



# **ORDINARY MEETING OF COUNCIL**

## **ENCLOSURES**

Tuesday 17 March 2015

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Report of the Director Environmental Services

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**9.2 Lot 387 DP 30547 No 78 Johnson Street Kiama Downs - Demolition of existing dwelling and erection of a new dwelling and swimming pool (10.2014.168.1)**

CSP Objective: 2 Well Planned and Managed Spaces, Places and Environment

CSP Strategy: 2.9 Ensure the principles of sustainable development and legislative compliance underpin our land uses and the design of our buildings and subdivisions

Delivery Program: 2.9.1 Comply with Development Regulation

**Summary**

The Development Application is reported to Council as more than five submissions from the public have been received.

The report reviews Development Application 10.2014.168.1 which seeks consent for demolition of existing dwelling and erection of a new dwelling and swimming pool. The report recommends that Council refuse Development Application 10.2014.168.1.

**Finance**

N/A

**Policy**

The application proposes significant variations to adopted standards in Councils Development Control Plan and these variations are not supported by staff.

**Attachments**

- 1 Plans
- 2 Assessment Photographs

**Enclosures**

Nil

**RECOMMENDATION**

That Council refuse Development Application number 10.2014.168.1 pursuant to Section 80 of the Environmental Planning and Assessment Act, 1979 for the following reasons:

- 1. The building alignment of the proposed development is not consistent with the objectives under Chapter 2 Section 8 Kiama DCP 2012 – “Building Line Setbacks in Context”.
- 2. The rear building line does not comply with Chapter 2 Section 12 of Kiama DCP 2012.
- 3. The proposed development is not consistent with the requirement of Control C2 under Chapter 4 Kiama DCP 2012.
- 4. The proposed development will be sited inappropriately in relation to neighbouring dwellings.
- 5. The proposed development does not comply with the objectives and controls of Chapter 2 Section 5 of Kiama DCP 2012 – Maintenance of views and vistas

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and as such will impact unreasonably on existing views.

6 The proposal is not in the public interest.

Applicant: Lisa Papesch Architecture  
Owner: Mr MA Aubin & Miss RA Keen

**BACKGROUND**

**Development site**

The property is described as Lot 387 DP 30547 which is located at 78 Johnson Street Kiama Downs. The site is zoned R2 low density residential pursuant to Kiama LEP 2011. The overall site measures 986.42m<sup>2</sup> in size and is trapezoidal in shape.

The site currently contains a two storey brick veneer dwelling and is bounded by residential land to the north, west and south containing principally single detached dwellings. The allotment backs onto foreshore land to the east and falls approximately 6.6m from the northwest to the southeast.

**Description of the proposed development**

The proposal involves the demolition of the existing dwelling and erection of multi-levelled contemporary dwelling and swimming pool.

The proposed dwelling would extend approximately 35m down the allotment in an articulated manner. The dwelling has been designed to occupy the wider portion toward the rear of the allotment.

The proposed dwelling incorporates low skillion, broken roof forms and will be finished in recessive earthy colour tones.

**Section 79C assessment**

The proposed development has been assessed in accordance with Section 79C of the Environmental Planning and Assessment Act 1979 (as amended) and the following matters are considered relevant.

**Relevant Environmental Planning Instruments**

- State Environmental Planning Policy No 71 – Coastal Protection (SEPP 71)

The site is located within the coastal zone, as defined by SEPP 71. The site is located within a 'sensitive coastal location' as defined by SEPP 71.

The development would not impact upon coastal processes or heritage and would not interfere with foreshore access. The land is situated north of an existing access lane.

Scenic qualities of the coast are not compromised by the proposal as the site is within a long established urban area containing predominantly single dwellings and dual occupancies. There are potential amenity impacts associated with the proposed setback of the development in particular, existing views will be impacted.

No erosion, sedimentation or encroachment on marine habitat is anticipated.

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Consideration has been given to the objectives of the SEPP and the matters prescribed by Clause 8. The proposed development is considered to be consistent with the objectives of the SEPP.

- State Environmental Planning Policy (Building Sustainability Index: Basix) 2004

A Basix Certificate was lodged with the application which demonstrates that the dwelling has been designed in accordance with the SEPP.

- Kiama Local Environmental Plan (LEP) 2011

The subject land is zoned R2 low density residential pursuant to Kiama LEP 2011. Dwelling-houses and their ancillary structures are permitted with consent in the zone. The proposal is considered to be consistent with the zone objectives.

Specific clauses requiring consideration:

- Clause 4.3 height of buildings - maximum 8.5m vertical distance between the existing ground level and the highest point of the building, including plant and lift overruns. The maximum height indicated will be 7.7m therefore the proposal is consistent with this standard.
- Clause 4.4 floor space ratio - the proposal is consistent with this standard.

**Development Control Plan 2012**

Site Area	986.42m <sup>2</sup>	
Gross Floor Area	381.6m <sup>2</sup> – 39% - .39:1	
	<b>Requirement</b>	<b>Proposed</b>
FSR	0.45:1 - Clause 4.4 Kiama LEP	Complies
Height	8.5 metres - Clause 4.3 Kiama LEP	7.7m Complies
Building Height Plane	Section 6 – Ch 2 – Kiama DCP	Complies
2 Storey requirement	12m from FBL - C2 – Ch 4 – Kiama DCP	Non-Compliance; Refer to Assessment
Lot width	> 15 metres - C42 – Ch 4 – Kiama DCP	Complies
Front Building Line (FBL)	6.0 metres - Sect 12 – Ch 2- Kiama DCP	Complies
Rear Setback	Established rear building line of adjoining properties - Sect 12 – Ch 2- Kiama DCP	Non-compliance (Refer to Additional Assessment of Rear Setback)
Side Setback	900 mm (wall) 675 mm (eaves)	Complies
Colour and material	Sect 18 – Ch2 – Kiama DCP	Complies

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Wall articulation	>15m for side walls C7 – Ch 4 – Kiama DCP	Complies
Cut & fill	<900mm external building perimeter C3 – Ch 4 – Kiama DCP	Complies
Private open space	C23 - C29 (inc) – Ch 4 – Kiama DCP	Complies
Car parking	Max 50% of Street elevation - C31– Ch 4 – Kiama DCP	Complies 41%
Storage	2 bed - 8m <sup>3</sup> 3+ bed - 10 m <sup>3</sup>	Complies
Drying areas	C 37 & 38 – Ch 4 – Kiama DCP	Complies
Landscaping	33% of area forward of FBL to be landscaped. 25% of the site to be deep soil landscaped C3 – Ch 4 – Kiama DCP	Complies
Overshadowing	C 55 & 56 – Ch 4 – Kiama DCP	Complies
Overlooking	C54 – Ch 4 – Kiama DCP	Complies
Streetscape	C13 & 14 – Ch 4 – Kiama DCP	Complies
View loss	Sect 5 – Ch 2 – Kiama DCP	To be assessed in 79C report"
Kiama LEP 2011 - Clause 4.6 variation	nil	
Kiama DCP 2012 - Section 35 variation	No building line variation sought	
Kiama DCP 2012 - Section 37 variation	Refer to Assessment under Control C 2 under Chapter 4 of Kiama DCP 2012	

- DCP 2012 – Chapter 11 Waste Requirements

A waste management plan was supplied with the application which deals with demolition and construction waste.

- DCP – Chapter 2 Section 6 - Building Height and Amenity

The proposed development complies with all relevant provisions of DCP 2012.

**Any matters prescribed by the regulations**

- NSW Coastal Policy 1997

The proposed development is consistent with the NSW Coastal Policy, 1997.

**The likely impacts of the proposed development**

Item 9.4

Enclosure 1

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DCP 2012 - Chapter 2 Section 7 – Front Building Lines

The proposal provides for a compliant building line. All car parking has been set back a minimum distance of 6.0 metres from the front property boundary in compliance with Chapter 2 Section 14 and Chapter 4 Section 5 – Garaging/Car parking of Kiama DCP 2012.

DCP 2012 - Chapter 2- Building Lines

The issue of building lines is dealt with extensively in the abovementioned chapter, commencing at Section 8 which provides the overall context and objectives for the maintenance of various building lines.

Section 8 – “Building Lines Setbacks in Context”, provides commentary and a number of objectives to be considered when assessing development proposals. Four of the objectives are felt to be particularly relevant in assessing the subject proposal, ie:

- To protect the amenity of the locality in which the development is situated.
- To protect the established character of a neighbourhood with a consistent view along the street and water frontage to promote an open street and waterscape.
- To prevent dwelling houses and structures being sited inappropriately in relation to neighbouring dwellings and the water front.
- To prevent unreasonable loss of views

Section 12 of Kiama DCP 2012 deals specifically with rear building lines and states that:

“habitable structures shall be generally sited on the established rear building line of the adjoining development or six (6) metres whichever is the greater; subject to such development having a reasonable economic life.”

The existing dwelling on the allotment complies with the abovementioned DCP requirements and has a setback of approx 20-23 metres, which is generally on a line drawn between the two adjoining properties.

The new dwelling is proposed to be setback an average of 9.4m from the rear boundary. The minimum rear setback of the northeast corner of proposed dwelling is 8.2m and a maximum offset of 10.9m from the south eastern extremity of the subject allotment. Thus it is proposed to extend the proposed dwelling some 12 metres closer to the rear boundary than the existing dwelling.

The subject allotment and the southern adjoining allotment are the most easterly extended allotments in this section of Johnson Street. These allotments are also ‘fan-shaped’, radiating from the curvature of Johnson Street. Consequently these allotments have greater depths extending towards the foreshore than the immediate neighbouring allotments.

The applicant has not specifically addressed the issue of rear building line nor applied for a variation to the adopted standard. The potential for redevelopment of adjoining dwellings has been considered, however, having regard to the existing



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setbacks and view corridors achieved by a number of properties in the area, the current proposal is not considered to meet applicable objectives nor the acceptable solution in regard to rear building lines.

Chapter 4, Control C2 of Kiama DCP 2012 provides a further control in that:

“where development greater than single storey is proposed, that component greater than one storey shall be located within 12.0 metres of the applicable front building line:

- Development in excess of one storey beyond this point will be more critically analysed in respect to the amenity impacts on adjoining properties, by the development, with particular reference to the following:
- Maintenance of privacy into the adjoining dwellings and private open space areas
- Access to natural light and/or overshadowing
- Visual bulk
- Treatments to reduce the likely amenity impacts on adjoining properties might include screens, opaque glazing, highlight windows, increased side setbacks, broken roof lines, split floor levels or a general height reduction.
- New development shall comply with the Building Height Plane.

Whilst Control C2 highlights areas of particular reference it is not exclusive to these amenity impacts.

The proposal has two storey elements extending in excess of 30 metres from the front building line, and it is these elements that have the greatest impact on view sharing.

**Noise**

Construction works will generate some noise, though conditions of consent can be imposed to ensure that works are undertaken only within specified hours to limit impacts upon neighbours. No on-going significant noise impacts are expected as a result of the development.

- Privacy and Overlooking

Concerns have been raised by the owners of the southern adjoining dwelling (No. 76 Johnson Street) in relation to privacy loss and overlooking resulting from the positioning of the proposed development.

The distances have been measured on site and reveal that there will be a spatial separation greater than 13m between the proposed southern balcony and the existing cottage at 76 Johnson Street. These allotments are also separated by a 3.5m wide public access track to the foreshore with established trees that would provide some screening from the proposed development.

The impacts of the proposed development on No 76 Johnson Street in regard to privacy are not unreasonable.

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• Overshadowing

The shadow diagrams provided indicate the southern adjoining property will not be overshadowed by the proposed development until 2pm on the shortest day of the year. Therefore the proposed dwelling design will not unreasonably overshadow the southern adjoining dwelling and its private open space (POS). The southern adjoining dwelling & POS will still receive in excess of 3 hours direct sunlight on the shortest day of the year as provided under Chapter 4, Section 3 Control C26 under Kiama DCP 2012.

The existing trees in the front yard of the southern adjoining property, as well as the existing trees along the northern boundary, will cause overshadowing to the southern adjoining property prior to 2pm on the shortest day of the year.

• Views

View impacts have been assessed according to the objections received in regard to this proposed development. More assessment detail on view impacts will be provided for each specific objection received.

The assessment criteria given in Kiama DCP 2012 requires the assessor to define whether the views in question are private or public views, and if private whether "primary" or "secondary". For example, the sea-crevice & rock shelf/ocean interface directly south east of the subject site is considered to be a "private view" for the purposes of this assessment and is enjoyed particularly by the occupants at No. 80 Johnson Street, although other properties do obtain ocean views via the existing open corridor.

When assessing the impact on view, Kiama DCP Chapter 2 Section 5 requires reference to the Planning Principles adopted by the Land and Environment Court. The current view sharing principle is contained in "Tenacity Consulting v Warringah Council (2004) NSWLEC 140". "NSWLEC 140" calls for qualitative assessment when determining the various degrees of view loss expressed as follows - "negligible, minor, moderate, severe or devastating".

The first step according to "NSWLEC 140" for assessing view impact is an assessment of the value of the view to be affected:

*"The first step is the assessment of views to be affected. Water views are valued more highly than land views. Iconic views (eg of the Opera House, the Harbour Bridge or North Head) are valued more highly than views without icons. Whole views are valued more highly than partial views, eg a water view in which the interface between land and water is visible is more valuable than one in which it is obscured".*

In the case of No 80 Johnson Street, the proposed development will obscure a whole, primary view, ie the view is attained from a sitting position in living areas, kitchen and outdoor deck, of the "interface between land and water" – namely the sea-crevice and rocky shoreline directly adjoining the foreshore to the south east. This view is currently obtained across their southern side boundary and is highly valued by the occupants of 80 Johnson Street.

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Other properties to the north also benefit from this view corridor, however in these instances the views would be more appropriately described as partial.

*“The second step is to consider from what part of the property the views are obtained. For example the protection of views across side boundaries is more difficult than the protection of views from front and rear boundaries. In addition, whether the view is enjoyed from a standing or sitting position may also be relevant. Sitting views are more difficult to protect than standing views. The expectation to retain side views and sitting views is often unrealistic.”*

The ‘primary’ view of the sea-crevice and rocky shoreline to the south east are enjoyed by the owners of No 80 Johnson Street and are obtained from the kitchen window, rear deck and lounge room. These views are also obtained across the side boundary of the proposed development site. The existing views east and west across the front rear boundaries would remain unaffected by the proposed development. These views are also obtained from both standing and sitting positions.

*“The third step is to assess the extent of the impact. This should be done for the whole of the property, not just for the view that is affected. The impact on views from living areas is more significant than from bedrooms or service areas (though views from kitchens are highly valued because people spend so much time in them). The impact may be assessed quantitatively, but in many cases this can be meaningless. For example, it is unhelpful to say that the view loss is 20% if it includes one of the sails of the Opera House. It is usually more useful to assess the view loss qualitatively as negligible, minor, moderate, severe or devastating.”*

Assessment of the extent of impact has been considered for the whole of the property, not just for the views that are affected. Whilst some ocean views would prevail if the proposed development was to precede, the majority of the highly valued sea crevice and rocky interface would be lost, estimated to be in excess of 80%. From a qualitative view point it is considered that the loss of this highly value and significant view from No 80 Johnson Street would be classed as a severe loss.

*“The fourth step is to assess the reasonableness of the proposal that is causing the impact. A development that complies with all planning controls would be considered more reasonable than one that breaches them. Where an impact on views arises as a result of non-compliance with one or more planning controls, even a moderate impact may be considered unreasonable. With a complying proposal, the question should be asked whether a more skilful design could provide the applicant with the same development potential and amenity and reduce the impact on the views of neighbours. If the answer to that question is no, then the view impact of a complying development would probably be considered acceptable and the view sharing reasonable.”*

The applicant contends that the portion of the proposed building form that obscures the view from No 80 Johnson Street of the sea-crevice is a single storey portion of the dwelling. This portion of the development is elevated and will stand approximately 5.8m above the natural ground level on the northern elevation. Whilst

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the applicant has argued that this portion of the structure is a single-storey form, Council staff disagrees. Whilst a portion of the built element is single storey with a high under floor area, the building transforms to a clear 2 storey structure as it goes to the south and it is this element that impacts on view sharing.

The proposed development will extend in excess of 30 metres beyond the 6m building line which is a significant non-compliance. Further the proposal is approx 12 metres further east than the building line established by the existing dwelling and adjoining properties. As is interpreted from the Step 4 above; *“Where an impact on views arises as a result of non-compliance with one or more planning controls, even a moderate impact may be considered unreasonable.”*

Having regard to the above non-compliances and the severe impact on views, this proposal is considered to be unreasonable.

It should be noted that even if a proposal meets applicable planning controls the issue of a “more skilful” design should be considered. In this instance the applicant has a large envelope to work within, and having regard to the slope of the land, may be able to design a lower profile built form that meets relevant objectives.

- Vehicular Access, Parking and Manoeuvring

Sufficient car parking is proposed. Manoeuvring is compliant with AS/NZS 2890.1 and the driveway will comply with required driveway long sections.

- Stormwater Management

All stormwater will drain to on-site detention, reuse and overflow site disposal in accordance with a hydraulic detail.

- Environmental Impacts

A hydraulic analysis and conceptual stormwater management plan for this development has been received and will have appropriate capacity and is not likely to result in a nuisance to adjoining properties or cause erosion.

Impact on Soil Resources – construction activities have the potential to impact on soil resources by way of erosion and sedimentation. Conditions of consent should be imposed, if consent is granted, in relation to soil and water management controls to be implemented during construction. Satisfactory implementation of these controls will prevent significant impacts on soil resources.

- Social and Economic Impacts

The proposed development will have minimal social or economic impacts. The amenity impacts of the proposed development have been considered in detail and concerns raised in submissions warrant recommendation for refusal of the application.

**The sustainability of the site for the development**

The site attributes are considered to be conducive to development.

**Submissions received**

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Notification letters were sent to neighbouring property owners who were provided with fourteen (14) days in which to comment on the proposal. At the conclusion of the notification period, 5 submissions were received.

Since the initial neighbour notification period the applicant had already responded to an additional information request that included plan revisions that warranted that additional neighbour notification should be undertaken. The recent objections generally remain unchanged with the exception of No's 76 and 79 Johnson Street where further objections are noted.

The following summarised concerns were raised in submissions:

*Item 1 - View Loss*

*Comment* - Assessment has concluded that in relation to No.80 Johnson Street, the view impact of the proposed development will be 'severe' where as the impact on the other objectors has been assessed as 'minor'.

*Item 2 - Excessive Length - Unacceptable rear setback*

*Comment* - This matter has been assessed in regard to the context of the allotment depth, allotment shape and development expectation of this land. The subject allotment allows a dwelling design that steps down with the contours of the site. This proposal has opted for a comparatively very long building, which does not comply with DCP objectives and impacts severely on existing views.

*Item 3 - Proportion and Height*

*Comment* - The proposed development has been assessed to have an FSR of 0.39:1 and significantly complies with height requirements under Kiama DCP 2012 and Kiama LEP 2011.

*Item 3 - Privacy Loss*

*Comment* - Assessment of privacy loss revealed that there will be sufficient spatial separation between buildings. The subject allotment is separated by a 3.5m wide public access track to the foreshore with established trees that would provide some screening from the proposed development. The impacts of privacy loss on adjoining properties are not unreasonable.

*Item 4 - Solar Impact*

*Comment* - The shadow diagrams provided indicate the southern adjoining property will not be overshadowed by the proposed development until 2pm on the shortest day of the year. Therefore the proposed dwelling design will not unreasonably overshadow the southern adjoining dwelling and its private open space (POS).

The southern adjoining dwelling and POS will still receive in excess of 3 hours direct sunlight on the shortest day of the year as provided under Chapter 4, Section 3 Control C26 under Kiama DCP 2012.

**The public interest**

The proposal is considered to be consistent with Kiama LEP 2011 but not with all the building line objectives under Section 8 Chapter 2 and the numeric requirement

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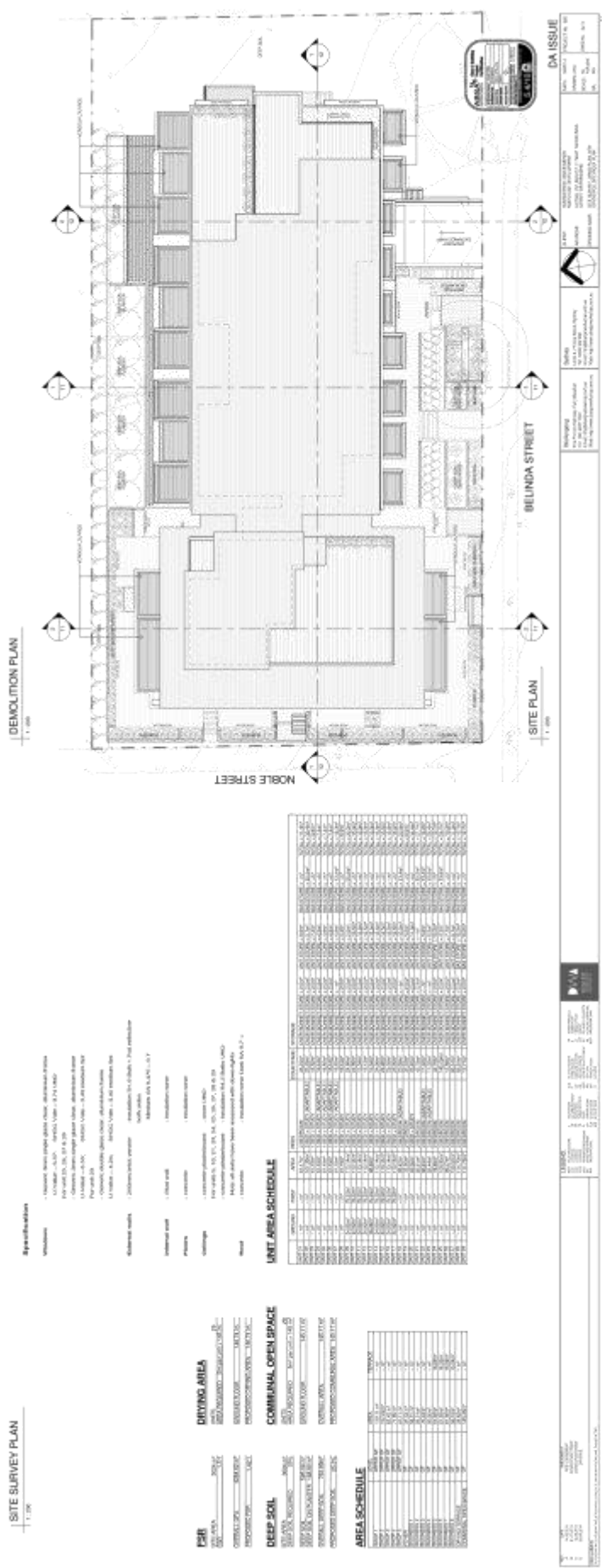
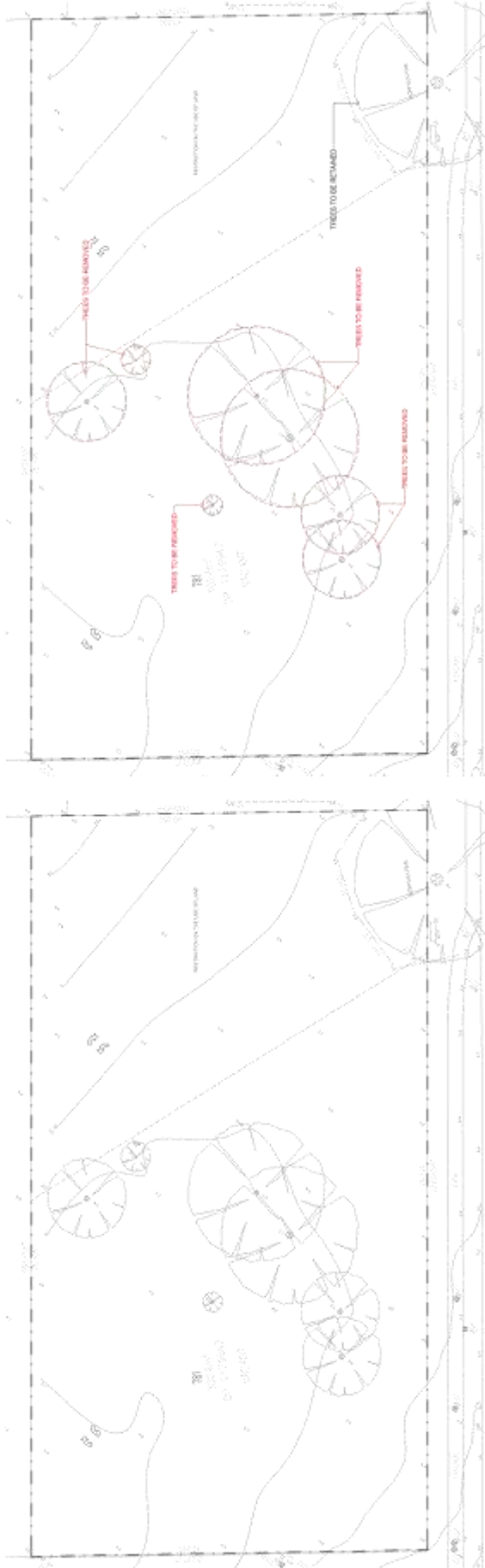
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under Control C2 Chapter 4 of DCP 2012 and accordingly does not meet the view sharing principles of Section 5, Chapter 2, Kiama DCP. Therefore the development proposal is considered to be not in the public interest.

**Item 9.4**

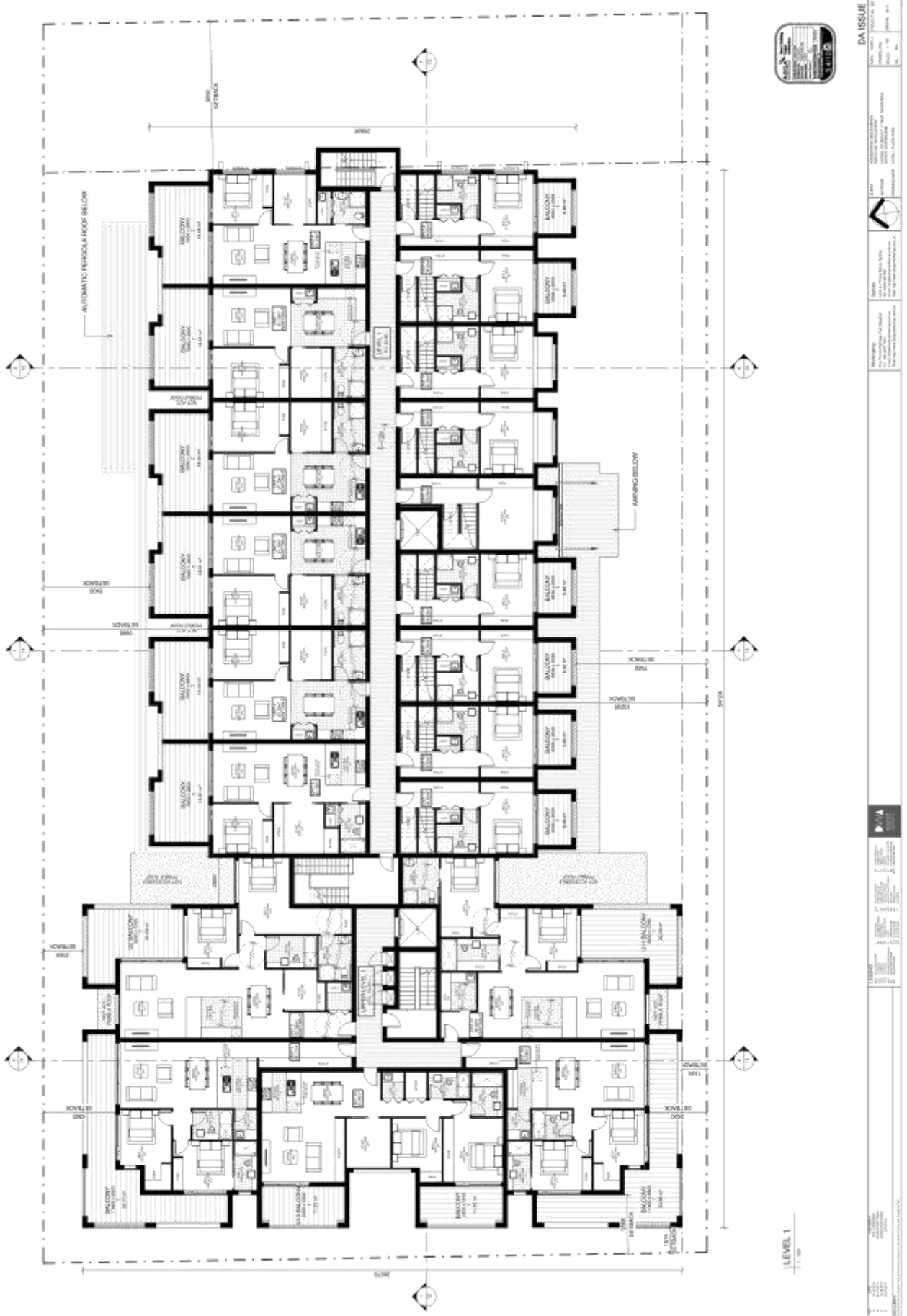
**Enclosure 1**

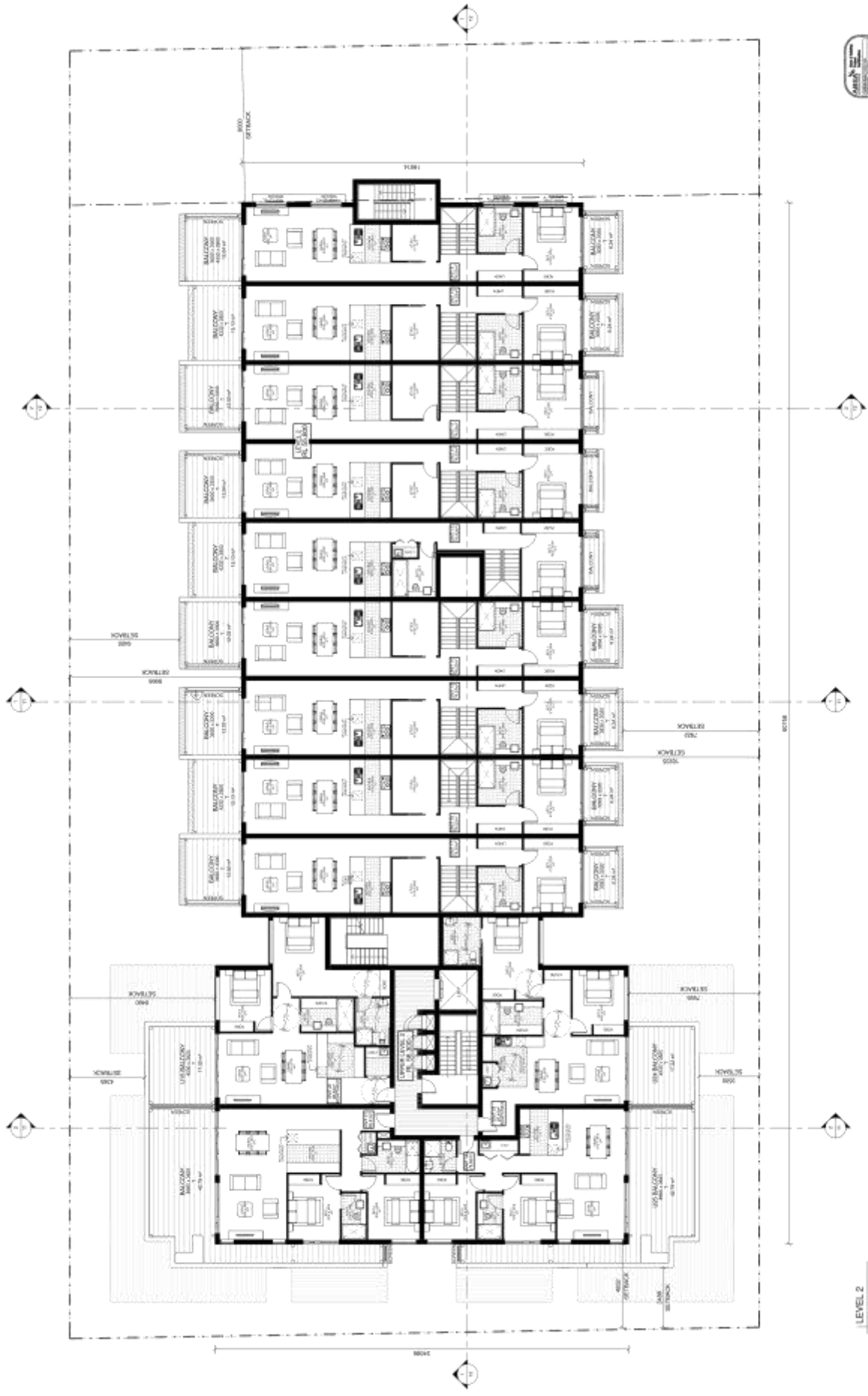






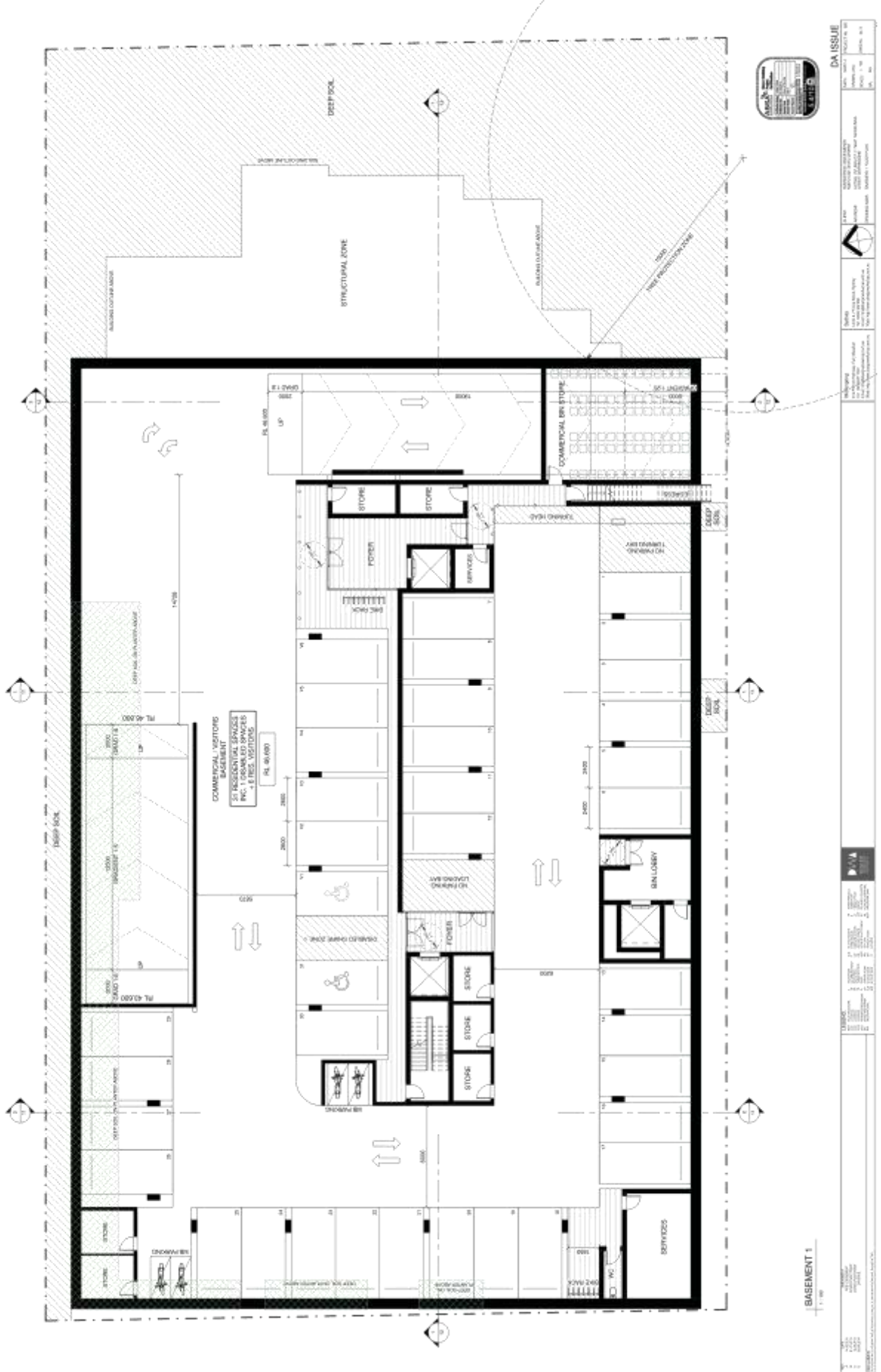




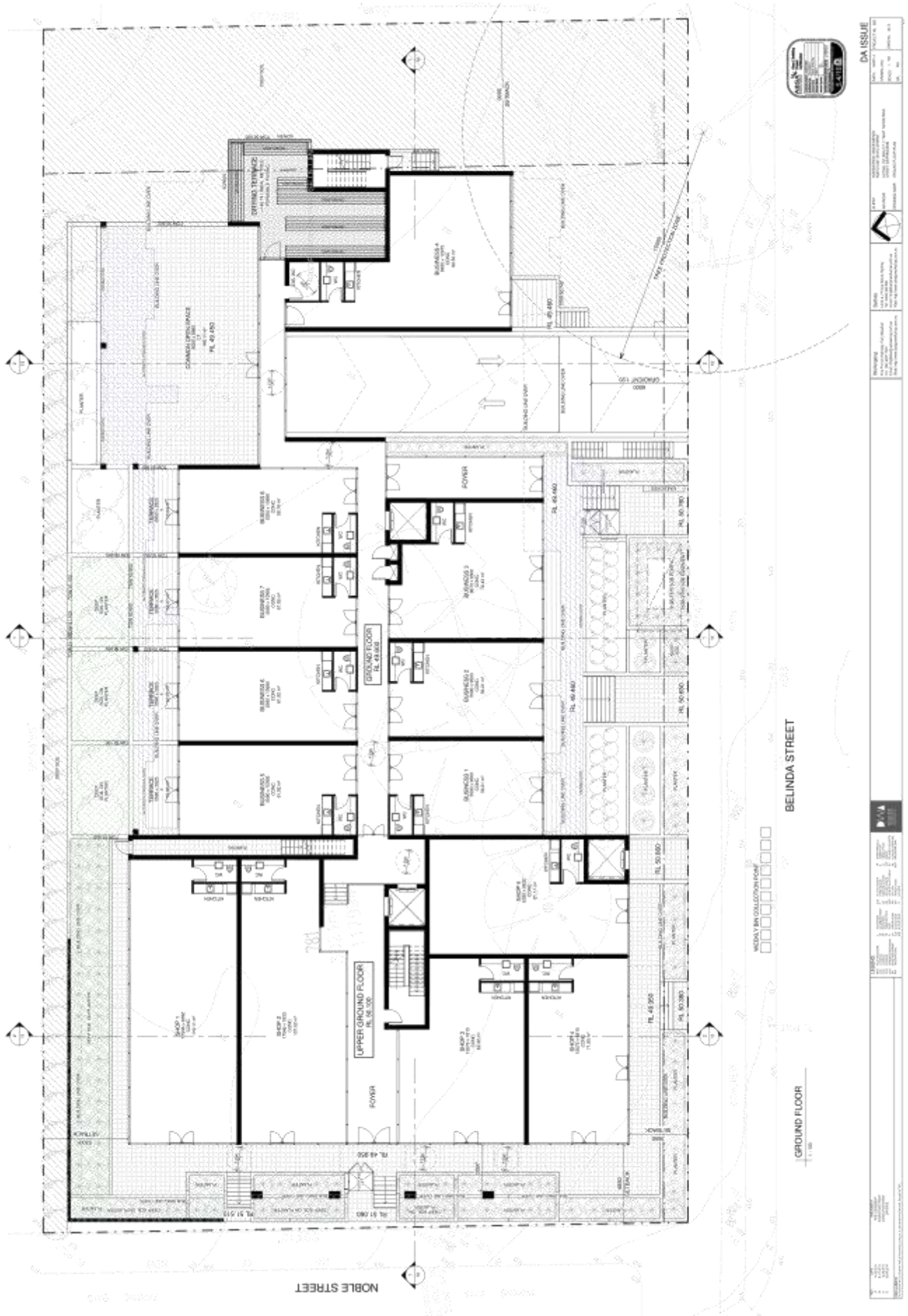


DA ISSUE	
DATE	10/10/14
ISSUE NO.	1
ISSUE DESCRIPTION	ISSUE NO. 1
ISSUE BY	ISSUE NO. 1
ISSUE CHECKED BY	ISSUE NO. 1
ISSUE APPROVED BY	ISSUE NO. 1
ISSUE DATE	ISSUE NO. 1
ISSUE TIME	ISSUE NO. 1
ISSUE LOCATION	ISSUE NO. 1
ISSUE SCALE	ISSUE NO. 1
ISSUE SHEET NO.	ISSUE NO. 1
ISSUE SHEET TOTAL	ISSUE NO. 1
ISSUE PROJECT NO.	ISSUE NO. 1
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ISSUE PROJECT ADDRESS	ISSUE NO. 1
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ISSUE PROJECT EMAIL	ISSUE NO. 1
ISSUE PROJECT WEBSITE	ISSUE NO. 1
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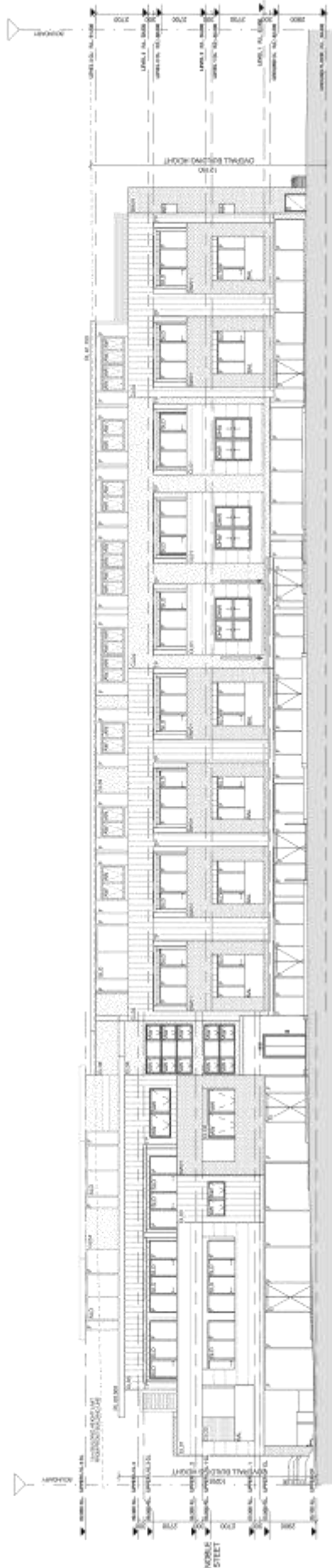
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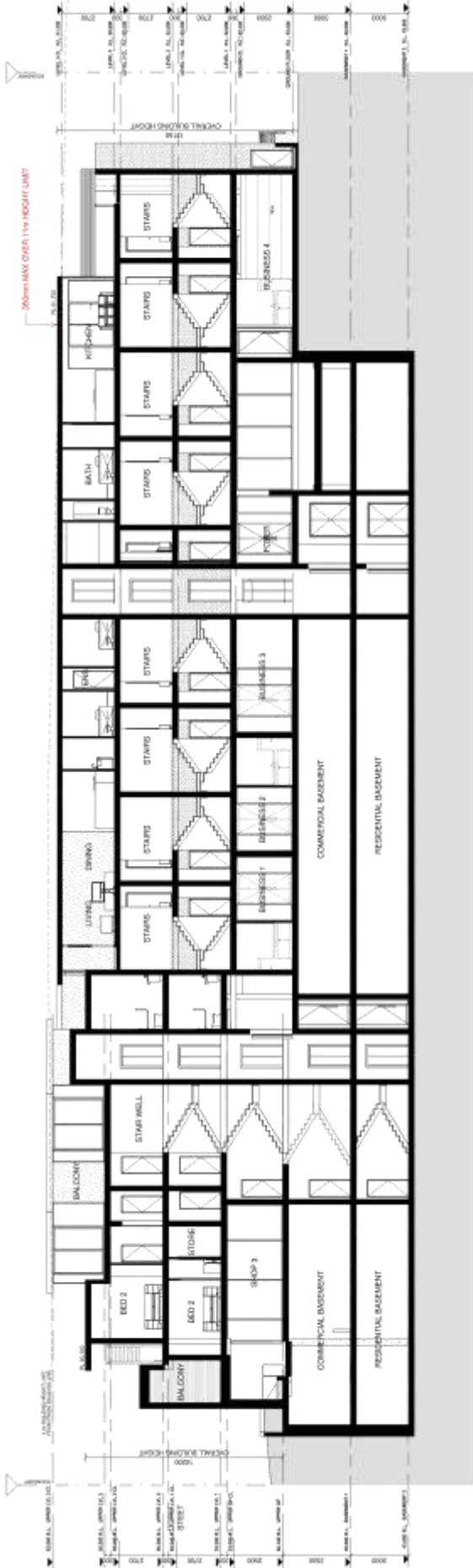


