of Jamberoo public pool amenities building and surrounds	\$294,740
H & C Robbins Pty Ltd	Management of Werri Beach Holiday Park	\$1,605,776
ROADWORX	Supply and deliver Ashphaltic Concrete	\$154.45 per ton
Flick Hygiene Services Pty Ltd	Sanitary services and disposal / cleaning services	\$200K > across four Regional Councils
JCB Construction Equipment Australia	Supply and deliver backhoe loader	\$207,695
Sydney Truck and Machinery	Supply and deliver 2 side loader garbage compactors	\$822,428

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 2017-18 (\$000)
Public roads	\$121,515	\$1,795	\$1,583	\$1,519

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 2017-18 (\$000)
Drainage	\$27,759	\$125	\$142	\$69

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 2017-18 (\$000)
Public buildings	\$59,724	\$1,653	\$1,731	\$1,637

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 2017-18 (\$000)
Other structures	\$6,285	\$0	\$0	\$0

Stormwater management services provided (levied)

In 2017-18 Council engaged a stormwater consultant to provide a Gross Pollutant Trap (GPT) maintenance schedule and specification at a cost of \$21,000.

Council completed storm water remediation renewal works to defective assets within Minnamurra, Kiama Downs, Kiama and Gerringong at a cost of \$147,396.

Special Rate Variation (SRV) works

Special Rate Variation amount of \$846,275 for 2017-18 was fully expended on Council's road asset renewal program.

Capital Works report

Kiama Aged Care Centre of Excellence (KACCOE) 2017-18

The project is forecasting an underspend of \$0 with \$5m of uncommitted contingency. Refer to section 8 for further details.

Item	A Budget (\$) (indicative)	B Approved to Date (\$)	C Forecast Final Cost (\$)	D+A-C Forecast Uncommitted (\$)	E Spent to Date (\$)
Const - Early Works	\$4,250,000	\$1,150,482	\$4,330,650	-\$80,650	\$4,184,363
Const - Main Works (Prelims & Margin)	\$15,632,892	\$15,632,892	\$15,632,892	\$0	\$3,532,105
Const - Main Works (RACF)	\$29,702,143	\$29,702,142	\$29,702,143	\$0	\$1,848,738
Const - Main Works (Community & Loft Apartments)	\$6,037,849	\$6,037,849	\$6,037,849	\$0	\$555,008
Const - Main Works (ILU)	\$19,941,585	\$19,941,585	\$19,941,585	\$0	\$2,043,468
Const - Main Works (External Works)	\$7,455,715	\$7,455,715	\$7,455,715	\$0	\$1,488,801
Const - Main works (Site Infrastructure Works)	\$2,205,752	\$2,205,752	\$2,205,752	\$0	\$0
Const - Main Works (Provisional Sums)	\$775,000	\$775,000	\$775,000	\$0	\$0
Const - Consultants	\$58,870	\$1,319,281	\$1,319,281	-\$1,260,411	\$484,438
Const - Restorations of Barroul House and Associated other Costs	\$2,900,000	\$0	\$2,900,000	\$0	\$0
Consultants - Pre DA	\$1,112,311	\$1,112,311	\$1,112,311	\$0	\$1,112,311
Consultants	\$3,704,989	\$3,612,960	\$2,546,207	\$1,158,782	\$1,933,927
Authorities	\$423,763	\$423,764	\$423,763	\$0	\$423,764
Client Costs	\$1,771,966	\$169,694	\$1,898,687	-\$217,721	\$169,694
Purchase of Land	\$2,819,059	\$2,819,059	\$2,819,059	\$0	\$2,819,059
Contingency	\$5,400,000	\$0	\$5,000,000	\$400,000	\$0
Total	\$104,191,894	\$92,358,486	\$104,100,894	\$0	\$20,595,676