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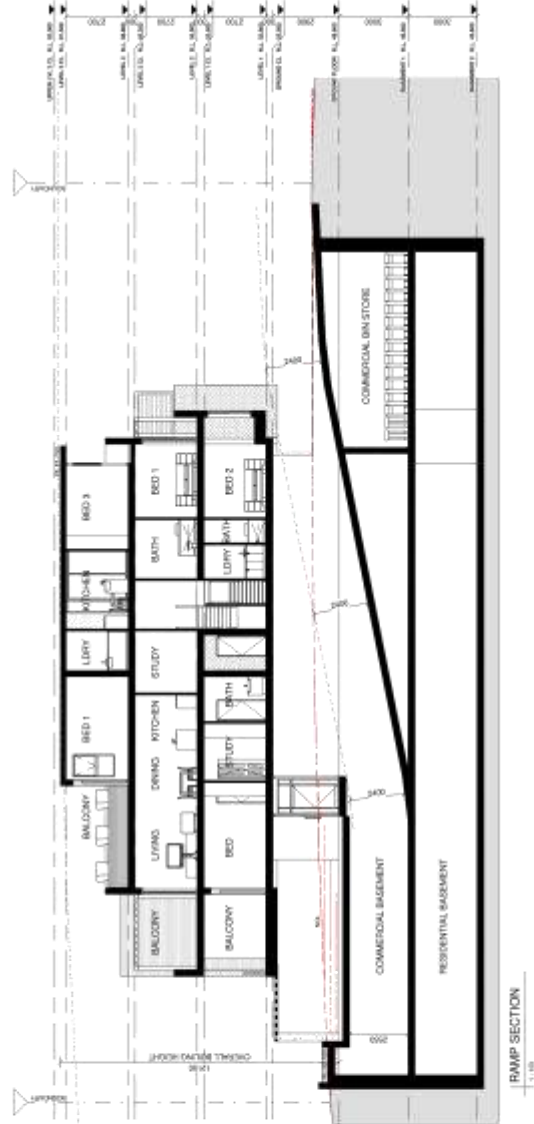








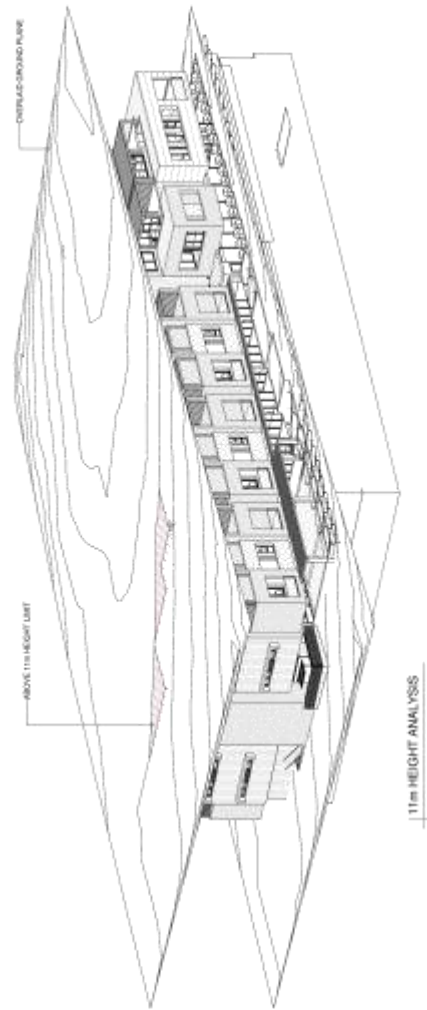
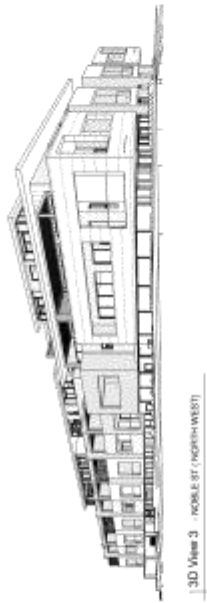
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KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

	<b>Kiama Municipal Council</b>
	<b>Renewable Recyclers</b>
	<b>Green Connect</b>

# Household Bulky Waste Drop Off Event Minnamurra Recycling Facility Report

Revision: 1.2

Date: 7<sup>th</sup> November 2014

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

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Enclosure 1

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

## Background

Renewable Recyclers (RR) was successful with an Expression of Interest (EOI) for a “Household Bulky Waste Drop Off Event”, EOI 13 71119. RR have partnered with Green Connect (GC) to provide this service for Kiama Municipal Council (KMC) residents. The Event was held at Minnamurra Recycling Facility from 1-14 September.

Staff engaged for the event were mainly drawn from the refugee community and long-term unemployed. These sectors are key to the success of both employment organisations and offer the disadvantaged an opportunity to experience a variety of workplace situations. Renewable Recyclers also engaged a number of other local social enterprises to assist with marketing/processing of material, these included:

- Mission Australia – Big Heart Stores (second hand goods marketing)
- Soft Landings – Mattress Recycling
- Salvation Army – Salvos Stores (second hand goods marketing)
- Flagstaff – Soft Plastics and Paper/Cardboard Recycling

The event managers have had over 20 years of combined experience in waste management and were able to draw on experience from other social enterprise operations providing ‘Clean up’ services. The Renewable Recyclers Manager has also recently travelled to New Zealand and picked up further knowledge.

Both RR and GC met with Council staff on a number of occasions to develop a suitable program for the Drop-Off Event, a Project Plan was prepared and submitted to KMC on 29 August. The Plan should be read in conjunction with this Report (Appendix A).

The Drop Off Event was provided to KMC residents in conjunction with a standard Kerbside Household Bulky Waste Collection conducted in June 2014 and was carried out as a trial to ascertain suitability for future applications.

Should KMC be interested in repeating this style of Bulky Goods management, both RR and GC are willing to negotiate a mutually suitable program for the future. This may include a refinement of the service provided, and could include a complementary kerbside collection service conducted by RR/GC as appropriate/required

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

## Executive Summary

The Event was held over 2 weeks between 8am and 4pm, from 1-14 September at the Minnamurra Recycling Facility. RR ran the Event with the assistance of GC. Council Staff operated the weighbridge and checked residents off booking sheets on arrival. Between four and eight staff attended customers and were assisted by a trained supervisor. Weekday participation was generally consistent aligned with bookings with weekends providing more traffic and spikes in attendance.

Collection statistics provided through KMC/RR are summarised below:

- 1112 residents booked in via telephone and website services
- 1014 attended representing 91% of the total bookings
- 121 residents not booked in however turned up, representing 11% of the total bookings
- 120 bookings were from residents who did not have an email address, representing 11%
- 553 of total bookings were booked through Customer Service representing 49.7%
- 4 out of 14 days the weather was bad (cold, windy and rain)
- 158.9 tonnes of material was dropped off
- 79.6 tonnes from the above was either recycled or taken for re-use
- A further 10.6 tonnes of manufactured timber was separated and if markets existed could have been recycled
- Recovery rates are therefore 51.2%, or 58% if recovered timber was recycled (see detail in Report)
- An average per participant of 156 kgs was dropped-off
- Material breakdown is included in Table 1 below. The major recovered items were: Metals, 23%; E-waste, 12%; Mattresses, 8% and Timber, 7%.

An Event flyer was prepared to assist with promotion, along with similar details on the KMC website. (see Project Plan for detail).

The major differences between the Event and standard Kerbside Household Bulky Waste Collections were the inclusion of mattresses, e-waste and large items of furniture in the "Allowed Materials". Notably, these items (aside from metals which traditionally make up the majority of Bulky Waste), provided the bulk of material presented.

Feedback from the Event was generally positive, with the booking service providing a steady flow of customers. Residents were fed through the drop off area in an efficient manner with delays a rare event. KMC have provided and Customer Feedback Survey (see Attachment B)

### Areas for improvement:

1. Better identification of allowable materials to prevent 'illegal' drop offs – this was particularly relevant to paint, which although not allowed, amounted to 245kgs. This was partially due to staff not identifying such items and also residents taking advantage of 'busy times' to drop off paints unnoticed.
2. Shortening the event to 9 days covering two weekends should cover the demand (as experienced with this event) and save labour costs.



## KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

3. Anecdotal commentary suggests that a kerbside collection service should also be provided for residents who do not possess vehicles, utilities or trailers. Details of such alternatives could be supplied upon request.
4. Bric-a-Brac and other items suitable for re-use could be better managed with the potential for some selling on site during future drop off events.
5. A wider range or second hand goods resellers could be engaged prior to the Event to ensure that better clearance of such items is achieved.
6. Timber waste - 10.6tonnes of timber was sorted and is readily recyclable, as markets are not ready for this material in the Illawarra, the timber was ultimately landfilled. With a guarantee of recycling, much greater recovery of timber could be achieved through dismantling.

## Event Management

The Event was conducted according to agreement with Kiama Municipal Council, guided by a Project Plan (Attachment A) and Terms Sheet.

All staff working on site were inducted through both the BNG system and Renewable Recyclers/KMC induction procedures.

Staff were drawn from permanent and casual pools and included personnel from refugee backgrounds and the long term unemployed.

The following summarises attendance and weather conditions:

- 1112 residents booked in via telephone and website services
- 1014 attended representing 91% of the total bookings (??% of eligible residents)
- 121 residents not booked in however turned up, representing 11% of the total bookings
- 120 bookings were from residents who did not have an email address, representing 11%
- 553 of total bookings were booked through Customer Service representing 49.7%
- 4 out of 14 days the weather was bad (cold, windy and rain)

An average of 4 staff and 1 supervisor were present on weekdays with 6-8 staff plus supervision on weekends. This mix provided suitable customer service which was assisted by a booking service which limited the attendance to 20 per hour. From this trial experience, perhaps a shortened event would be more appropriate to better cater for participants and offer savings in labour expenses. It is suggested that future events run for 9 days covering two weekends with existing booking arrangements continuing. Flexibility could be maintained to extend to a further weekend should demand dictate.

The strategy used for this Event proved successful with virtually no traffic issues and customers being serviced within a very reasonable timeframe. The lack of complaints verifies this. In fact there has been some very positive feedback both from residents and contractors alike.

Collection of materials was conducted according to the Project Plan. The following Table 1 summarises quantities and processors/destination.

## KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

Timber, both clean and manufactured, provide a big opportunity for improvement in recovery. At present, markets for such material is limited in the Illawarra, however, plans are underway in conjunction with Resource Recovery Australia and the NSW EPA (Industrial Ecology Project) to provide opportunities to recycle timber. Limited effort was put into extracting timber waste from Drop Off materials so the recovered weight of 10.58 tonnes is a very conservative estimate potential future recovery. Factoring this amount into the recovered % increased recovery to 58%.

A further area for improvement is re-useable goods. Because of a current surplus of materials and limited storage opportunities, items with a potential for re-use were collected very conservatively. In future events, better market preparation and exploration of on-site selling to Drop-Off participants would substantially increase the yield of this type of material. Some limited on-site 'selling' (free) was undertaken during the Event and proved quite popular with residents!

TABLE 1

	Actual Recovery	52.22%	100.00%
	TOTAL	158.861	Tonnes
Item	Approved Processor / Destination	Collected quantity (tonne)	Recovery %
Mattresses	Mission Australia	12.720	8.01%
Clothing	Mission Australia / Salvos Stores	0.510	0.32%
E-Waste	Infoactiv / Renewable Recyclers	18.206	11.46%
Timber	n/a (potential 10.58 tonnes minimum)	0.000	0.00%
Plastics (mixed)	Renewable Recyclers	3.780	2.38%
Bric-a-Brac / Furniture / Garden Equipment etc	Mission Australia / Salvos Stores	0.720	0.45%
Paper and cardboard	KMC / Flagstaff	3.200	2.01%
Metals (sorted)	KMC / Renewable Recyclers	36.000	22.66%
Glass bottles	KMC		0.00%
Batteries (alkaline and car/truck)	KMC	3.240	2.04%
Batteries (non-lead acid)	KMC	0.840	0.53%
Mobile phones	Renewable Recyclers		0.00%
Window pane glass	KMC		0.00%
Polystyrene	Dunmore Waste Facility	0.100	0.06%
Silage wrap	KMC		0.00%
Drums (drumMuster only)	KMC		0.00%
Paints	Renewable Recyclers	0.245	0.15%
Oils	KMC	0.500	0.31%
Gas Bottles	KMC	2.900	1.83%
Light globes	KMC		0.00%
Contamination	Dunmore Waste Facility	0.400	0.25%
Landfill	Dunmore Waste Facility	75.500	47.53%

**Notes:** 10.58 tonnes of timber was recovered as part of the trial. This material is readily recyclable and will be able to be recovered in future. Where cell exhibits '0' or is blank, data is not available or is yet to be supplied.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

## Project Preparation

**BNG**  
Registration



All employees were inducted to Kiama Municipality Council's Induction process on BNG.

The employees need to have their licence details to enable their employee BNG account to be activated. If licences were not available, identification cards were acceptable.

Companies need to have any vehicle registrations and all insurances uploaded to BNG.

Safe Work Method Statements are required and completed in the preferred formation available from BNG. For this project, the SWMs provided were not in BNG's preferred format. BNG accepted the SWMs following approval by KMC's Risk Manager. (Terry Quinn)

### Improvement

The BNG Induction Process would best be completed approximately 1 week prior to the event noting that activation of the BNG employee accounts needs approximately a day to be completed before employees can attempt the BNG site induction process.

### Tools



Tools were provided to enable on-site material separation to be performed.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

**PPE**

		
Gloves	Sun Hat	Safety Glasses
		
Steel Cap Boots	High Visibility Safety Vest	Wet Weather Gear

All employees were issued with Personal Protective Equipment -: Gloves, Steel Cap Boots, Sun Hat and Vest.

**Wet Weather Gear.**

Available on wet weather days. Shared amongst employees.

**Concerns:**

**Gloves**

Sharing gloves between employees. Hygiene issues.  
Employees taking gloves home leaving short supply on some days.

**Glasses**

Mandatory use by any employees engaged in material separation.  
Supervisors must ensure that glasses be worn by employees as required by site induction.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

## Site Management - Supervision

### Site Inductions

All employees on the first day of their attendance to the site were provided with a site induction which covered the following -:

- Location of Lunchrooms
- Location of Toilets
- First Aid facilities and Officer on duty
- PPE Requirements
- Walk through the material dropping system
- Details on types on Waste collected and where it is to be placed.
- Breaks for morning tea and lunch and the system of taking the breaks. Only 2 people to be off at any one time.

### Provisions

Employees provided their own lunches.

Water was purchased and delivered to site on various days.

## Residency Check Point



The checkpoint was in line of sight of the weighbridge. A KMC Officer controlled the flow of traffic to the Event, KMC Recycling Centre or the Green Waste areas of the facility.

Residency checks were conducted. Customers who had made a booking were checked off the booking sheet; residents who did not make a booking had their name and address recorded.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

## Supervision & Employees

The booking system enabled appropriate levels of supervision and Staffing.

The following system was adopted for the event -:

Week days: 1 Supervisor and 4 employees

Weekend: 1 Supervisor and 8 employees

Generally, two employees would attend the unloading of customers' car/ute and/or trailer.

The Supervisor coordinated the event; sorted reuse items for various charities; was the interface with KMC facility for organisational requirements; conducted site inductions and assisted in the unloading of vehicles.

## Bulky Goods – Inspection Point



Customers were provided with instructions that waste could be dropped at the following unloading zones -:

- 1: Mattresses
- 2: Electronic Waste
- 3: Metal and White Goods
- 4: Hard Plastic goods
- 5: Timber (Clean and / or Treated)
- 6: Reuse items
- 7: Polystyrene Foam
- 8: KMC recycling centre goods (Card board, batteries, lights, motor oil etc.)

Customers were advised that the material could be dropped in designated material unloading zones.

On the last weekend of the collection, customers were also invited to take any items in the reuse section set up within the facility.. This option was 'free of charge' to avoid cash handling complications. For future events, a more formal system could be employed and advertised appropriately.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

## Bulky Goods Collection

### Mattresses



Mattresses were collected and separated into single and queen or king sizes. Foam mattresses, pillows and cushions were also collected.

Pallets were laid out to keep mattresses as clean as possible.



“Soft Landings” (Mission Australia) collected the mattresses and bed bases – their preferred load size was 80 mattresses per truck.

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## Clothing Bins



Mission Australia inspected the clothing bins. They rejected most of the contents for the following reasons -:

- 1: Some of the contents were damp from the rain over a number of days. They do not have any provision to dry out clothing or materials.
- 2: Many of the items were unsuitable for recycling.

Notes: The lids of the clothing bins were kept shut during periods of bad weather and were generally closed most of the time.

There seems to be a problem when water is on the lid of the closed container. When the lid is opened, the water runs down the back of the lid into the container.

### Improvement

Have a better understanding of what clothing is acceptable for reuse.

Ensure clothing collection bins are watertight.



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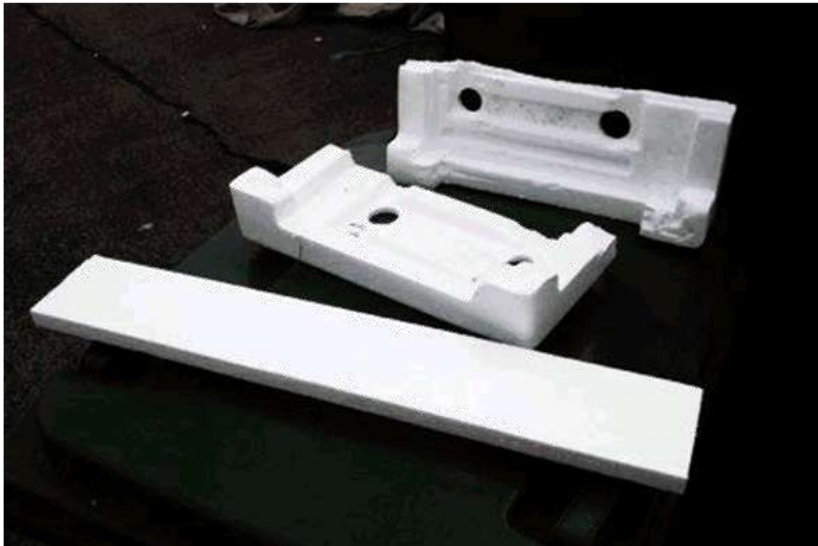
## Polystyrene Packaging



Polystyrene foam was broken down and placed in bulk bags. Full bags were stored in the green shipping container provided by KMC to limit the material from blowing around the facility.

The full bags were transported to Shellharbour's Dunmore Recycling and Waste Disposal Depot.

Dunmore Recycling and Waste Disposal Depot only accepts clean rigid polystyrene.



Shellharbour Recycling and Waste Disposal Depot have rejected some polystyrene on the following basis -:

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<p>The foam was soft foam sheeting or non-polystyrene material</p>	<p>Sticky tape was attached</p>
	<p>&lt; No Photo &gt;</p>
<p>Labels attached</p>	<p>Foam was Dirty or covered in debris</p>

Dunmore Recycling and Waste Disposal Depot specifications for accepting polystyrene were not clear at the Event.

**Improvement**

Provide clearer specifications on acceptable polystyrene standards.  
 Need extra bulk bags towards the end of the second week.

Note: Dunmore Recycling and Waste Disposal Depot will do a one for one bag replacement if necessary.

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### Plastic



Hard Plastic Collection Point



Most of the soft plastic i.e. sheeting, was separated out of the plastics pile and taken to the landfill pile due to contamination issues. Some soft plastics were separated and bulked up for supply to Flagstaff.

### Improvement

In future, soft plastics could be separated and cleaned during lulls in traffic. To dedicate staff to this role would not be cost effective with volumes on offer and current markets for soft plastic.

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### Metal

Metal drop-off point – i.e. White goods and objects predominately of metal construction.



Metal bin was changed regularly over the period of the event.



The practice of metal separation is long proven and identification of same relatively easy. The yield during the Event highlights this fact. Yields were however lower than experienced during past kerbside collections.

### Improvement

As with soft plastic, there is an opportunity to dismantle materials during lulls to harvest them of metal components. Similar economies and market conditions apply.

Higher value metals could be separated into component types e.g. stainless, copper, aluminium dependent upon supply and storage options.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

### Treated Timber

Painted and treated timber – to determine potential quantities for future events, timber was separated for the first 5 days and the pile was weighed. This data was used to extrapolate the potential quantity. Once sorted and weighed, the timber was then placed in the landfill pile.

KMC used a front-end loader equipped with weigh scales.



### Improvement

In future, timber could be sorted into 'clean' and 'treated' lines with clean timber being prepared as mulch and treated timber prepared for use as 'waste derived fuel'. As mentioned above, the EPA is supporting development of this market through the Industrial Ecology Project.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

### E-Waste



The packing of the container was complemented by the recycler Sims e-recycling. Instructions on methods of packing were discussed with employees during the site inductions.

#### **Packing Instructions -:**

Large CRT style TVs were to be placed on the floor of the container and packed tightly to form a base for a second layer of large TVs.

Smaller items were then to be placed on top of the second layer of TVs forming a pile up to the roof of the container.

It was noted that occasionally the floor of the container was not managed well and had to be cleaned up to proper stacking requirements. This usually occurred in peak periods of unloading customers waste from cars.

Material would be dropped in the container to be later stacked properly. Tidy up stacking was performed during quieter periods.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]



**Improvement**

The eWaste container was delivered late – some eWaste was collected and stored on the ground then moved into the container upon its arrival.

The container should have been on-site at the start of the project.

**Waste Pile – Landfill**



The waste pile consisted of all materials that could not be recycled. The waste was loaded into trucks for transport to Shellharbour’s Dunmore Recycling and Waste Disposal Depot.

Harvesting for recyclable materials was performed during lulls e.g. metal/timber separated from lounge chairs etc.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

## KMC Recycling Centre

During the period of the project, the Facility was used to collect the following materials-:

Batteries; light bulbs and tubes; motor oil; cardboard and paper; gas bottles; car tyres; mobile phones

### Cardboard and Paper



Cardboard was checked occasionally to ensure that it was packed tightly. Boxes were flattened if required.

### Motor Oil



Customers were advised to place their motor oil containers in front of the collection containers.



KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

The Supervisor on duty would inspect the contents of the oil containers prior to pouring the motor oil into the collection container – this was to ensure that only oil was placed into the containers.

Any containers containing substances other than oil was put to one side. There were two containers in this category.

### Batteries



Car batteries were placed on the pallet; smaller batteries place in the Battery World wheelie bin.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

### Car Tyres

Advised from KMC that only car tyres would be accepted (No truck tyres). These are rated as a hazardous material and are outside the licencing agreement with the EPA.



### Mobile Phones



A container for Mobile Phones was provided

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

### Gas Bottles



Gas Bottles collected in designated steel bin

### Fluorescent Lights



Fluorescent lights stored in special cardboard boxes for recycling.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

## Paint and Chemicals



One customer, who claimed that he contacted KMC, dropped a number of containers. Advice was sought from KMC and they were accepted and placed on a pallet out of view of the operations.

There were a few more small cans of paint dropped by another customer.

Advice was sought from KMC regarding when the next EPA Household Chemical Collection would be conducted in the Kiama Municipality. The next collection is scheduled for March 2015.

Customers who brought paint and / or chemicals were advised to take the materials home and were provided with details on the March collection event. They were also advised of the chemical collection facility at Berkeley.

### Chemicals

The Facility does not have a licence to collect any chemicals. There were a few containers of fluid that could not be readily identified.

### Improvement

Greater scrutiny needs to be provided for customers using the facility during an Event, also, staff need to be better trained and supervised in performing this task. This would ensure only approved materials are left at the facility.

Items of concern – Paint, and Chemicals -

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

## Reuse Items

Any items that were in reasonable condition and considered reusable/saleable were separated from other waste materials.



The items were placed in cages and moved to the undercover shed for protection from the weather.

Salvation Army and Mission Australia were contracted to take any items of value for reuse. Items needed to be clean, without scratches and saleable. A high percentage of the items kept for reuse were rejected by both charities as being not suitable. As stated above, this was due to a current 'glut' in the market and limited storage options for both charities.

On the last weekend of the Event, customers taking part were offered a selection of reuse items for free.

The majority of reuse items left at the Facility at the end of the Event were placed in the landfill pile.



KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]



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KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

## Site Management - Heavy Machinery

### Loader Requirements



The front-end loader needs to have a hard wall to push against when loading loose materials i.e. Plastic, timber, steel, waste to landfill.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

### Front End Loader - Truck Loading - Isolation



The waste pile was closed off during the period when the loading of trucks was being conducted.

### Side Loader – eWaste Container

The blue eWaste container is shown in the photo below (view obstructed by red steel bin).



The eWaste container was positioned parallel to the bin below. By the end of the first week the eWaste container was full. A second container was brought to the site.



KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]



Over the period of the Event, the ground became soft due to several days of rain. This caused problems for the side-loader; which was not able to set down the stabilisers to pick up the container.

The container was eventually moved to the asphalt by KMC's front-end loader enabling the side loader access for collection.



The replacement container was positioned onto harder ground.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

### Fork Lift



The forklift was used daily to move cages and materials around the site.

The forklift was fitted with rotating forks. However, the cages supplied were not suitable to be rotated.



Folding Side Cage – Non-Invertible.

The cages were not used to store any bulky waste, they were mainly used for transporting reuse items from the collection points to the warehouse.

KMC – Household Bulky Waste Drop Off Event - [01-14 Sept 2014]

## Feedback

Feedback from the Event was generally positive, with the booking service providing a steady flow of customers. Residents were fed through the drop off area in an efficient manner with delays a rare event.

Two examples of feedback were provided by KMC as below:

**From:** Barbara Williams [<mailto:bwkiama@gmail.com>]  
**Sent:** Sunday, 21 September 2014 4:47 PM  
**To:** Council Mailbox  
**Subject:** Household Bulky Waste Drop Off Free Trial

I would just like to thank the Council and in particular the staff members who had the idea for the above, for a great service. We filled our trailer and off we went at the appointed time. The staff were fantastic in helping us and very polite. A mention must also go to the people from the mattress recycling company (I cannot remember their name) for them moving their truck so my son-in-law could drive the trailer around their truck and not have to reverse around a couple of cars.

I hope this drop off will be held again but more importantly I hope it will stop the dumping that goes on in our beautiful area.

Once again thank you.

Mrs Barbara Williams - 39 McBrien Drive, Kiama Downs.



Appreciation -  
Household Bulky Was

KMC have also provided results from a Customer Feedback Survey (Attachment B)

**PROGRAM & REGISTRATION**

**NGA15**  
**CLOSEST TO THE COMMUNITY:**  
LOCAL GOVERNMENT  
IN THE FEDERATION

14-17 JUNE 2015  
NATIONAL CONVENTION CENTRE  
**CANBERRA**  
**REGISTER ONLINE**  
[WWW.ALGA.ASN.AU](http://WWW.ALGA.ASN.AU)

 AUSTRALIAN LOCAL  
GOVERNMENT ASSOCIATION

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## PRESIDENT'S: WELCOME

Dear Colleagues,

I invite you to attend this year's National General Assembly of Local Government (NGA) at the National Convention Centre in Canberra from 14-17 June 2015.

Invitations have been extended to the Prime Minister, the Deputy Prime Minister and the Leader of the Opposition to address the sector. We will also be joined by other ministers, shadow ministers and leading public figures presenting keynote addresses, which will help to focus discussions at the NGA.

The theme for this year's NGA is **'Closest to the Community: Local Government in the Federation'**.

The Australian Government is currently working with all state and territory governments and ALGA to develop White Papers on reform of the Federation and Taxation. The NGA presents local government as a whole with an opportunity to consider the range

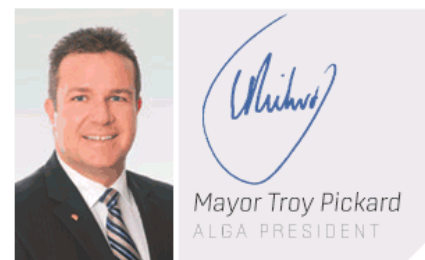
of issues being raised and to ensure local government's aspirations are addressed in the White Papers. I have been clear that I want to see local government strengthened as a result of any reform and we need your input to advance that objective.

The NGA program will cover a wide range of issues, reflecting the diversity of local government and our interests. There will be opportunities for delegates to interact with not only invited political and keynote speakers, but with panels of subject-matter experts and local government representatives.

The ALGA Board recently called for Notices of Motions for the NGA and these will set out the framework for debate. I would encourage you and your council to think through ideas or initiatives you would like to see debated at the NGA and to submit these as motions.

Your council's involvement in the NGA is important in assisting ALGA to maintain the Government's engagement with local government and to drive improved outcomes for the local government sector at the national level. A number of crucial policy motions will be debated at the NGA and it is essential that every council is represented in these debates to actively contribute to the dialogue as we strategically position the sector within our Federation.

I look forward to seeing you in Canberra.



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2015 THEME OVERVIEW

## CLOSEST TO THE COMMUNITY: LOCAL GOVERNMENT IN THE FEDERATION

The 2015 NGA is being held at an important time, not only for local government, but the Commonwealth, states and territories and the Australian people. It is a time when the Commonwealth Government has invited all interested parties to consider potential reform of the Federation and of taxation.

While the Government recognises that the current Federation has given rise to *'... a vibrant democracy, a strong economy and a cohesive society that millions of migrants have chosen to join'*, it also suggests that over time, it has *'... increased the overlap of roles and responsibilities between spheres of government and reduced accountability to voters, created duplication and blame-shifting'*. The Prime Minister has frequently alluded to this problem, and has established a White Paper process on the Reform of the Federation, and a White Paper on Taxation to address these issues.

The White Paper on the Reform of the Federation will *'... seek to clarify roles and responsibilities to ensure that, as far as possible, the States and Territories are sovereign in their own sphere, so that voters know who is responsible for what'*.

The Prime Minister, in his Sir Henry Parkes Commemorative Dinner address at Tenterfield, on 25 October 2014 said that *'... the Government is determined to make the case for change'*. But he also acknowledged that consensus is required for rethinking the conventions about which level of government is responsible for the delivery of a particular service, or the revenue measures to which particular levels of government should have access. He said, *'... Without a measure of consensus, any change requiring legislation is unlikely to secure parliamentary passage and the whole exercise could turn out to be futile'*. He went on to say, *'... Without an element of consensus, any change that's actually achieved could be reversed at the earliest opportunity and therefore hardly worth doing'*.

Local government is an essential part of the Australian system of government. Local governments are democratically elected and provide for the 'good governance' of local communities throughout Australia. As part of that role, councils provide crucial local planning, services, programs and infrastructure including local roads, community halls, sports, cultural and recreation

facilities that underpin the life of every local community throughout Australia. In this way local government is indeed the level of government that is 'closest to the community'.

It is therefore an important partner and stakeholder in the development of a national consensus on any reform proposal and should help shape this debate and make its contribution to the White Paper process. The Australian Local Government Association (ALGA) has had input to these papers, and in consultation with state and territory local government associations has made submissions on relevant matters. ALGA also intends to make substantial submissions to the Green Papers expected to be released on the Federation and Taxation during this process and encourages all councils to become actively involved in this process.

The NGA debate on motions and associated discussions will help to inform the ALGA Board in formulating these submissions.

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2015 NATIONAL GENERAL ASSEMBLY

## PROVISIONAL PROGRAM

Sunday 14 June 2015	
5:00 pm- 7:00 pm	Welcome Reception

Monday 15 June 2015	
9:00 am	Opening Ceremony: <ul style="list-style-type: none"> <li>• National anthem</li> <li>• Welcome to Country</li> <li>• Board introduction</li> <li>• Prime Minister, <b>The Hon Tony Abbott MP</b> [invited]</li> </ul>
9:45 am	President's Welcome
10:00 am	Keynote Speaker
10:30 am	MORNING TEA
11:00 am	FACILITATED DISCUSSION: <i>Is local government a real partner?</i>
12:30 pm	LUNCH
1:15 pm	CONCURRENT SESSIONS: <i>Your Council, Your Challenges</i> <ul style="list-style-type: none"> <li>• Governance and Ethics</li> <li>• Financial and Asset Management</li> <li>• Innovation and Community Engagement</li> </ul>
2:45 pm	President of Local Government NZ, <b>Mayor Lawrence Yule</b>
3:15 pm	AFTERNOON TEA
3:45 pm	Keynote Speaker
4:15 pm	DEBATE ON MOTIONS: <i>Declaration</i>
5:00 pm	Close Day 1
7:00 pm	BUFFET DINNER National Convention Centre

Tuesday 16 June 2015	
9:00 am	DEBATE ON MOTIONS
10:00 am	Leader of the Opposition, <b>The Hon Bill Shorten MP</b> [invited]
10:30 am	MORNING TEA
11:00 am	DEBATE ON MOTIONS
12:00 pm	Leader of the Australian Greens, <b>Senator Christine Milne</b> [Invited]
12:30 pm	LUNCH
1:30 pm	PANEL SESSION: <i>Getting the job done - Council solutions</i>
3:00 pm	AFTERNOON TEA
3:30 pm	Keynote Speaker
4:00 pm	DEBATE ON MOTIONS
5:00 pm	Close Day 2
7:00 pm	OFFICIAL DINNER Parliament House

Wednesday 17 June 2015	
9:00 am	<i>Adapting to climate risk</i> <b>Prof Jean Palutikoff</b> , National Climate Change and Research Facilities
9:30 am	DEBATE ON MOTIONS
10:30 am	Deputy Prime Minister and Minister for Infrastructure and Regional Development, <b>The Hon Warren Truss MP</b>
11:00 am	MORNING TEA
11:30 am	SPEAKER: <i>Community services</i>
12:00 pm	Keynote Speaker
12:20 pm	President's Closing remarks
12:30 pm	Close

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## ASSOCIATED EVENTS

### Australian Local Government Women's Association Breakfast

Monday 15 June 2015  
7:30 am-8:30 am

The ALGWA National President is pleased to invite members, friends and colleagues to our 5th Annual Networking Breakfast as part of the National General Assembly. The breakfast will be held on Monday 15 June from 7:30 am-8:30 am.

Seating is strictly limited, so book early. Details will be available on: [www.algwa.net.au](http://www.algwa.net.au)

### Regional Capitals Australia Networking Breakfast

Wednesday 17 June 2015  
7:30 am-8:45 am

Regional Capitals Australia (RCA) is an alliance of local government associations and councils from around Australia. The alliance is working to create a strong network of regional capitals that are at the forefront of federal policy and the national identity.

RCA will be holding a networking breakfast on Wednesday 18 June at the National Convention Centre during the ALGA conference.

To register for the event and for enquiries about RCA, please contact:

Email [secretariat@regionalcapitalsaustralia.org](mailto:secretariat@regionalcapitalsaustralia.org)

Phone 0422 067 858

Visit our website at [www.regionalcapitalsaustralia.org](http://www.regionalcapitalsaustralia.org)





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## SPEAKER PROFILES

### Prime Minister The Hon Tony Abbott MP



Tony Abbott was sworn in as the 28th Prime Minister of Australia on 18 September 2013.

Mr Abbott was first elected as Member for Warringah in March 1994. Prior to the election of the Coalition Government on 7 September 2013, Mr Abbott had been Leader of the Opposition since 1 December 2009.

During the Howard Government, Mr Abbott served as a Parliamentary Secretary, Minister, Cabinet Minister, and Leader of the House of Representatives. As Minister for Employment Services (1998-2001) Mr Abbott oversaw the development of the Job Network and a major expansion of Work for the Dole.

As Minister for Employment and Workplace Relations (2001-2003) Mr Abbott boosted construction industry productivity through the establishment of the Cole Royal Commission.

As Minister for Health and Ageing (2003-2007) Mr Abbott oversaw the expansion of Medicare rebates to allied health professionals such as dentists and psychologists and introduced the reforms which delivered record levels of bulk billing for patients. Mr Abbott also introduced the Medicare safety net for people with big out-of-pocket expenses.

Prior to entering parliament, Mr Abbott was a journalist with The Australian and The Bulletin. He was press secretary and political adviser to the Leader of the Opposition, Dr John Hewson, before becoming Executive Director of Australians for Constitutional Monarchy.

Mr Abbott holds Economics and Law degrees from Sydney University. He is a Rhodes Scholar and holds a Master of Arts (Politics and Philosophy) from Oxford University. Mr Abbott is the author of four books.



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### The Hon Bill Shorten MP



Bill Shorten is the Federal Member for Maribyrnong and was elected leader of the Australian Labor Party

and Leader of the Opposition on 13 October 2013.

Mr Shorten completed a Bachelors degree in Arts and Law from Monash University, as well as an MBA from the Melbourne Business School.

Bill has since worked as a union organiser, union secretary, as a member of the ACTU executive, as a Member of Parliament and as a Minister in a Labor Government.