Legal proceedings summary

Legal Court actions

Action	Result	Cost \$
<i>Companion Animals Act</i> (appeals)	Nil	\$0
<i>Protection of the Environment Operations Act</i> (appeals)	Nil	\$0
Other Acts (appeals)	Nil	\$0

Infringements

Action	Result	Face value \$
Road Rules, Transport Act, Road Regulations	194	\$111,669
<i>Companion Animals Act</i>	11	\$3,905
<i>Environment Planning and Assessment Act</i>	Nil	\$0
<i>Protection of the Environment Operations Act</i>	8	\$10,200
<i>Local Government Act</i>	Nil	\$0
<i>Food Act</i>	Nil	\$0
<i>Impounding Act</i>	Nil	\$0

Appeals

Action	Result	Cost \$
10.2016.185.1 (Saffioti)	Appeal - Ongoing	\$123,102.51
10.2016.231.1 (PSEC Project)	Appeal - Upheld	\$29,500.25
10.2016.243.1 (MKD Architects)	Appeal - Dismissed	\$147,860.37
10.2016.286.1 (DBT Architects)	Appeal - Ongoing	\$9,206.93
10.2017.116.1 (Parker Logan Property)	Appeal - Discontinued following conciliation conference	\$11,188.41
10.2017.241.1 (Vickery & Fay)	Appeal - Discontinued following conciliation conference	\$4,705.50
10.2017.1.1 (Albert)	Appeal - Upheld	\$34,466.52
KMC v Johnson & Gilmore	Class 4 - Unlawful building works - ongoing	\$2,163.00

Work on private land

No work was carried out on private land during the 2017-18 financial year.

External bodies, companies and partnerships

Council engaged a consultant to undertake swimming pool compliance inspections under the *Swimming Pools Act 1992* and *Swimming Pool Regulation 2018*.

Council did not hold any controlling interests in any corporations, partnerships, trusts, joint ventures, syndicates or other bodies during the 2017-18 financial year

Council participated in partnerships/joint ventures with the following corporations, partnerships, trusts, joint ventures, syndicates or other bodies:

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 Shoalhaven Joint Organisation (ISJO)	Association to combine council 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
Surfing NSW	Partnership agreement for the Kiama area to host surfing and bodyboarding events	Surfing NSW
Regional Arts	Promote and assist arts within the region	Shellharbour Council
South Coast Tourism Promotion	NSW South Coast Unspoilt Destination Marketing Campaign	Shellharbour, Shoalhaven and Sapphire Coast Councils and Eurobodalla Tourism partnering with Destination NSW
Community Building Partnerships	CCTV network and Saddleback lookout	NSW and Commonwealth Governments

Controlling interest companies

Council held no controlling interest in any company in 2017-18.

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 Business – 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 Business – 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

Statement of ordinary expenses

Statement of ordinary expenses incurred, ordinary revenue raised and assets held by Category 1 Business units – Year ended 30 June 2018.

	Revenues		Expenses		Operating Results		Total assets held (current and non-current)
	Budget (\$000)	Actual 2018 (\$000)	Budget (\$000)	Actual 2018 (\$000)	Budget (\$000)	Actual 2018 (\$000)	Actual 2018 (\$000)
Waste Service Collection Unit	\$5,524	\$5,212	\$3,510	\$3,270	\$2,014	\$1,943	\$ 4,839
Kiama Coast Holiday Parks	\$8,969	\$9,206	\$5,477	\$5,130	\$3,492	\$4,076	\$21,892
Totals	\$14,493	\$14,419	\$8,987	\$8,400	\$5,506	\$6,019	\$ 26,731

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 overhead attributed to the declared business activities which are shown in the Special Purpose Financial Reports.

Private swimming pool inspections

Council engaged a consultant to undertake swimming pool compliance inspections under the *Swimming Pools Act 1992* and *Swimming Pool Regulation 2018* for the 2017-18 financial year.