As a senior member of the Rudd/ Gillard Labor Governments, Bill played a key role in securing a number of historic reforms including establishing DisabilityCare and increasing universal superannuation to 12 per cent.

As Minister for Workplace Relations, Bill continued the Labor Government's ongoing commitment to a fair and productive workplace relations system and during his time as Minister for Education helped secure the Better Schools reforms.

Prior to entering Parliament, Bill worked at the Australian Workers Union, holding key leadership positions including State Secretary of the AWU Victoria Branch from 1998 to 2006 and the National Secretary from 2001 to 2007.

Bill has an enduring interest in social justice issues such as domestic violence, equal opportunity at work, and as a father of three and a stepdad, the increasing diversity of families in Australia.

### The Hon Warren Truss MP



The Hon Warren Truss MP is Deputy Prime Minister of Australia and the Minister for Infrastructure and Regional Development.

He became Leader of the Nationals in 2007 and is the longest serving federal leader of any political party in Australia today.

A third generation farmer from the Kumbia district near Kingaroy in Queensland, Mr Truss first won the federal seat of Wide Bay in 1990.

He was a Minister in the Howard Government for 10 years, serving as Minister for Customs and Consumer Affairs in October 1997, and a year later, Minister for Community Services. In July 1999 Mr Truss became the Minister for Agriculture, Fisheries and Forestry, where he served for six years. He became Minister for Transport and Regional Services in July 2005 and, in September 2006, was appointed Minister for Trade.

Before entering Parliament, Mr Truss was a Kingaroy Shire Councillor [1976 to 1990], including seven years as Mayor. He was Deputy Chairman of the Queensland Grain Handling Authority and a member of the State Council of the Queensland Graingrowers Association for more than 10 years.

Mr Truss is also former State and National President of the Rural Youth Organisation and President of the Lutheran Youth of Queensland.

### Senator Christine Milne



Christine Milne, Senator for Tasmania and Leader of the Australian Greens, is one of Australia's most experienced and

respected environmental and community activists, with a career spanning 30 years. After leading the successful campaign to protect farming land and fisheries from the Wesley Vale Pulp Mill, Christine was elected to the Tasmanian parliament in 1989, and became the first woman to lead a political party in Tasmania in 1993. She was elected to the Senate in 2004 and to the Leadership in 2012 following the retirement of Senator Bob Brown.

Christine's vision to address climate change and her unparalleled experience with power-sharing minority governments led to the establishment of the Multi-Party Climate Change Committee and its successful negotiations to design the Clean Energy Future package. The package placed innovation, opportunity and clean energy at the forefront of the transformation of the Australian economy for the 21st century.

As spokesperson on food security, Christine put the issue on the national agenda by calling for the development of a national food security plan during the 2010 election. She continues to advocate for reform of Australia's food and agricultural systems to ensure sustainability and prosperity now and into the future.

## 2015 REGIONAL COOPERATION AND DEVELOPMENT FORUM

### BENEFITS OF LOCAL AND REGIONAL INFRASTRUCTURE INVESTMENT

**SUNDAY 14 JUNE 2015**

National Convention Centre Canberra



→ Includes the launch of the 2015-16 State of the Regions Report

The 2015 Regional Forum is the opening event of the National General Assembly of Local Government. It is a great opportunity for mayors, councillors, RDA members and other key decision and policy makers to gather together, share contemporary knowledge and experience to strengthen the ability of Australia's diverse regions to compete in the global economy.

This year's Forum and report examines the critical role played by our regional infrastructure assets and models the productivity benefits arising from strategic investment in a range of asset classes.

The Forum will allow the sharing of ideas and opportunities through both a mix of practitioner and academic insights, as well as hearing the latest positions from politicians, senior officials and other key regional stakeholders including representatives from Economic Development Australia, the Regional Australia Institute and the Australian and New Zealand Regional Science Association International.

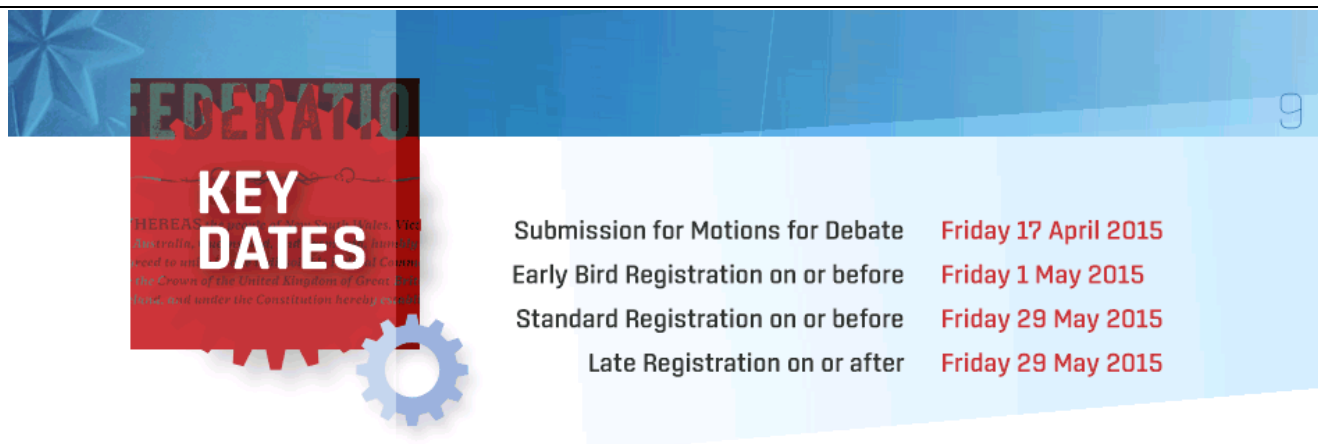
The official launch of the 2015-16 State of The Regions Report also takes place at the Forum. The Report is commissioned by ALGA and prepared by National Economics and published with the support of Jardine Lloyd Thompson. All delegates receive a hardcopy Executive Summary of the Report.

#### Provisional Program

- 9:30 am Welcome and Introduction: ALGA President, **Mayor Troy Pickard**
- 9:40 am KEYNOTE ADDRESS: *Debunking regional development myths and re-imaging the Region*, **Dr Paul Collits**, Adjunct Professor, University of the Sunshine Coast and Economic Development Adviser, Gosford City Council, NSW
- 10:10 am 2015 National Local Government Award Winners *Boosting Productivity through Infrastructure and Contributing to Regional Growth*
- 10:45 am MORNING TEA
- 11:15 pm State of the Regions Launch: *Infrastructure* **Dr Brain** and **Dr Manning** of National Economics
- 12:00 pm Economic Development Australia  
**Mr Steve Chapple**, National Chair of EDA and Director Sustainable Environment, Mornington Peninsula Shire Council, Vic [invited]
- 12:30 pm LUNCH
- 1:30 pm Opposition spokesperson for Regional Development **the Hon Julie Collins MP** [invited]
- 1:50 pm PANEL DISCUSSION: The Role of Regional Collaboration and Governance in the Federation:  
TECHNICAL WORKSHOP: Exploring this year's State of the Regions Report, National Economics [**Dr Peter Brain** and **Dr Ian Manning**]
- 2:45 pm AFTERNOON TEA
- 3:15 pm Deputy Prime Minister, **the Hon Warren Truss MP** [invited]
- 3:55 pm Official Closing, ALGA President
- 4:00 pm Close

Regional Forum Registration is \$395 (inc GST) or \$195 when you also register to attend the National General Assembly.

For more information or to register for the Regional Cooperation and Development Forum, go to [www.alga.asn.au](http://www.alga.asn.au)



**FEDERATION**

**KEY DATES**

Submission for Motions for Debate	Friday 17 April 2015
Early Bird Registration on or before	Friday 1 May 2015
Standard Registration on or before	Friday 29 May 2015
Late Registration on or after	Friday 29 May 2015

## MOTIONS FOR DEBATE

The NGA is your opportunity to contribute to the development of national local government policy.

The ALGA Board is calling for motions for the 2015 NGA under the theme *Closest to the Community: Local Government in the Federation*. To assist Councils in preparing motions a Discussion Paper has been prepared and is available via [www.alga.asn.au](http://www.alga.asn.au)

To be eligible for inclusion in the NGA Business Papers motions must follow the principles:

- 1 Be relevant to the work of local government nationally;
- 2 Be consistent with the themes of the Assembly;
- 3 Complement or build on the policy objectives of your state and territory local government association;
- 4 Propose a clear action and outcome; and
- 5 Not be advanced on behalf of external third parties which may seek to use the NGA to apply pressure to Board members, to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of local government.

Motions should be submitted electronically via the online form at [www.alga.asn.au](http://www.alga.asn.au) and should be received by ALGA no later than 11:59 pm AEST, Friday 17 April 2015.

Motions submitted will be reviewed by a committee of the ALGA Board as well as by State and Territory Local Government Associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Committee considers the importance and relevance of the issue to local government.

Please note that motions should not be prescriptive in directing how the matter should be pursued. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state/territory local government association, and will not be included in the Business Papers.

Motions that are agreed to at the National General Assembly become Resolutions. These Resolutions are then considered by the ALGA Board when setting national local government policy and when the Board is making representations to the Federal Government at Ministerial Councils, during meetings and in ALGA publications. The ALGA Board is not bound by any resolutions passed at the NGA.

## VOTING PROCEDURES

Each council is entitled to one voting delegate in the debating session. Councils will need to determine who their voting delegate will be. Voting cards can be collected at the Assembly. Councils do not need to advise ALGA of the name of the voting delegate prior to collecting voting cards.

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## REGISTRATION DETAILS

### General Assembly Registration Fees

**Early bird registration \$899**

Payment received by Friday 1 May 2015

**Standard registration \$999**

Payment received on or before Friday 29 May 2015

**Late registration \$1,200**

Payment received on or after Friday 29 May 2015

### General Assembly Registration Includes

- Attendance at all General Assembly sessions
- Morning tea, lunch and afternoon tea as per the General Assembly program
- One ticket to the Welcome Drinks, Sunday
- General Assembly satchel and materials.

### Day Registration Fees

**Monday 15 June 2015 \$470**

**Tuesday 16 June 2015 \$470**

**Wednesday 17 June 2015 \$260**

### Day Registration Includes

- Attendance at all General Assembly sessions on the day of registration
- Morning tea, lunch and afternoon tea as per the General Assembly program on that day
- General Assembly satchel and materials.

### Sunday Regional Development Forum [Sunday 14 June 2015]

**Forum Only \$395**

**NGA Delegate \$195**

### Accompanying Partners Registration Fees

**Accompanying Partners Registration Fee \$240**

### Accompanying Partners Registration Includes

- 1 ticket to the Welcome Reception, Sunday 14 June
- Day tour Monday 15 June
- Day tour Tuesday 16 June
- Lunch with General Assembly Delegates on Wednesday 17 June.

### Payment Procedures

Payment can be made by:

- Credit card - MasterCard, Visa and American Express
- Cheque made payable to ALGA
- Electronic Funds Transfer:  
*Bank:* Commonwealth  
*Branch:* Curtin BSB No: 062905  
*Account No:* 10097760  
*NOTE:* If paying via EFT you must quote your transaction reference number on the registration form.

### Cancellation Policy

All alterations or cancellations to your registration must be made in writing and will be acknowledged by post, facsimile or email. Notification should be sent to:

Conference Co-ordinators  
PO Box 4994, Chisholm ACT 2905  
Fax [02] 6292 9002  
Email [conference@confco.com.au](mailto:conference@confco.com.au)

An administration charge of \$110 will be made to any participant cancelling before Friday 1 May 2015. Cancellations received after Friday 1 May 2015 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost.

By submitting your registration you agree to the terms of the cancellation policy.

### Privacy Disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities. If you consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.

Importantly, your name may also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

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## SOCIAL FUNCTIONS

### Photographs

During the National General Assembly there will be a contracted photographer, the photographer will take images during the sessions and social functions. If you have your picture taken it is assumed that you are giving consent for ALGA to use the image.

Images may be used for print and electronic publications.

### Welcome Reception and Exhibition Opening

Sunday 14 June 2015

National Convention Centre

5:00-7:00 pm

\$44 per person for day delegates and guests.

No charge for full registered delegates.

No charge for registered accompanying partners.

DRESS CODE: smart casual.

### Buffet Dinner

Monday 15 June 2015

The Ballroom, National Convention Centre

7:00-11:00 pm

\$100 per person.

DRESS CODE: smart casual.

Coaches will depart Assembly hotels [except Crowne Plaza] at approximately 6:45 pm with return shuttles commencing from 10:15 pm.

### General Assembly Dinner

Tuesday 16 June 2015

The Great Hall, Parliament House

7:00-11:00 pm

\$130 per person.

DRESS CODE: lounge suit/collar and tie for men and cocktail style for women.

Tickets to the prestigious General Assembly Annual Dinner at Parliament House are always highly sought after. Due to the size of the Great Hall, places are limited and therefore booking early is highly recommended to ensure your place.

Coaches will depart all Assembly hotels at approximately 6:45 pm with return shuttles commencing from 10:15 pm.

Note: Bookings are accepted in order of receipt.

### Canberra Weather in June

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 12-15°C and temperatures do drop to 1c on average in the evenings, so be sure to bring a warm jacket. Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.



### Venue and Dress Code

#### Exhibition Opening and Welcome Reception

VENUE National Convention Centre, Constitution Ave, Canberra City.

DRESS CODE Smart casual.

#### General Assembly Business Sessions

VENUE National Convention Centre, Constitution Ave, Canberra City.

All plenary sessions will be held in the Royal Theatre at the National Convention Centre.

DRESS CODE Smart casual.

#### Exhibition

VENUE National Convention Centre, Constitution Ave, Canberra City.

The exhibition is being held in the Exhibition Hall of the National Convention Centre.

DRESS CODE Smart casual.

#### Buffet Dinner

VENUE: The dinner is being held in the Ballroom at the National Convention Centre.

DRESS CODE Smart casual.

#### General Assembly Dinner

VENUE Parliament House.

The General Assembly Dinner is being held in the Great Hall.

DRESS CODE Lounge suit/collar and tie for men and cocktail style for women.

## PARTNER TOURS

### Monday 15 June

#### REGIONAL CANBERRA: WINERY AND CHOCOLATE

Today's partner tour will experience two regional areas located just outside Canberra. Our first stop is Gundaroo which is home to several boutique wineries including the venue for the day—Capital Wines. The group will enjoy wine tasting at the cellar door followed by lunch.

The group will then transfer to Murrumbateman to visit Robin Rowe Chocolates, here the group will be given a short demonstration with time to enjoy some samples and view the merchandise.

### Tuesday 16 June

#### CANBERRA EXHIBITIONS

This morning the group will visit the Australian War Memorial and view First World War Galleries, which have been redeveloped to commemorate the centenary of the First World War [opened December 2014].

After lunch the group will be able to experience a new local exhibition, further details will be provided as they are confirmed.

## ACCOMMODATION

To book your accommodation at the rates listed below complete the appropriate section of the registration form. Bookings are subject to availability and should be made prior to Friday 15 May 2015.

All cancellations or amendments must be made in writing to Conference Co-ordinators and will be acknowledged by facsimile.

Please note your credit card details are required to guarantee your room. Neither Conference Co-ordinators nor the hotel will make any charges against your credit card unless you fail to give 21 days notice in writing of your cancellation. Full payment of your account will be required at the time of your departure.

NOTE All Canberra hotels have a complete non-smoking policy.

#### CROWNE PLAZA

1 Binara Street, Canberra

The Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district. Featuring a contemporary design, the Crowne Plaza provides guests with an outdoor pool, sauna, health/fitness centre, 24-hour reception, concierge, undercover parking and onsite dining at the RedSalt Restaurant. All rooms are non-smoking and include iron/ironing board, tea/coffee making facilities, hairdryer and room service is available.

SUPERIOR ROOM: **\$295** per night  
single/twin/double

DELUXE ROOM: **\$345** per night  
single/twin/double

#### AVENUE HOTEL

80 Northbourne Avenue, Canberra

A brand new property which recently opened in November 2014, the Avenue Hotel is Canberra's newest and only 5-star hotel in the CBD. The hotel has an onsite restaurant and bar, 24-hour reception and room service, gymnasium, undercover parking (charges apply per night) and guest lounge with free wifi. Offering hotel rooms, 1 and 2 bedroom apartments, all rooms have king size beds, rainfall showers, balconies and mini bar. The apartments also have full kitchen facilities, the Avenue is a 15-20 minute walk from the Convention Centre.

HOTEL ROOMS: **\$225** per night  
single/twin/double

1 BEDROOM APARTMENTS: **\$275** per night  
single/double

#### HOTEL REALM

18 National Circuit, Barton

The Hotel Realm is one of Canberra's 5-star hotels and is located walking distance from the popular shopping and restaurant villages of Kingston and Manuka. The Hotel Realm has two restaurants, a bar, day-spa, hairdresser and health club located on-site. The rooms are modern and have king sized beds, high speed internet (for a fee) LCD TV, pay movie channel, Foxtel and 24-hour room service.

STANDARD ROOM: **\$230** per night  
single/twin/double

#### MANTRA

84 Northbourne Avenue, Canberra

Mantra on Northbourne is centrally located and approximately a 15-20 minute walk from the National Convention Centre. The hotel features a heated indoor pool, sauna, fully-equipped gymnasium and the Zipp restaurant bar onsite. All rooms offer voice mail, individually controlled air-conditioning, pay per view movies, mini bar, tea/coffee making facilities, hairdryer and complimentary toiletries. One and two bedroom apartments also offer a separate lounge and dining area, fully-equipped kitchen and a laundry with washing machine, dryer, iron and ironing board.

HOTEL ROOM: **\$209** per night  
single/twin/double

1 BEDROOM APARTMENT: **\$249** per night  
single/twin/double

#### MEDINA APARTMENT HOTEL JAMES COURT

74 Northbourne Avenue, Canberra

The Medina Apartments Hotel James Court is approximately a 15-20 minute walk from the National Convention Centre and is close to cafes, restaurants, gyms and shopping. The hotel offers reception, undercover parking, outdoor heated swimming pool, sauna, gymnasium and a restaurant delivery service. All rooms feature private balconies, climate controlled air conditioning, separate lounge/dining areas, broadband access (for a fee), spa bath, mini bar, fully equipped kitchen facilities and an in-room safe.

Note: Reception operates between the hours of 6.30am and 11.30pm.

1 BEDROOM APARTMENT: **\$210** per night  
single/twin/double

2 BEDROOM APARTMENT: **\$260** per night  
single/twin/double

#### NOVOTEL

65 Northbourne Avenue, Canberra

Located on Northbourne Avenue, one of Canberra's main thoroughfares, the Novotel is a 15 minute walk from the National Convention Centre. The hotel offers 24-hour reception and room service, an onsite restaurant and bar, gymnasium and undercover parking (charges apply per night). In-room facilities include mini bar, tea/coffee making facilities, broadband (for a fee), Fox Sports and News, pay per view movies, climate control air-conditioning, hairdryer, iron and ironing board. Executive rooms have a king size bed.

STANDARD ROOM: **\$250** per night  
single/twin/double

EXECUTIVE ROOM: **\$280** per night  
single/twin/double

#### PEPPERS GALLERY HOTEL [FORMALLY DIAMANT HOTEL]

15 Edinburgh Place, Canberra

Peppers Gallery Hotel (formally Diamant Hotel, re-branded in 2014) is a boutique 80 room hotel located at the intersection of Marcus Clarke St and Edinburgh Ave, 15 minutes walk from the Convention Centre. Peppers Gallery Hotel features 24-hour reception, a restaurant and a bar. The rooms have a mini-bar, tea/coffee making facilities, plasma TVs, CD and DVD players, broadband (for a fee), and in-room safe.

STANDARD ROOM: **\$250** per night  
single/twin/double

Accommodation options continue over page



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## COACH TRANSFERS

## CAR PARKING

### QT HOTEL [FORMALLY RYDGES LAKESIDE]

1 London Circuit, Canberra

Qt Hotel Canberra (formally Rydges Lakeside) has recently been renovated throughout the foyer and restaurants. The rooms have been updated and offer balconies and high speed internet (for a fee), pay per view movies, mini bar, hairdryer, iron and ironing board. The hotel is a 15 minute walk to the National Convention Centre and has 24-hour reception, room service, onsite restaurant and bar.

STANDARD ROOM: **\$249** per night  
single/twin/double

### WALDORF

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Waldorf is only a couple minutes walk from the National Convention Centre. This hotel has 24-hour reception and provides guests with a gymnasium, indoor heated lap pool and onsite dining at the Waldorf London Restaurant. All rooms have kitchen and laundry facilities, in room safe, dining table and chairs, complimentary cable TV, pay per view movies, high speed internet service (for a fee) and room service is available. One bedroom apartments also offer a separate lounge/dining area.

STUDIO ROOM: **\$210** per night single  
**\$225** per night twin/double

1 BEDROOM APARTMENT:

**\$230** per night single  
**\$245** per night twin/double

### Welcome Reception and Exhibition Opening Sunday 14 June 2015

Coaches will collect delegates from all General Assembly hotels [except Crowne Plaza Canberra] at approximately 4:45 pm. The return coaches will depart at 7:00 pm.

### Daily Shuttles to and from the National Convention Centre

A shuttle service between all General Assembly hotels (except Crowne Plaza Canberra) and the National Convention Centre will operate between 8:00 am and 8:30 am. Return shuttles will depart the National Convention Centre at 5:00 pm.

### Buffet Dinner National Convention Centre Monday 15 June 2015

Coaches will collect delegates from all General Assembly hotels [except Crowne Plaza Canberra] at approximately 6:45 pm. A return shuttle service will commence at 10:15 pm.

### General Assembly Annual Dinner Parliament House Tuesday 16 June 2015

Coaches will collect delegates from all General Assembly hotels [including Crowne Plaza Canberra] at approximately 6:45 pm. A return shuttle service will operate between 10:15 pm and 11:15 pm.

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$18.00 per day. Alternatively, voucher public parking is available 200m from the entrance at a cost of approximately \$13.50 per day. The voucher machines are coin operated.

Item 10.1

Enclosure 1

**REGISTRATION FORM** **REGISTER ONLINE**  
**WWW.ALGA.ASN.AU**

**NGA15** NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 14-17 JUNE 2015  
Australian Local Government Association ABN 31 008 613 876

Multiple delegates > photocopy form  
Register online, download PDF or return this form to:

Conference Co-ordinators  
PO Box 4994 Chisholm ACT 2905  
Phone (02) 6292 9000 Fax (02) 6292 9002  
Email [conference@confco.com.au](mailto:conference@confco.com.au)

By submitting your registration you agree to the terms and conditions of the cancellation policy

**PERSONAL DETAILS**

TITLE \_\_\_\_\_ NAME \_\_\_\_\_ SURNAME \_\_\_\_\_  
(Cr/Alc/Mayor/Other)

POSITION \_\_\_\_\_

COUNCIL/ORGANISATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

SUBURB \_\_\_\_\_ STATE \_\_\_\_\_ POSTCODE \_\_\_\_\_

PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

NAME FOR BADGE \_\_\_\_\_

How did you find out about the General Assembly?  ALGA  State/Territory Association  Council Other: \_\_\_\_\_

**PRIVACY DISCLOSURE**  I DO consent to my name appearing in the 2015 General Assembly List of Participants booklet (name, organisation and state only disclosed) as outlined in the privacy disclosure on page 10.  
 I DO consent to ALGA disclosing my personal contact information as outlined in the privacy disclosure on page 10.

**REGISTRATION FEES**

**GENERAL ASSEMBLY REGISTRATION FEES**

Please note registration does NOT include attendance at the Regional Cooperation and Development Forum

EARLY BIRD REGISTRATION FEES (payment received on or before 1 May 2015) . . . . .  \$899.00  
STANDARD REGISTRATION FEES (payment received on or before 29 May 2015) . . . . .  \$999.00  
LATE REGISTRATION FEES (payment received after 29 May 2015) . . . . .  \$1,200.00  
DAY REGISTRATION FEES  Monday 15 June \$470.00  Tuesday 16 June \$470.00  Wednesday 17 June  \$260.00

**REGIONAL CO-OPERATION AND DEVELOPMENT FORUM REGISTRATION FEES**

REGIONAL DEVELOPMENT FORUM ONLY Registration Fee . . . . .  \$395.00  
GENERAL ASSEMBLY DELEGATE Registration Fee . . . . .  \$195.00  
STATE OF THE REGIONS REPORT 2015-16 (Single licence) . . . . .  \$240.00  
STATE OF THE REGIONS REPORT 2015-16 (Organisational licence) . . . . .  \$700.00

**ACCOMPANYING PARTNERS REGISTRATION FEES**

REGISTERED ACCOMPANYING PARTNER Name for lapel badge: \_\_\_\_\_ . . . . . \$240.00

**SOCIAL FUNCTIONS INCLUDED IN FEES**

One ticket to each of the following functions is included in the full General Assembly registration and/or accompanying partners registration fee. Please confirm if you will be attending by placing a tick in the appropriate boxes. To purchase additional tickets to any of the following functions please indicate the number required and complete the total amount payable.

**REGISTERED DELEGATES AND PARTNERS**

**WELCOME RECEPTION AND EXHIBITION OPENING (SUNDAY 14 JUNE 2015)**

I/we will attend:  Delegate  Partner Number of additional tickets  @ \$44.00 each . . . Total \$

**REGISTERED PARTNERS**

Day 1 • Regional Canberra - winery and chocolate (Monday 15 June 2015)

I will attend:  Partner Number of additional tickets  @ \$100.00 each . . . Total \$

Day 2 • Canberra exhibitions (Tuesday 16 June 2015)

I will attend:  Partner Number of additional tickets  @ \$100.00 each . . . Total \$

Registration form continues over the page



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**Minutes of the Kiama Municipal Council Economic Development Committee meeting held on Tuesday 17 February 2015 at The Pavilion Kiama.**

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**1 Present:** Councillor Neil Reilly (Chairperson), Councillor Kathy Rice, Councillor Mark Honey, Councillor Gavin McClure, Gerry McInerney, Steve Thomas, Sandy Rendel, Roy Schmidt, Patrick Mahedy

**Attending:** Chris Quigley

**Apologies:** Michael Cole, Megan Hutchinson, Lisa Evans

**Note:** Meeting held a week early due to a clash with other meetings.

**Agenda Item 2 Acceptance of previous minutes**

The minutes of the meeting held on 27 January 2015 were accepted.

*Gerry McInerney/Mark Honey*

**Agenda Item 3 Business Arising**

*3.1 Kiama Harbour draft master plan*

A submission from the committee as agreed at the meeting of 27 January was submitted. Patrick Mahedy commented on the poor connectivity of the various units and overall lack of urban design in the plan citing the poor integration referring to Unit 4 car park as an example.

*Recommendation to Council:*

*That when the first phase of the Kiama Harbour and Blowhole Point Headland Master Plan is implemented council consider engaging an urban designer to oversee the progressive planning to ensure an overall cohesive design.*

*3.2 Farmland Rating*

The committee was provided with an overview of Council's rating profile. Councillor Mark Honey advised that a review committee comprising of himself, the Mayor and the General Manager has been established to review outstanding farmland rating application appeals. The Economic Development Committee wishes its support of this initiative to be noted.

*3.3 Proposed Gerringong meeting.*

It is proposed that the committee meeting scheduled for 26 May 2015 be held in Gerringong with the following draft agenda:

- Meet with South precinct President Darryl Clingan to discuss local issues
- Visit
  - Buena Vista Farm
  - The Schoolhouse Cheese making and tea rooms
  - Crooked River Winery
  - The Australian Distillery
- Investigate potential residential development areas.

*Action: Megan Hutchison to coordinate the meeting.*

**Agenda Item 4      Kiama Marketing and Branding**

Councillor Neil Reilly gave an overview of the project concept emphasising that the project is in the early stages and flexible.

*Action:*

- 1. Councillor Neil Reilly to develop and distribute a draft presentation for committee members to comment on.*
- 2. The committee to present the project to council for consideration.*
- 3. Chris Quigley to investigate a suitable time for the presentation*

**Agenda Item 5      Live/ Work residential units**

Patrick Mahedy discussed this issue with reference to the Kiama Economic Development Plan 2014, Page 11 'investment attraction' and 'home based work and home based businesses'. There was discussion on how the Kiama LEP 2011 supports these areas with particular reference to encouraging more commercial office space versus residential and retail space.

It was noted that all of Council's activities should align with integrated plans. The committee also considered that the Kiama LEP 2011 was in urgent need of a 'housekeeping' review.

*Action:*

- 1. A sub committee comprising of Patrick Mahedy, Steve Thomas and Sandy Rendel to identify those sections of the LEP 2011 which required urgent housekeeping amendments.*
- 2. Have staff prepare a report on the outcomes of 1. above for council's consideration*

It was further noted that at the 10 February 2015 meeting council resolved to establish an LEP committee

*Recommendation to Council: That a non councillor member of the Economic Development Committee be included on of the LEP committee*

**Agenda Item 6      Change of April Meeting date**

It was noted that the April Council Meeting has been rescheduled to 28 April and it will now clash with the monthly Economic Development Committee meeting.

*Action: Megan Hutchison to advise of revised date for April meeting*

**Agenda Item 7      General Business and New Ideas**

7.1 Councillor Neil Reilly raised the potential of a sister city arrangement built around mutual economic benefits with an Indian city.

7.2 Proposal for New Years Eve to close Terralong Street at midday for an 'open mall' event which will continue on after the fireworks.

*Action: Megan Hutchison and Lisa Evans to work with Tourism and Chamber representatives with the aim of developing a draft proposal to be presented at a future meeting.*

#### **Tourism Review**

Roy Schmidt advised that it was a strong holiday period with accommodation being tight and little spare capacity. The visitor centre had a 4% reduction in 'walk ins' but a 7% increase in website visits. This is considered an expected trend away from face-to-face interaction and towards digital engagement.

Kiama Tourism felt that the marketing programs with the South Coast Regional Tourism Organisation have been successful.

Gerringong takings were slightly down despite the increase in traffic flow due to the road works. The lack of parking in the area attributed to the reduced takings.

Chris Quigley advised that the MOU between Council and Kiama Tourism was signed by both parties.

#### **Business Chamber**

Patrick Mahedy and Gavin McClure advised that the primary purpose of the chamber was to grow local business.

- Upcoming network events:

8 March	Additional Seaside Market is to be held on the Sunday of the Jazz Festival.
11 March	Joint Chamber/Tourism event featuring guest speaker Michael Yabsley.
18 March	Chamber network event sponsored by MLC Advice Kiama. Guest speaker will be Brian Parker head of Portfolio Special Group with NAB Asset Management.
- Upgrade of website to be undertaken.
- The seaside markets are undergoing an internal operating audit.
- The next newsletter will be delivered to members and also hand delivered by Suzie Scobie to CBD businesses.

**Next meeting to be held on 24 March 2015.**

## USE OF PUBLIC RESERVES

### COMMERCIAL FITNESS ACTIVITIES AND PERSONAL TRAINING

#### **1. Background**

The areas making up the Kiama Local Government Area (LGA) offer attractive outdoor locations for commercial fitness groups to use with significant areas of public recreation along the foreshore, headlands and elsewhere. Commercial fitness/personal training activities are playing an increased role in the provision of exercise and physical activity and these activities are at times undertaken on public reserve areas.

Kiama Municipal Council is responsible for the management of public reserve areas. Council supports the use of public reserves for fitness activities on the basis of the considerable health and well-being benefits to the community. Council needs to manage and coordinate public reserve use to ensure continued accessibility for all groups and limit potential impacts of commercial fitness activities on other users of the reserve.

#### **2. Objectives**

The purpose of this policy is to provide for the effective management of commercial fitness trainers/groups occupying designated public land in the Kiama Municipality to ensure open space areas can continue to be enjoyed and accessed by the community for general use and without adverse impacts to surrounding residents, public risk and public infrastructure.

#### **3. Definitions**

##### **Active Activities**

The term “active activities” refers to that group of commercial fitness training activities where the range of physical movement is high involving resistance, muscular and/or cardiovascular output.

##### **Commercial Fitness Training**

The term “commercial fitness training” in this policy refers to the teaching of exercise for the purpose of conducting a business and to assist participants in the improvement of physical fitness and mental well-being. Engaging in such business involves the exchange of fee or payment.

***Commercial Fitness Trainer or Personal Trainer***

The term “commercial fitness training operator” in this policy refers to those people owning, managing or instructing physical fitness training for the purposes of conducting a business for exchange of fee or payment.

***Commercial Fitness Training Activities***

The term “commercial fitness training activities” in this policy refers to the various physical fitness activities conducted for the purposes of conducting a business through training participants on how to improve their physical fitness and well-being.

***Passive activities***

The term “passive activities” refers to that group of commercial fitness training activities such as Yoga, Tai Chi and Pilates where the range of physical movement is slow and is not based on significant cardiovascular or muscular energy/output.

***Permit***

The term “permit” in this policy refers to a printed document that gives official permission from Kiama Municipal Council to a specific person, operator or company to conduct commercial fitness training activities within a designated area of public reserve land. A permit may be issued in accordance with the *Local Government Act 1993* and *Crown Lands Act 1989*.

***Public Infrastructure***

The term “public infrastructure” in this policy refers to an item that is immovable or securely positioned being an asset of Kiama Municipal Council, including but not limited to chairs, benches, tables, bollards, buildings and fencing.

***Public Reserve***

The term “public reserve” in this policy refers to land that is provided for the use of the community including land designated as public parks, reserves, sportsgrounds, beaches, cycleways and pathways that are within the ownership of Kiama Municipal Council or crown land vested in the care and control of Kiama Municipal Council.

***4. Area to which policy applies***

This policy applies to all Council-managed public reserves within the Kiama LGA such as parks, sportsgrounds, beaches, headlands, cycleways, footpaths, etc. This policy nominates locations where Council will allow commercial fitness trainers to operate with a permit and these locations are listed on Schedule 1.



## 5. Permits

Activities provided for in this policy are subject to the provisions of Part 1 of Chapter 7 of the Local Government Act 1993. All commercial fitness/personal training activities covered by this policy require a permit in accordance with the Local Government Act 1993 or the Crown Lands Act 1989.

Council approved operators are permitted to undertake commercial fitness training activities in accordance with their permit. There are two types of permit that Council can issue reflecting the respective group/participant size:

1. Base site permit
2. Mobile permit

A *base site permit* applies to commercial fitness training activities where there are *greater than two* participants. It is acknowledged that a base site permit holder will from time to time move to other public reserve locations in the course of a class/session for example when routines involve running. In moving around as part of normal fitness routines, there can be no impact to other base permit holders operating in that location or the general community.

A *mobile permit* is designed for *one-two* participant classes known as one-on-one or small group personal training sessions. These groups may be more inclined to be of a roving nature and this type of permit allows for commercial fitness training activities on multiple sites. A mobile permit allows the holder to occupy any of the approved locations listed on Schedule 1 and due to the small group/participant size is unlikely to have any substantive impact on general community usage of public reserves.

At the commencement of this policy, an expression of interest will take place for interested commercial fitness trainers/personal trainers to obtain a permit to operate. The expression of interest process will only take place at the commencement of this policy in order to properly allocate permits across the identified public open space areas to ensure there can be a distribution of commercial fitness-trainer activities. Individual permits will be issued for two (2) years after which time the holder needs to apply for renewal with Council. People seeking a permit to operate after this initial EOI process will be advised of available public reserves to seek a permit to conduct their commercial fitness training activities from.

The permit will give the holder *non-exclusive* access to the nominated public reserve, that is, if the area being used is occupied by the general public for ordinary reserve use or other booked usage such as wedding ceremonies and picnic shelter use, these groups or individuals cannot be forced to relocate. Commercial fitness trainers/personal trainers need to be flexible in their approach to the use of nominated public reserves to reflect the overall

policy objective that open space areas continue to be enjoyed and accessed by the community.

A permit will be issued to the company/applicant seeking approval to operate and must be able to be produced if requested by an officer of Council. If an approved commercial fitness training group requires more than one instructor based on the industry standard ratio of participants to instructors, only a single permit for that group/activity will be issued identifying approved location, name of operator and maximum number of participants/clients.

There can be no transfer or assignment of a permit.

All permits will have a plan attached showing the approved area within the public reserve that can be used for commercial fitness training activities.

A commercial fitness trainer using a public reserve for activities without Council approval (permit) will be the subject of investigation and potential enforcement action by Council Rangers under the *Local Government Act 1993*.

## **6. Fees**

A permit application fee will be charged by Council at the commencement/issue of a new permit as well as with subsequent permit renewals. On-going usage fees will be charged on a per annum basis reflecting the number of participants the commercial fitness group/personal trainer has as specified by their permit.

The permit and usage fees are subject to annual review as expressed within Council's Fees and Charges.

## **7. Permitted activities**

Commercial fitness training activities includes those fitness training drills/activities acknowledged by the peak industry group, Fitness Australia (or other relevant body in existence). The permitted activities broadly include:

- Walking and running
- Circuit training
- Organised aerobic activity
- Gym sessions
- Boxing and pad training
- Yoga, Tai Chi and Pilates classes

### **8. Exempt activities and groups**

Exempt activities from the operation of this Policy include:

- Individual or small group exercise where no fees are charged to participants
- Walking, jogging and cycling groups where no fees are charged to participants
- Local sporting clubs where no fees are paid to a trainer
- Local schools where no fees are paid to a trainer
- Defence force personnel training where no fees are paid to a trainer

In the event of one-off training situations such as those listed above, approval needs to be obtained from Council under its *Use and Hire of Public Reserves Policy*.

### **9. Prohibited activities and exclusion areas**

No commercial fitness training activities are permitted:

- within 50m of patrolled beach areas
- on sand dune stabilisation areas
- at memorials/places of significance
- at children's playgrounds
- using public infrastructure (public seats/benches, tables, picnic shelters, BBQ's, fencing, signage, public buildings)
- using ocean pools
- using aggressive or intimidating training methods including body contact
- using amplified music and voice
- with accompanying advertising signage in relation to the fitness trainer/organisation
- using rope, stakes, boxing bags and vehicle tyres

During the life of this policy including individual permits, Council may nominate additional exclusion areas and prohibited activities.

### **10. Training group sizes**

In order to balance the needs of the general public in their passive and recreational pursuits with opportunities to allow commercial fitness trainers/groups, this policy nominates an *individual* maximum class size (participants) of 30.

Approved areas for commercial fitness training activities have varying capacities to accommodate commercial fitness training/personal training groups. Some approved areas for commercial fitness training activities (on Schedule 1) are nominated for maximum (capped) *total* participant numbers reflecting the individual characteristics of the location. In other cases, determination of the *total* participant number cap will be based on a merit

assessment by Council such as at sportsgrounds where greater land area exists to disperse different users.

When issuing individual permits, Council will refer to this cap and permit allocations will reflect the stipulated *total* participant number threshold for the public reserve concerned having regard to:

- the size of the public reserve
- frequency and intensity of usage of the reserve by the general public
- number of permits in place for commercial/personal fitness trainers on that reserve
- operating times of commercial/personal fitness trainers

### **11. Operating times**

Commercial fitness training activities need to be restricted to certain hours for reasons including potential impacts to surrounding residents, other community-based user groups such as sporting clubs for their training and competition fixtures and general public use.

Approved commercial fitness/personal training activities can occur during the following hours/days, referred to as *standard hours* in Schedule 1:

Daylight Savings Time

- Monday - Saturday 6am - 8pm
- Sunday 7am-10am (with block-out period 25 December – 26 January inclusive)

Eastern Standard Time

- Monday - Saturday 6am - 6pm
- Sunday 7am-10am,

or unless specifically referred to in Schedule 1. In the event of any inconsistency, Schedule 1 prevails.

Certain days of the year are excluded from approved commercial fitness training activities under this policy including:

- Australia Day
- Good Friday
- Easter Sunday
- Anzac Day
- Christmas Day

The Kiama LGA is host to several activities operating under existing licences/approvals occupying public reserves. Approved commercial fitness training permits require the permit holder to not interfere with these specific events/activities. These events/activities include (but are not limited to) the various outdoor markets, annual Christmas/New Year carnival on Black Beach, Kiama Show, seasonal camping grounds and the like. It is incumbent on commercial fitness trainer permit holders to be aware of the approved activities/events on public reserves and the times/dates they will be operating.

## **12. Disturbance to public reserve users and residents**

Under this policy and through the issue of individual permits for commercial fitness training activities, there can be no:

- unreasonable noise disturbance to reserve users and adjoining residents
- interference with the ability of the general public to use public reserve areas
- amplified music or voice
- hazards or obstructions with training equipment used
- prevention of members of the public from safely using cycleways, footpaths and steps or be obstructed
- monopolising fixed exercise equipment located in public reserves by participants of a commercial/personal fitness trainer class at the expense of a member of the public wanting to access that equipment.

On-going complaints relating to the above matters can result in permit revocation and Council will not be liable for loss of business and any costs as a result.