- 5 inspections of tourist and visitor accommodation
- No inspections of premises with more than 2 dwellings
- 309 inspections that resulted in issuance of a Certificate of Compliance under Section 22D of the Act
- 141 inspections that resulted in issuance of a Certificate of Non-Compliance under clause 18BA of the Regulation.

Environmental Planning and Assessment Act

No planning agreements were in force during the 2017-18 financial year.



Disability Inclusion Action Plan

Kiama's Disability Inclusion Action Plan (DIAP) was developed over an 18-month period, based on a combination of consultations and surveys with people with disability to inform the plan, including consulting with Council's Access Committee and utilising the results from previous consultations for the 2014 Age-friendly survey and the 2013 Community Strategic Plan.

Based on these consultations, draft strategies were developed that were allocated to various responsible officers across Council to implement, with each responsible officer consulted to ensure they agreed with the actions they were to implement to ensure 'buy-in'. The plan was finalised and endorsed by Council in June 2017.

Since the development of the plan, a great deal has been done to improve disability access across the full range of services Council provides, and to encourage disability awareness, access and support across the whole community, including in local businesses and community organisations.

In 2017-18 disability access considerations were included in the development of the new Tourism Opportunity Plan. Information on the importance of accessible tourism has been distributed via our monthly e-news to the local Tourism industry and via the Destination Kiama Facebook page. A presentation on Accessible Tourism has been confirmed for July 24 2018 at the Winter Tourism After Hours Event.

Council's Disability Access Committee met five times during the year and addressed 32 issues within the community. The Disability Consultative Group met nine times during the year with a number of guest speakers providing support and advice, including a consultation with Ann Sudmalis MP, Member for Gilmore, who provided advice on the National Disability Insurance Scheme (NDIS).

An audit of accessible parking places was undertaken throughout the Local Government Area (LGA) with the aim of identifying opportunities for improvements. Two additional accessible parking bays were provided at Kiama Leisure Centre and Jamberoo Pool car parks. An audit of all signs at bus stops throughout the LGA was also undertaken to ensure all signs were accessible. The majority of signs were found to be compliant, with some minor repairs and adjustments being carried out to ensure all were accessible.

The Dementia-friendly Kiama Project held six Dementia Alliance meetings and three community education sessions during the year. The Project featured in the University of Wollongong's *'Research for Impact'* publication. The Project hosted Mr Ken Wyatt MP, Federal Minister for

Aged Care and Indigenous Health, and facilitated a showcase on the Project. Dr Al Power, an international Dementia specialist, also contacted the Project and was provided with information on the Project. The Project also delivered an international webinar, delivered through the Dementia Alliance International, which was viewed in more than seven countries. A Project overview was also delivered at three national conferences during the year.

The Jamberoo pool refurbishment was completed during the year and is now fully accessible, with new ramps, amenities and pool lift installed. An adult lift and change facility at Kiama Harbour was commissioned in May 2018.

A grant application for \$150,000 towards the construction of an accessible cabin and a duplex cabin through Destination NSW was successful which will assist with the construction of an accessible cabin at Surf Beach Holiday Park in 2019. An upgrade of Cabin 7 at Kendall's Beach Holiday Park, resulted in the cabin being partially accessible. The Werri Beach Holiday Park Business Development Strategy and Master Plan was approved in principle which will include the construction of two accessible cabins and two accessible ensuite sites

Toward the end of 2017-18, Council contracted me2accessibility to conduct an accessibility audit of Council's website. It received a satisfying 74% compliance rating. Work will continue in 2018-19 to ensure that Council continues to develop a fully accessible website.



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Implementation of Council's Equal Employment Opportunity (EEO) Management Plan

We are committed to developing an equitable and diverse workforce that represents the community of the Kiama Local Government Area and the Illawarra region.