## **13. Insurance**

Public liability insurance will have to be taken out by approved fitness training operators and be held continuously for the duration of a permit for a minimum \$10M. Kiama Municipal Council will need to be fully indemnified from any liability by the operation of commercial fitness trainers operating on public reserve land and if applicable, the Minister administering the *Crown Lands Act 1989*.

## **14. Risk Management**

Risk assessments will need to be conducted by approved commercial fitness training operators and they will need to make their own assessment of the suitability of approved locations and safety and other factors such as wet weather and ground surface conditions and operating outside daylight hours. It is the responsibility of permit holders to take appropriate action to remove any hazards or alternatively make alternative provisions if that training site is unsuitable.

**15. Business disturbance**

Kiama Municipal Council will not take any responsibility or liability for any interruption to the business of any fitness trainer caused by the need by Council or any authority to carry out any work, maintenance or event or action taken by inclement weather and ground conditions. Council will not mow public reserves outside its regular schedule and will not be liable for loss of business or other matter due to grass height.

**16. Qualifications**

In order to be issued with a permit to operate commercial fitness training activities, evidence must be available of:

- current qualification/accreditation/registration with Fitness Australia or relevant peak body
- current Senior First Aid Certificate

These qualifications have to be maintained for the duration of a permit.

**17. Policy review and amendment**

This policy may be reviewed and amended at any time by Council. Any policy amendments will be notified on Council's website and also directly with current permit holders.

## SCHEDULE 1

### Public reserves where a permit can be issued by Council for commercial fitness/personal training activities

Reserve Name	Property (Lot/DP)	Activity/ Use	Hours of operation	Maximum total participant number
James Oates Reserve	70/243062	passive active	standard	30
Gainsborough Chase Reserve	338-389/790657	passive active	standard (Note 2)	merit
Bombo Hill	100/841672	passive active	standard	merit
Old School Flat	7007-7008/1074746 7034/1061039	passive active	standard (Note 1&2)	30
Coronation Park	7016/1074643	passive active	standard	16
Chittick Oval	1-2-8-10 (Sec 3)/758563 12/200390 A/161881 1/200068 1/1115030	passive active	standard (Note 1&2)	16
Chapman Point Reserve	7018/1074642	passive active	standard (Note 1&2)	30
Kiama Sports Complex (Field 4 only- excludes turf wicket and athletics track)	12/708075 4/248979	passive active	standard (Note 2)	merit
Bonaïra Oval	492/208118 475-478/33905	passive active	standard (Note 2)	merit
Kevin Walsh Oval	1/1146766 101/1063277	passive active	standard (Note 2)	merit
Gerry Emery Reserve	601/739447	passive active	standard (Note 2)	merit
South Werri Reserve	1/1075959	passive active	standard	20
Cooke Park	7003/1069649	passive active	standard	20
Ricketts Reserve	2/329172	passive	standard	12

Note 1: excludes those dates/times where an approved market or event operating with consent or licence from Council is occupying the land

Note 2: commercial fitness training activities may be limited or affected at certain times or on certain days due to sports club training or competitions including school sports carnivals

## SCHEDULE 2

### Proposed fee structure

#### 1. Annual usage fees (p.a)

Class Size (No. of participants)	Annual usage fees
1-2 (Mobile permit)	\$250
3-10 (Base Permit)	\$1200
11-20 (Base Permit)	\$1600
21-30 (Base Permit)	\$2400

#### 2. Permit application/renewal fee

Initial permit	\$200
Subsequent permit renewal	\$125



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**Minutes of the Kiama Access Committee meeting held on Friday 6 February 2015 in the Council Chambers Committee Room 1 at 10am.**

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**Present:** Clr. Gavin McClure, Freda Simpson, Janelle Burns, Andy Farrell, Darren Brady, Chris Fuller and Nick Guggisberg.

1. **Apologies:** Beryl Batten.

2. **Minutes of Previous meeting**

Moved – Andy Farrell      Seconded – Freda Simpson      CARRIED

3. **Business arising from the minutes**

5.4 *Outdoor fitness equipment in Gerringong (Minutes December 2014) – link to disabled parking*

Darren Brady reported that the link to the parking will be addressed when it is established where people mostly walk.

4.1 *CPTIGS Grants*

Successful grants not announced yet.

4.2 *Accessible Kiama Audit – request from Beryl Batten that additional information be included in the list*

**Action:** Nick Guggisberg to follow up.

4.3 *Steps in front of/near JJ's Indian Restaurant from road level to footpath*

Darren Brady reported that a hand rail will be installed.

5.1 *Nicole Lewis – Ability Links NSW listing in council Community Directory*

Nicole directed to website where organisations manage their own listings.

5.2 *Jamberoo CBD Upgrade*

Darren Brady reported that scheduled new paving, a new crossing, and new gardens are to be carried out in June/August this year.

5.3 *Recognising International Parking Permits*

Janelle Burns followed up and reported that Australian Legislation recognised international parking permits. Victoria the only exception.

In NSW the fine for parking illegally in a designated disabled parking space is \$519 and 1 demerit point

5.4 *Adult Change Table*

**Motion:** The Committee supports council identifying a suitable location for the provision of an adult change table in a future public development.

Potential locations could be:

Jamberoo – Toilets

Gerringong – Library

Kiama – any future developments

**Action** Nick Guggisberg to send the specifications for such a facility to Chris Fuller and committee members.

Moved – Clr. McClure      Seconded – Freda Simpson      CARRIED

5.5 *Electric Wheelchair access to Chase Reserve*

Darren Brady reported that the works section have scheduled to address this issue; in addition to three other nearby locations.

6.1 *Footpath Link at Blowhole Point alongside the new link road from the Rock Pool up to existing road down from the Blowhole.*

Darren Brady reported that they have had a few people identify this as an issue and that the matter is under investigation.

**Action:** Darren Brady to report back to next meeting.

6.2 *Kiama Dementia Friendly Pilot*

Nick Guggisberg gave an update on the project and suggested that the committee would benefit from inviting someone with dementia to join the committee.

**Action:** Nick Guggisberg to submit a report to council seeking approval to release an EOI for someone with dementia to join the committee.

5. **General Business**

5.1 *Picnic Tables*

Darren Brady reported that he will get the current design for picnic tables to be reviewed plus check current tables on Blowhole Point for compliance including checking height of tables.

5.2 *All Terrain Wheelchair*

Nick Guggisberg proposed the committee recommend that council consider purchasing an All Terrain Wheelchair for use in the LGA

**Action:** Nick Guggisberg to develop a report outlining where it could be used, stored, and process for borrowing the wheelchair.

5.3 *Seniors Week*

Janelle Burns informed the committee that she is holding a motorised wheelchair and scooter workshop at Kiama Bowlo on 19 March 2015 at 10.30am.

5.4 *Go to App*

Clr. McClure informed the meeting that the Kiama Business Chamber developing a 'go to app', suggesting that the accessible features of Kiama could also be available via a similar app.

**Action:** Clr. McClure will invite the app's developer to present to the committee so we can discuss including accessible features.

**5.5 Disabled Parking Permits**

Clr. McClure asked if there are disabled permits for public transport vehicles.

**Action:** Janelle Burns to research and bring back to the next meeting.

**6. Next Meeting:**

The next meeting of the Kiama Access Committee will be held on Friday 10 April 2015 at 10am in the Council Chambers Committee Room 1.

**There being no further business the meeting closed at 11.30am**

**Minutes of the Kiama Municipal Council Economic Development Committee meeting held on Tuesday 17 February 2015 at The Pavilion Kiama.**

**1 Present:** Councillor Neil Reilly (Chairperson), Councillor Kathy Rice, Councillor Mark Honey, Councillor Gavin McClure, Gerry McInerney, Steve Thomas, Sandy Rendel, Roy Schmidt, Patrick Mahedy

**Attending:** Chris Quigley

**Apologies:** Michael Cole, Megan Hutchinson, Lisa Evans

**Note:** Meeting held a week early due to a clash with other meetings.

**Agenda Item 2 Acceptance of previous minutes**

The minutes of the meeting held on 27 January 2015 were accepted.

*Gerry McInerney/Mark Honey*

**Agenda Item 3 Business Arising**

*3.1 Kiama Harbour draft master plan*

A submission from the committee as agreed at the meeting of 27 January was submitted. Patrick Mahedy commented on the poor connectivity of the various units and overall lack of urban design in the plan citing the poor integration referring to Unit 4 car park as an example.

*Recommendation to Council:*

*That when the first phase of the Kiama Harbour and Blowhole Point Headland Master Plan is implemented council consider engaging an urban designer to oversee the progressive planning to ensure an overall cohesive design.*

*3.2 Farmland Rating*

The committee was provided with an overview of Council's rating profile. Councillor Mark Honey advised that a review committee comprising of himself, the Mayor and the General Manager has been established to review outstanding farmland rating application appeals. The Economic Development Committee wishes its support of this initiative to be noted.

*3.3 Proposed Gerringong meeting.*

It is proposed that the committee meeting scheduled for 26 May 2015 be held in Gerringong with the following draft agenda:

- Meet with South precinct President Darryl Clingan to discuss local issues
- Visit
  - Buena Vista Farm
  - The Schoolhouse Cheese making and tea rooms
  - Crooked River Winery
  - The Australian Distillery
- Investigate potential residential development areas.

*Action: Megan Hutchison to coordinate the meeting.*

**Agenda Item 4      Kiama Marketing and Branding**

Councillor Neil Reilly gave an overview of the project concept emphasising that the project is in the early stages and flexible.

*Action:*

1. *Councillor Neil Reilly to develop and distribute a draft presentation for committee members to comment on.*
2. *The committee to present the project to council for consideration.*
3. *Chris Quigley to investigate a suitable time for the presentation*

**Agenda Item 5      Live/ Work residential units**

Patrick Mahedy discussed this issue with reference to the Kiama Economic Development Plan 2014, Page 11 'investment attraction' and 'home based work and home based businesses'. There was discussion on how the Kiama LEP 2011 supports these areas with particular reference to encouraging more commercial office space versus residential and retail space.

It was noted that all of Council's activities should align with integrated plans. The committee also considered that the Kiama LEP 2011 was in urgent need of a 'housekeeping' review.

*Action:*

1. *A sub committee comprising of Patrick Mahedy, Steve Thomas and Sandy Rendel to identify those sections of the LEP 2011 which required urgent housekeeping amendments.*
2. *Have staff prepare a report on the outcomes of 1. above for council's consideration*

It was further noted that at the 10 February 2015 meeting council resolved to establish an LEP committee

*Recommendation to Council: That a non councillor member of the Economic Development Committee be included on of the LEP committee*

**Agenda Item 6      Change of April Meeting date**

It was noted that the April Council Meeting has been rescheduled to 28 April and it will now clash with the monthly Economic Development Committee meeting.

*Action: Megan Hutchison to advise of revised date for April meeting*

**Agenda Item 7      General Business and New Ideas**

7.1 Councillor Neil Reilly raised the potential of a sister city arrangement built around mutual economic benefits with an Indian city.

7.2 Proposal for New Years Eve to close Terralong Street at midday for an 'open mall' event which will continue on after the fireworks.

*Action: Megan Hutchison and Lisa Evans to work with Tourism and Chamber representatives with the aim of developing a draft proposal to be presented at a future meeting.*

#### **Tourism Review**

Roy Schmidt advised that it was a strong holiday period with accommodation being tight and little spare capacity. The visitor centre had a 4% reduction in 'walk ins' but a 7% increase in website visits. This is considered an expected trend away from face-to-face interaction and towards digital engagement.

Kiama Tourism felt that the marketing programs with the South Coast Regional Tourism Organisation have been successful.

Gerringong takings were slightly down despite the increase in traffic flow due to the road works. The lack of parking in the area attributed to the reduced takings.

Chris Quigley advised that the MOU between Council and Kiama Tourism was signed by both parties.

#### **Business Chamber**

Patrick Mahedy and Gavin McClure advised that the primary purpose of the chamber was to grow local business.

- Upcoming network events:
  - 8 March Additional Seaside Market is to be held on the Sunday of the Jazz Festival.
  - 11 March Joint Chamber/Tourism event featuring guest speaker Michael Yabsley.
  - 18 March Chamber network event sponsored by MLC Advice Kiama. Guest speaker will be Brian Parker head of Portfolio Special Group with NAB Asset Management.
- Upgrade of website to be undertaken.
- The seaside markets are undergoing an internal operating audit.
- The next newsletter will be delivered to members and also hand delivered by Suzie Scobie to CBD businesses.

**Next meeting to be held on 24 March 2015.**

Kiama Municipal Council  
Operational Plan 2014-15  
Quarterly report for period Sep - Dec 2014

Measures	Progress Status Qtr 2	Second Qtr Comments
* Report Contains Filters		
<b>CSP Goal - Encourage and support residents from socially and culturally diverse backgrounds to participate in all aspects of community life</b>		
<b>DP Action - Deliver quality disability services in line with the Community Care Common Standards and funding agreements</b>		
<b>1.1.3 Provide Community Care Support Program case management services to people who have a disability</b>		
Hours of service in line with funding agreement targets	Ahead of Target	Continues to be a high demand for service
Service provided within budget	Ahead of Target	Still strong demand for brokerage this quarter
<b>DP Action - 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</b>		
<b>1.1.5.1 Provide grant funded group and individual transport to the program target group</b>		
Trips provided meet funding agreement targets	Ahead of Target	Demand remains high due to the demographics of the area we service.
<b>CSP Goal - Provide a range of library resources, both physical and online, that support our community in recreational and lifelong learning</b>		
<b>DP Action - Deliver quality disability services in line with the Community Care Common Standards and funding agreements</b>		
<b>1.2.5.2 Provide a variety of children's programs that encourage literacy</b>		
Number of activities held	Ahead of Target	Increased number of programs and children due to assistance offered by volunteers
Number of children participating	Ahead of Target	Increased number of children attending due to assistance from volunteers
* Report Contains Filters		

Number of school holiday programs provided      Ahead of Target      Increased number of children attending due to assistance offered by volunteers.

**CSP Goal - Plan for and support our Ageing Population**

**DP Action - Deliver quality aged care services to older people in the community across the Shoalhaven, Kiama, Shellharbour and Wollongong areas**

**1.4.3 Provide Commonwealth HACC Respite services to the carers of older people living in the community**

Services delivered in line with funding agreement targets

Ahead of Target      Outputs continue to be ahead of target due to the diversity of services within this program

**1.4.4 Provide Commonwealth HACC Case Management services to older people living in the community**

Services delivered within budget

Ahead of Target      Services delivered within allocated budget and in addition a decrease in demand for brokerage services has resulted in a budget surplus for this quarter.

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

**DP Action - Ensure all Statutory accounting and reporting is carried out to meet legislation**

**4.2.3.1 Prepare monthly investment report for Council**

Maintain returns at 0.5% above the 90 day bank bill rate

Ahead of Target      Average return for the 3 months was 0.68% above target

\*Report Contains Filters



Kiama Municipal Council  
Operational Plan 2014-15  
Quarterly report for period Sep - Dec 2014

Measures	Progress Status Qtr	Second Qtr Comments
* Report Contains Filters		
<b>CSP Goal - Promote and support a range of social, cultural and artistic activities, practices and programs for creating sustainable health and well being</b>		
<b>DP Action - Investigate the provision of a multi function arts space for the Kiama Municipality</b>		
1.2.3.1 Engage a consultant to assess viability of preferred sites	Completed	Project completed, site identified and approved by Council
Site selected		
<b>DP Action - Implement and support community, cultural and artistic activities and development programs</b>		
<b>1.2.4.1 Plan and implement Ride for Mental Illness</b>		
Number of participants	Completed	Annual event held in August
Amount of funds raised for charity	Completed	Annual event held in August
Number of activities	Completed	Annual event held in August
<b>1.2.4.2 Plan and implement regional NAIDOC Week awards</b>		
Number of participants	Completed	Planning for 2015 event in Shoalhaven has commenced with Awards scheduled for 18 July.
<b>1.2.4.7 Update Arts Honour Roll</b>		
Number of nominations	Completed	Seven nominations received
<b>CSP Goal - Develop and implement services and programs that promote health and active lifestyle for residents of all ages, abilities and interests</b>		
<b>DP Action - Maintain and develop Leisure Centre and Jamberoo Pool</b>		
1.3.1.1 Undertake planned program of improvements and maintenance to ensure Leisure Centre facilities are maintained to required standard		

\*Report Contains Filters

Jamberoo Pool routine maintenance program is completed	Completed	Jamberoo Pool weekly and monthly routine schedules have been completed
Leisure Centre routine maintenance program is completed	Completed	Kiama Leisure Centre Routine maintenance program has been completed for 2nd Quarter.
Undertake capital and structural improvements at Jamberoo Pool in accordance with allocated budget	Completed	Minor Capital works have been completed- Upgrade to Picnic table roofs, and repairs to toilet block roof.
<b>1.3.1.2 Ensure effective operations of Leisure Centre facilities and Jamberoo Pool to meet community needs and within allocated budget</b>		
Ensure school holiday activities for children are developed, implemented and reviewed	Completed	October school holidays including Gymnastics, Craft, Indoor sports fun days ran effectively with many programs booked to capacity. Learn to swim 5 day intensive classes were conducted with most classes booked to capacity.
Ensure seniors programs and outreach activities are developed, implemented and reviewed	Completed	Senior and Outreach programs continuing in Gerringong, Blue Haven and Kiama Downs with regular participation in all classes.
Policies, procedures and pricing structure reviewed as appropriate	Completed	Policies and procedures are currently being reviewed
<b>1.3.1.3 Ensure Leisure Centre and Jamberoo Pool activities are undertaken by highly qualified and appropriately trained staff</b>		
Training programs are developed, implemented and reviewed to ensure staff legislative and vocational requirements are met	Completed	Staff training and updates- Permanent and Casual staff completed their Pool lifeguard reaccréditation for this quarter

**CSP Goal - Plan for and support our Ageing Population**

**DP Action - Incorporate Age Friendly principles across Council planning and service delivery**

**1.4.5.1 Implement the Age Friendly Project to review Council operations and identify strategies to incorporate age friendly principles**

Project completed	Completed	This project is complete. The findings/outcomes are to be embedded by Managers/Exec into all parts of the organisation.
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**CSP Goal - Plan for and young people**

**DP Action - Implement the Kiama Youth Belonging Project**

**1.5.5.1 Youth Belonging Project implemented according to funding guidelines**

Number of organisations participating	Completed	Project Completed
Number of young people being mentored	Completed	Project Completed

\*Report Contains Filters

**CSP Goal - Recognise and promote community safety throughout the Municipality**

**DP Action - Enforce and comply with public health and safety legislation**

1.6.3.7 Implement the requirements of the Environmental Planning and Assessment Act (Fire safety certificates, orders and compliance)

All requirements met within legislative timeframes

Completed

**DP Action - Implement community safety and injury prevention programs and education**

1.6.4.3 Enhance swimming pool safety

Complete annual pool safety education program

Completed

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

**DP Action - Manage the road infrastructure for the community by the implementation of the Road Asset Management Plan actions**

2.10.1.1 Undertake a road asset renewal program

Percentage of renewal program completed

Completed

Percentage of renewals updated in the Asset Management Information System

Completed

Renewal Budget v Actual expenditure percentage

Completed

100% program completed.  
100% information updated in plan.  
100% completed.

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

2.10.2.2 Manage New footpath and cycleway Asset creation

Percentage of new asset program completed

Completed

Percentage of scheduled designs completed

Completed

100% - Swamp Road cycleway Stage 5 completed on budget, but with additional length included.  
100%

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

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

2.13.4.1 Investigate all options for the future of Jerrara Dam

\*Report Contains Filters

Investigations completed and reported to Council

Completed

Jerrara Dam decommissioning design completed. Tenders to be called in Feb 2015

**CSP Goal - Maintain and enhance biodiversity on public and private land**

**DP Action - Implement biodiversity education and on-ground activities**

**2.5.1.2 Promote understanding and awareness of biodiversity in local area**

Field day or educational activity undertaken

Completed

Illawarra Birders conducted guided bird walk and bird count for Spring Creek Wetlands in this quarter

**2.5.1.5 Review and update Community Land Management Plans**

Review of Jones Beach and Cathedral Rocks Management Plans completed

Completed

Completed

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

**DP Action - Comply with Development Regulation**

**2.9.1.7 Issue licences for caravan parks**

All licences issued annually

Completed

9 caravan parks inspected and licences issued

**CSP Goal - Develop opportunities to increase the economic output of rural lands**

**DP Action - Support and promote the productive use of local rural land**

**3.2.1.3 Review and continued operation of the Kiama produce market**

Review completed

Completed

Licence Agreement in place for the management of the Kiama Produce Markets, commencing September 2014

**CSP Goal - Encourage and support Tourism in the Kiama Municipality**

**DP Action - Coordinate the management of Kiama Coast Holiday Parks as viable business entities**

**3.6.1.5 All relevant policies, procedures and regulations are reviewed to maintain legislative requirements and to ensure best practice**

Appropriate training is provided to park managers  
Quarterly Managers meetings are held

Completed

Social Media Training undertaken with Park Managers on 3 December 2014

\*Report Contains Filters

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

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

4.11.1.1 Review and re-adopt the Asset Management Policy  
Policy readopted within 12 months of newly elected Councillors

Completed 100%

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

**DP Action - Ensure all Statutory accounting and reporting is carried out to meet legislation**

4.2.1.1 Prepare annual financial statements in accordance with Australian Accounting Standards

Audited and submitted to Division of Local Government

Completed

Statements audited and sent to OLG on 4 November 2014

4.2.1.3 Quarterly review of Budget prepared and reported to Council

Reported to Council

Completed

First quarter review reported to November Council meeting

**DP Action - Ensure maximum revenue return is achieved**

4.2.3.2 Issue Rates Notices on a quarterly basis

Notices issued within projected timeframe

Completed

Instalment rate notice issued in October

**CSP Goal - Ensure a policy framework exists which meets all legislative requirements and community expectations**

**DP Action - Ensure corporate legislative compliance**

4.4.1.7 Annual Report published and available on Council's website by November each year

Submitted to Office of Local Government

Completed

2013/14 Annual Report completed and submitted in November

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

**DP Action - Distribute media releases on Council decisions, projects, plans and activities**

4.5.2.1 Media releases are prepared and distributed to media outlets

Coordinate media training for key staff and Councillors

Completed

\*Report Contains Filters

**DP Action - Ensure our community has easy access to information in accordance with relevant legislation**

- 4.5.5.1 Council's Publication Guide is reviewed annually and updated as required  
Reviewed and updated as required Completed
- 4.5.5.3 Council's Privacy Management Plan is implemented, reviewed and updated as required  
Reviewed and updated Completed

**CSP Goal - Minimise risk to ensure continuity of critical business functions**

- 4.6.2.4 Review and implement a computerised management systems for the recording of incidents and claims  
Computerised system implemented Completed Guardian System operational.

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

**DP Action - Recruit and retain an appropriate workforce to deliver planned objectives of the Community Strategic Plan**

- 4.9.1.5 Administer awards program to recognise individual employee achievements  
Megan Dalley Trainee/Apprentice/Cadet of the Year Awarded Completed Award presented at December Council Meeting. Megan Dalley award presented to Matthew Finch (Automotive Mechanical Apprentice)  
Robert East Community Services Award presented Completed Award presented at December Council Meeting. Robert East award presented to Terry Quinn (Outdoor) and Greg Herbert (Indoor)

**DP Action - Maintain a harmonious workplace culture characterised by mutual respect**

- 4.9.2.4 Administer and promote use of Employee Assistance Program  
Annual usage statistics reported Completed This annual activity was completed in the first quarter  
Employee Assistance Program provider contract renewed Completed This annual activity was completed in the first quarter

\*Report Contains Filters

Kiama Municipal Council  
Operational Plan 2014-15  
Quarterly report for period Sep - Dec 2014

Measures	Progress Status Qtr	2	Second Qtr Comments
* Report Contains Filters			
<b>CSP Goal - Encourage and support residents from socially and culturally diverse backgrounds to participate in all aspects of community life</b>			
<b>DP Action - Deliver quality disability services in line with the Community Care Common Standards and funding agreements</b>			
<b>1.1.1.2 Provide Community Care Support Program respite to the carers of people who have a disability</b>			
1.1.1.2 Service provided within budget	Behind Target		Extended staff leave and ongoing relief staff have had a negative impact on the budget resulting in it being behind target.
<b>1.1.1.5 Provide Community Care Support Program domestic assistance services to people with a disability</b>			
Hours of service in line with funding agreement targets	Behind Target		Although behind target there has been an increase in outputs this quarter. Also due to promotion of services there has been an increase in referrals which should have a positive impact on outputs over the next quarter
<b>1.1.1.6 Provide Community Care Support Program personal care services to people with a disability</b>			
Hours of service in line with funding agreement targets	Behind Target		Although outputs have improved they remain behind this quarter partly due to the suspension of services over the Christmas break
Service provided within budget	Behind Target		Budget is behind target this quarter due to incorrect allocation of cost which will be addressed with the budget review
<b>DP Action - 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</b>			
<b>1.1.5.2 Provide grant funded individual transport to people who are transport disadvantaged</b>			
Trips provided meet funding agreement targets	Behind Target		Outputs are below target this quarter due to a temporary decrease in demand. A restructure of the program should result in an increase in outputs for this cohort.

\*Report Contains Filters

**CSP Goal - Promote and support a range of social, cultural and artistic activities, practices and programs for creating sustainable health and well being**

**DP Action - Implement and support community, cultural and artistic activities and development programs**

**1.2.4.5 Repairs to Daisy the Decorated Dairy Cow**

Level of satisfaction to repairs Behind Target Daisy crowd fundraising is slow to start over Christmas period, \$165 raised to date.

**CSP Goal - Develop and implement services and programs that promote health and active lifestyle for residents of all ages, abilities and interests**

**DP Action - Maintain and develop Leisure Centre and Jamberoo Pool**

**1.3.1.1 Undertake planned program of improvements and maintenance to ensure Leisure Centre facilities are maintained to required standard**

Undertake capital and structural improvements at Leisure Centre in accordance with allocated budget

Behind Target

New Family room works have just commenced. The works is behind schedule as we were waiting for final quotes and tradesmen to be available to complete the job.

**DP Action - Develop, implement and review the Kiama Health Plan**

**1.3.2.1 Implement programs and policies that address access to healthy and affordable food**

Number of programs and policies

Behind Target

Behind target due to passing of Health Promotions Officer. Work is still being carried out on the Community Gardens procedure and the low cost free meals directly

**1.3.2.2 Implement programs and policies that encourage physical activity**

Number of programs and policies

Behind Target

Behind target due to passing of Health Promotions Officer. Work is still progressing though on the Gerringong Outdoor Fitness Equipment.

**1.3.2.3 Implement cancer prevention programs and policies**

Number of programs and policies

Behind Target

Behind target due to passing of Health Promotions Officer. However installation of shade structure over the play equipment in Coronation Park was completed.

**DP Action - Ensure membership of the World Health Organisation's (WHO) Healthy Cities Program is maintained**

**1.3.4.1 Implementation of the Kiama Health Plan and related WHO Healthy Cities Initiatives**

Number of programs and policies implemented

Behind Target

Behind target due to passing of Health Promotions Officer

\*Report Contains Filters



**CSP Goal - Plan for and support our Ageing Population**

**DP Action - Provide residential aged care, including dementia specific care**

**1.4.1.2 Provide residential high care including dementia specific care**

Managed within budget

Behind Target

Changes and delays in Federal funding arrangements have had an adverse effect on bed vacancies and income.

**DP Action - Redevelop and expand the Blue Haven Aged Care Facility**

**1.4.2.1 Finalise design of proposed Aged Care facility**

Design endorsed by Council resolution

Behind Target

Site contamination investigation completed. Council resolves to acquire the site and finalise the Restart NSW funding agreement.

**DP Action - Deliver quality aged care services to older people in the community across the Shoalhaven, Kiama, Shellharbour and Wollongong areas**

**1.4.4.2 Provide Commonwealth HACC Social Support services to older people living in the community**

Services delivered in line with funding agreement targets

Behind Target

Although outputs are slightly behind due to the implementation of new programs outputs have significantly increased.

**1.4.4.3 Provide Commonwealth HACC Respite services to the carers of older people living in the community**

Services delivered in line with funding agreement targets  
Services delivered within budget

Behind Target

Budget is behind target due to extended staff leave and relief staff

**1.4.4.4 Provide Commonwealth HACC Case Management services to older people living in the community**

Services delivered in line with funding agreement targets

Behind Target

Although behind target there has been an increase in outputs due to promotion of services and commencement of new staff member.

**1.4.4.5 Provide Commonwealth HACC Home Maintenance services to older people living in the community**

Services delivered in line with funding agreement targets

Behind Target

Although slightly behind in target outputs this quarter there has been a significant increase due to seasonal demand and restructure of the program

**1.4.4.6 Provide Commonwealth HACC Domestic Assistance services to older people living in the community**

Services delivered in line with funding agreement targets

Behind Target

Outputs remain behind target this quarter due to suspension of services over the Christmas break. But due to promotion of services there has been an increase in referrals which should have a positive impact on outputs over the next quarter.

**1.4.4.7 Provide Commonwealth HACC Personal Care services to older people living in the community**

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Services delivered in line with funding agreement targets

1.4.4.8 Provide Commonwealth HACC Centre Based Day Care services to older people living in the community

Services delivered in line with funding agreement targets

Services delivered within budget

Behind Target

Behind Target

Behind Target

Outputs are slightly behind this quarter due to suspension of services over the Christmas break

Slight reduction in hours due to the break over the Christmas period (closure of services). Plans in progress to promote services.

Budget is behind due to increase in cost but recent fundraising event will assist in balancing the budget

**CSP Goal - Plan for and support Young People**  
**DP Action - Enhance and develop young people's skills through the provision of targeted programs and a drop-in service**

**1.5.3.1 Provide alone and in partnership, programs for recreation, personal development and employment enhancement**

Number of programs implemented

Behind Target

Due to the Centre undergoing renovations and the move to our SENTRAL model of service, there were limited programs available. A good new story involves participants of our Young Men's Program who made a video showcasing Council's outdoor fitness equipment. The video identifies safe ways to train and how to use the equipment. The video is slated for Kiama Connect.

**1.5.3.4 Manage all Youth Centre resources (including buildings) to maximise use to meet young people's identified needs**

All resources maintained and available 100% of scheduled operational hours

Behind Target

Renovations are still underway with the kitchen being installed. Work is also being completed on a grease trap, office and storeroom space and a DA will soon be submitted for the outdoor area.

**CSP Goal - Recognise and promote community safety throughout the Municipality**  
**DP Action - Enforce and comply with public health and safety legislation**

**1.6.3.6 Implement requirements of the Swimming Pool Act and Regulations**

Ensure private pool inspections are carried out in accordance with adopted inspection program

Behind Target

Slow commencement- resource issues

**CSP Goal - Encourage and support volunteering opportunities to support the community**  
**DP Action - Provide and promote volunteering opportunities within the community and Council operations**

**1.7.1.1 Provide and promote volunteering opportunities within Illawarra In Home Support**

Centre Based Day Care have trained volunteers to deliver activities

Community Transport have trained volunteers to deliver activities

Respite have trained volunteers to deliver activities

Social support have trained volunteers to deliver activities

Behind Target

Behind Target

Behind Target

Behind Target

Centre closed over December

A number of resignations due to changes in legislation requirements

Number of volunteers unavailable due to family commitments

Number of volunteers unavailable due to family commitments

\*Report Contains Filters

<p><b>CSP Goal - Ensure public spaces reflect the cultural and artistic diversity of the local community</b></p> <p><b>DP Action - Develop and implement policies and programs that support public artwork and artistic expression</b></p> <p><b>2.16.1.1 Develop a Public Art policy</b> Policy developed and adopted by Council</p>		Behind Target	Behind target due to other work priorities
<p><b>CSP Goal - Provide supportive environments that encourage a healthy and sustainable lifestyle</b></p> <p><b>DP Action - Develop, implement and promote infrastructure, policies and programs that support a healthy and sustainable lifestyle</b></p> <p><b>2.8.1.3 Support and encourage community gardening</b> Promote opportunities to establish new community gardens as per policy</p>		Behind Target	Behind target due to passing of Health Promotions Officer, however work is still being carried out by a casual on the Community Gardens Procedure.
<p><b>CSP Goal - Ensure the principles of sustainable development and legislative compliance underpin our land uses and the design of our</b></p> <p><b>DP Action - Comply with Development Regulation</b></p> <p><b>2.9.1.1 Development Applications processed within 40 days</b> 75% processed within 40 days</p>		Behind Target	100 DAs determined in period 65% within 40 days - extended leave by staff
<p><b>2.9.1.8 Engineering Development Assessment</b> Development referrals are completed within 14 days</p>		Behind Target	51% completed on time due to staff shortage with resignation of Engineering Cadet. New Cadet employed in January 2015. Average referral time = 19 days
<p><b>CSP Goal - Actively engage Federal, State, Local government and business organisations to develop and promote Kiama's economic and employment opportunities</b></p> <p><b>DP Action - Maintain and develop economic partnerships with Government agencies and business organisations</b></p> <p><b>3.5.1.2 Work collaboratively with council committees and relevant local organisations to actively pursue joint economic and/or business development activities</b> Number of activities undertaken</p>		Behind Target	Only one meeting held in this period due to Economic Development Manager leave and Christmas period. Projects priorities for 2015
<p><b>CSP Goal - Encourage and support Tourism in the Kiama Municipality</b></p> <p><b>DP Action - Maintain a robust relationship with Kiama Tourism</b></p> <p><b>3.6.3.1 Council representatives attend and contribute to Kiama Tourism meetings and affairs</b> Council representative attends all meetings</p>		Behind Target	No Kiama Tourism meetings attended pending review of Kiama Tourism and Memorandum of Understanding

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**3.6.3.2 Provide funding to Kiama Tourism subject to regular reports to council to ensure public accountability**  
 Annual Report submitted to Council  
 Behind Target  
 Funding arrangements changed following Kiama Tourism review and appointment of Tourism & Marketing Manager by Council

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

**DP Action - Ensure compliance with, and continual improvement of, the Integrated Planning and Reporting Framework**

**4.14.1.2 Develop a Community Indicators framework for reporting progress of Community Strategic Plan**  
 Community Indicators Framework developed  
 Behind Target  
 Some work has occurred to develop 'corporate indicators' however considerably more work is required.

**CSP Goal - Ensure a policy framework exists which meets all legislative requirements and community expectations**

**DP Action - Ensure corporate legislative compliance**

**4.4.1.4 Develop and review corporate policies to ensure compliance with relevant legislation**

All policies are reviewed and updated as required  
 Behind Target  
 New templates have been developed. Policy reviews are ongoing. Considerably more work is required to ensure all policies are reviewed and brought up to date or where required, made redundant and deleted.

**4.4.1.5 Ensure a Corporate Policy register is developed and maintained**

Policy register developed and updated as required  
 Behind Target  
 No progress on the development of the policy register has been made this period.

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

**DP Action - Provide innovative and engaging digital and social media solutions for our community**

**4.5.1.3 Develop a dynamic and informative Intranet system**

Intranet is developed and operational  
 Behind Target  
 The project is ongoing, however the completion and introduction of Kiama Connect drew significant resources from this project.

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

**4.5.4.1 Develop and implement a community engagement policy and framework**

Policy developed and implemented  
 Behind Target  
 Revised framework scheduled for completion early 2015.

**DP Action - Ensure new residents are informed and welcomed to the Kiama Municipality**

4.5.6.1 Maintain, update and distribute the New Residents Kit

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Kit is updated annually

Behind Target

Behind target due to passing of Health Promotions Officer, however kit has started to be reviewed by a casual worker at the end of this period ready to re-print.

\*Report Contains Filters

Kiama Municipal Council  
Operational Plan 2014-15  
Quarterly report for period Sep - Dec 2014

Measures	Progress Status Qtr 2	Second Qtr Comments
* Report Contains Filters		
<b>CSP Goal - Encourage and support residents from socially and culturally diverse backgrounds to participate in all aspects of DP Action - Deliver quality disability services in line with the Community Care Common Standards and funding agreements</b>		
1.1.1 Provide Community Care Support Program Social support to people with a disability		
Service provided in line with funding agreement targets	On Target	Hours continue to increase due to the implementation of new programs
Service provided within budget	On Target	
1.1.1.4 Provide Community Care Support Program home maintenance services to people who have a disability		
Hours of service in line with funding agreement targets	On Target	Outputs have increased this quarter due to seasonal demand and restructure of the program
Service provided within budget	On Target	
1.1.1.5 Provide Community Care Support Program domestic assistance services to people with a disability		
Service provided within budget	On Target	
<b>DP Action - Monitor and improve accessibility within the Municipality</b>		
1.1.2.1 Ensure Access Committee meetings are held on a regular basis to provide advice on relevant issues for Council, its infrastructure and new developments		
Meetings held bi-monthly and reported to Council	On Target	Access Committee continues to meet as scheduled. Collated accessible features in Kiama LGA now available on council website.
1.1.3.1 Aboriginal Liaison Officer to be employed and work plan developed		
*Report Contains Filters		

Aboriginal Reference Group (ARG) has met 2 times in this period. ALO has liaised with local schools and organisations in regards to membership on the ARG. ALO has in addition surveyed council buildings to assess how welcoming they are to Aboriginal people.

Officer employed and work plan activities achieved

On Target

**CSP Goal - Promote and support a range of social, cultural and artistic activities, practices and programs for creating sustainable health and well being**

**DP Action - Promote and support cultural and artistic programs for young people**

**1.2.1.1 Develop and implement a program of events for young people**

Due to renovations to the Youth Centre, only structured programs were completed, including Event management and the Year 6 transition to school program.

All scheduled events are completed

On Target

**DP Action - Provide access to artistic exhibition space**

**1.2.2.1 Operate and manage the bookings for the Old Fire Station**

Exhibitor induction introduced to application process. Includes education and guidelines about good exhibition design.

Maintain or increase number of bookings

On Target

**DP Action - Investigate the provision of a multi function arts space for the Kiama Municipality**

**1.2.3.2 Funding sought for building new Art Centre**

Budget allocated in 2015/16 budget, pending Council approval, for design plans to be drawn up to support future funding applications.

Funding obtained

On Target

**DP Action - Implement and support community, cultural and artistic activities and development programs**

**1.2.4.4 Other community development projects**

Feedback received

Number of participants

Busking Competition and Chalk Art Workshops held

Busking Competition and Chalk Art Workshops held

On Target

On Target

**1.2.4.6 Arts Biz conference**

Feedback received

Number of participants

Conference to be held at The Pavilion, Friday 1 May 2015

Conference to be held at The Pavilion, Friday 1 May 2015

On Target

On Target

**1.2.4.7 Update Arts Honour Roll**

Number of inductees

4 new people inducted at Aust Day Awards Ceremony. Rory Kelly, Charmain Clift, John Downton and Dennis Koks

On Target

\*Report Contains Filters

**DP Action - Provide a range of library resources, both physical and online, that support our community in recreational and lifelong learning**

**1.2.5.1 Support house bound residents and their carers by providing access to library resources**

Maintain or increase number of home library services provided

On Target increased number of home library members.

**1.2.5.3 Manage library collection and loans**

Maintain or increase the number of library loans - Gerringong Library

On Target Have implemented a story time program at Gerringong Library first Thursday of every month. This has resulted in new memberships and increased use of library facility.

Maintain or increase the number of library loans - Kiama Library

On Target

**1.2.5.4 Manage resources of the Family History Centre**

Number of clients attending the Family History Centre

On Target

**1.2.5.5 Undertake a planned maintenance program to ensure Library equipment and infrastructure is maintained to a satisfactory standard within allocated budget**

All library resources are well maintained and available for use

On Target A print management system has been implemented in the Library which has decreased the number of unpaid print jobs by library users.

**DP Action - Support the growth and development of Kiama's community groups and service sector**

**1.2.6.1 Facilitate and support community groups and services through the Illawarra Interagency**

Number of blog site followers

On Target 88 Illawarra based followers

Number of interactions

On Target 40 Posts  
6 Comments

Number of Shellharbour and Kiama Interagency meetings held

On Target December meeting held in Kiama

Number of views on blog site

On Target 1546 Views  
760 Visitors

**1.2.6.2 Facilitate training and information opportunities for local service providers and groups**

Number of participants

On Target Networking and ID Profile training planned for 5 March

Satisfaction level of participants

On Target No training undertaken this quarter

\*Report Contains Filters



**1.2.6.3 Provide relevant and timely information to Kiama service providers and groups**

Number of interactions

On Target

40 Posts  
6 Comments

**1.2.6.4 Council employ a Community Worker for the Aged in the Illawarra**

Funding guidelines and Activity Work Plan targets met

On Target

Progress report and new work plan accepted by funding body.

1.3.1.2 Ensure effective operations of Leisure Centre facilities and Jamberoo Pool to meet community needs and within allocated budget

Ensure maximum utilisation of Leisure Centre Pool to reduce cost of operation

On Target

Pool and lane bookings are have reached maximum capacity this quarter.

Ensure school holiday activities for children are developed, implemented and reviewed  
Ensure seniors programs and outreach activities are developed, implemented and reviewed

Fitness Programs - Income/Expenditure

On Target

Budget on target this Quarter- no changes to review

Investigate opportunities to introduce holistic health and lifestyle activities aligned with other Council programs

On Target

Investigation in progress to run a Grey medallion course for Seniors in our community.

Jamberoo Pool - Income/Expenditure

On Target

Income/ Expenditure on target - no changes required at next quarterly review

Kiosk Operations - Income/Expenditure

On Target

Budget and stocktake information will be available in the third quarter.

Leisure Centre Hall - Income/Expenditure

On Target

Budget on target this Quarter- no changes to review

Leisure Centre Pool - Income/Expenditure

On Target

On Target this Quarter- no changes to Budget review

Maintain or increase membership level at Leisure Centre

On Target

Membership numbers at the end of this quarter have increased.

Maintain or increase number of users of Jamberoo Pool facilities

On Target

User numbers are constant at Jamberoo Pool for this quarter

Maintain or increase number of users of Leisure Centre facilities

On Target

Centre participation rates have seasonally increased compared to the 1st Quarter.

Maintain variety of activities at the Leisure Centre to meet needs of the community

On Target

Centre Programs including Fitness, Circuit and Aqua classes are currently being maintained as participation rates are stable

Policies, procedures and pricing structure reviewed as appropriate

Routine Operations - Income/Expenditure

On Target

Budget on target- no changes to this quarter review

\*Report Contains Filters

<b>CSP Goal - Develop and implement services and programs that promote health and active lifestyle for residents of all ages, abilities and interests</b>	
<b>DP Action - Provide support to Kiama and Districts Sports Association to ensure equitable access to Kiama's sporting facilities</b>	
1.3.3.1 Ensure Council officers attend all scheduled meetings of Kiama and Districts Sports Association	On Target
All scheduled meetings attended	Council staff attend meetings.
<b>CSP Goal - Plan for and support our Ageing Population</b>	
<b>DP Action - Provide residential aged care, including dementia specific care</b>	
1.4.1.1 Provide residential low care	On Target
Compliance with aged care accreditation standards	
1.4.1.2 Provide residential high care including dementia specific care	On Target
Compliance with aged care accreditation standards	
Managed within budget	
<b>DP Action - Ensure the provision of suitable Independent Living Unit accommodation for seniors in a financially sustainable manner</b>	
1.4.3.1 Promote and manage the Blue Haven Independent Living Units	On Target
Full occupancy of the Independent Living Units is maintained	
<b>DP Action - Deliver quality aged care services to older people in the community across the Shoalhaven, Kiama, Shellharbour and Wollongong areas</b>	
1.4.4.1 Provide Commonwealth care Packages to eligible members of the community	On Target
Number of packages delivered	Continuing to meet targets but there has been a significant increase in client movement. For example: Transition to Residential care and a number of deaths.
Transition 20 packages per 1/4 to CDC	Due to extra Grant funding package numbers will increase under the CDC model to a total of 120 Level 1-2 packages.
1.4.4.2 Provide Commonwealth HACC Social Support services to older people living in the community	On Target
Services delivered within budget	Due to a decrease in demand for brokerage services in the last quarter the budget is ahead of target
*Report Contains Filters	

**1.4.4.5 Provide Commonwealth HACC Home Maintenance services to older people living in the community**

Services delivered within budget

On Target

**1.4.4.6 Provide Commonwealth HACC Domestic Assistance services to older people living in the community**

Services delivered within budget

On Target

**1.4.4.7 Provide Commonwealth HACC Personal Care services to older people living in the community**

Services delivered within budget

On Target

**DP Action - Encourage the development of appropriately located aged care facilities and independent living units**

**1.4.6.1 Work collaboratively with potential developers to ensure appropriate aged care facilities and independent living units are available**

Progress towards ensuring a range of appropriate accommodation is available

On Target

Ongoing

**CSP Goal - Plan for and support Young People**

**DP Action - Provide support for young people with career planning, training and employment seeking**

**1.5.1.1 Youth Service to provide a range of strategies and services to provide vocational support**

Number of strategies or services implemented

On Target

The Youth Centre continues to work with students from Kiama High and with the careers staff to identify employment opportunities. A commercial kitchen has also been installed allowing us develop programs based on youth learning skills in hospitality and helping to improve their employability.

**DP Action - Develop and maintain partnerships with local schools to provide health and wellbeing based initiatives and programs**

**1.5.2.1 Provide a range of educational, recreational community development programs in conjunction with Kiama High School**

Number of programs implemented

On Target

A transition to High School program was conducted with year 6 students from all primary schools in the Municipality. Over 200 young students and 5 schools were involved. The program focused on the emotional transition to high school. In addition, support was provided to MP Gareth Ward for the staging of a Youth Forum during this period.

\*Report Contains Filters

**DP Action - Enhance and develop young people's skills through the provision of targeted programs and a drop-in service**

**1.5.3.2 Provide Drop-in facility for youth to access informal support and referral.**

Youth Services Drop In Centre staffed 100% of scheduled operational hours

On Target  
Drop in continues to be provided with any changes notified on the services Facebook page, plus notices on the centre doors.

**DP Action - Carry out a program of renovations to improve Youth Centre facilities**

1.5.4.1 Completed scheduled renovation works at Youth Centre

On Target  
Building work for the kitchen has been completed. Currently working with the builder to identify priority areas that will still allow programming whilst work is being completed.

**CSP Goal - Recognise and promote community safety throughout the Municipality**

**DP Action - Provide a beach lifeguard service at designated beaches within the Municipality**

**1.6.1.1 Undertake a program of beach patrols at Surf Beach during designated periods**

Beach patrolled during designated periods

On Target  
Surf Beach patrols continued during this period

**1.6.1.2 Jones, Bombo, Kendall's, Easts, Warri and Seven Mile Beaches patrolled during Christmas School Holiday period**

Beach patrolled during designated periods

On Target  
Patrols for these beaches commenced in this period

**CSP Goal - Recognise and promote community safety throughout the Municipality**

**DP Action - Enforce and comply with public health and safety legislation**

**1.6.3.1 Implement the requirements of the Food Act and Regulations (food premises, temporary food stalls, registration and compliance)**

Customer requests/complaints are investigated within 7 days

On Target  
7 customer request/complaints investigated and resolved (1 illegal operation, 1 labelling and 5 food handling)

Food premises (including temporary food stalls) inspections are carried out in accordance with adopted program

On Target  
25 food premises inspections undertaken, 10 reinspections, 3 warning letters

Food register is maintained and mandatory annual report is submitted to Food Authority

On Target  
Register maintained

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<p><b>1.6.3.2 Implement the requirements of the Public Health Act and Regulations (public swimming pools and water supplies and water cooling systems)</b></p>	<p>1 customer complaint received, ongoing Register maintained 3 samples in October, November and December. One poor sample from Leisure Centre rectified immediately</p>	<p>On Target On Target On Target</p>
<p>Skin penetration complaints are investigated within 7 days Register of cooling towers is maintained and updated annually Testing is carried out on Council owned swimming pools</p>		
<p><b>1.6.3.3 Implement the requirements of the Local Government Act and Regulations (onsite sewerage management facilities, caravan parks, Section 68 approvals, orders and licenses)</b></p>	<p>17 overgrown complaints investigated, 17 notices and 6 orders issued under Act 18 high risk inspected, 5 defects (ongoing) and 5 no access to property 74 low risk facilities inspected</p>	<p>On Target On Target On Target</p>
<p>Complaints are investigated within 7 days All high risk on-site sewerage management systems are inspected annually All low risk on-site sewerage management systems are inspected every 4 years</p>		
<p><b>1.6.3.4 Implement the requirements of the Companion Animals Management Act and Regulations (registrations, off leash area, impounding facilities and compliance requirements)</b></p>	<p>379 customer request/complaints investigated 4 investigations 23 Impounded, 2 Rehomed, 0 Euthanized 75 registrations processed 8 infringements issued for non-registration face value \$2200</p>	<p>On Target On Target On Target On Target</p>
<p>All complaints investigated within 7 days All dangerous dog attacks are investigated and actioned within 24 hours of notification Council's companion animals impounding functions and facility are operated in accordance with legislation and verified by annual audit Identification and lifetime registration applications processed within 7 days</p>		
<p><b>1.6.3.5 Implement the requirements of the Parking and Traffic Management Act and Regulations</b></p>	<p>65 traffic and parking investigated, 36 complaints 41 infringements 35 parking infringements \$7002</p>	<p>On Target On Target</p>
<p>Traffic and parking complaints are investigated within 3 days Parking patrols completed as per schedule</p>		
<p><b>1.6.3.6 Implement requirements of the Swimming Pool Act and Regulations</b></p>	<p>Inspections undertaken as required</p>	<p>On Target</p>
<p>Compliance certificate inspections are carried out within 3 working days of receipt of application Undertake annual education program to encourage compliance with legislation</p>		

\*Report Contains Filters

<b>DP Action - Implement community safety and injury prevention programs and education</b>	
<b>1.6.4.1 Implement food safety education programs</b>	
Food safety education activity undertaken annually	On Target
Food safety newsletters distributed quarterly	On Target
	I'm Alert - free online course available for food businesses
	One Feast on Foods Facts newsletter distributed
<b>1.6.4.4 Undertake water sampling at Seven Mile Beach as part of the BeachWatch program</b>	
Undertake sampling between October and April each year	On Target
	15 samples taken, all samples were below primary contact levels of 150 cfu/100mL
<b>DP Action - Facilitate emergency management planning, response and recovery</b>	
<b>1.6.5.1 Maintain and implement the emergency management plan</b>	
Compliance with the State Emergency Rescue Management Act	On Target
	All meetings attended.
<b>1.6.5.2 Participate in the Local Emergency Management Committee</b>	
All committee meetings are attended	On Target
	All meetings attended.
<b>DP Action - Facilitate Local Road Safety and Traffic Committees</b>	
<b>1.6.6.1 Road Safety Action Plan actions implemented</b>	
All actions implemented	On Target
	Actions implemented.
<b>1.6.6.2 Traffic committee meets regularly and all recommendations completed or included in Asset Management Plan</b>	
All recommendations completed	On Target
	Recommendations completed as resources allow.
<b>DP Action - Develop and implement a Crime Prevention Plan</b>	
<b>1.6.7.1 Implement Kiama Crime Prevention Plan</b>	
CCTV cameras installed in Kiama town centre	On Target
	Tender process run with contract to be awarded to GS Security in Jan 2015 and installation of cameras to start in Feb 2015.
<b>CSP Goal - Encourage and support volunteering opportunities to support the community</b>	
<b>DP Action - Provide and promote volunteering opportunities within the community and Council operations</b>	
<b>1.7.1.3 Provide and promote volunteering opportunities within the Library and Family History Centre</b>	
Maintain or increase the number of volunteers at the Library	On Target

\*Report Contains Filters

Volunteers attend appropriate training programs	On Target
<b>1.7.1.4 Promote and support volunteering opportunities at Blue Haven</b>	
Maintain or increase the number of community members volunteering at Blue Haven aged care facility	On Target
<b>CSP Goal - Maintain the separation and distinct nature of the towns and villages of our local area</b>	
<b>DP Action - Implement and review the Urban Strategy</b>	
<b>2.1.1.1 Provide timely information and achieve milestones identified by NSW Planning &amp; Infrastructure in regard to assessment of planning proposals</b>	
Planning Proposals considered by Council	On Target
	Processing all planning proposals in line with P&E and KMC guidelines
<b>2.1.1.4 Seek feedback from development industry on planning instruments</b>	
Survey of forum participants undertaken	On Target
	Regularly receive and respond to updates and suggestions from development industry through developers' forum
<b>CSP Goal - Effectively manage the transport network of roads, footpaths and cycleways to cater for current and future generations</b>	
<b>DP Action - Manage the road infrastructure for the community by the implementation of the Road Asset Management Plan actions</b>	
<b>2.10.1.2 Manage new road asset creation</b>	
New Asset Budget v Actual expenditure percentage	On Target
Percentage of new asset program completed	On Target
Percentage of scheduled designs completed	On Target
	50% completed.
	Blowhole Point link road completed.
	Approximately 70% completed.
<b>2.10.1.3 Undertake maintenance program for roads, footpaths and cycleways</b>	
Percentage of annual inspection program completed	On Target
Percentage unscheduled maintenance tasks completed within service levels	On Target
Unscheduled Maintenance Budget v Actual expenditure percentage	On Target
	100%
	100%
	50%
<b>2.10.1.4 Maintain Road Asset Management Plan</b>	
New Asset schedule created for following year Budget	On Target
	To be developed with 2015/16 budget preparation.

\*Report Contains Filters

Renewal schedule created for following year Budget	On Target	As per AMP.
<b>DP Action - Manage footpaths and cycleway infrastructure for the community by the implementation of the Shared Pathway Asset Management Plan actions</b>		
<b>2.10.2.2 Manage New footpath and cycleway Asset creation</b>	On Target	30% completed.
New Asset Budget v Actual expenditure percentage		
<b>2.10.2.3 Manage footpath and cycleway Asset Maintenance &amp; Operation</b>	On Target	100%
Percentage of annual inspection program completed		100%
Percentage unscheduled maintenance tasks completed within service levels		50% expended.
Unscheduled Maintenance Budget v Actual expenditure percentage		
<b>2.10.2.4 Maintain Shared Pathway Asset Management Plan</b>	On Target	To be developed with 2015/16 budget preparation.
New Asset schedule created for following year Budget	On Target	As per AMP.
Renewal schedule created for following year budget		
<b>CSP Goal - Effectively manage the drainage network to cater for current and future generations</b>		
<b>DP Action - Manage drainage infrastructure for the community by the implementation of the Drainage Asset Management Plan actions</b>		
<b>2.11.1.1 Manage drainage Asset Renewals</b>	On Target	Work is scheduled to be undertaken in 4th quarter (Collins Street pipe renewal)
Percentage of renewal program completed		Work is scheduled for the 4th quarter.
Renewal Budget v Actual expenditure percentage		
<b>2.11.1.3 Manage drainage Asset Maintenance &amp; Operation including for gross pollutant traps and drainage pits</b>	On Target	100%
Percentage of annual inspection program completed		100%
Percentage unscheduled maintenance tasks completed within service levels		
<b>2.11.1.5 Undertake the preparation of Flood Studies for identified catchments</b>	On Target	Spring Creek Flood Study under way.
Number of scheduled studies completed		
<b>CSP Goal - Effectively manage recreation and open space infrastructure to cater for current and future generations</b>		

\*Report Contains Filters



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

**2.12.1.1 Manage recreation and open space asset renewals**

Percentage of renewal program completed On Target 90% Gerringong Netball/Men's Shed roof replaced & sewer connected.

**2.12.1.2 Manage new recreation and open space asset creation**

New Asset Budget v Actual expenditure percentage On Target Purchase order raised for Warri Beach outdoor fitness equipment.  
 Percentage of annual inspection program completed On Target 100%  
 Percentage of new asset program completed On Target Coronation Park shade sail 100% completed. Jones Beach shade sail 70% completed.  
 Percentage of scheduled designs completed On Target 100% - Coronation Park and Jones Beach shade sails.  
 Percentage unscheduled maintenance tasks completed within service levels On Target 100%  
 Unscheduled Maintenance Budget v Actual expenditure percentage On Target 50%

**2.12.1.4 Develop a Sun-safe program for Council's playgrounds**

Program developed and reported to Council On Target Shade structure to be installed at Jones Beach.

**CSP Goal - Effectively manage other assets to cater for current and future generations (including car parks, community buildings, cemetaries and dams)**

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

**2.13.1.1 Manage community buildings asset renewals**

Percentage of renewal program completed On Target 90% Gerringong Netball/Men's Shed roof replaced & sewer connected.  
 Percentage of scheduled designs completed On Target SES completed  
 Renewal Budget v Actual expenditure percentage On Target 100%

**2.13.1.2 Manage community buildings new asset creation**

New Asset Budget v Actual expenditure percentage On Target 100%  
 Percentage of new asset program completed On Target 40%  
 Percentage of scheduled designs completed On Target SES completed

**2.13.1.3 Manage community buildings asset maintenance & operation**

Percentage of annual inspection program completed On Target 100%

\*Report Contains Filters

Percentage unscheduled maintenance tasks completed within service levels	On Target	100%	
Unscheduled Maintenance Budget v Actual expenditure percentage	On Target	100%	
<b>2.13.1.4 Create a Community Buildings Asset Management Plan</b>			
New Asset schedule created for following year Budget	On Target		Developed with 2015/16 budget preparation
Renewal schedule created for following year Budget			
<b>DP Action - Manage other assets and infrastructure by the creation and implementation of the Other Assets and Infrastructure Asset Management Plan actions</b>			
<b>2.13.2.1 Manage other asset and infrastructure asset renewals</b>			
Percentage of scheduled designs completed	On Target		Completed - Kiama Harbour Wharf upgrade
Renewal Budget v Actual expenditure percentage	On Target	0%	
<b>2.13.2.3 Manage other asset and infrastructure asset maintenance &amp; operation</b>			
Percentage of annual inspection program completed	On Target	100%	
Percentage unscheduled maintenance tasks completed within service levels	On Target	100%	
Unscheduled Maintenance Budget v Actual expenditure percentage	On Target	50%	
<b>DP Action - Manage Dam Infrastructure to comply with Dam Safety Act</b>			
<b>2.13.3.1 Carry out routine inspections to ensure compliance with Dam Safety Act</b>			
All scheduled inspections carried out	On Target		Inspections undertaken as required
<b>CSP Goal - Minimise waste and manage it in an efficient and environmentally sensitive manner</b>			
<b>DP Action - Manage waste and recycling in accordance with adopted plans</b>			
<b>2.14.1.1 Provide domestic garbage, recycling, green waste, food organics and clean up collection services for urban and rural areas</b>			
Collection services conducted in accordance with service schedule and specifications	On Target		970.31 tonnes garbage, 663.62 tonnes recycling, 886.35 tonnes green waste from 9597 urban residential services. 52.55 tonnes garbage, 34.38 tonnes recyclable from 450 rural services
<b>2.14.1.2 Provide garbage and recycling collection services for Council and commercial services</b>			

\*Report Contains Filters

Collection services conducted in accordance with service schedule and specifications	On Target	262.42 tones of garbage and 96.71 tonnes of recycled materials collected from 314 council and commercial premises
<b>2.14.1.5 Identify preferred business case option for alternative organic/waste processing system</b>	On Target	Council recommended preferred companies to tender for organics processing. Tender documentation is being prepared.
Report prepared and submitted to Council and adopted business case pursued	On Target	Planning consultant appointed
<b>2.14.1.6 Provide and operate the Minnamurra green waste/ recycling resource recovery centre</b>	On Target	Recycling programs implemented in December 2014 at all 5 Council Holiday Parks.
All operations at the Minnamurra Green Waste/Recycling facility are carried out in accordance with adopted plans	On Target	Introduced to Zone 4 - Minnamurra/Kiama Downs
<b>2.14.1.7 Implement programs, projects, policies and services to reduce waste, increase recycling, reuse and composting of materials generated by Council and the community</b>	On Target	Bin audits are no longer required by NSW EPA. However, audits were conducted in Zones 4, 7 and 8 as part of the OK Organics Kiama program rollout
Council Holiday Parks recycling program implemented during all holiday periods Number of collection zones that new garbage, recycling and food organics collection service is implemented (subject to funding)	On Target	2 programs underway - Sustainable Events Guide and the Holiday Park Source Separation program (ongoing). Council Sportsground Bin Infrastructure Upgrade program completed. Funding for Monitoring Illegal dumping Program has been fully expended.
<b>2.14.1.8 Implement 2014-15 Waste and Sustainability Performance Payments programs, actions and reporting requirements</b>	On Target	Master Plan prepared for new transfer station / community recycling facility and waste services amenities
Waste and Recycling audit completed by December annually	On Target	
Waste and Sustainability Program actions are completed	On Target	
<b>DP Action - Upgrade waste and recycling infrastructure, processing and disposal facilities to align with new collection and processing systems and licence requirements</b>	On Target	
<b>2.14.2.1 Develop a Waste Recycling Infrastructure Plan for Minnamurra Organics and Recycling Facility including community recycling centre, processing options, transfer station (subject to grant funding)</b>	On Target	
Construction of facilities commences subject to funding	On Target	

\*Report Contains Filters

**DP Action - Ensure compliance with legislative requirements specific to waste management**

**2.14.3.1 Comply with Environmental Protection Agency Licensing and operational conditions, monitoring and reporting**

Licence annual reports prepared for Minnamurra and Gerroa Waste Facilities	On Target	Report for Minnamurra Recycling Facility submitted December
Obtain development consent and obtain modified EPA licence for new waste and organics facility at Minnamurra Recycling Facility	On Target	Progressing
Quarterly groundwater testing is conducted in accordance with schedule	On Target	Testing completed in November as per schedule
Waste Depot is operated in accordance with License conditions	On Target	Ongoing compliance maintained

**CSP Goal - Ensure public spaces reflect the cultural and artistic diversity of the local community**

**DP Action - Develop and implement policies and programs that support public artwork and artistic expression**

**2.16.1.2 Promote and facilitate busking in Kiama and Gerringong**

Feedback received	On Target	Nil feedback received
Number of permits for busking issued	On Target	8 new permits issued 7 being Kiama based performers 19 currently active permits
<b>2.16.1.3 Implement new permanent, temporary and ephemeral public arts</b>		
Community feedback received	On Target	Nil feedback received
Number of public art projects proposed	On Target	Crab Sculpture loan still in negotiation
Number of public arts projects implemented	On Target	Ephemeral chalk artworks completed on Kiama Harbour walkway and along Terralong St during January.

**CSP Goal - Encourage our community to adopt sustainable lifestyle practices that support the environment**

**DP Action - Implement and support environmental and sustainability education programs and initiatives, including those identified in the Kiama Health Plan**

**2.2.1.2 Conduct sustainability workshops or other educational activities including those identified in Kiama Health Plan**

Produce & distribute sustainability newsletters to community	On Target	5 mail outs to subscribers
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**CSP Goal - Ensure our natural and built environments are adaptive to climate change impacts**

**DP Action - Consider climate change impacts and hazards and implement actions**

2.3.1.1 Implement strategies identified in the Energy Savings Action Plan subject to funding

\*Report Contains Filters

Consumption trends and actions implemented and reported annually

On Target

Gas and Electricity audit of Kiama Leisure Centre undertaken. Report to be presented to Council in next quarter.

2.3.1.2 Implement strategies within the Water Savings Action Plan, subject to funding

On Target

Trend in water consumption is up for the first quarter compared with first quarter of last financial year. This is attributed to a number of leaks which were identified at high use sites, some leaks identified in reserves and the Leisure Centre not operating for much of the second quarter last year. Second quarter data not yet available.

**CSP Goal - Protect and maintain environmentally significant natural areas on public and private land in a sustainable manner**

**DP Action - Enforce and comply with environmental legislation and develop and implement management plans, programs and actions**

2.4.1.1 Assess applications under Council's Tree Preservation DCP Chapter

On Target

All applications processed within 14 days

47 permits approved, 8 permits part approved, 4 refusals issued, 97 customer requests processed

2.4.1.2 Investigate complaints relating to unauthorised vegetation clearing and tree removal

On Target

Commence investigation into all complaints within 7 days

5 breaches reported and investigated

2.4.1.3 Determine applications to create smoke pollution

On Target

All applications processed within 14 days

8 permits issued, 8 extensions granted

2.4.1.4 Investigate all complaints under Protection of Environment Operations Act

On Target

All complaints investigated within 7 days

4 asbestos, 3 stormwater, 5 noise, 1 smoke and 1 light complaints investigated

2.4.1.5 Review Estuary and Stormwater Management Plans

\*Report Contains Filters

Additional Crooked River estuary health monitoring being undertaken between October 2014 and April 2015. Draft will be finalised in next quarter for review by Office of Environment and Heritage and review committee before public exhibition. Minnamurra Estuary Management Plan review underway, draft document provided to Council staff and state government agencies for review.

On Target

Crooked River and Minnamurra Estuary and Stormwater Management Plans completed June 2015

**2.4.1.6 Participate in Regional Illegal Dumping/ Litter Reduction programs to reduce litter and illegal dumping**

51 reports received, 26 notices issued, 7 individuals interviewed, 1 clean-up notice issued. 17 incidents occurred in identified hot spot locations. Most incidents were domestic waste and one asbestos related matter. 5 warnings issued, 9 PINS totalling \$6250

On Target

Number of actions implemented

Quarterly report completed

Quarterly audit report completed

**CSP Goal - Maintain and enhance biodiversity on public and private land**

**DP Action - Implement biodiversity education and on-ground activities**

**2.5.1.3 Support and implement Local Illawarra Landcare Projects**

Number of Landcare groups supported

On Target

Six groups supported

**2.5.1.4 Implement Southern Rivers Catchment Action Plan 2013-23 (subject to funding)**

Number of programs and actions implemented

On Target

Local Land Services provided input into the review of the Minnamurra River Estuary Management Plan, including update on projects underway in the catchment.

**2.5.1.6 Implement Bush Regeneration and conduct scheduled maintenance and educational strategies**

Number of project sites maintained

On Target

Six project sites

**2.5.1.8 Implement roadside Vegetation Management Plan**

Compliance with roadside vegetation management plan

On Target

As required

**CSP Goal - Promote sustainable land use and diversification of agricultural activity**

**DP Action - Identify, research and where practical, implement in partnership diversified agricultural opportunities**

**2.6.1.1 LEP and DCP implemented providing for new agricultural activities**

\*Report Contains Filters

Member of the Peri Urban Network, currently involved in investigations for value adding

Planning instruments and documents enable provisions for agricultural activities

On Target

**CSP Goal - Promote sustainable land use and diversification of agricultural activity**

**DP Action - Identify, research and where practical, implement in partnership diversified agricultural opportunities**

**2.7.1.1 Manage Heritage Advisor program including development of heritage studies as required**

Implement heritage studies as required

On Target

Initiate DA heritage referrals within 3 days

On Target

Planning proposals are referred to heritage advisor for assessment  
12 referrals to Heritage Advisor during the period

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

**DP Action - Comply with Development Regulation**

**2.9.1.1 Development Applications processed within 40 days**

Average processing time is less than 40 days

On Target

100 DAs determined Average 40 days,

**2.9.1.2 Undertake building inspections as Principal Certifying Authority**

Inspections undertaken within 48 hours of request receipt

On Target

54 Inspections for period, 100% completed within 48 hours of request

**2.9.1.3 Requests for additional information in regard to development applications are clear and made in accordance with statutory time frames**

95% of requests are made within statutory timeframes

On Target

28 Additional information letters sent, 95% within statutory timeframes

**2.9.1.4 Process Complying Development applications**

All complying Development Applications processed within 7 days

On Target

20 applications received, 17 by private certifier. All Council applications completed in 7 days

**2.9.1.5 Process part 4 Certificates under the Environmental Planning and Assessment Act**

Construction Certificates and Occupation Certificates issued in a timely manner

On Target

60 Construction Certificates issued (33 by private Certifier) 40 Occupation Certificates issued (26 by Private Certifier)

**2.9.1.8 Engineering Development Assessment**

\*Report Contains Filters

Driveway inspections are carried out within 48 hours of request  
 Road occupations permits are processed within 5 days

On Target on target  
 On Target on target

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

2.9.3.1 Planning proposals are processed in line with Department of Planning and Infrastructure guidelines

On Target

Demonstrated review

**DP Action - Review the Development Control Plan and amend as required**

2.9.4.1 Review Development Control Plan and update

Updated as required

On Target

Reviewing waste, car parking and site specific DCP

**DP Action - Advocate for increased flexibility in local land use planning determinations**

2.9.5.1 Provide input into review process of planning instruments

Demonstrated input

On Target

attending meetings with P&E on regional planning,

**CSP Goal - Promote and encourage business development and employment based on the local area's unique and distinctive characteristics**

**DP Action - Undertake initiatives to promote and support business development and growth in the local area**

3.1.1.2 Hold regular Kiama Small Business Forum events

Minimum of six events held

On Target

One event held in this quarter

**3.1.1.4 Local businesses and artists enjoy a robust and engaged relationship**

Number of participants

Number of events and programs completed

On Target

9 entrants in busking competition on Terralong St, Kiama  
 Busking Competition held Wed 7 January 2015

**CSP Goal - Recognise and support Council's role as a significant employer and purchaser of goods and services within the local**

**DP Action - Promote employment opportunities within Council, including for Aboriginal people and people with a disability**

3.4.1.1 Liaise with local schools and other education providers within the region to promote career opportunities within Council

\*Report Contains Filters



Council has maintained relationships with Kiama High School by supporting a number of students to participate in block and ongoing work experience placements. Council's Engineering Cadetship was advertised at the University of Wollongong in this quarter to promote the employment opportunity to local students.

On Target

Opportunities for career promotion pursued

**DP Action - Provide students with opportunities for work placement**

**3.4.2.1 Implement student work based placements/ internships within Council**

Continued to host 2 apprenticeships through Australian Training Company (ATC) in Metal Fabrication and Carpentry. Heavy Vehicle Mechanic apprentice resigned in May 2014. MANEX has approved replacement to be sourced through ATC.

On Target

Number of apprenticeships

2 cadetships continued during this period in Engineering and Information Technology. Cadet Engineer completed cadetship in November 2014. Recruitment occurred for a new Engineering Cadet.

On Target

Number of cadetships

1 Business Administration Traineeship continued during this period. Current trainee completed Certificate 3.

On Target

Number of traineeships

**DP Action - Provide traineeships, cadetships and apprenticeships to meet operational needs**

**3.4.3.1 Implement student work based placements/ internships within Council**

8 people participated in work experience during this period.

On Target

Number of students participating in work placements

0 interns placed in this period.

On Target

Number of university students participating in internship program

**CSP Goal - Encourage and support Tourism in the Kiama Municipality**

**DP Action - Coordinate the management of Kiama Coast Holiday Parks as viable business entities**

**3.6.1.1 Ensure net financial returns are achieved as outlined in the Kiama Coast Holiday Parks budget**

Net income for the second quarter = \$2,180,125, an increase of \$64,243 from the previous year.

On Target

Forecast budget return achieved

**3.6.1.2 Ensure opportunities to promote Kiama Coast Holiday Parks are undertaken in line with Marketing Program**

\*Report Contains Filters

The Parks attended the Canberra Home, Leisure, Caravan, 4WD & Camping Show, and the South Coast Caravan, Camping & Holiday Expo in Batemans Bay. The Parks were also represented at the EA's Directory Conference in a joint promotion with The Pavilion. Membership/subscriptions were renewed with Turu and Go See Australia. Sponsorship was provided for Kiama Game fishing Club for their Big Fish Classic and Kiama Jazz Club's Twilight Concert. A cash donation was given to Camp Quality for their People Truck. Ads appeared in The Last Post magazine and the Illawarra Cartoscope Map.

On Target

**3.6.1.3 Annual Capital Works program is completed as outlined in approved budget**

Surf Beach - 2 cabin bathrooms were replaced. Kendall's Beach - 2 cabins floors were replaced, 1 cabins bathroom was refurbished and the ramp to the access cabin was replaced. Warri Beach - a 200m retaining wall was constructed on the southern side of the Park, amenities door jambs were replaced to provide disabled access, new clothes lines and garden beds were constructed. Seven Mile Beach - Reception was refurbished due to termite damage and 4 of the Safari Tent decks were replaced.

On Target

**3.6.1.4 Annual Maintenance Program of Parks assets is completed within approved budget**

Deck, bathroom and flooring replacements were made at Surf Beach, Kendall's Beach and Seven Mile Beach Holiday Parks. Roof repairs of 5 cabins at Kiama Harbour Cabins. Curtains & blinds, air conditioning units, furniture, white goods, TV's, microwave's & BBQ's replaced across all Parks when needed. Carpets & lounges cleaned and Pest services undertaken.

On Target

**3.6.1.5 All relevant policies, procedures and regulations are reviewed to maintain legislative requirements and to ensure best practice**

Managers Meeting held on 21 October 2014. Marketing Meeting held on 29 October 2014

On Target

**3.6.1.6 Carry out a program of financial and park audits**

All licences are renewed and current to comply with legislative requirements  
Financial audits are completed as required  
Holiday Park accommodation and facilities audits are completed

On Target

A park audit was undertaken at Kendall's in November 2014.

On Target

\*Report Contains Filters

<b>CSP Goal - Ensure we remain a strong, independent and sustainable local government authority to plan, deliver and advocate for the needs of our community</b>	
<b>DP Action - 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</b>	
<b>4.1.1.1 Program of community engagement activities undertaken to raise awareness</b>	
All opportunities for engagement undertaken	On Target Community engagement for relevant projects such as Jamberoo Streetscape plans and Blowhole Point Plan of Management carried out.
<b>CSP Goal - Provide training and professional development for Councillors and staff to promote a culture of strong leadership, good governance and ethical practice</b>	
<b>DP Action - Ensure understanding of, and compliance with, Council's Code of Conduct and relevant policies and procedures</b>	
<b>4.10.1.1 Code of Conduct is updated as required</b>	
Code of Conduct is kept up to date	On Target Finalisation of the online Code of Conduct training for new starters
<b>4.10.1.2 Regular training in Code of Conduct is provided to staff and Councillors</b>	
Training provided to new staff and after update	On Target Training is provided when required and undertaken when sufficient numbers of new starters warrants it.
<b>4.10.1.5 Provide training and professional development opportunities for elected Councillors</b>	
Councillors attend regular briefings and training sessions	On Target Monthly briefing of Councillors on major works in addition to briefings on special projects such as Blue Haven Aged Care Facility redevelopment.
<b>CSP Goal - Ensure Council owned buildings and infrastructure are planned and maintained with consideration to both current and future generations</b>	
<b>DP Action - Ensure the Strategic Asset Management Plan is maintained and funded in the 10 year financial plan</b>	
<b>4.11.1.2 Maintain a Strategic Asset Management Plan (SAMP) aligned with individual Asset Management Plans</b>	
Percentage of plans aligned with SAMP	On Target 100%

\*Report Contains Filters

<p><b>4.11.1.3 Ensure ongoing alignment of Asset Management with Councils 10 year financial Plan</b>                  Percentage of plans aligned with 10yr Financial Plan</p>	<p>On Target</p> <p>100%</p>
<p><b>4.11.1.4 Maintenance of an Asset Management Information system to optimise decision making</b>                  Percentage of the value of Council Assets managed via the Asset Management Information System</p>	<p>On Target</p> <p>Ongoing development.</p>
<p><b>4.11.1.5 Implement and Optimise the Asset Management Information System Work Order system to provide appropriate costings for management decision making</b>                  Percentage of asset tasks completed via work orders</p>	<p>On Target</p> <p>100%</p>
<p><b>CSP Goal - Advocate for integrated, sustainable and innovative transport systems within and outside of the Municipality</b></p>	
<p><b>DP Action - Investigate opportunities for improved transport options within and outside of the local area</b></p>	
<p><b>4.13.2.1 Advocate for improved transport services within, and outside of, the local area where appropriate</b>                  All opportunities investigated</p>	<p>On Target</p> <p>Submission made to NSW Government regarding Rebuilding NSW Discussion Paper supporting regional projects that will improve roads and railways.</p>
<p><b>CSP Goal - Ensure continual improvement of Council's Integrated Planning and Reporting framework to meet the Community's long-term vision for the Kiama Municipality</b></p>	
<p><b>DP Action - Ensure compliance with, and continual improvement of, the Integrated Planning and Reporting Framework</b></p>	
<p><b>4.14.1.1 Implement and review all components of the Integrated Planning and Reporting framework</b>                  All legislative requirements met</p>	<p>On Target</p> <p>Council complies with the IP&amp;R requirements incl. 6 monthly reporting on Delivery Program actions and Annual Reports</p>
<p><b>4.14.1.3 Investigate innovative and informative ways to report on our plans and our performance to the community</b>                  Innovative reporting methods are investigated</p>	<p>On Target</p> <p>New software for IP&amp;Reporting has progressed and will be operational third quarter. The Annual Report was produced in a new format and layout. Preparation of the 2015/16 OP is incorporating some changes to the structure of the plan to improve reporting and relevance.</p>
<p>*Report Contains Filters</p>	

**CSP Goal - Utilise effective technology and telecommunications services to assist in the efficient delivery of Council services**

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

4.15.1.1 Provide information technology and telecommunications systems that adequately meet Council's requirements

System availability meets agreed service standards

Completed Kiama CBD fibre stage 1 installation, also awarding contract for stage 2 project. Kendalls and Surf Beach Wi-Fi completed. Setup PCEFTPOS for cashiers. NBN Local Gov program now officially completed. Ongoing projects include WAN/Telecommunications upgrade, Kiama CBD CCTV and Public Wi-Fi, Seven Mile Beach Holiday Park Wi-Fi, Pavilion PA system, TRIM, Assets and online BPAY Debtor payments.

On Target

4.15.1.2 Ensure hardware upgrades occur according to planned schedule

Hardware upgrades are completed on schedule

PC upgrades ongoing. Kendalls, Surf Beach Wi-Fi and Pavilion PA equipment installed. Cabinets installed at various sites as part of Kiama CBD WAN fibre installation.

On Target

4.15.1.3 Ensure software systems are maintained in accordance with supplier guidelines and Council's needs

Software systems maintained

Authority patched to latest update and other server patching up to date.

On Target

4.15.1.4 Maintain Council's telecommunications system in accordance with agreed maintenance levels

System availability meets agreed service standards

VOIP and mobile systems maintained as per agreements.

On Target

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

4.15.2.1 Ensure continued development of Council's geographical information system (GIS)

System availability meets agreed service standards

Enquiry.NET and Cadcorp systems functioning to specifications. Commenced review of GIS datasets and department maintenance responsibility.

On Target

4.15.2.2 Provide accurate and timely property and spatial information to meet customer requirements

Software systems maintained

Property and map information requests provided within guidelines

On Target

\*Report Contains Filters

**CSP Goal - Identify opportunities to diversify and expand new and existing funding sources to meet community needs**

**DP Action - Manage Council's commercial activities in a sustainable manner**

**4.3.1.1 Ensure opportunities for additional grant funding are investigated**

All opportunities are investigated

Southern Phone Co grants opened during the period and \$25,000 of local projects coordinated through local community groups were identified. In addition the Corporate Planner reviews funding opportunities and forwards these to relevant staff for interest/action.

On Target

**CSP Goal - Ensure a policy framework exists which meets all legislative requirements and community expectations**

**DP Action - Ensure corporate legislative compliance**

**4.4.1.2 Develop, review and evaluate policies and procedures to ensure compliance with WHS Act, Regulation and code of practice.**

Policy and procedures are updated within 3 months of the release of the change

Safe Work Method Statements are reviewed and adopted for Parks and Gardens, Construction and Maintenance. Commenced at Waste Services

On Target

**4.4.1.6 Ensure compliance with Office of Local Government's Calendar of Legislative requirements**

All legislative requirements met by due date

On Target

All OLG legislative reporting requirements are being met.

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

**DP Action - Provide innovative and engaging digital and social media solutions for our community**

**4.5.1.1 Ensure Council's website is kept up-to-date and well utilised by the community**

Number of visitors to [www.kiama.nsw.gov.au](http://www.kiama.nsw.gov.au)

During the reporting period there were 38,665 sessions with 21,321 visitors and 133,857 page views. These figures represent an increase over the previous reporting period.

On Target

Updates completed on a regular basis

Web site updates continue to occur as web authors deem necessary.

On Target

**4.5.1.2 Ensure Council's social media sites are kept up-to-date and well utilised by the community**

Number of Facebook friends is maintained or increased

For the reporting period there were 364 'likes' on Facebook

On Target

\*Report Contains Filters

Number of followers on Twitter is maintained or increased	On Target	During the period there were 386 people following Council on Twitter.
<b>DP Action - Distribute media releases on Council decisions, projects, plans and activities</b>		
<b>4.5.2.1 Media releases are prepared and distributed to media outlets</b>	On Target	The communications unit produces media releases for meaningful and relevant issues as they arise.
Media releases prepared and distributed as required		
<b>DP Action - Provide opportunities for inclusive community engagement in decision making, recognising social justice and cultural diversity as integral components</b>		
<b>4.5.4.2 Incorporate community engagement strategies into all significant Council projects</b>	On Target	Community engagement strategies included on significant Council projects such as Jamberoo Streetscape plans.
Engagement strategies considered in all major projects		
<b>DP Action - Ensure our community has easy access to information in accordance with relevant legislation</b>		
<b>4.5.5.2 All Government Information Public Access Act requirements are met</b>	On Target	Council is compliant with GIPA Act requirements
All Formal applications processed within required timeframes		
All Informal applications processed within required timeframes	On Target	Processing of informal access applications is within required timeframes
Relevant GIPA information is available on the website	On Target	GIPA Act requirements incl. Disclosure Log, contracts register, open access register and review are available on Council's website. Consideration of what information should be available as open access continues.
<b>DP Action - Ensure new residents are informed and welcomed to the Kiama Municipality</b>		
<b>4.5.6.1 Maintain, update and distribute the New Residents Kit</b>	On Target	All kits have been distributed, therefore arrangements are in place to create some more kits. Request for kits are currently being referred to the website where electronic versions are available.
Number of Kits distributed		
<b>DP Action - Provide access to up-to-date social and demographic data</b>		
<b>4.5.7.1 Council's social and demographic software is updated as required</b>	On Target	
Updated as required		

\*Report Contains Filters

**DP Action - Provide efficient and effective customer service to our community**

4.5.8.1 Implementation of outcomes recommended by project team to establish satisfaction benchmarks

Increase level of customer service satisfaction

On Target

Increased provision of service and access via on-line services

**CSP Goal - Minimise risk to ensure continuity of critical business functions**

**DP Action - Develop and review Business Continuity Plans to minimise risk**

4.6.1.3 Develop and Implement the Enterprise Risk Management Framework (ERM)

Develop and commence implementation of ERM Frameworks

On Target

Continuous Risk Improvement Program (CRIP) Audit received. Recommendations to be reviewed and implemented in line with continuous improvement model.