This commitment is centred on Council meeting the obligations of legislative requirements, and ensuring that our work environment is characterised by effective and productive working relationships. Council's Equal Employment Opportunity Management Plan 2015-18 focuses on the following key areas:

- an accountable workforce
- a workplace that is free from unlawful discrimination, harassment and bullying
- recruitment and retention strategies that are supportive of the needs of EEO groups and contribute to maintaining a diverse workforce
- maintaining a relevant and achievable plan through communication, review and evaluation.

In 2017-2018, Council undertook a significant project to uncover the values of the organisation. The process involved extensive consultation with employees about the existing and desired workplace culture in order to establish the foundation of Council's workplace culture into the future. The values of Respect, Integrity, Innovation, Teamwork and Excellence were uncovered and have formed the foundation of expectations in relation to attitudes and behaviours expected of employees.

A key focus of the EEO Management Plan is to minimise barriers for equity and diversity target groups including Aboriginal and Torres Strait Islander people, people with disabilities, women, people from non-English speaking backgrounds, mature age workers, youth, and people who identify as lesbian, gay, bisexual, trans or intersex. As an integral component of Council's Corporate Induction Program, Council has a fairness and equity awareness session to raise awareness and ensure new employees have an understanding of Council's expectations in terms of working with people and processes for addressing matters should they arise.

Council has also continued to support the internal Women's Leadership Group, which meets on a monthly basis to provide a support network for female leaders within our organisation. A key achievement in the equity and diversity realm during the reporting period is a significant shift in gender balance of Council's Senior Management (ManEx) and managerial team, with the recruitment of a female Director Environmental Services bringing the gender composition at the Director

level to 50% female. This is paired with an increase to almost 50% of the managerial roles at Council currently being occupied by women.

During the past 12 months, Council has hosted a range of awareness and engagement initiatives aimed at providing a platform for employee education and engagement with a focus on working together harmoniously, supporting workmates and accepting diversity within the workplace. Notable initiatives include:

- hosting monthly *Lunch and Learn*, which have featured sessions related to diversity awareness, including International Women's Day, Dementia Friendly initiatives, Youth initiatives and awareness of local Aboriginal sites of cultural significance
- supporting employees to attend Sorry Day ceremonies hosted by Council
- hosting R U Ok? Day Awareness campaign
- celebrating Men's Health Week, featuring guest speaker Mick Bainbridge.

We have continued to systematically review protocols and procedures in line with the review schedule and/or legislative change. Our Consultative Committee is consulted to ensure each protocol or practice is fair and equitable, before presenting protocols to Council's Senior Management team for endorsement and implementation. Council takes very seriously allegations of discrimination, harassment, bullying and other grievances that indicate an employee is unhappy or uncomfortable with their working environment. Complaints or issues are thoroughly investigated in an appropriate and timely manner in accordance with our protocol framework.

We also continue to support a pool of trained Contact People who are non-management representatives and have completed formal training in equity and diversity. This pool of employees is available to support and assist employees by providing relevant advice on matters related to equity and diversity if required.

We have also continued our long-standing commitment to provide employees with access to the independent and external service of an Employee Assistance Program, with the confidential report provided to Council's Senior Management team and manager group on an annual basis for review, and information. This has also been supported by the roll out of online Question, Persuade, Refer Mental Health training which was made available to every employee.

Companion Animals Act

Office of Local Government Annual Report pound data

Council submitted the following information to the Office of Local Government for 2017-18:

- 167 dogs collected and returned directly to owner rather than being impounded
- 40 companion animals impounded or surrendered
- 35 dogs and 5 cats impounded, (Nil animals surrendered)
- 36 (90%) returned and/or released to owner (34 dogs and 2 cats)
- No animals impounded escaped
- 4 (10%) of companion animals rehomed (1 dog and 3 cats)
- No companion animals (cats or dogs) were destroyed
- 319 companion animal complaints investigated (This is 114, or 26% less complaints received than in 2016-17)
- 85 notices to comply issued
- 13 infringements issued (\$3,905 value).