**DP Action - Manage the Insurance Portfolio to minimise exposure**

4.6.2.2 Provide advice, education and programs to minimise potential insurance claims for Council's assets

Program updated and changes communicated as required

On Target

Updated Safe Work Method Statements implemented for outdoor staff. Manual Handling Training implemented.

4.6.2.3 Manage all potential and actual claims arising out of Council's various insurance policies

Effective reduction in cost of property and public liability claims

On Target

**CSP Goal - Promote an organisational culture that uses resources efficiently and seeks continual improvement**

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

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

Programs and policies implemented and reported

On Target

Leisure Centre gas and electricity audit findings to be finalised and reported to Council in next quarter.

4.7.1.2 Monitor Council resource consumption

Resource consumption monitored and reported

On Target

Continue to monitor Council electricity, gas and water consumption through Planet Footprint. Anomalies in water consumption identified for a number of reserves and leaks identified and rectified. Refresher training for automated data loggers undertaken with 2 Holiday Parks.

\*Report Contains Filters



**CSP Goal - 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**

**DP Action - Participate in partnerships and alliances to promote policy development and efficient sharing of resources**

4.8.1.1 Provide support for the Southern Council's Group and participate in scheduled meetings

In kind and financial support for Southern Councils Group provided

On Target

\* SCG meetings attended and contributed to by Council representatives.  
 \* Application by Illawarra Councils to participate in Joint Organisations pilot approved.

**DP Action - Ensure that Council's interests are represented at all levels of government**

4.8.2.1 Pursue all opportunities to meet with Ministers and Members of Parliament  
 All opportunities undertaken

On Target

Meetings with State and Federal Members of Parliament held.

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

**DP Action - Participate in partnerships and alliances to promote policy development and efficient sharing of resources**

4.9.1.1 Monitor, implement and review Council's Workforce Management Plan

On Target

Employee related policies reviewed. Commenced review of E-recruitment systems. Commenced implementing Talent Propeller (online recruitment service) in preparation for official launch on 14 January 2015.

Relevant actions implemented within timeframe

**4.9.1.2 Implement job evaluation system**

On Target

Job evaluations completed in a timely manner during this period.

**4.9.1.3 Review and implement Council's framework to attract and appoint excellent quality employees to positions ensuring that the Social Justice Principles are promoted**

On Target

80% of vacancies filled on initial advertising

On Target

100% of vacancies filled on initial advertising.  
 Continue to distribute externally advertised positions to target identified minority groups

\*Report Contains Filters

Review, implement and monitor employer branding	On Target	Review of e-recruitment system commenced with Talent Propeller to be implemented on 14 January 2105.
<b>4.9.1.4 Implement and review Performance Management System</b>	On Target	Reviews completed within timeframe. Outcomes approved by MANEX. 3 appeals were received and have been resolved. Outcomes reports and summary of feedback survey distributed to all staff.
Review completed, adopted and recommendations implemented	On Target	
<b>4.9.1.5 Administer awards program to recognise individual employee achievements</b>	On Target	Long serving employees presented with Award at Christmas functions.
Long Service Awards presented	On Target	
<b>4.9.1.6 Administer an effective and efficient payroll service in accordance with legislation and Award requirements</b>	On Target	100% compliance.
Employees are paid on time	On Target	
<b>4.9.1.7 Administer employment termination process in a timely and effective manner</b>	On Target	Staff turnover increased compared to the last quarter to 2.13% during this period (includes all turnover of permanent and temporary employees)
General staff turnover	On Target	All exiting employees offered opportunity to participate in an exit interview.
Voluntary employee exit interviews conducted	On Target	
Voluntary staff turnover	On Target	Voluntary staff turnover increased compared to the last quarter to 1.52% during this period (includes turnover of permanent and temporary employees, excluding retirements, employer initiated terminations and temporary contracts that were due to come to an end during the period).
<b>4.9.1.8 Develop, implement, monitor and review a Corporate Training Plan</b>	On Target	1 additional employee accessing Study Assistance during this period.
Implement and monitor the study assistance policy for employees	On Target	2 Corporate Induction Programs held during this period.
Monitor and implement a Corporate induction program	On Target	Continued implementing plan in line with budget.
Training Plan developed and implemented within budget	On Target	

**DP Action - Maintain a harmonious workplace culture characterised by mutual respect**

\*Report Contains Filters

<p><b>4.9.2.1 Implement the Equal Employment Opportunity (EEO) Management Plan</b></p>	<p>Activities and measures outlined in the plan are met</p>	<p>On Target</p>	<p>Continued to deliver Fairness and Equity Training to new employees at Induction. Council partnered with local school to support the placement of a student with a disability in work placement program.</p>
<p><b>4.9.2.2 Monitor and review Human Resource policies, Awards and Workplace Agreements</b></p>	<p>Policies and procedures reviewed in accordance with adopted timetable</p>	<p>On Target</p>	<p>Policies reviewed and endorsed during this period: Study Assistance Policy, Higher Grade Pay Policy, Recognition of Long Service Leave Policy, Work Experience Policy</p>
<p><b>4.9.2.3 Develop, implement, monitor and review framework to ensure that employee's view are heard</b></p>	<p>Joint Consultative Committee meetings are held</p>	<p>On Target</p>	<p>Consultative Committee meeting held in October and December.</p>

\*Report Contains Filters

Kiama Municipal Council  
Operational Plan 2014-15  
Quarterly report for period Sep - Dec 2014

Measures	Progress Status Qtr 2	Second Qtr Comments
* Report Contains Filters		
<b>CSP Goal - Encourage and support residents from socially and culturally diverse backgrounds to participate in all aspects of community life</b>		
<b>DP Action - Provide information to residents from a cultural and linguistically diverse background to participate in community life</b>		
1.1.4.1 Harmony Day event held	Not in this Period	Planning for 2015 event to be undertaken in 3rd quarter
Planned events are completed		
1.1.4.2 Culturally significant or relevant colours, food, imagery and performers are incorporated into projects and events	Not in this Period	No relevant events held in 2nd quarter
Types of strategies used		
<b>CSP Goal - Promote and support a range of social, cultural and artistic activities, practices and programs for creating sustainable health and well being</b>		
<b>DP Action - Implement and support community, cultural and artistic activities and development programs</b>		
1.2.4.3 Provide financial support to key community and arts events, activities and projects	Not in this Period	Grant cycle Feb and August
Budget allocation fully distributed to cultural activities	Not in this Period	Grant cycle Feb and August
Number of activities and projects supported		
<b>DP Action - Provide a range of library resources, both physical and online, that support our community in recreational and lifelong learning</b>		
1.2.5.4 Manage resources of the Family History Centre	Not in this Period	
Number of Family History Centre events held		

\*Report Contains Filters

**DP Action - Pursue opportunities for the development of the Gerringong Library and Museum community facility**

1.2.7.1 Pursue grant funding opportunities for the development of the Gerringong Library and Museum community facility

Update reports provided to Council

Not in this Period

No relevant funding opportunities available during period.

**CSP Goal - Develop and implement services and programs that promote health and active lifestyle for residents of all ages, abilities and interests**

**DP Action - Develop, implement and review the Kiama Health Plan**

1.3.2.4 Encourage and promote policies and programs that support participation in the community by children and their families

Breastfeeding Friendly policy is implemented

Not in this Period

Behind target due to passing of Health Promotions Officer

**CSP Goal - Plan for and support Young People**

**DP Action - Enhance and develop young people's skills through the provision of targeted programs and a drop-in service**

1.5.3.3 Engage and connect with young people via multimedia projects including Youth TV and Radio.

Number of multimedia projects completed

Not in this Period

Due to our renovations and generally lack of resources we were not able to complete any projects during this period.

Number of young people participating

Not in this Period

2 young people filmed a concert held in late November for our Facebook page. Due to the current workload with project managing the renovations editing is still be completed.

**CSP Goal - Recognise and promote community safety throughout the Municipality**

**DP Action - Provide annual Surf Education Awareness program in local primary schools**

1.6.2.1 Surf Education Awareness program carried out in local primary schools annually

Program completed

Not in this Period

Program completed in Q1

**DP Action - Enforce and comply with public health and safety legislation**

1.6.3.1 Implement the requirements of the Food Act and Regulations (food premises, temporary food stalls, registration and compliance)

Food incident complaints are investigated within 48 hours

Not in this Period

None this quarter

\*Report Contains Filters

**1.6.3.4 Implement the requirements of the Companion Animals Management Act and Regulations (registrations, off leash area, impounding facilities and compliance requirements)**

All outstanding registrations report prepared and actioned every 6 months

Not in this Period

Annual companion animals activity is held

Not in this Period

Annual dangerous dog declaration inspections undertaken

Not in this Period

Mandatory report submitted to Office of Local Government in September and November annually

Not in this Period

**1.6.3.5 Implement the requirements of the Parking and Traffic Management Act and Regulations**

Annual report for Division of Local Government completed

Not in this Period

**1.6.3.6 Implement requirements of the Swimming Pool Act and Regulations**

Undertake annual education program to encourage compliance with legislation

Not in this Period

Real estate agents advised of new inspection requirements

**CSP Goal - Maintain the separation and distinct nature of the towns and villages of our local area**

**DP Action - Implement and review the Urban Strategy**

**2.1.1.2 Planning proposals reviewed against objectives of the Urban Strategy and reported annually**

Annual report completed

Not in this Period

**2.1.1.3 Development standards for infill development are reviewed having regard to Planning and Infrastructure Urban feasibility model**

2.1.1.3 Demonstrated review/consultation reported as required

Not in this Period

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

**DP Action - Manage the road infrastructure for the community by the implementation of the Road Asset Management Plan actions**

**2.10.1.1 Undertake a road asset renewal program**

Percentage of scheduled designs completed

Not in this Period

0% - no designs required.

\*Report Contains Filters

<b>2.10.1.2 Manage new road asset creation</b>	Percentage of new assets updated in the Asset Management Information System	Not in this Period 0%
<b>2.10.1.3 Undertake maintenance program for roads, footpaths and cycleways</b>	Percentage of Scheduled Maintenance program delivered	Not in this Period 0% - scheduled maintenance program to be developed.
	Scheduled Maintenance Budget v Actual expenditure percentage	Not in this Period 0%
<b>2.10.1.4 Maintain Road Asset Management Plan</b>	New Asset schedule created for following year Budget	
	Plan updated to reflect completion of Capital Renewals and New Assets programs	Not in this Period Plan updated at completion of program.
	Renewal schedule created for following year Budget	
	Scheduled Maintenance program created for following year Budget	Not in this Period To be developed with 2015/16 budget preparation.
<b>DP Action - Manage footpaths and cycleway infrastructure for the community by the implementation of the Shared Pathway Asset Management Plan actions</b>		
<b>2.10.2.1 Manage footpath and cycleway Asset Renewals</b>	Percentage of renewal program completed	Not in this Period 0% - no renewal programs in 14/15 budget.
	Percentage of renewals updated in the Asset Management Information System	Not in this Period 0% - no renewal programs in 14/15 budget.
	Percentage of scheduled designs completed	Not in this Period 0% - no renewal programs in 14/15 budget.
	Renewal Budget v Actual expenditure percentage	Not in this Period 0% - no renewal programs in 14/15 budget.
<b>2.10.2.2 Manage New footpath and cycleway Asset creation</b>	Percentage of new assets updated in the Asset Management Information System	Not in this Period 0%
<b>2.10.2.3 Manage footpath and cycleway Asset Maintenance &amp; Operation</b>		

\*Report Contains Filters

Percentage of Scheduled Maintenance program delivered	Not in this Period	0% - scheduled maintenance program to be developed.
Scheduled Maintenance Budget v Actual expenditure percentage	Not in this Period	0%
<b>2.10.2.4 Maintain Shared Pathway Asset Management Plan</b>		
Plan updated to reflect completion of Capital Renewals and New Assets programs	Not in this Period	Plan updated at completion of program.
Scheduled Maintenance program created for following year Budget	Not in this Period	To be developed with 2015/16 budget preparation.

**CSP Goal - Effectively manage the drainage network to cater for current and future generations**

**DP Action - Manage drainage infrastructure for the community by the implementation of the Drainage Asset Management Plan actions**

**2.11.1.1 Manage drainage Asset Renewals**

Percentage of renewals updated in the Asset Management Information System	Not in this Period	0% - 4th quarter.
Percentage of scheduled designs completed	Not in this Period	0% - 3rd quarter.

**2.11.1.2 Manage New drainage Asset creation**

New Asset Budget v Actual expenditure percentage	Not in this Period	0% - no new assets projects.
Percentage of new asset program completed	Not in this Period	0%
Percentage of new assets updated in the Asset Management Information System	Not in this Period	0%
Percentage of scheduled designs completed	Not in this Period	0%

**2.11.1.3 Manage drainage Asset Maintenance & Operation including for gross pollutant traps and drainage pits**

Percentage of Scheduled Maintenance program delivered	Not in this Period	0% - scheduled maintenance program to be developed.
Scheduled Maintenance Budget v Actual expenditure percentage	Not in this Period	0%
Unscheduled Maintenance Budget v Actual expenditure percentage	Not in this Period	50%

**2.11.1.4 Maintain Drainage Asset Management Plan**

New Asset schedule created for following year Budget	Not in this Period	No new asset construction identified.
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\*Report Contains Filters



Plan updated to reflect completion of Capital Renewals and New Assets programs	Not in this Period	Plan to be updated at completion of program.
Renewal schedule created for following year Budget	Not in this Period	As per AMP.
Scheduled Maintenance program created for following year Budget	Not in this Period	To be developed with 15/16 budget preparation.

**CSP Goal - Effectively manage the drainage network to cater for current and future generations**

**DP Action - Manage drainage infrastructure for the community by the implementation of the Drainage Asset Management Plan actions**

**2.12.1.1 Manage recreation and open space asset renewals**

Percentage of renewals updated in the Asset Management Information System	Not in this Period	At completion of program.
Percentage of scheduled designs completed	Not in this Period	0%
Renewal Budget v Actual expenditure percentage	Not in this Period	0% expended.

**2.12.1.2 Manage new recreation and open space asset creation**

New Asset Budget v Actual expenditure percentage	Not in this Period	0%
Percentage of new asset program completed	Not in this Period	Scheduled maintenance program to be developed.
Percentage of new assets updated in the Asset Management Information System	Not in this Period	
Scheduled Maintenance Budget v Actual expenditure percentage	Not in this Period	

**2.12.1.3 Maintain Recreation and Open Space Asset Management Plan, including reserves, sports fields, playgrounds and skate parks**

New Asset schedule created for following year Budget	Not in this Period	No new asset construction identified.
Plan updated to reflect completion of Capital Renewals and New Assets programs	Not in this Period	Plan updated at completion of program.
Renewal schedule created for following year Budget	Not in this Period	As per AMP.
Scheduled Maintenance program created for following year Budget	Not in this Period	To be developed with 2015/16 budget preparation.

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

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

\*Report Contains Filters

<b>2.13.1.1 Manage community buildings asset renewals</b>			
Percentage of renewals updated in the Asset Management Information System	Not in this Period	0% 4th quarter	
<b>2.13.1.2 Manage community buildings new asset creation</b>			
Percentage of new assets updated in the Asset Management Information System	Not in this Period	Plan updated at completion of program	
<b>2.13.1.3 Manage community buildings asset maintenance &amp; operation</b>			
Percentage of Scheduled Maintenance program delivered	Not in this Period	0% Scheduled maintenance program to be developed	
Scheduled Maintenance Budget v Actual expenditure percentage	Not in this Period	Scheduled maintenance budget to be developed	
<b>2.13.1.4 Create a Community Buildings Asset Management Plan</b>			
Plan updated to reflect completion of Capital Renewals and New Assets programs	Not in this Period	Plan updated at completion of program	
Renewal schedule created for following year Budget	Not in this Period	as per AMP	
Schedule Maintenance program created for following year Budget	Not in this Period	To be developed with 2015/16 budget preparation	
<b>DP Action - Manage other assets and infrastructure by the creation and implementation of the Other Assets and Infrastructure Asset Management Plan actions</b>			
<b>2.13.2.1 Manage other asset and infrastructure asset renewals</b>			
Percentage of renewal program completed	Not in this Period	0%	
Percentage of renewals updated in the Asset Management Information System	Not in this Period	0% 4th quarter	
<b>2.13.2.2 Manage other asset and infrastructure new asset creation</b>			
New Asset Budget v Actual expenditure percentage	Not in this Period	0%	
Percentage of new assets updated in the Asset Management Information System	Not in this Period	0% 4th quarter	
Percentage of renewal program completed	Not in this Period	0%	
Percentage of scheduled designs completed	Not in this Period	0%	

\*Report Contains Filters

**2.13.2.3 Manage other asset and infrastructure asset maintenance & operation**

Percentage of Scheduled Maintenance program delivered	Not in this Period	0% to be developed with 2015/16 budget preparation
Scheduled Maintenance Budget v Actual expenditure percentage	Not in this Period	0%

**2.13.2.4 Create an Other Assets Asset Management Plan**

New Asset schedule created for following year Budget	Not in this Period	No new asset construction identified
Plan updated to reflect completion of Capital Renewals and New Assets programs	Not in this Period	At completion of program
Renewal schedule created for following year Budget	Not in this Period	As per AMP
Scheduled Maintenance program created for following year Budget	Not in this Period	To be developed with 2015/16 budget preparation

**CSP Goal - Minimise waste and manage it in an efficient and environmentally sensitive manner**

**DP Action - Manage waste and recycling in accordance with adopted plans**

**2.14.1.4 Implement trial of free clean-up drop off program**

Program completed and evaluated	Not in this Period	
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**2.14.1.7 Implement programs, projects, policies and services to reduce waste, increase recycling, reuse and composting of materials generated by Council and the community**

Council Holiday Parks recycling program implemented during all holiday periods	Not in this Period	
E-waste event/drop off programs implemented	Not in this Period	
Review charity clothing bins program and implement new adopted program	Not in this Period	
Trial Business Recycling/Organics program commenced	Not in this Period	

**DP Action - Upgrade waste and recycling infrastructure, processing and disposal facilities to align with new collection and processing systems and licence requirements**

**2.14.2.1 Develop a Waste Recycling Infrastructure Plan for Minnamurra Organics and Recycling Facility including community recycling centre, processing options, transfer station (subject to grant funding)**

\*Report Contains Filters

Not in this Period

Plan is developed and adopted by Council

**2.14.2.2 Install additional public place recycling infrastructure**

Recycling infrastructure installed

Not in this Period

**DP Action - Ensure compliance with legislative requirements specific to waste management**

**2.14.3.1 Comply with Environmental Protection Agency Licensing and operational conditions, monitoring and reporting**

Licence annual reports prepared for Minnamurra and Gerroa Waste Facilities

Methane gas monitoring is conducted in accordance with schedule

Quarterly groundwater testing is conducted in accordance with schedule

Not in this Period

**CSP Goal - Minimise waste and manage it in an efficient and environmentally sensitive manner**

**DP Action - Manage waste and recycling in accordance with adopted plans**

**2.15.2.1 Prepare a new Section 94 and Section 94A Developer Contributions Plan which provide community facilities and services for the Municipality**

Plan reviewed according to legislation and planning reforms

Not in this Period

**2.15.2.2 Report Section 94 & Section 94A funds received annually**

Report submitted for inclusion in Annual Report

Not in this Period

**2.15.2.3 Report Voluntary Planning Agreements proposed annually**

Report submitted for inclusion in Annual Report

Not in this Period

**CSP Goal - Encourage our community to adopt sustainable lifestyle practices that support the environment**

**DP Action - Implement and support environmental and sustainability education programs and initiatives, including those identified in the Kiama Health Plan**

**2.2.1.2 Conduct sustainability workshops or other educational activities including those identified in Kiama Health Plan**

Number of workshops held

Not in this Period

\*Report Contains Filters

**CSP Goal - Ensure our natural and built environments are adaptive to climate change impacts**

**DP Action - Consider climate change impacts and hazards and implement actions**

**2.3.1.3 Review and update the Climate Change Adaptation Plan, subject to funding**

Review undertaken and reported to Council

Not in this Period

**DP Action - Research and develop programs and policies to address potential climate change impacts**

**2.3.2.1 Ensure Council's policies and procedures consider adaptation impacts and seek grant funding to implement climate change initiatives where available**

All appropriate grant funding opportunities are investigated

Not in this Period

All relevant policies and procedures updated as required

Not in this Period

**CSP Goal - Maintain and enhance biodiversity on public and private land**

**DP Action - Implement biodiversity education and on-ground activities**

**2.5.1.1 Implement tree planting activities**

Support National Tree Day

Not in this Period

**2.5.1.2 Promote understanding and awareness of biodiversity in local area**

Community workshop completed

Field day or educational activity undertaken

Not in this Period

**CSP Goal - Provide supportive environments that encourage a healthy and sustainable lifestyle**

**DP Action - Develop, implement and promote infrastructure, policies and programs that support a healthy and sustainable lifestyle**

**2.8.1.1 Ensure Smoke Free Zones within the Municipality comply with relevant legislation and policies of Council and are promoted to the community**

Maintenance of smoke free zones as required

Not in this Period

Not in this Period due to passing of Health Promotions Officer

\*Report Contains Filters

**2.8.1.2 Promote the use of cycleways and walking paths through the Municipality**

Number of walking maps and cycleways maps distributed

Not in this Period

Not in the Period due to passing of Health Promotions Officer

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

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

**2.9.2.1 Review provisions and amend as required**

Demonstrated review and reported annually

Not in this Period

**CSP Goal - Promote and encourage business development and employment based on the local area's unique and distinctive characteristics**

**DP Action - Undertake initiatives to promote and support business development and growth in the local area**

**3.1.1.1 Research, monitor and disseminate relevant economic and business information**

Research undertaken and available

Not in this Period

We heavily promoted the Chambers Mayoral Breakfast where updates on the state of the local economy was provided by IRIS. Information to be distributed to businesses early 2015

**3.1.1.3 Provide an ongoing interface with new businesses by reviewing and implementing an enhanced process for new business interaction with Council**

Process developed and implemented

Not in this Period

Looking at implementing new processes in conjunction with the business chamber

**CSP Goal - Develop opportunities to increase the economic output of rural lands**

**DP Action - Support and promote the productive use of local rural land**

**3.2.1.2 Establish Council's Agri-project working group**

Working group established

Not in this Period

**3.2.1.3 Review and continued operation of the Kiama produce market**

3.2.1.3 Minimum of twelve markets completed

Not in this Period  
Licence Agreement in place for the management of the Kiama Produce Markets, commencing September 2014

\*Report Contains Filters

<p><b>CSP Goal - Investigate and facilitate employment land and infrastructure to support business growth</b></p> <p><b>DP Action - Provide appropriate employment land to meet current and future needs</b></p> <p>3.3.1.1 Ensure zones within Kiama LEP and Kiama Urban Strategy provide for an appropriate range of employment uses</p> <p>Reviewed as required</p> <p>Not in this Period</p>	
<p>3.3.1.2 Ensure Kiama Urban Strategy includes provision for future employment land</p> <p>Urban Strategy reviewed and updated as required</p> <p>Not in this Period</p>	
<p><b>CSP Goal - Actively engage Federal, State, Local government and business organisations to develop and promote Kiama's economic and employment opportunities</b></p> <p><b>DP Action - Maintain and develop economic partnerships with Government agencies and business organisations</b></p> <p>3.5.1.1 Represent local business interests to regional business organisations and government agencies</p> <p>Level of participation and business referrals</p> <p>Not in this Period</p> <p>There were no referrals made to other departments in this quarter, but there will be opportunity to assist early in 2015 with the return to work of Trade and Investment Business development manager.</p>	
<p><b>CSP Goal - Encourage and support Tourism in the Kiama Municipality</b></p> <p><b>DP Action - Coordinate the management of Kiama Coast Holiday Parks as viable business entities</b></p> <p>3.6.1.5 All relevant policies, procedures and regulations are reviewed to maintain legislative requirements and to ensure best practice</p> <p>Policies, procedures and regulations reviewed as appropriate</p> <p>Not in this Period</p> <p>Nil reviewed in this period.</p>	
<p>3.6.1.6 Carry out a program of financial and park audits</p> <p>Financial audits are completed as required</p> <p>Holiday Park accommodation and facilities audits are completed</p> <p>Not in this Period</p>	

\*Report Contains Filters

<b>CSP Goal - Provide training and professional development for Councillors and staff to promote a culture of strong leadership, good governance and ethical practice</b>	
<b>DP Action - Ensure understanding of, and compliance with, Council's Code of Conduct and relevant policies and procedures</b>	
4.10.1.3 Code of Conduct information is provided to all contractors, consultants and volunteers	Not in this Period
Training provided when necessary	No action has been undertaken to provide contractors, consultants and volunteers with Code of Conduct training. None has been scheduled for the foreseeable future, however the introduction of the on line Code of Conduct training module will be considered for these participants.
4.10.1.4 Code of Conduct complaints are dealt with quickly and in accordance with adopted policy and relevant legislation	Not in this Period
All Code of Conduct complaints investigations completed	No Code of Conduct complaints were made during this period.
<b>CSP Goal - Ensure Council owned buildings and infrastructure are planned and maintained with consideration to both current and future generations</b>	
<b>DP Action - Ensure the Strategic Asset Management Plan is maintained and funded in the 10 year financial plan</b>	
4.11.1.6 Seek infrastructure funding from external sources	Not in this Period
Value of grants secured	Awaiting announcement of previous road safety, cycleway, flood risk management study applications.
<b>CSP Goal - Advocate for integrated, sustainable and innovative transport systems within and outside of the Municipality</b>	
<b>DP Action - Provide input to State and Regional Transport Strategies</b>	
4.13.1.1 Provide input to Dept of Transport Regional Transport Plan where appropriate	Not in this Period
Provide input where appropriate	
<b>CSP Goal - Ensure finances are managed responsibly to meet the goals of the Community Strategic Plan and to protect financial investments and assets</b>	
<b>DP Action - Ensure all Statutory accounting and reporting is carried out to meet legislation</b>	
4.2.1.2 Annual budget prepared and adopted by Council	Not in this Period
Report adopted by Council	2015/16 Budget process started this quarter

\*Report Contains Filters



**DP Action - Ensure internal audit controls are in place**

**4.2.2.1 Implement recommendations of Internal Audit and Risk Committee**

All recommendations implemented

Not in this Period

No new recommendation. Ongoing controls in place

**CSP Goal - Ensure a policy framework exists which meets all legislative requirements and community expectations**

**DP Action - Ensure corporate legislative compliance**

**4.4.1.1 Develop, review and evaluate policies and procedures to ensure compliance with the WHS Act and Regulations**

StateCover annual WHS audit completed with a score of 80% or better

Not in this Period

Conducted in 4th Quarter

**4.4.1.3 Develop, review and evaluate policies and procedures to ensure compliance with Civic Liability Act**

Policy and procedures are updated within 3 months of the release of the change

Not in this Period

No changes in this quarter

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

**DP Action - Promote a consistent and positive image of Council to the community**

**4.5.3.1 Develop, implement and monitor a Branding Policy that encompasses all of Council's operations**

Re-branding project plan developed

Not in this Period

No progress with this project. NOTE depending on how this project is to move forward, the project may be managed through the Economic Development Committee and under the Corporate and Commercial Services Directorate.

Resolution of Council for re-branding project

Not in this Period

**DP Action - Ensure our community has easy access to information in accordance with relevant legislation**

**4.5.4 Ensure compliance with Personal Information Protection Act and Health Record Information Protection Act**

Conduct staff training in Privacy Management

Not in this Period

No staff training in Privacy Management occurred due to a number of competing priorities.

Ensure Council's collection and release of information complies with legislation

Not in this Period

No release requests were made during this period.

\*Report Contains Filters

**DP Action - Ensure new residents are informed and welcomed to the Kiama Municipality**

4.5.6.2 A welcome event for new residents is conducted annually

New Residents event held

Not in this Period

Not in this Period due to passing of Health Promotions Officer

**DP Action - Provide efficient and effective customer service to our community**

4.5.8.1 Implementation of outcomes recommended by project team to establish satisfaction benchmarks

Number of customer service surveys conducted

Not in this Period

To be reviewed

**CSP Goal - Minimise risk to ensure continuity of critical business functions**

**DP Action - Develop and review Business Continuity Plans to minimise risk**

4.6.1.1 Review and evaluate the Business Continuity Plan (BCP) annually

BCP is reviewed, updated and complied

Not in this Period

Approval received from Metro pool Board to proceed with fully funded review by June 2015.

4.6.1.2 Review and evaluate the Crisis Management Plan (CMP)

CMP is reviewed, updated and complied

Not in this Period

Approval received to proceed with funded review and update and implementation with implementation by June 2015.

**DP Action - Manage the Insurance Portfolio to minimise exposure**

4.6.2.1 Workplace health and safety management systems updated and communicated as required following legislative changes

Reviews undertaken and communicated

Not in this Period

No legislative changes in this period

\*Report Contains Filters

Kiama Municipal Council  
 Delivery Program 2013-17  
 Half yearly report for period July - Dec 2014

Measures	Progress Status	First Half Comments
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**CSP Goal - Plan for and support young people**

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

Number of young people involved

Ahead of Target  
 Our relationship with Kiama High is currently very strong and jointly we have developed programs that allow health and well being, advocacy, consultation and recreation options. This has led to us forming relationships with the 5 Primary schools in the area and developing and implementing a Year 6 transition program.

**CSP Goal -Encourage and support tourism in Kiama Municipality**

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

Revenue and occupancy rates are maximised

Ahead of Target  
 Income for the first half of 2014/2015 is \$3,705,920 (an increase of \$232,410 on the previous year), due to the increase in Holiday Van Fees and cabin & site accommodation, as there was no major increase in occupancy rates.

\*Report Contains Filters

**Kiama Municipal Council  
Delivery Program 2013-17  
Half yearly report for period July - Dec 2014**

Measures	Progress Status	First Half Comments
<b>CSP Goal - A healthy, safe and inclusive community</b>		
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	Not in this Period	Client satisfaction survey to be distributed in February 2015
Client satisfaction is increased or maintained		
<b>CSP Goal - Develop and implement services and programs that promote health and active lifestyle for residents of all ages, abilities and interests</b>		
<b>1.3.4 Ensure membership of the World Health Organisation's (WHO) Healthy Cities Program is maintained</b>		
Annual report to Australian Alliance provided	Not in this Period	Not in this period due to passing of Health Promotions Officer.
<b>CSP Goal - Plan for and support our ageing population</b>		
1.4.4 Deliver quality aged care services to older people in the community across the Shoalhaven, Kiama, Shellharbour and Wollongong areas	Not in this Period	Client satisfaction survey to be distributed in February 2015
Client satisfaction is increased or maintained		
<b>CSP Goal - Effectively manage the transport network of roads, footpaths and cycleways to cater for current and future generations</b>		
<b>2.10.2 Manage footpaths and cycleway infrastructure for the community by the implementation of the Shared Pathway Asset Management Plan actions</b>		
Maintain or increase community satisfaction with the footpath and cycleway network	Not in this Period	To be determined with the development of the new CSP.
Optimal renewal of footpath and cycleway infrastructure	Not in this Period	No footpath renewal identified in this Delivery Program.

\*Report Contains Filters

<p><b>CSP Goal - Effectively manage the drainage network to cater for current and future generations</b></p> <p><b>2.11.1 Manage drainage infrastructure for the community by the implementation of the Drainage Asset Management Plan actions</b></p> <p>Capital works are delivered in accordance with Delivery Program</p> <p>Maintain or increase community satisfaction with the drainage network</p> <p>The Drainage Asset Management Plan is fully funded</p>		<p>Not in this Period</p> <p>Not in this Period</p> <p>Not in this Period</p>	<p>No capital works in this period.</p> <p>To be determined with the development of the new CSP.</p> <p>No funds allocated in 2014/15 Budget in accordance with the Asset Management Plan.</p>
<p><b>CSP Goal - Effectively manage other assets to cater for current and future generations (including car parks, community buildings, cemeteries and dams)</b></p> <p><b>2.13.1 Manage community buildings by the creation and implementation of the Community Buildings Asset Management Plan actions</b></p> <p>Maintain or increase community satisfaction with community buildings</p> <p><b>2.13.2 Manage other assets and infrastructure by the creation and implementation of the Other Assets and Infrastructure Asset Management Plan actions</b></p> <p>Capital works are delivered in accordance with Delivery Program</p> <p>Maintain or increase community satisfaction with other assets</p> <p>Optimal renewal of other asset infrastructure</p>		<p>Not in this Period</p> <p>Not in this Period</p> <p>Not in this Period</p>	<p>To be determined with the development of the new CSP.</p> <p>No capital works in this period.</p> <p>To be determined with the development of the new CSP.</p> <p>No renewal in this period.</p>
<p><b>CSP Goal - Effectively manage plant assets to meet CSP requirements</b></p> <p><b>4.12.1 Manage Council Plant by the creation and implementation of the Plant Asset Management Plan actions</b></p> <p>Maintain or increase community satisfaction with plant assets</p> <p><b>CSP Goal - Identify opportunities to diversify and expand new and existing funding sources to meet community needs</b></p> <p><b>4.3.3 Investigate opportunities for new Council commercial activities</b></p>		<p>Not in this Period</p>	<p>To be determined with the development of the new CSP.</p>

\*Report Contains Filters

Not in this  
Period

Increase in number of Council commercial activities

\*Report Contains Filters

Item 15.4

Enclosure 7

**Kiama Municipal Council  
Delivery Program 2013-17  
Half yearly report for period July - Dec 2014**

Measures	Progress Status	First Half Comments
<b>CSP Goal - A healthy, safe and inclusive community</b>		
1.6.2 Provide annual Surf Education Awareness program in local primary schools Program completed	Completed	Surf Education Awareness program conducted in Spring
<b>CSP Goal - Effectively manage the transport network of roads, footpaths and cycleways to cater for current and future generations</b>		
2.10.1 Manage the road infrastructure for the community by the implementation of the Road Asset Management Plan actions The Roads Asset Management Plan is fully funded	Completed	Council has fully allocated funding identified in the AMP for 2014/15.
2.10.2 Manage footpaths and cycleway infrastructure for the community by the implementation of the Shared Pathway Asset Management Plan actions The Footpath and Cycleway Asset Management Plan is fully funded	Completed	Asset Management Plan is funded in the 2014/15 budget.
<b>CSP Goal - Effectively manage recreation and open space infrastructure to cater for current and future generations</b>		
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 The Recreation and Open Space Asset Management Plan is fully funded	Completed	Asset Management Plan is fully funded in the 2014/15 Budget.
<b>CSP Goal - Effectively manage other assets to cater for current and future generations (including car parks, community buildings, cemeteries and dams)</b>		
2.13.1 Manage community buildings by the creation and implementation of the Community Buildings Asset Management Plan actions The Community Buildings Asset Management plan is fully funded	Completed	Asset Management Plan fully funded in the 2014/15 Budget.

\*Report Contains Filters

<b>CSP Goal - Effectively manage plant assets to meet Community Strategic Plan requirements</b> <b>4.12.1 Manage Council Plant by the creation and implementation of the Plant Asset Management Plan actions</b>	Completed	Ongoing review of plant requirements with relevant Managers.
<b>CSP Goal - Ensure finances are managed responsibly to meet the goals of the Community Strategic Plan and to protect financial investments and assets</b> <b>4.2.3 Ensure maximum revenue return is achieved</b>	Completed	Rates notice issued in July and first instalment notice in October

Plant requirements are reviewed to meet operational needs

Ensure timely issue of Rate notices

\*Report Contains Filters



**Kiama Municipal Council  
Delivery Program 2013-17  
Half yearly report for period July - Dec 2014**

Measures	Progress Status	First Half Comments
<b>CSP Goal - A healthy, safe and inclusive community</b>		
<b>1.1.2 Monitor and improve accessibility within the Municipality</b>	On Target	Access meetings continue to be held bi-monthly, with issues raised being addressed, e.g. Inclusion of Accessible Gym equipment being included in the design for new equipment in Gerringong parks.  Evidence that access issues are identified and assessed by the Committee
<b>1.1.3 Improve Council collaboration with the Aboriginal Community</b>		
Council works collaboratively with the Aboriginal community to support cultural events and activities	On Target	NAIDOC Awards hosted by Kiama Council held on 19 July with evaluation results demonstrating overwhelming support by attendees of the success of the event. Aboriginal Reference Group re-established and meeting bi-monthly.
<b>1.1.4 Provide information to residents from a cultural and linguistically diverse background to participate in community life</b>		
Increased opportunities for cultural and linguistically diverse residents to participate in community celebrations	On Target	NAIDOC Week Regional Event held in July 2014
<b>CSP Goal - Promote and support a range of social, cultural and artistic activities, practices and programs for creating sustainable health and well being</b>		
<b>1.2.1 Promote and support cultural and artistic programs for young people</b>		
Young people have access to a range of cultural and artistic activities	On Target	It has been a busy 6 months with the renovations of the Centre being the priority. There has been great success in our partnership with Kiama High and has led to many various programs and forums that not only engages youth, but the entire community also.
<b>1.2.2 Provide access to artistic exhibition space</b>		
Exhibition space is utilised by a range of local artists	On Target	Gallery space fully booked with new and regular exhibitors.

\*Report Contains Filters

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

Investigation continues into the provision of a multifunction arts space

On Target Consultants site assessment report accepted by Council

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

Council maintains or increases financial support to cultural activities and programs

On Target

August round of Cultural Grants distributed. Four successful grants and one Youth Arts Scholarship

On Target Increase in both Facebook and Blog site followers and views. New artists welcomed into Kiama area include visual artists and musician. Music in the Park project approved for continuance in 2015. Options for public artwork pursued including Sculpture by the Sea. Project evaluations reflect high degree of satisfaction.

**1.2.8 Implement and support social and physical planning processes that recognise social justice and cultural diversity as integral components**

Council's plans, policies and procedures reflect social planning principles

On Target

Plans policies and procedures reflect social planning principles

**CSP Goal - Promote and support a range of social, cultural and artistic activities, practices and programs for creating sustainable health and well being**

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

Equitable access to sporting facilities is maintained

On Target

Kiama Sports Complex contract awarded for upgrade of supply mains. Quotations being sought for level 2 connection works. Council allocated funds for renewal and upgrade projects identified with Sports Association.

**CSP Goal - Plan for and support our ageing population**

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

Blue Haven Aged Care Facility accreditation is maintained

On Target

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

Renewal of 3 year funding agreement

On Target

**CSP Goal - Plan for and support young people**

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

\*Report Contains Filters

We continue to promote employment opportunities through our Youth Advisory Committee and youth Engagement meetings at Kiama High. Through our event management program, participants have taken their skills to stage a very successful concert in November.

Generally the feedback is very good from young people, especially program participants like the young men's and girls groups programs. Feedback around the renovations and the frustration of how long it has taken has been noticeable. Since the new kitchen has been installed the feedback and satisfaction is very positive.

On Target

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

Youth satisfaction with Youth Centre programs is maintained or increased

On Target

**CSP Goal - Recognise and promote community safety throughout the Municipality**

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

Beaches patrolled in accordance with program

On Target

Season commenced October 2014

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

Legislative compliance is demonstrated and reported

On Target

14 food complaints actioned, 45 food premises inspected and 26 reinspections. 6 public swimming pool samplings satisfactory. 25 overgrown complaints actioned with 21 notices issued. 73 high risk and 130 low risk on site sewage management facilities inspected. 521 customer requests for companion animals actioned. 112 parking infringements issued, 111 parking complaints investigated

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

Participation statistics demonstrate improved understanding of community safety

On Target

Feast on Food Facts newsletter issued quarterly, Beach Watch sampling undertaken. 1'm Alert free online course made available for food businesses.

**1.6.6 Facilitate Local Road Safety and Traffic Committees**

Committees are supported and recommendations implemented

On Target

Approved Traffic Committee recommendations implemented. Monthly meetings held for Local Traffic Committee. Bi-Monthly meetings held for Road Safety Steering Committee. Road Safety Action Plan approved by RMS.

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

\*Report Contains Filters

Maintain or increase numbers of volunteers participating in Council activities  
 On Target Currently we host students from Kiama High each Wednesday as part of the volunteering program. There has been an increase late 2014 in student placements from TAFE.

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

**2.10.1 Manage the road infrastructure for the community by the implementation**

**of the Road Asset Management Plan actions**

Optimal renewal of road infrastructure

On Target Meeting the approved works program

**2.11.1 Manage drainage infrastructure for the community by the implementation**

**of the Drainage Asset Management Plan actions**

Optimal renewal of drainage infrastructure

On Target Collins Street pipe renewal 4 quarter.

**CSP Goal - Effectively manage the drainage network to cater for current and future generations**

**2.12.1 Manage recreation and open space infrastructure for the community by**

**the implementation of the Recreation and Open Space Asset Management Plan actions**

Optimal renewal of recreation and open space infrastructure

On Target Sports Complex electrical upgrade commenced. Black Beach playground renewal investigation.

**CSP Goal - Effectively manage other assets to cater for current and future generations (including car parks, community buildings,**

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

Dam Infrastructure compliance

On Target Inspection of Jerrara Dam weekly. Fountaindale Dam monthly. Dam Safety Emergency Plan implemented.

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

Jerrara Dam compliance

On Target Design for decommissioning completed. Tenders to be called in February.

**CSP Goal - Effectively manage other assets to cater for current and future generations (including car parks, community buildings,**

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

\*Report Contains Filters

1894.56 tonnes garbage, 1185.86 tonnes recycling, 1425.88 tonnes green waste from 9597 urban residential services, 105.47 tonnes garbage, 64.05 tonnes recyclable from 450 rural services, 472.36 tonnes garbage and 159.08 tonnes recycling from 314 council and commercial premises. Household bulky waste trial collected 156.54 tonnes of material with 52% resource recovery. OK Organics Kiama introduced to Zone 4 Minnamurra/Kiama Downs  
 On Target  
 Approx 60% of total waste generated is recycled

Waste and recycling materials are collected and processed in accordance with adopted plans  
 Waste is managed in accordance with minimisation targets

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

Facilities and infrastructure are upgraded and installed

Master Plan prepared for new transfer station / community recycling facility and waste services amenities  
 On Target

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

Legislative reporting on waste issues demonstrate compliance

Quarterly ground water testing completed in August and November, Methane gas monitoring completed September, annual report for Minnamurra waste facility submitted in December  
 On Target

**CSP Goal - Encourage our community to adopt sustainable lifestyle practices that support the environment**

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

Programs developed and reported and participation statistics demonstrate improvement to community sustainability

On Target 5 mail outs to distribution list.

**CSP Goal - Encourage our community to adopt sustainable lifestyle practices that support the environment**

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

Number of Climate Change Action plan recommendations implemented

Trend in water consumption is up for the first quarter compared with first quarter of last financial year. This is attributed to a number of leaks which were identified at high use sites, some leaks identified in reserves and the Leisure Centre not operating for much of the second quarter last year.  
 On Target

**CSP Goal - Maintain and enhance biodiversity on public and private land**  
**2.5.1 Implement biodiversity education and on-ground activities**

\*Report Contains Filters

Education and activities reported  
 On Target  
 Illawarra Birders conducted guided bird walk and bird count for Spring Creek Wetlands in this quarter

**CSP Goal - Maintain and enhance biodiversity on public and private land**

**2.6.1 Identify, research and where practical, implement in partnership diversified agricultural opportunities**  
 Development in accordance with LEP. Supportive policies developed.  
 On Target

**CSP Goal - Recognise and protect our heritage**

**2.7.1 Ensure the natural and built environment is maintained in accordance with heritage and legislative requirements**  
 Number of heritage items protected is maintained or increased as required  
 On Target  
 8 DA referrals to heritage advisor

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

**2.9.1 Comply with Development Regulation**

Applications processed in accordance with relevant standards and in a timely manner  
 On Target  
 198 DAs determined. Average time 37 days. Median time 35 days.

**2.9.3 Prepare and process planning proposals in a timely manner in accordance with the Environmental Planning and Assessment Act requirements**  
 Planning Proposals considered by Council  
 On Target

**2.9.4 Review the Development Control Plan and amend as required**  
 Development Control Plan is reviewed and amended as required  
 On Target  
 Reviewing waste, car parking and site specific DCPs

**2.9.5 Advocate for increased flexibility in local land use planning determinations**  
 Work with Department of Planning in policy and process development  
 On Target  
 Attending meetings with Department of Planning & Environment on regional planning, submissions to White Paper.

**CSP Goal - Promote and encourage business development and employment based on the local area's unique and distinctive characteristics**

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

\*Report Contains Filters

Maintain or increase number of events held in Kiama  
 On Target  
 Great range of events held over this period including successful folk by the sea and another successful night markets.

**CSP Goal - Develop opportunities to increase the economic output of rural lands**

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

Council builds robust relationships with local agricultural industry  
 On Target  
 Commenced planning for a regional food forum with input from local food producers and interested agribusiness proponents including restaurants interested in promotion of locally grown foods

**CSP Goal - Investigate and facilitate employment land and infrastructure to support business growth**

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

Investigate and recommend in relation to sufficient supply of appropriately zoned employment lands  
 On Target  
 Urban strategy was reviewed and updated as required.

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

**3.4.1 Maintain and develop Council's relationship with current and potential business partners**

Changes in activity levels with locally based businesses  
 On Target  
 Increased number of local business participating in workshops and online business training forums. Economic Gardening program funded by council continues to be well attended by local businesses and important in generating positive results

**3.4.2 Promote employment opportunities within Council, including for Aboriginal people and people with a disability**

Strong relationships with schools and tertiary institutions within the Municipality are maintained  
 On Target  
 Relationships with Kiama High School, Kiama Community College, University of Wollongong and TAFE Illawarra have been maintained.

**3.4.5 Provide students with opportunities for work placement**

Number and variety of students having work experience within Council is maintained or increased  
 On Target  
 Council has continued to host a wide variety of work placements in accordance with the requirements of students and Council's operational requirements. Placements have been hosted in Carpentry, Metal and Engineering, Civil Engineering, Human Resources, Community Services, Library Services and Business Administration. Council hosted a placement in Carpentry supporting a student with a disability who is interested in pursuing a career in the industry.

Positive feedback from students about their work experience with Council  
 On Target  
 Council has received 2 appreciation letters from work experience participants commending the supervisors on the experience the students had.

\*Report Contains Filters

**CSP Goal - Actively engage Federal, State, Local government and business organisations to develop and promote Kiama's economic and 3.5.1 Maintain and develop economic partnerships with Government agencies and business organisations**

Maintain or increase economic partnerships with relevant organisations  
 Council continues to collaborate with RDA Illawarra on projects of significance within the region. Council has also been successful in gaining sponsorship with the IMB to again offer the Outdoor movies.  
 On Target

**CSP Goal - Encourage and support Tourism in the Kiama Municipality 3.6.1 Coordinate the management of Kiama Coast Holiday Parks as viable business entities**

A range of accommodation and facilities are available to meet demand  
 Kiama Coast Holiday Parks offers guests a wide range of accommodation options to suit all needs and budgets from Powered, unpowered & ensuited sites, through to 1,2 and 3 bedroom deluxe cabins. Existing accommodation and facilities are maintained to a high standard inline with budgetary allowance. A need for Access Ensuite Sites is evident & considered in the development of the Holiday Parks new Business Plan  
 On Target

Kiama Coast Holiday Parks Business Plan is developed and implemented  
 Further adjustments have been made to the proposed Business Plan for Seven Mile Beach Holiday Park. Written support has been received by Land & Property Management. Community Maps are currently being designed by Integrated Site Design, and it is anticipated that the Draft Plan will go to Council in May 2015.  
 On Target

Park Managers are supported in their roles  
 Council officers regularly visit the Parks. Social Media training was undertaken for all Parks in December 2014. Co-ordinator Holiday Parks Operations undertook OLR refreshers training and Council's Holiday Park team undertook basic Arborsafe Report training in October 2014  
 On Target

**3.6.2 Develop and promote conference and event opportunities within the local area**

Maintain or increase number of events held in Kiama local area  
 The number of events held in this period were consistent with the same period last year. Kiama were successful in winning the bid for a major international knee boarding competition to be held later in 2015. Kiama is also increasingly popular as a weddings destination and businesses associated with this industry are experiencing increases in their businesses. Pavilion have developed new marketing materials which were heavily distributed at various expos.  
 On Target

\*Report Contains Filters



**3.6.3 Develop and maintain relationships with peak industry bodies, local, State and national agencies to promote and develop tourism in the local area**

Strong relationship maintained with industry bodies

On Target

Kiama Coast Holiday Parks attended the Canberra Home, Leisure, Caravan, 4WD & Camping Show, and the South Coast Caravan, Camping & Holiday Expo in Batemans Bay. The Parks were also represented at the EA's Directory Conference in a joint promotion with The Pavilion. Membership/subscriptions were renewed with Turu and Go See Australia.

**3.6.5 Promote activities held at The Pavilion**  
Increase or maintain number of events hosted at the Pavilion

On Target

Number of events remains constant

**CSP Goal - Provide training and professional development for Councillors and staff to promote a culture of strong leadership, good**

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

Appropriate information is made publicly available

On Target

Council makes most government information available and complies with relevant legislation relating to access to information, privacy and public interest disclosure.

Regular training provided to Councillors and staff

On Target

New staff continue to be inducted but refresher for staff hasn't been performed. The finalisation of the e-version of the Code of Conduct should assist this.

**CSP Goal - Effectively manage plant assets to meet Community Strategic Plan requirements**

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

Identified new plant acquisitions are acquired in accordance with Community Strategic Plan

On Target

95% of plant acquired.

Plant renewal program is fully funded

On Target

Plant Reserve Fund established and maintained.

**CSP Goal - Ensure continual improvement of Council's Integrated Planning and Reporting framework to meet the Community's long-term**

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

All legislative components of the IPR framework are met and each element developed on an ongoing basis

On Target

Council continues to comply with the reporting requirements of the IP&R process. The Annual Report was prepared and submitted to the Office of Local Government in this period and ongoing engagement with staff to improve the OP 2015-16 occurred.

\*Report Contains Filters

<p><b>CSP Goal - Utilise effective technology and telecommunications services to assist in the efficient delivery of Council services</b>  <b>4.15.1 Develop, implement and review an Information Technology Strategic Plan to meet the needs of Council</b></p>	<p>IT systems are maintained to meet the needs of Council</p> <p>On Target</p>	<p>Plan reviewed constantly to incorporate new projects and changing priorities. Major projects completed this half include Kiama CBD fibre stage 1 installation, Gerringong Town Hall AV upgrade, NBN Local Gov program, Surf and Kendall's Beach Holiday Park Wi-Fi, Sophos anti-virus migration, PCEFTPOS for cashiering, WAN/Telecommunications tender under review considering various configurations and options. Kiama CCTV, Public Wi-Fi and WAN fibre stage 2 contracts all awarded with installation due to commence from Jan. Other ongoing projects include Pavilion PA system, Seven Mile Beach Holiday Park Wi-Fi, TRIM, Assets and online BPAY Debtor payments.</p>
<p><b>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</b></p>	<p>On Target</p>	<p>Property data is current and spatially accurate</p> <p>Property data updates current with high spatial accuracy. Review of GIS datasets and department maintenance responsibility underway.</p>
<p><b>CSP Goal - Identify opportunities to diversify and expand new and existing funding sources to meet community needs</b>  <b>4.3.1 Manage Council's commercial activities in a sustainable manner</b></p>	<p>On Target</p>	<p>Return from commercial activity</p> <p>As per budget</p>
<p><b>CSP Goal - Ensure a policy framework exists which meets all legislative requirements and community expectations</b>  <b>4.4.1 Ensure corporate legislative compliance</b></p>	<p>On Target</p>	<p>Legislative requirements are met</p> <p>Council continues to comply with its corporate legislative responsibilities</p>
<p><b>CSP Goal - Foster positive relationships with our community through open communications, opportunities for participation in decision making and sharing of information</b>  <b>4.5.1 Provide innovative and engaging digital and social media solutions for our community</b></p>	<p>On Target</p>	<p>Legislative requirements are met</p> <p>Council continues to comply with its corporate legislative responsibilities</p>

\*Report Contains Filters

<p>The Kiama Connect website was developed during the period. The community video sharing site was launched in time to help promote the 'summer movies'. An average of 6,344 people were reached via Facebook posts and an average 1223 people were engaging with Council via Facebook. There were 726 'likes'. Council staff continue to create tweets and re tweet stories of interest.</p>	<p>On Target</p>
<p>From July to end December 2014 there were 71, 051 sessions on the website, 36,907 users and 245,257 page views. The website is continually being monitored and updated.</p>	<p>On Target</p>
<p>Media releases continue to be prepared and released as required and within appropriate timeframes.</p>	<p>On Target</p>
<p>Council continues to provide information to residents, the community and all other stakeholders through electronic and social media, Kimunico and print media. Council meetings continue to be webcast and Public Access was able to be performed via webcasting for the first time.</p>	<p>On Target</p>
<p>Council monitors government circulars and legislation updates to ensure compliance with relevant legislation</p>	<p>On Target</p>
<p>Council has developed an Open Access register which is viewable via the website which shows what documents are proactively released. Ongoing consideration is made to determine other documents suitable for inclusion as proactive releases.</p>	<p>On Target</p>
<p>ID profile available on Council's website</p>	<p>On Target</p>

Increase in number of community members utilising other digital/social media solutions

Increase in number of visitors to website

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

Council information is disseminated through local media

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

All Council information is provided in a consistent manner. Council's branding is easily recognisable

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

Compliance with GIPAA, PPIPA, HRIIPA legislation

Council information is proactively released

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

Community have access to current data

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

\*Report Contains Filters

Community expresses greater satisfaction in doing business with Council

On Target Few instances of negative/adverse feedback from the community.

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

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

An appropriate workforce is maintained to deliver planned objectives

On Target Positions advertised in a timely manner and filled on initial advertising of the role.

**4.9.2 Maintain a harmonious workplace culture characterised by mutual respect**

Industrial Relations and EEO issues are minimised

On Target Industrial relations and EEO issues resolved as efficiently as possible.

\*Report Contains Filters

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**Minutes of the Kiama Youth Advisory Committee meeting held on Wednesday 18 February 2015 at Kiama High School at 10.47am.**

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**Present:** Clr. Kathy Rice (Kiama Municipal Council, Chair)), Nick Guggisberg (Kiama Municipal Council), Andrew Chatfield (Kiama Municipal Council, Minutes), Michael Dalitz (Kiama Library), Sarah Meppem (Kiama High School staff), Zachary O'Reilly-Fullerton, Byron Moulang, Ethan Corkin, Laura Burling, Sharnie Heffernan, Darcy Lawton, Bailey Harrison, Vanessa Sporne, Jess Davis, Matthew Pine, Dylan McGillvary, Harrison Jones, Casey Dee Bradbury, Lauren Perry, Alex Wunsch (Kiama High School SRC).

1. **Apologies:** Clr. Neil Reilly (Kiama Municipal Council)

2. **Minutes of previous meeting:**

There were no minutes from the last meeting of 2014.

3. **Business arising from previous meeting:**

*Learner Driver Training and Local Jobs Board*

Clr. Kathy Rice raised 2 issues from the October meeting including Learner Driver Training and a local Jobs Board for students at Kiama High School.

Clr. Rice informed the committee that the Learner Driver Training proposal by the SRC was put to Council with a report coming back stating that Council cannot nominate locations for learner drivers to practice due to liability related issues. Clr. Rice suggested Council initiatives including the Log Book Run commencing on 15<sup>th</sup> March, and a Night Log Book Run on 14<sup>th</sup> April would be appropriate for learner drivers.

In regards to a 'Jobs Board', the request was referred to the Kiama Chamber of Commerce who have highlighted issues regarding safety risks and issues pertaining to competing with current employment providers including Sureway and Campbell Page. Casey Dee Bradbury raised the issue that job service providers can only provide their services for free to people who currently receive unemployment benefits, therefore young people are unlikely to be able to afford to pay job service providers to access employment opportunities.

4. **Reports / General Business**

4.1 *SENTRAL renovations*

Senior Youth Worker Andrew Chatfield reported on the status of current renovations at the Youth Centre including the completion of the kitchen and future aims of delivering accredited courses in Hospitality and Barrister training.

4.2 *Kiama Library update*

Librarian Michael Dalitz reported on the planning for events in April including Mini Golf as part of National Youth Week and a Minecraft event. Michael also informed the committee that the Library was hoping to host more youth movie nights and that there will also be a HSC lock in. Michael asked for any ideas or suggestions on ways to encourage more young people to get involved in Library events and activities.

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This is **Page 1** of the Kiama Youth Advisory Committee meeting held 18 February 2015.

#### 4.3 *SENTRAL programs 2015*

Andrew Chatfield provided information on a range of new, exciting and innovative projects during 2015. These include long term programs including: Event Management, a Young Entrepreneurs program, and a range of 'SENTRAL' branded programs including SENTRAL Stations, SENTRAL Studios, SENTRAL Cafe and SENTRAL fitness. Andrew also spoke about the Youth Worker at Kiama High program each Friday and that he would be available to assist any students when required.

#### 4.4 *CCTV update*

Manager of Community and Cultural Development Nick Guggisberg provided an update on the status of Council's CCTV project informing the committee that Council is currently installing the CCTV cameras along Terralong Street. Casey Dee Bradbury suggested council could consider instigating a program call 'safe zones' which are currently being used throughout Wollongong University, where students are aware they are on camera and therefore feel safer. Nick stated that people sometimes raise privacy concerns, therefore wanted to reassure residents about how the system works including that footage will only be used by Police to investigate incidents, and that there is a 28 day limit on the storage of footage. Zachary O'Reilly Fullerton asked Nick why the amount was 28 days, to which Nick responded that 28 was the maximum numbers of days recommended by the NSW government. Michael Dalitz asked Nick how the live feed is transmitted to Police and Nick stated that Kiama police will have a monitor to view footage from all cameras. Byron Moulang enquired as to who was funding the cameras and was informed that Council is funding the operational costs with assistance from State and Federal Governments. Nick also informed the committee about how the Wi Fi signal would work and that Council is working towards making Wi Fi available in the main street for free.

### 5. **General Business**

#### 5.1 *Gainsborough Skate park*

Bailey Harrison voiced concerns over a dangerous jump at Gainsborough skate park. Bailey stated that the jump was dangerous due to the levels of concrete. Clr. Kathy Rice asked Bailey to provide more information, including photos that can be presented at a Council meeting.

#### 5.2 *Kiama Council meetings*

Casey Dee Bradbury spoke about Shoalhaven Council meetings being aired through Shoalhaven Community Radio and only found out recently that Kiama Council meetings were streamed live via Kiama Councils web site, but very few people know about this. Clr. Rice requested that the Youth Centre assist in promoting the live streams via the Centre's Facebook page.

### 6. **Next Meeting**

The next meeting of the Kiama Youth Advisory Committee will be held on March 4 at 10.47am at Kiama High School.

**There being no further business the meeting closed at 11.30am.**

**Minutes of the Kiama Youth Advisory Committee meeting held on Wednesday 4 March 2015 at Kiama High School at 10.47am.**

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**Present:** Clr. Kathy Rice (Kiama Municipal Council, Chair), Andrew Chatfield (Kiama Municipal Council, Minutes), Michael Dalitz (Kiama Library), Sarah Meppem (Kiama High School staff), Zachary O'Reilly-Fullerton, Byron Moulang, Ethan Corkin, Grace Allen, Eliza Skorulis, Nathan Jenkins, Ned Wilkinson, Dylan McGillvary, Jess Davis, Bailey Harrison, Alex Wunsch, Darcy Lawton, Casey-Dee Bradbury, Hine Johnson Karipa, Lauren Perry, Keeley Regan.

**1. Apologies:** Clr. Neil Reilly (Kiama Municipal Council), Nick Guggisberg (Kiama Municipal Council), Imogen Bakewell, Vanessa Sporne, Matthew Price, Harrison Jones.

**2. Minutes of previous meeting:**  
Moved by Keeley Regan, seconded by Casey Dee Bradbury.

**3. Business arising from previous meeting:**

**3.1 Gainsborough Skate Park**

Bailey Harrison is to provide research and evidence regarding Gainsborough skate park and why is it unsafe to use. Clr. Kathy Rice requested Bailey to email her the details so that it can be followed up.

**4. Reports / General Business**

**4.1 Sentral renovations and change to Centre hours**

Senior Youth Worker Andrew Chatfield reported on the status of current renovations at the Youth Centre including the completion of the kitchen and future aims of delivering accredited courses in Hospitality and Barrister training. Andrew also informed the committee that the Youth Centre's hours of operation will be changing to Tues – Sat 12 – 5pm and 12 – 8pm on Thursday night. Andrew asked the committee to 'like' our facebook page and that information on new Centre hours and programs will be available on the page.

**4.2 Kiama Library update**

Librarian Michael Dalitz reported on the planning for events in April including Mini Golf as part of National Youth Week and a Minecraft event. The Mini Golf event is limited to 40 people and is open to young people aged 11- 17 years. Michael informed the committee that more information is available on the Kiama Library website. Michael is also looking to hold an annual HSC forum on a variety of subjects including visual arts and P.E. Sarah Meppem has agreed to assist Michael in promoting his library events by placing poster around the school.

**4.3 Young Entrepreneurs Program**

Senior Youth Worker Andrew Chatfield provided information on an exciting new program aimed at assisting young people to develop their business ideas, receive advice in developing a business, receive mentoring from business professionals and run a market stall. The program is aimed at young entrepreneurs and Andrew encouraged committee members to become involved. The program commences on April 1.

SC589 – 15/16440

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This is **Page 1** of the Kiama Youth Advisory Committee meeting held 4 March 2015.

**4.4 Event Management**

Andrew Chatfield also promoted the Event Management program which assists young people to learn the skills to develop and implement their own entertainment events. The program will run in term 2.

**5. General Business**

**5.1 Obscured street signs**

Sarah Meppem, on behalf of Imogen Bakewell, raised the issue of street signage at the top of Bland Street and Swamp road entrance is partially obscured by overgrown trees and shrubs. Clr. Kathy Rice has asked for more information to take back to Council.

**5.2 Outdoor Cinema/Council promotion**

Lauren Perry spoke about the recent outdoor cinema and that it was a big hit and very popular in Gerringong and that she would like to see more in Kiama. Lauren also mentioned that promotion from Council needed to be better and other committee members agreed mentioning that they did not know about the cinemas. Clr. Kathy Rice agreed to provide their feedback back to Council's Economic Development team. Sarah Meppem agreed to help by placing posters up around the school and Keeley Regan would like to see more promotion in 'popular' places including Kiama Centro. The idea of a central notice board in Kiama was raised and Sarah Meppem spoke about noticeboards in Gerringong which were too small and changed too frequently. Sarah also asked if Council's facebook address could be added to the 'What's On' board located on the Highway just before the Gipps Street turn off, especially for people who are driving past and would like to access information about the area through their phones. Clr. Kathy Rice informed the committee that Kiama Tourism is putting together a calendar of events and will make sure feedback from this meeting will be conveyed to tourism. Clr. Rice also stated that a representative from Kiama Tourism may attend the next meeting and that a youth representative on the tourism board may be a good idea.

**6. Next Meeting**

The next meeting of the Kiama Youth Advisory Committee will be held on April 1 at 10.47am at Kiama High School.

**There being no further business the meeting closed at 11.37am.**



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**MINUTES OF THE SOUTH COAST CO-OPERATIVE LIBRARIES MEETING HELD ON TUESDAY 17 FEBRUARY 2015 IN COMMITTEE ROOMS 1 AND 2, CITY ADMINISTRATIVE CENTRE, BRIDGE ROAD, NOWRA COMMENCING AT 12:00PM**

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The following members were present:

Clr Findley – Chairperson  
Clr Gash  
Clr Tribe  
Clr Kitchener  
Russ Pigg  
Craig Milburn  
Cl Kathy Rice  
Ms Clare Rogers  
Sarah Taylor – Shoalhaven Libraries & Community Services Manager, Manager South Coast Cooperative Libraries  
Kathy Arthur - Divisional Manager, Community Arts and Recreation Services, Eurobodalla Shire Council  
Janice – Coordinator Library Services, Eurobodalla Shire Council  
Michelle Hudson – Library Manager, Kiama Municipal Council

Apologies were received from: Clr Rob Pollock and Clr Gash.

1. Election of Chairperson

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MOTION: Moved: Clr White / Clr Kitchener

RESOLVED that Clr Findley be appointed the Chairperson of the meeting of the South Coast Co-operatives Libraries held on Tuesday 17 February 2014.

CARRIED

2. Minutes of Previous Meeting

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MOTION: Moved: Consent

RESOLVED that the Minutes of the meeting of the South Coast Co-Operative Libraries held on Tuesday 18 February 2014 be confirmed.

CARRIED

3. Presentation of the Annual Report 2013 - 2014

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File 3934E

MOTION: Moved: Consent

RESOLVED that the Presentation of the Annual Report 2013 - 2014 for the South Coast Co-Operative Libraries be received for information.

CARRIED

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4. Co-Operative Library Manager's Report File 3934E

Ms Janice Taylor provided the meeting with an overview of the 2013 - 2014 Annual Report for Eurobodalla Shire Council Library.

Ms Sarah Taylor provided the meeting with an overview of the 2013 - 2014 Annual Report for Shoalhaven City Council Library.

Ms Michelle Hudson provided the meeting with an overview of the 2013 - 2014 Annual Report for Kiama Municipal Council Library.

Staff from each of the Libraries are looking forward to the opportunities and challenges that will be presented in 2015.

MOTION: Moved: Consent

RESOLVED that the Co-Operative Library Manager's report be received for information.

CARRIED

**GENERAL BUSINESS**

5. Additional Item – Eurobodalla Shire Council - Leaving South Coast Co-Operative Library Service

Kathy Arthur informed members that Eurobodalla Shire Council will be leaving the Co-operative Group from July 2015; Kathy thanked everyone for their ongoing assistance support whilst being a part of the group.

6. Additional Item – Library Services – Milton Library File

Cl White reinforced the social value and commitment that local people showed when fighting to keep Milton Library open. Clr White stated that local library services are an integral part of our community and expressed to members that all Library Services need to be aware of the processes that were followed in keeping the Milton Library open.

There being no further business, the meeting concluded, the time being 12:55pm.

Clr Findley  
CHAIRPERSON



# SOUTH COAST COOPERATIVE LIBRARIES

## ANNUAL REPORT 2013-2014





**COOPERATIVE MANAGER'S REPORT**

2013 was another busy year for all the libraries in the South Coast Cooperative with lots of opportunities and challenges in the delivery of library services. In these recent economic times public libraries face many challenges, with money, time and staff constraints placing additional pressures on service provision. However, these challenges provide opportunities for us to be creative and forward thinking in smart and responsive service provision.

2013 has also been an important year for advocacy with the New South Wales Public Libraries Association spearheading a campaign to gain increased funding from the New South Wales State Government. This ongoing campaign saw increased funding for restructure public library grants allocated in the 2013-14 South Wales budget, but efforts continue to see an increase in the level of recurrent funding to ensure the future of public libraries.

2013 has seen increased functionality and services in our Library Management System (LMS), Libero. LMS functionality has been introduced, which has an beneficial for communicating more effectively with customers. There have been more processes and services streamlined and brought online to allow more effective workflows for staff and customers. We've introduced the eBook and eAudiobook service

Zone consortia project now has over 12,000 items in the collection that customers are able to borrow. Online resources are available 24/7 and comprise an important part of a modern library service.

Each of our Library Branches continue to set high standards of service delivery, attested to by the compliments received about our collections, our staff and the appreciation of the range and quality of services provided. These services cannot be delivered without the dedication and support of staff. Thank you all for your continued enthusiasm and commitment, which is what makes our Cooperative such a success.

I have pleasure in presenting this Annual Report from the South Coast Cooperative, which again highlights the variety of services and activities provided for our communities.

Thank you to the partner Library Managers, Michelle Hudson and Janice Taylor for their ongoing support and professionalism.

**Sarah Taylor**  
 Manager  
 South Coast Cooperative Libraries  
 South Coast Cooperative Library Services



**SHOALHAVEN LIBRARIES  
ANNUAL REPORT 2013-2014**

Shoalhaven Libraries has had a busy year with a Council-wide restructure taking place, the new Ulladulla Library opening its doors, a new logo and myriad author events and children's events.

**Programs and Events**

Shoalhaven Libraries continues to promote the library by providing information about services and programs at a range of different events, such as NAIDOC Week, Music Week, Local History Fairs and Career Expos. Active promotion to the wider community continues with local radio appearances and writing articles for local magazines and newspapers. Many author talks, book launches and author visits have been held during this past year, such as Karen Viggers, Noel Bebbow, Emma Lees, Barbara Bakke, Jim Barnes, David Lindenmayer, Maggie Courtham, Brendan Cronahan, Tina Pitt, Nicole Alexander, Katrina Caranough and Jackie & Noel Perry. The library team is extremely proud to have won a highly commended award in the NSW Public Libraries Marketing Awards for Outreach Services. This was received for our very popular Book Week Reader's Theatre Roadshow which staff members write, source and perform to many class groups that visit the library during this week. This roadshow enables staff to take these plays on the road to outlying schools that aren't able to visit the main library during Book Week.

We used a busy calendar of children's events was had with regular story times, one time, junior book clubs, Simulacra Storytime, Summer Reading Club and children's holiday activities. In total 644 events were organised during 2013-2014 with 18,694 participants. It is very satisfying to see that the numbers that attend these events continues to grow. With the position of Children & Youth Library Assistant graduated to Technician level and filled with a new enthusiastic incumbent, children's and youth services should continue to prosper in the coming year.

**Technology**

Our technology assistance 'Tech Tuesdays' have gone from strength to strength. This service is very popular and well-used by our customers, and also works to develop and enhance staff skills and knowledge in mobile technology and the online resources that we have to offer our community.

Shoalhaven Libraries continues to work on increasing its online presence and the Shoalhaven Libraries Facebook page and Twitter feed continue to grow.

The new logo for Shoalhaven Libraries has been launched which is starting to be used on library cards, bags, flags and pamphlets in order to build a strong brand and identity. This fresh new look should see us well into the future.

**Strategic Partnerships**

Shoalhaven Libraries is highly involved with the community and looks to forming mutually beneficial alliances. There is continued support of local high school students, university students and employment agencies by hosting work experience placements on a regular basis.

Shoalhaven Libraries remain drop off points for the ABC Wrap with Love squares that host an annual 'Knit-In', which is always well attended.

Pop-Up Library in the Council's lunch room was started this year. Once a month staff members take a selection of items from the collection along with some kids and readers and set up a mini library in order to promote our services to school staff. It has proved popular with more Council staff members joining and



A Tech Savvy Seniors Grant was successfully applied for and during this year the Savvy Seniors Programs were run at Nowra, Sanctuary Point and Ulladulla Library and trained over 400 seniors in internet, tablets, social media, online shopping. This has proved to be a very popular program and has established Shoalhaven Libraries as places to go for technology assistance.

**Sustainability**

During 2013-14 Shoalhaven Libraries has gone through a restructure as part of a larger Council-wide restructure in order to reduce costs, improve systems processes and become more customer focused. In the restructure Shoalhaven Libraries rationalised some vacant positions, but was successful in some increase hours and regrades for certain roles.

Ulladulla Civic Centre has finally opened its doors and the new facility includes library, visitor information centre, auditorium and meeting rooms for hire. The library is now a dedicated Librarian for the Centre and RFID technology is being used to assist with providing automated services. The local community loves the increased collection size; break out rooms; increased public computer access and stunning views of the Ulladulla Harbour. In the first month of opening the library has issued over 12,000 items and signed up over 300 new members.

Shoalhaven Libraries also continues to increase its digital collections. The Overdrive eBooks collection continues to expand and recently a digital magazine service - Zinio - has been launched, with 48 popular titles free to download covering craft, cooking, gardening, sport and much more.

Shoalhaven Libraries' local history images continue to be digitised and there are now over 340 images available online. In addition the Local History Library has been revamped with new furniture and an additional microfilm/tiche reader copier-scanner. It also has an evolving Delicious page, Wiki page - Herita Shoalhaven - two Pinterest pages and a History Pin site as well.

A new circulation desk was installed during the beginning of 2014. This redesign allows for increased functionality and additional space at the entrance to the library for displays and promotions. The smaller, open plan design allows staff to get out from behind the desk and interact with customers.

**Staff**

Staff members have attended various workshops and seminars held and delivered by the State Library of New South Wales and other organisations. They have attended the Libero Annual Conference, Readers' Advisory Training, Taking the Lead Workshops and Springboard Women's Development Program. In house training includes Manual Handling, Dealing with Difficult People, Customer Care Essentials and Disability Awareness training.

**Conclusion**

All in all it was a big year with lots happening, but also one filled with lots of positive ventures that will be consolidated over the coming year. Staff members have been positive and resourceful in this changeable year, but have considered provided excellent customer service and risen to meet all the challenges.

Sarah Taylor  
Manager



**Kiama Library Annual Report 2013-2014**

Kiama Library Service continues to be well supported by the community with over 67% registering as members and over 116,000 people visiting our branches during the year. Improvements have been made to the branch library at Gerngong which included new paint work throughout, new blinds and providing the layout of the library. Gerngong now provides a WiFi hotspot, a program supported by the State Library of NSW.

Demand for library programs also continues to grow and thanks to our dedicated volunteers the library has been able to increase the number of participants and sessions held for School Holiday programs. Children have enjoyed a variety of activities throughout the year including decorating treasure boxes, knitting, a Super spies and secret agents activity as well as building fairy and troll houses and Lego construction proving very popular.

Emotional best-selling fantasy author Jim Butcher is invited to visit Kiama Library between his visit to Supanova Pop Culture Expos at the Gold Coast, Melbourne and Perth. He accepted! Fans come from as far as Perth, Canberra and Tamworth and are not disappointed as Jim stayed back to sign books and have photos taken. Local musician, David Vetrovich, a recipient of a cultural grant from Kiama Council chose to launch his latest EP at Kiama Library. An after-hours event, David entertained a large audience with songs from his latest acoustic album.

The technology provided by our Digital Hub project our summer school holiday program provided children with the opportunity to explore the Landmark gallery with a virtual tour conducted by a robot in a National Museum of Australia. Children could explore all of the exhibits using the library PCs, and ask questions of the facilitator guiding the tour.

Her numerous requests for our younger library members to hold a Minecraft event library staff members working with an enthusiastic Council IT staff were able to deliver. Using a spare PC which staff members were able to convert into dedicated Minecraft server, our event was held in a closed off environment for the library participants. On gathering for the event we found out that many children were intending to bring their mobile devices to the library iPad had to be set up as a separate server to accommodate this. The event was a huge success and Minecraft events have now become a regular school holiday activity.

Our annual photographic competition proved very popular this year with over 30 entries from local photographers using the theme of 'Water' as their inspiration. Kiama Library also supported the Lloyd Festival by developing a digital tour of the artist's work. The tour Lloyd Ross: The man, the landscape

landscapes around Gerngong where the celebrated landscape artist created his significant South Coast works. The tour is free to download onto iPhones or android devices.

Other highlights include:

- The Department of Communications acknowledged the completion of the Digital Hubs project delivered by Kiama Library. Since the training delivery began in February 2012, Kiama Library, in partnership with the Kiama Community College, delivered 236 group sessions, 993 individual training sessions to a total of 2,372 participants from our community. Training provided digital literacy skills to our community while also providing the opportunity to assist our library members to connect to our many online resources including e-books and downloadable audio books.

- A very successful Family, Local and Social History Expo was held in April with an estimated crowd of over 800 people attending on the day. More than 35 exhibitors travelling from as far afield as Brisbane and Adelaide attended the event. State Records NSW provided a number of lectures and the monthly Friends of Kiama Library program was also held at the event.

- An extended HSC program was implemented providing students with a series of lectures and tutorials covering history both Modern and Ancient, Biology, Maths and English. Students from the local High School as well as other Illawarra schools attended the daylong event which was sponsored by the Friends of Kiama Library.

- Over 400 students from local schools attended Kiama Library Book Week programs and in support of the Reading Hour campaign, a Tales by Torchlight event was also held. Children were very excited to be exploring the library by torchlight as they found their way to the storytelling area for an hour of fun stories and songs.

- The Illawarra Remembers 1914-1918 project was supported by holding a scanning day where members of the public were able to bring in their memorabilia relating to local service men and women involved in WW1. This is a regional project managed by Wollongong City Libraries with Shellharbour City Library Service also contributing.

**Friends of Kiama Library**

The Friends of Kiama Library provided an interesting variety of events with talks by authors Andrew Link, Susanna Fullerton, Steve Warwick and Michael Kibbitham. The Friends also provided funding for the purchase of a Lego collection for the library. Having our own collection has allowed the library to hold more creative building events throughout the year including family building nights



January  
**Professional Development**

- Kiama Library staff attended a number of professional development opportunities held at the State Library of NSW including HSC, Book Week and Readers Advisory training. Staff also attended the SWITCH conference held in Sydney.

After what has been an exciting and very busy year I would like to thank staff for their continued commitment to providing professional library services to our community.

Michelle Hudson



## UROBODALLA LIBRARY SERVICE ANNUAL REPORT 2013-2014

### Library Services

Other busy year for Eurobodalla Libraries with a major highlight for 2013-2014 being the development of the new Libraries and Lifelong Learning Strategic Plan 2014-18 which was endorsed Council in April 2014.

Staff and community consultations were undertaken October and November 2013 to begin the development of this new strategic plan. Through consultation processes the plan embraces an overarching strategy to create a lifelong learning literacy framework with Council and our public libraries as the leaders. This plan promotes the importance of literacy and Eurobodalla Shire Council recognises that their public libraries play a vital role supporting and providing literacy programs, partnership, for early years and adults in the community.

Seven key priorities have been identified as the foundations of this plan and they are:

- Community spaces
- Vibrant collections
- Clever technology
- Programs and outreach
- Workplace excellence
- Increasing our footprint
- Building the future

Each key priority area will have strategies to drive the plan for the next five years towards lifelong learning and literacy of quality library services linked to learning, literacy, social engagement and collaboration.

### Programs and Events

2013-14 our libraries in Batemans Bay, Moruya and Narooma held over 140 events attracting more than 3,700 participants this year. Some of the many programs offered in the library included:

- 14 February (Library Lovers Day) with the community selecting their 'treasure book' for inclusion in the library 3

The Mayors writing competition Library Week & the Biggest Morning Tea

- National Simultaneous Storytime
- School holiday activities
- USA
- Seniors and Technology
- Author Talks
- Summer Reading Club

The SPUR program (Springboard, Promote, Unveil, Reward) in partnership with the Council's libraries, arts and cultural services has been an outstanding success in 2013-14 and is still going strong with up to 50 people at many events each month. A free monthly public program of exhibitions and floor talks are offered in Batemans Bay, Moruya and Narooma Libraries by local artists, photographers and other creative producers across the region. Their works are all for sale and the library receives a percentage of all sales.

The Mayor's Writing Competition was again offered in 2013. The standard of story writing has impressed the judges each year and this year was no exception with over 260 entries from children aged from 5 years to 16 years and with highly commended and winning entries once again recognised for their creative writing skills

### Technology

Internet and WiFi usage continues to grow in all our libraries with just over 4,000 hours and 7,600 users of WiFi, 11,270 hours and 17,280 users of Internet and 13,260 users of the Tourism i-Pad located at Moruya Library

Computer technology help was offered by local high school students and Eurobodalla Seniors Computer User Group (EuroSCUG) at Narooma and Moruya libraries.

### Collections

Our libraries jumped on board the BorrowBox (Bolinda) train in 2014, offering eAudio and eBooks online in addition to our subscription to the Overdrive platform of electronic resources. Bolinda now offers more than 100,000 titles in eAudio and eBook formats with a strong Australian content to broaden our customer experience.



We are growing these collections every month with our Standing Order program as well as Award-winning titles and special collections offered by Bolinda.

### Staff

Staff continued their professional development by attending conferences, seminars and training in 2013-14

- SWITCH Conference in 2013
- Rewarding Reading Training
- Making Connections 2014
- Cataloguing training in Nowra 2014
- I-Pad training

Three new working groups were created for Collections, IT and Public Programs and with representation from each library in the Shire. Terms of Reference for these teams ensure they are working to plan and deliver identified outcomes within the Strategic Plan 2014-18 for these key priority areas.

The library service has supported library students on placement and work experience students from local high schools as part of our commitment to the profession and community.

I would like to thank all the staff for their continued hard work and commitment to the library service and to our community for their strong support and use of our services.