Data and reporting related to dog attacks

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

Funding spent on Companion Animals management and activities

Council's expenditure for Companion Animals management totaled \$218,214. Funds were spent on companion animal administration, enforcement, management of Council's pound and other companion animal management issues performed by our Ranger Services staff.

Our Rangers investigated all 319 companion animal complaints within 24-hours of their receipt, and processed 276 new lifetime registrations (57 cats, 219 dogs).

Cat and dog de-sexing

Council requires all dogs and cats leaving its pound to be de-sexed. In 2017-18 we supported state-run programs that encourage the de-sexing of cats and dogs including discounted de-sexing fees.

Strategies to rehome unclaimed animals

Council encourages local residents to adopt

animals that are suitable for rehoming.

Four (100%) of the impounded unclaimed animals (one dog and three cats) were rehomed in 2017- 2018. This is a pleasing result as no animals were destroyed.

Dog Off-leash areas

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

Our dog off-leash areas are located in:

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

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

Companion Animal Community Education

Council undertook community education programs at selected off leash areas and an information stand at the Kiama Markets to provide advice on registration and legislative requirements when taking dogs into a public place and using dog off leash areas.

Financial information on Companion Animals funds

In 2017-2018 \$218,214 was spent on implementing the companion animal management function.

Council received \$28,615 in income from the following fees and infringements in 2017-18:

- impounding fees \$214
- Office of State Revenue infringement payment \$6,483
- registration income from Division of Local Government \$21,918

Council provided a total of \$189,599 from its general revenue to balance the shortfall in its income and expenditure for Companion Animals Management.

Government Information (Public Access) Act 2009 and Regulation

The *Government Information (Public Access) Act (GIPA Act)* requires Council to be proactive with the release of information it holds. It creates an environment where members of the public can freely access most of this information.

The Act requires councils to make information readily available to members of the public, unless there is an overriding public interest against 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 2017-18

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 the NSW 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** 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 November 2017.
- **Access Applications Received** Council received five formal access applications (including withdrawn, but not invalid applications).
- **Refused Applications for Schedule 1 Information** Council did not refuse any formal access applications for information under Schedule 1 of the Act.

Number of applications by type of applicant and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/ Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	1	0	0	0	0	0	0	0	1	20%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	1	0	0	0	0	0	0	0	1	20%
Members of the public (other)	2	1	0	0	0	0	0	0	3	60%
Total	4	1	0	0	0	0	0	0	5	
% of Total	80%	20%	0%	0%	0%	0%	0%	0%		

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

Number of applications by type of application 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	Total	% of Total
Personal information applications*	0	0	0	0	0	0	0	0	0	0%
Access applications (other than personal information applications)	4	1	0	0	0	0	0	0	5	100%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	4	1	0	0	0	0	0	0	5	
% of Total	80%	20%	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). 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.

Invalid applications		
Reason for invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	2	100%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	2	100%
Invalid applications that subsequently became valid applications	2	100%

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

Reason	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%

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

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

Reason	Number of times consideration used*	% of Total
Responsible and effective government	1	50%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	1	50%
Business interests of agencies and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%

Timeliness

Description	Number of applications	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	5	100%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	0	0%

Number of applications reviewed under Part 5 of the Act (by type of review and outcome)				
Type of review	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0%
Review by Information Commissioner*	0	0	0	0%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	0	0	0	

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

Applications for review under Part 5 of the Act (by type of applicant)		
Description	Number of applications for review	% of Total
Applications by access applicants	0	0%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%

Applications transferred to other agencies		
Type of transfer	Number of applications transferred	% of Total
Agency-Initiated Transfers	0	0%
Applicant - Initiated Transfers	0	0%

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 the NSW Parliament on its obligations under Section 31 of the *Public Interest Disclosure (PID) Act 1994*. Council is also required to report 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 2017-18. During 2017-18 Council issued all staff emails advising staff of the *PID Act* and when and how to make one. PIDs (who should make a PID, when and how) were also discussed at Council's induction sessions for all new employees.