Janice Taylor

Acting Coordinator Library Services  
Eurobodalla Shire Council



**BRARIES JULY 2013 – JUNE 2014**  
 NB: NSW Av figures taken from the Public Library Statistics 2012/2013

**EXPENDITURE & SUBSIDY 2013-2014**

	Shoalhaven	Eurobodalla	Kooma
total Expenditure voted	2,905,409	1,876,993	1,196,008
total Expenditure per capita	30.04	49.46	57.38
total Priority Grant	235,081	97,627	55,140
total Priority Grant	24,066	13,000	7,106

**EM PURCHASES - SOUTH COAST CO-OPERATIVE - JULY 2013 - JUNE 2014**

BOOK \*Donation & Grant material only includes those catalogued and processed by Shoalhaven Libraries

category	Number	Cost	Average Price	Donation / Grant*
Reference	30	1,344	44.80	12
Adult Non-Fiction	3,554	79,040	22.24	159
Adult Literacy	0	0	0	0
Local Studies	8	157	19.63	88
Adult Fiction	5,843	118,778	20.33	169
Adult paperbacks	116	699	6.03	0
Young Print	1,631	60,632	37.17	0
Young Non-Fiction	167	3,930	23.53	0
Young Fiction	1,042	12,802	12.29	37
Young Large Print	1	49	49.3	0
Young Graphic	45	657	14.60	0
Junior Non-Fiction	524	8,397	16.02	143
Junior Fiction	1,808	17,477	9.67	28
Junior Graphics	48	449	9.35	0
Junior Large Print	0	0	0	0
Picture Books	1,581	22,337	14.13	22
Home Education	217	2,685	12.37	0
<b>Total Books</b>	<b>16,615</b>	<b>329,433</b>	<b>19.82</b>	<b>658</b>

**EM PURCHASES - SOUTH COAST CO-OPERATIVE - JULY 2012 - JUNE 2013**

category	Number	Cost	Average Price	Donation / Grant*
CDs	1,514	28,098	18.56	1
AudioBook (Junior/ Youth)	49	2,361	48.18	0
AudioBook (Adult)	926	58,195	62.85	0
VD (Adult)	1,473	38,775	26.32	0
VD (Junior)	444	8,673	19.53	0
Games/Puzzles	0	0	0	0
Playways (Adult)	398	39,035	98.08	0
Playways (Junior)	79	6,019	76.19	0
Playways (Youth)	56	4,840	86.43	0
<b>Total Non Book</b>	<b>4,939</b>	<b>185,996</b>	<b>37.66</b>	<b>1</b>
<b>Grand Total</b>	<b>21,553</b>	<b>515,429</b>	<b>23.91</b>	<b>659</b>

Includes Adult & Junior Videos & DVDs

Category	Number	Cost	Average Price	Donation / Grant
Reference	22	622	28.27	11
Adult Literacy	0	0	0	0
Adult Non-Fiction	2,041	45,763	22.42	155
Local Studies	6	55.50	9.25	88
Adult Fiction	2,628	53,720	20.44	166
Adult Paperbacks	116	699	6.03	0
Large Print	868	33,399	38.48	0
Young Non-Fiction	154	3,733	24.24	0
Young Fiction	653	7,951	12.18	36
Young Graphic	35	537	15.34	0
Young Large Print	0	0	0	0
Junior Non-Fiction	391	6,270	16.04	143
Junior Fiction	963	10,145	10.53	28
Junior Large Print	0	0	0	0
Junior Graphic	48	448	9.33	0
Junior Graphic	191	1,180	6.18	0
Picture Books	937	13,227	14.12	22
Home Education	217	2,685	12.37	0
<b>Total Books</b>	<b>9,270</b>	<b>180,434</b>	<b>19.46</b>	<b>649</b>

**NON-BOOK**

Category	Number	Cost	Average Price	Donation / Grant
CDs	1,514	28,098	18.56	0
AudioBook (Junior)	12	443.75	36.98	0
AudioBook (Youth)	11	241.25	21.93	0
AudioBook (Adult)	779	45,121	57.92	0
DVD (Adult)	1,473	38,775	26.32	0
DVD (Junior)	444	8,673	19.53	0
Games/Puzzles	0	0	0	0
Playways (Adult)	396	38,785	97.94	0
Playways (Junior)	79	6,019	76.19	0
Playways (Youth)	56	4,840	86.43	0
<b>Total Non Book</b>	<b>4,764</b>	<b>170,996</b>	<b>35.89</b>	<b>0</b>
<b>Grand Total</b>	<b>14,034</b>	<b>351,430</b>	<b>25.04</b>	<b>649</b>

\*\* Includes Adult & Junior DVDs



ITEM PURCHASES - KIAMA - JULY 2013 - JUNE 2014

\*Donation & Grant material only includes those catalogued and processed by Shoalhaven Libraries

BOOK

Category	Number	Cost	Average Price	Donation / Grant*
Reference	5	329	65.80	1
Local Studies	1	51	51.00	0
Adult Non-Fiction	779	17,069	21.91	4
Adult Fiction	1,485	29,942	20.16	2
Large Print	369	13,317	36.09	0
Young Non-Fiction	10	147	14.70	0
Young Fiction	173	2,125	12.28	1
Young Graphic Novels	4	47.40	11.85	0
Young Large Print	1	49.30	49.30	0
Junior Non-Fiction	80	1,312	16.40	0
Junior Graphics	0	0	0	0
Junior Fiction	301	2,847	9.46	0
Picture Books	338	4,764	14.09	0
<b>Total Books</b>	<b>3,546</b>	<b>72,000</b>	<b>20.30</b>	<b>8</b>

NON-BOOK

Category	Number	Cost	Average Price	Donation / Grant*
CDs	0	0	0	1
Audiobook (Young)	6	429	71.50	0
Audiobook (Junior)	5	289	57.80	0
Audiobook (Adult)	55	4,282	77.85	0
DVD (Adult)	0	0	0	0
DVD (Junior)	0	0	0	0
<b>Total Non Book</b>	<b>66</b>	<b>5,000</b>	<b>75.76</b>	<b>1</b>
<b>Grand Total</b>	<b>3,612</b>	<b>77,000</b>	<b>21.32</b>	<b>9</b>

ITEM PURCHASES - EUROBOALLA - JULY 2013 - JUNE 2014

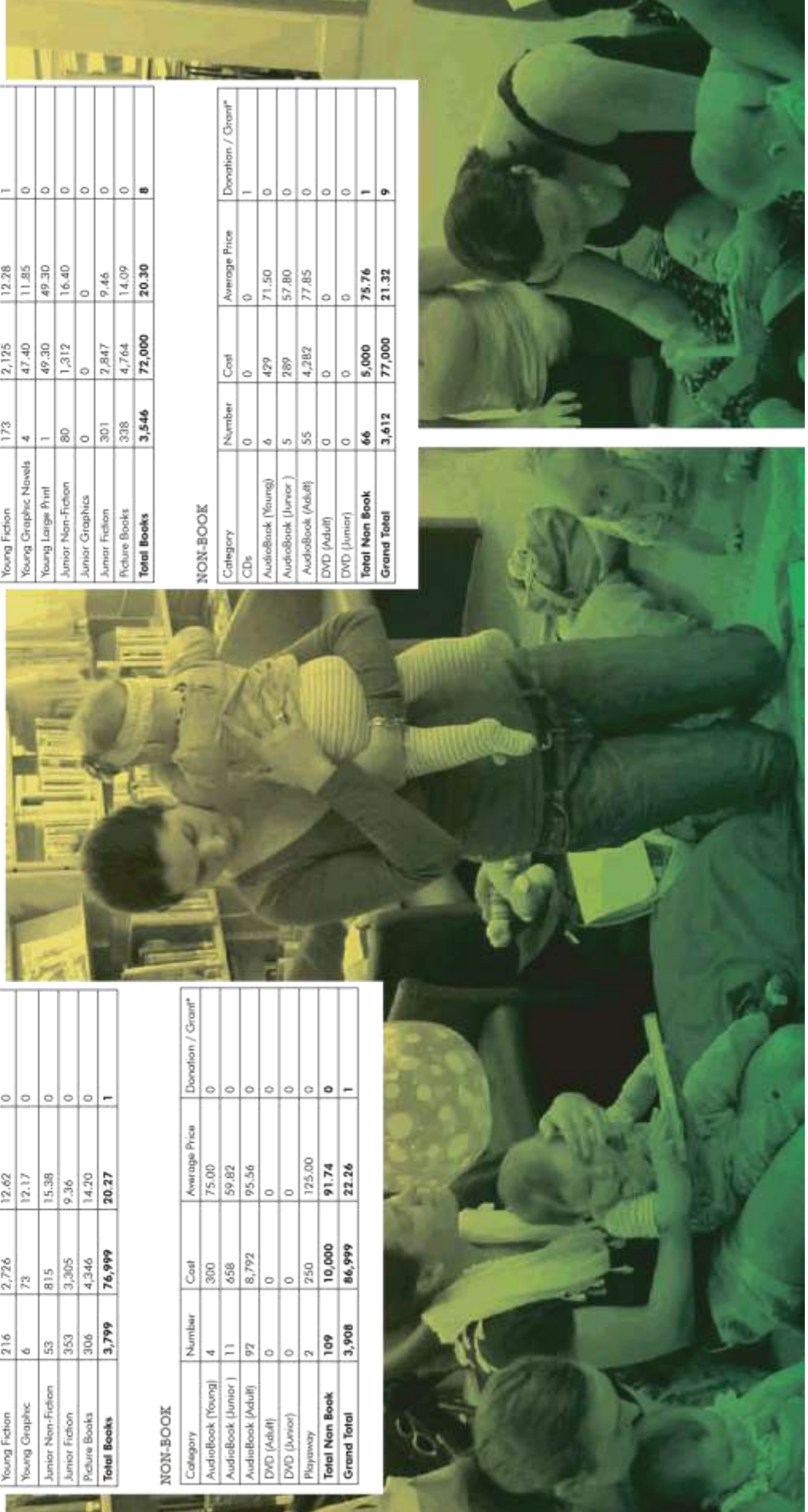
\*Donation & Grant material only includes those catalogued and processed by Shoalhaven Libraries

BOOK

Category	Number	Cost	Average Price	Donation / Grant*
Reference	3	393	131	0
Adult Non-Fiction	734	16,208	22.08	0
Local Studies	1	51	51	0
Adult Fiction	1,730	35,116	20.30	1
Large Print	394	13,916	35.32	0
Young Non-Fiction	3	50	16.67	0
Young Fiction	216	2,726	12.62	0
Young Graphic	6	73	12.17	0
Junior Non-Fiction	53	815	15.38	0
Junior Fiction	353	3,305	9.36	0
Picture Books	306	4,346	14.20	0
<b>Total Books</b>	<b>3,799</b>	<b>76,999</b>	<b>20.27</b>	<b>1</b>

NON-BOOK

Category	Number	Cost	Average Price	Donation / Grant*
Audiobook (Young)	4	300	75.00	0
Audiobook (Junior)	11	658	59.82	0
Audiobook (Adult)	92	8,792	95.56	0
DVD (Adult)	0	0	0	0
DVD (Junior)	0	0	0	0
Playaway	2	250	125.00	0
<b>Total Non Book</b>	<b>109</b>	<b>10,000</b>	<b>91.74</b>	<b>0</b>
<b>Grand Total</b>	<b>3,908</b>	<b>86,999</b>	<b>22.26</b>	<b>1</b>



	No of items purchased 12/13	No of items purchased 13/14**	Average Cost per item 12/13*	Average Cost per item 13/14	Purchases per capita 13/14
Shoalhaven	13,101	14,623	24.64	22.18	0.15
Eurobodalla	3,697	3,908	23.53	22.26	0.10
Kiama	3,304	3,612	23.31	21.32	0.16
<b>Total</b>	<b>20,102</b>	<b>22,143</b>	<b>23.83</b>	<b>21.92</b>	<b>0.14</b>
NSW Av	14,362	21,06			

\*Includes expenditure on periodicals and donations counted as acquisitions purchased as part of the Cooperative only

**ITAL LOANS - ALL FORMATS - 2013-2014**

	Loans**	Population*	Per Capita
Shoalhaven	501,357	96,717	5.18
Eurobodalla	229,169	36,940	6.19
Kiama	133,065	20,843	6.37
<b>Total</b>	<b>863,591</b>	<b>154,500</b>	<b>5.91</b>
NSW Av	454,203		5.70

\*population figures used are ABS, taken from the Public Library Statistics 2012/2013 \*\*includes eBooks & eAudio

**LOANS BY FORMAT**

	Adult Non Fiction	Junior Non Fiction	Youth	Picture Books	EBooks	Total
Shoalhaven	65,802	11,542	7,821	46,134	13,178	384,000
Eurobodalla	28,102	2,246	2,979	14,447	2,812	190,172
Kiama	16,584	2,401	3,444	13,089	2,370	105,823
<b>Total</b>	<b>110,488</b>	<b>16,189</b>	<b>14,244</b>	<b>73,670</b>	<b>18,360</b>	<b>679,995</b>
NSW Av	61,723	13,447	13,259	43,588	3,385	

\*Includes large print

**ON-BORES**

	Audio-Book*	CDs*	DVDs*	CD-ROM	Toys / Games	EAudio	Total
Shoalhaven	19,811	20,437	53,719	4	1,434	2,065	97,470
Eurobodalla	5,343	484	20,704	23	197	565	27,316
Kiama	3,432	4,069	11,438	8	1,087	272	20,306
<b>Total</b>	<b>28,586</b>	<b>24,990</b>	<b>85,861</b>	<b>35</b>	<b>2,718</b>	<b>2,902</b>	<b>145,092</b>
NSW Av	11,571	16,301	83,825	918	3,156	1,362	

\*Includes Junior AudioBooks/CDs/DVDs

	Lending	Non Lending	Total
Shoalhaven	167,571	11,116	178,687
Eurobodalla	91,980	1,408	93,388
Kiama	47,559	2,034	49,593
<b>Total</b>	<b>307,110</b>	<b>14,558</b>	<b>321,668</b>
NSW Av	118,908	14,426	133,192

\*Including Serials

**BOOK STOCK\***

	Adult Non Fiction	Junior Non Fiction	Adult Fiction**	Youth	Junior Fiction	Picture Books	Total
Shoalhaven	66,485	9,647	44,344	6,833	15,312	9,875	152,496
Eurobodalla	28,693	4,412	34,585	3,883	7,239	5,476	83,788
Kiama	14,732	2,137	17,738	2,695	4,363	2,784	43,849
<b>Total</b>	<b>109,910</b>	<b>16,196</b>	<b>96,667</b>	<b>12,311</b>	<b>26,914</b>	<b>18,135</b>	<b>280,133</b>
NSW Av	39,564	8,709	30,880	5,035	9,910	8,039	

\*including Serials \*\*Includes large print

**NON BOOK STOCK**

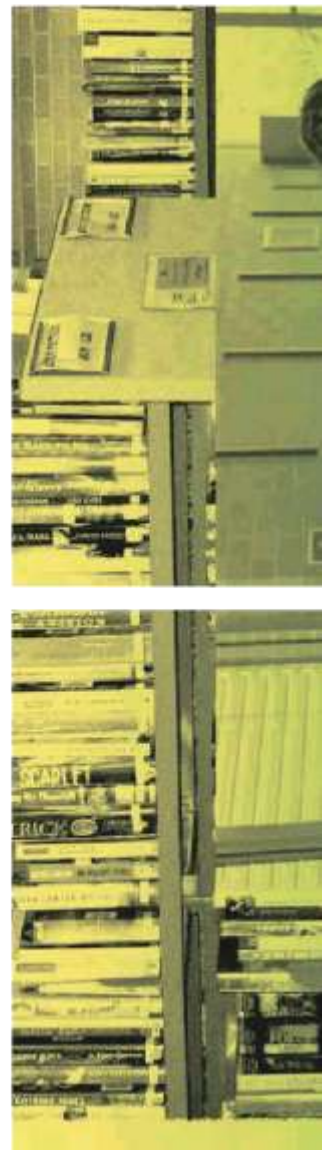
	Audio-Book*	CDs*	DVDs**	CD-ROM	Toys / Games	Total
Shoalhaven	4,636	5,912	12,897	13	1,241	24,699
Eurobodalla	1,479	142	4,488	23	135	6,267
Kiama	877	1,142	1,349	20	65	3,453
<b>Total</b>	<b>6,992</b>	<b>7,196</b>	<b>18,734</b>	<b>56</b>	<b>1,441</b>	<b>34,419</b>
NSW Av	2,806	3,910	13,097	283	369	

\*Includes Junior \*\*Includes 4,857 video titles available through NSWnet database

**SEPARATE COLLECTIONS**

	Reference*	Literacy	Large Print	Local Studies	Home Library Service	E Books**	E Audio**	Total
Shoalhaven	4,777	17	11,843	6,339	0	4,550	192	27,718
Eurobodalla	1,342	19	9,095	32	0	4,550	192	15,230
Kiama	1,067	155	5,289	967	0	4,550	192	12,370
<b>Total</b>	<b>7,186</b>	<b>191</b>	<b>26,327</b>	<b>7,338</b>	<b>0</b>	<b>13,650</b>	<b>576</b>	<b>55,268</b>
NSW Av	4,662	1,059	6,759	9,214	2,329	6,227	1,251	

\* includes local studies \*\*includes 3,444 eBook titles available through NSWnet database



Item 15.9

Enclosure 2



MEMBERS OF STAFF — June 2013

SHOALHAVEN LIBRARIES

Name	Position
Noela Lim	Co-Operative Library Manager Manager, Shoalhaven Libraries & Community Service until 19/7/2013
Sarah Taylor	Library Services Manager, Shoalhaven Libraries
Dorlin Marshall	Librarian - Local Studies
Maria Toibruogge	Library Technician - Interlibrary loans/Systems Support
Diana Thomas	Librarian - Community Information (Part time), until April 2014
Carol Andrews	Customer Services Manager, raised 25/10/2013
Jessica Green	Customer Services Manager
Carla DeCath	Children's and Youth Services Technician
Michelle Chapman	Library Assistant - PPT
Bronwyn Gollan	Library Assistant - PPT
Kelly Woods	Library Assistant - PPT
Kristin Miller	Library Assistant - PPT
Ursula Benz	Library Assistant - PPT
Darleen Boffa	Library Assistant - Outreach Support
Carla Jockett	Library Assistant (Casual)
Paul Poulson	Library Assistant (Casual)
Karyn Knowles	Library Assistant (Casual)
Gail Wainwright	Library Assistant (Casual)
Geoff Hadfill	Library Assistant (Casual)
Diane Watson	Library Assistant (Casual)
Kerry Johnson	Library Assistant (Casual)
Robin Sharpe	Library Assistant (Casual) Outreach Services Manager
Neville Bouke	Librarian - Catalogue
Vacant	Library Technician - Cataloguing/Serials
David Caton	Library Assistant - Aboriginal
Denise De Strana	Library Administration

DONATIONS AND DISCARDS - 2013-2014

	Donations*	Purchases**	Discards	Discards as a % of Acquisitions*	Discards as % of Total Stock*
shoalhaven	649	14,623	10,042	68.67	5.62
arabodalla	982	3,908	4,510	115.40	4.83
lisma	401	3,612	3,376	93.47	6.81
<b>Total</b>	<b>2,032</b>	<b>22,143</b>	<b>17,928</b>	<b>83.18</b>	<b>5.75</b>
SW Av	1,409	14,362	17,285	114.64	12.37

\*Includes serials. \*\*Cooperative purchases only

Library Membership - Active Members - 2013-2014

Note: Inactive members are deleted from the database if they have not borrowed over the past 3 years.

	Adult	Junior	Institutions	Other*	Total	Non-Residents	% of Pop
shoalhaven	30,642	8,008	198	0	38,848	616	40.17
arabodalla	17,959	3,024	71	0	21,054	821	57.00
lisma	11,327	5,501	5	0	16,833	54	80.76
<b>Total</b>	<b>59,928</b>	<b>16,533</b>	<b>274</b>	<b>0</b>	<b>76,735</b>	<b>1,491</b>	<b>59.31</b>
SW Av	25,953	6,415	117	1,032	31,192	5,169	

\*Monthly (Eckmanns Bay)

Summary of Comparative Statistics

	Library Materials per capita	Adult Fiction as a % of total book stock	Turnover of Stock
shoalhaven	1.85	29.08	2.99
arabodalla	2.53	41.28	2.49
lisma	2.38	40.45	2.80
SW Av	2.41	33.22	3.31

DOCUMENT DELIVERY

	Inter Library Loans request sent to other libraries	Inter Library Loan requests received from other libraries	Internet Access	Information Requests
shoalhaven	324	460	49,524	74,539
arabodalla	7	141	201,801	17,280
lisma	11	163	116,834	30,647
SW Av	403	442		

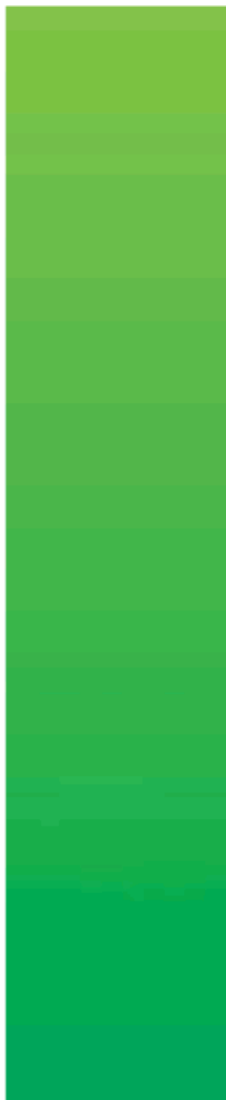
**KIAMA LIBRARY SERVICE**  
**Librarians - Full Time**  
 Michelle Hudson BAppSc (Lib)  
 Ken Donnellan BAppSc (Lib)  
 Tim Atkinson BA (LibSc)  
**Library Officers**  
 Michael Dault DipLibnServices; BArch; DipArtsArch  
 Sharon Jones DipLibnServices  
 Karan Oldershaw DipLibnServices  
 Kyle Hillcoat DipLibnServices  
**Family History Officer**  
 Susan Lark AdDipLocApplHist; AAGRA  
**Library Assistants - Casual**  
 Jenny Marshall DipOT; DipLibnServices  
 Elizabeth Skovits Cert. III LibnServices  
 Mandy Thorpe DipLibnServices  
 Catherine Taylor Graduate Certificate in Information Studies

Library Assistant - Acquisitions  
 Library Assistant - Acquisitions (part time)  
 Collection Services Manager  
 Library Assistant - Branch Support  
 Mobile Library Officer  
 Branch Manager  
 Library Assistant  
 Library Assistant - PPT  
 Library Assistant (Casual)  
 Library Assistant - Milton  
 Librarian  
 Library / Visitors Centre Assistant - Part time  
 Library / Visitors Centre Assistant - Part time  
 Library / Visitors Centre Assistant - Part time  
 Library / Visitors Centre Assistant - Part time  
 Library / Visitors Centre Assistant (Casual)  
 Library / Visitors Centre Assistant (Casual)  
 resigned 14/3/14

ter Murphy  
 cant  
 cole Lonsborough  
 lera Nettie  
 cant  
**LY & BASIN (SANCTUARY POINT)**  
 ki Hoskins BA (LibSc)  
 ne Lee AssDegSc (LibTech)  
 arnie Carroll AssDipArts (LibPrac)  
 ne Gardner  
**ILTON VILLAGE**  
 zorni Boyce AssDipArts (LibPrac)  
 Grad.Cert. Mgmt (Professional Practice)

**LADULLA LIBRARY AND VISITORS CENTRE**  
 yne Encke BA (LibSc)  
 nice Allam  
 nabiell Bamford  
 lly Rogers AssDegSc (LibTech)  
 arlyn Stevens  
 ye Stapleton BA (Cmi)  
 ulvine MacLise  
 jnd McCarthy

**PROBODALLA LIBRARY SERVICE**  
**ouya**  
 nice Taylor Dip.Lib. BA (Politics, Ec. Hist)  
 xena Lawrence GradDip Applied Science  
 (Lib. Info. Management)  
 aron Harris  
 rny Judd  
 dy Wilson  
 rbara Stephens  
**rooma**  
 zine Lhou Dip.LibnServices  
 'yeller Willcocks  
 ab Colburn  
 sula Kelly  
**temans Bay**  
 dee Burnett BA (Library Science)  
 lbbie Williams Dip. LibnServices  
 xegaret Brus Dip. LibnServices  
 xy Cashman Dip.Libn&Cultural Services



Item 15.9

Enclosure 2

**Kiama Hospital Project – Estimated Consultant Fees**

Consultants	Firm	\$
Premier Consulting -Lead Consultant - Development, Project (up to DA lodgement )	Premier	94,400
Premier Consulting - Financial modelling	Premier	20,000
Premier Consulting – analysis of options for rear of site	Premier	16,000
Architect	TBA	148,000
Planning Consultant	TBA	16,000
Surveyor (allowance )	TBA	3,000
Geotech (allowance - noting previous reports etc )	TBA	4,000
Arborist (noting previous report)	TBA	8,000
Heritage Architect (noting previous report )	TBA	6,000
Quantity surveyor /Cost consultant	TBA	16,000
Structural Eng	TBA	10,000
Civil Engineering	TBA	13,000
Services	TBA	
Mechanical	TBA	12,000
Lifts	TBA	2,000
Electrical / IT / Communications	TBA	10,000
Hydraulic / Fire	TBA	14,000
Level 3 High Voltage	TBA	4,000
ESD /Section J	TBA	5,000
Traffic /Transport	TBA	8,000
Kitchen Equipment Specialist	TBA	5,000
Laundry &Waste Specialist	TBA	5,000
Landscaping	TBA	14,000
Interiors	TBA	5,000

BCA /Compliance	TBA	4,500
Assessibility	TBA	3,000
Acoutics engineer	TBA	5,000
Legal Services Consultant (allowance )	TBA	5,000
Document Reports/DA /JRPP etc	TBA	18,000
Post Lodgement Fees for DM /Architect /Consultant team for DA Approval (allowance )	TBA	18,000
Contingency		20,000
<b>Total Consultants</b>		<b>491,500</b>
Project Fees		
DA Authority Fees		TBA
Long Sevices Levy Fees		TBA
CC Authority Fees and Charges		TBA
Water & Sewer DSP Charges		TBA
Section 94 Contributions		TBA
Total Authority Fees		TBA
<b>Total Project Fees</b>		<b>TBA</b>

MINUTES OF THE KIAMA DEVELOPMENT INDUSTRY COMMITTEE MEETING HELD IN COMMITTEE ROOM 1, COUNCIL ADMINISTRATION BUILDING ON 17 FEBRUARY 2015

**COMMENCING AT:** Meeting commenced at 2.00pm

- 1. PRESENT:** Cllr Dennis Seage (Chairperson), Phil Costello, Chris Fuller, Darren Brady, Ian Kilmore, Gary Reilly, Daryl Smith, Patrick Mahedy, Steve Thomas, Tony Wallace, Ted McGuinness, Michael Mantei and Phil Williams.
- 2. APOLOGIES:** No apologies received

Item	Action
<p><b>3. Confirmation of Minutes of meeting held 11 November 2014</b></p> <ul style="list-style-type: none"> <li>• Councillor Seage provided an overview of the matters discussed during the meeting of 11 November 2014.</li> <li>• The minutes of the meeting of the Kiama Development Industry Committee held on 11 November 2014 were confirmed by Steve Thomas, seconded by Gary Reilly and adopted.</li> </ul>	
<p><b>4. Matters Arising</b></p> <ul style="list-style-type: none"> <li>• As resolved at the previous meeting, Chris Fuller provided a copy of tree planting information, taken from Mosman Council, to all present.</li> <li>• The planning proposal to allow the subdivision of new dual occupancies without the need to lodge an objection under Clause 4.6 of the LEP should be lodged this year. Phil Costello acknowledged the shortage of Strategic Planning staff which may delay this.</li> </ul> <p>Council are legally obligated to process applications under the current legislation and policies. Patrick Maheady requested information be placed on Council's website outlining the process used to deal with these applications.</p> <ul style="list-style-type: none"> <li>• Phil Costello will review the condition requiring waste certificates.</li> <li>• Darren Brady is currently reviewing the DCP chapter which details greenfields subdivision developments. Feedback regarding changes to this chapter should be provided to Darren. The chapter will be reported to Council and to committee members when finalised.</li> <li>• Chris Fuller advised the Committee that the establishment of physical commencement was still a matter of determination by the applicant and had legal consequences. Michael Mantei advised that Kiama Council is not alone in this stance and Council's are not obliged to provide advice in this regard unless they are required to provide a Construction Certificate. Patrick Maheady requested Council provide benchmarks for establishment of physical commencement.</li> </ul>	<p><b>Phil to review condition</b></p>

Item 15.14

Enclosure 1



MINUTES OF THE KIAMA DEVELOPMENT INDUSTRY COMMITTEE MEETING HELD IN COMMITTEE ROOM 1, COUNCIL ADMINISTRATION BUILDING ON 11 NOVEMBER 2014

Item	Action
<ul style="list-style-type: none"> <li>• Council was approached regarding the addition of Michael Mantei to the Committee. Advice was provided that all committees are reviewed in September and it is at this time when Michael may apply, so as not to create a precedent. The <b>Committee unanimously voted</b> that Michael was welcome to attend any future meetings and will be sent all meeting information and agendas.</li> </ul>	<p><b>Chris to include Michael when sending meeting information.</b></p>
<p><b>5. General Business</b></p>	
<p><b>(a) Review of Chapter 9 Kiama DCP 2012 – Car parking requirements (General input)</b></p> <ul style="list-style-type: none"> <li>• At February’s Council Meeting the Councillors resolved that the Chapter be referred to this Committee for review and feedback prior to Public Exhibition.</li> <li>• Concerns raised included where some areas of the municipality were disadvantaged by the current car parking calculations when the town centre is not located near the train station, unfairness where restaurants were expected to provide car parks or pay Section 94 Contributions which were quite expensive.</li> <li>• All feedback should be forwarded to Darren Brady.</li> </ul> <p><b>(b) Recognition of DA acceptance practices – Chris Fuller</b></p> <ul style="list-style-type: none"> <li>• The Committee was provided with information regarding acknowledgement of Council’s movement towards a paperless office by JBA and the improvement and cost effectiveness this has brought about.</li> </ul> <p><b>(c) Work/live units in B2 – Local Centre zones – Patrick Maheady</b></p> <ul style="list-style-type: none"> <li>• Patrick raised concerns regarding the loss of the live/work residential unit requirements in the B2 zone. This has affected the Gerringong area and is not in keeping with the affordable housing choices. The Charette and development of Elambra Estate provided forecasts and did not foresee the time changes would be brought about.</li> </ul> <p><b>(d) Formation of LEP Review Steering Committee – Clr Seage</b></p> <ul style="list-style-type: none"> <li>• The formation of the Committee was passed at the February Council Meeting. Phil Costello will create the terms of reference and type of memberships for the committee, which will then be provided to the Council meeting for advertising. The aim of this committee will be to come up with ideas and solutions for the current LEP as well as the future LEP and bring these to the Council meetings.</li> </ul> <p><b>(e) Requirements for registration of driveway crossing contractors – Ted McGuinness</b></p> <ul style="list-style-type: none"> <li>• Darren Brady advised those on the list must have \$20 million public liability, Green card and be a general contractor. Those on the list include concreters,</li> </ul>	<p><b>Chris to provide members with the advertisement</b></p> <p><b>Darren to</b></p>

**Item 15.14**

**Enclosure 1**

MINUTES OF THE KIAMA DEVELOPMENT INDUSTRY COMMITTEE MEETING HELD IN COMMITTEE ROOM 1, COUNCIL ADMINISTRATION BUILDING ON 11 NOVEMBER 2014

Item	Action
<p>builders and other trades people.</p> <ul style="list-style-type: none"> <li>• When constructing a driveway crossover a \$600 bond must be provided to Council and it must be inspected by Council.</li> <li>• Originally the list was small as it was limited to concreters only but after receiving complaints from residents it was expanded to provide a variety of options. Council has not seen any problems due to the quality control mechanisms in place.</li> <li>• Ted McGuinness suggested a statutory declaration be provided stating the person is capable of reading levels on plans.</li> <li>• An example was provided on 50 Riverside Drive (by Phil Williams) where Council have signed off on a driveway which does not meet the criteria, with no owner responsibility.</li> </ul> <p><b>(f) EFT payments implementation – Steve Thomas</b></p> <ul style="list-style-type: none"> <li>• Steve Thomas advised they have been instructed not to make any payments through bank transfer as they are very hard to track and match up. Due to the decrease in clients holding cheque accounts, the process is becoming difficult.</li> <li>• Chris Fuller advised the committee that IT are updating e-services and EFT was on this agenda. It may be approximately 6 months before this is available. Currently BPAY is available as well as paying by credit card over the phone.</li> </ul> <p><b>(g) Southern Councils – Panel of Trade Services – Clr Seage</b></p> <ul style="list-style-type: none"> <li>• This will be provided for across Shoalhaven, Kiama and Shellharbour Councils.</li> <li>• The Committee was asked to provide this information to other tradespersons they know.</li> <li>• It was suggested this could be expanded to include professional services and should be raised at the next Southern Councils Meeting.</li> </ul>	<p><b>report to the next meeting of the minimum requirements for concretors.</b></p> <p><b>Darren Brady to inspect premises and report back to Committee</b></p> <p><b>Steve to provide Chris with details regarding the bank transfer process conducted previously.</b></p>
<p><b>6. Next Meeting</b></p>	
<p>The next meeting is scheduled be held Tuesday, 14 April 2015 – 2pm in Committee Meeting Room 1/ Council Chambers.</p>	

**Meeting closed: 3.25pm**

**MINUTES OF THE SOUTH PRECINCT Meeting**  
**held on Thursday 19 February 2015 at Gerringong Town Hall**

**Meeting Opened** at 7.48pm following a workshop on the proposed new Precinct Guidelines.

**Attendance** 30 Precinct members present with Darrell Clingan in the Chair.

The Chair thanked the Mayor Brian Petschler and Councillors Mark Honey and Andrew Sloane for their attendance at the workshop and meetings

**Apologies:** James Doak, Albert and Heti Stein, Cecily Hewitt, Linda Brazier

The Chair welcomed Terry Barrett, Greens Candidate for Kiama for the coming state election and Cara Brookes and Scott McBain from the Community Liaison Team of Fulton Hogan

**Highway Upgrade**

- Final asphalt layer on Omega Bridge finished today.
- Railway station carpark upgrade – community letter and on website
- Southbound lanes under continuing construction. On track for completion midyear.
- Union Creek Bridge – will be done but not under Fulton Hogan's brief
- Fern St may still flood one or two times per year.

**Minutes of the meeting of 18 December** were taken as read and confirmed.

Moved Stephen Brazier/ Warren Holder carried

**Business Arising:**

- Question asked re access at Gerroa for beach haul fisherman. – the approval was not a decision of Council because the applicant had a licence from the State Government for beach haul fishing.

**Correspondence:**

- Motion from December meeting re Draft Illawarra Regional Growth and Infrastructure Plan. Responses received from Brian Petschler, Andrew Sloan, Terry Barrett, and Pru Goward – Minister for Planning
- Gareth Ward – re Preserving Public Open Space.
- Megan Hutchison – Kiama Economic Development Committee. To visit Gerringong on 26 May at 5.45pm to look at factors affecting the economic development of Gerringong. Mark Honey stated that he is the chair of that committee.

**Council Papers: Agenda for the meeting 10 February 2015**

- Union Ck Bridge – Council to do work with assistance from RMS.
- Notice of motion in relation to land at Willawa Ave/Fern St and 60 Blackwood St  
The Mayor reported that Council has determined to take no further action re the Blackwood St land. Willawa Ave/Fern St land to be further considered

**DAs – nil**

**Neighbourhood Watch** Bill Pople still recovering from stroke. He reports that crime is at its lowest

**General Business**

James Doak asked about how often LEPs and DCPs are disregarded in relation to Development Applications. Each case must be considered on its merits. Significant developments often push the limits. Not every case is black and white.

Funding for Weed Control. Wayne Wells asked that we continue to seek funding through Ann Sudmalis.

Crooked River Estuary Management Committee – it was reported that the committee has only met one. Andrew Sloane reported that the committee has met twice and is waiting for report. Andrew will follow up with Michael Hindmarsh.

**Guest Speaker: Terry Barrett, Greens Candidate for Kiama for coming State Election**

Terry gave a presentation to the meeting of his background and involvement in the local community through his employment with Sydney Water and more recently as a member of the Gerroa Environmental Protection Society.

New policy on transport just released by Greens Party

Concerns re pressures on rural lands and environmental values by development proposals and changes to planning laws

**Michael Hindmarsh** asked a question about the official opening of the Omega Bridge

**The meeting closed at 9.10pm**

**Next Meeting: Thursday 19 March 2015 at Gerringong Town Hall 7.30pm**

**Darrell Clingan** Chairperson .....

**Graham Fairbairn** Secretary .....

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**Minutes of the Kiama Health & Sustainability Committee meeting held on 29 January 2015 in the Council's Committee Room 1 at 5.30pm.**

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**Present:** Councillor Kathy Rice, Councillor Andrew Sloan, Leonardo Murgo, Alexandra McPaul, Kathy Richardson, Edwin Humphries, Paul Czulowski, Billy Wang, Byron Robinson (minutes), Sandra Ruecroft

**1. Apologies:**

Nick Guggisberg

**2. Minutes of Previous Meeting:**

Clr Rice noted that the minutes were brief and missed some of the more detailed discussions at the meeting.

**Motion:** That the minutes of the meeting held on 20 November 2014 be accepted as a record of the meeting.

**Moved:** Edwin Humphries                      **Seconded:** Kathy Richardson                      **CARRIED**

**3. Correspondence:**

Kathy Richardson sent a health and nutrition paper she had been working on in 2012 to the committee on the afternoon of this meeting.

**4. Business Arising from the Previous Minutes:**

*4.1 Committee work priorities for 2015*  
see Item 6.3 in General Business

*4.2 Methods of contribution of committee members to committee priorities (c)*  
Comment: That generally, members are unable to run workshops but are keen to contribute research and advice unless a member has a specific relevant expertise or capacity.

**5. Department Updates:**

*5.1 Engineering and Works*                      Billy Wang

- Public exhibition of Riverside Driver Plan of Management
- SES Headquarters storage facility is under construction
- New amenity block plan is currently out for tender
- Factory Lane bridge replacement is set to start
- Union Creek bridge tender assessment is complete and Council will begin work on the upgrade. Billy Wang explained that Council was undertaking this work due to a variation being required to the original highway upgrade if current contractors were to complete this work. This work is fully funded but Council will be undertaking the work. This is due to the flood proofing required in Fern Street.
- Kiama memorial arch restoration funding has been identified and will be undertaken.

*5.2 Health and Environment*                      Paul Czulowski

- Paul Czulowski referred to the circulated document on the environment sections updated. This included:
  - The start of the OK Organics program in Zone 4, with the preliminary results showing a great result with avoided landfill costs of approximately \$5,000.
  - Key projects to come included the upgrade of the transfer station and tender for organics processing.

- Alexandra McPaul asked what the cost of the extra collection would be compared with avoided landfill costs.  
Paul Czulowski explained that the aim was for the service to be cost neutral, and if results were good there may even be a slight drop in cost. Council will now be required to go out to tender for processing of collected food and garden organics, as Council was not successful in obtaining funding for an on site processing facility.
- Alexandra McPaul asked if there was any clause in the tender documentation which would put emphasis on local processors vs international multi nationals.  
Paul Czulowski explained that the assessment would be undertaken to a specification and that price and transport costs would have to be assessed, and Council has a local preference purchasing policy which would be part of the assessment.
- Alexandra McPaul also enquired about the enviropod project and drain stencilling.  
Byron Robinson explained that the enviropods sit in the stormwater pits and catch litter and sediment, and Council will be stencilling these pits over the next couple of months with a message 'from the streets to the sea' which plays two roles in awareness / education and also it identifies which drains have enviropods for servicing.

### 5.3 Community Services Sandra Ruecroft

- The Health Promotion Officer position had been advertised
- Community garden procedure has been progressed. Sandra Ruecroft will be working further in identifying sites which are feasible
- New residents kit is being updated, hopefully it will be out in Feb/March.  
Kathy Richardson asked if online version would be available.  
Sandra Ruecroft informed the committee this was the eventual aim, but it requires more work to get to this stage
- The Dementia Friendly Project summary had been distributed to the committee.
- Clr Kathy Rice noted that the findings of this report and the age friendly by design need to be incorporated in an update of the health plan.
  - Kathy Richardson asked if the committee needs to act on any recommendations in the reports?
- Sandra Ruecroft explained that the idea of the surveys was to provide guidance and recommendations to Council operations and that these recommendations are incorporated into everyday Council operations and through the Community Strategic Plan.
- Clr Kathy Rice noted that the findings in these reports and recommendations are something that Council needs to look at in future development and growth plans when they are reviewed and updated.
- Alexandra McPaul referenced the recent benevolent society development in Sydney as best practice and that mixed development including over 55s and other housing all in one development is different to how Australia does it currently.
- Clr. Andrew Sloan noted that reviews of DCPs is the time to have creative ideas and controls included to encourage mixed age development, however current SEPPs allowed development over which local government has little control. Alexandra McPaul will circulate the information on the humanitas development to the committee.
- Clr. Kathy Rice noted that Council should aspire to incorporate these things into future development.

## 6. General Business

### 6.1 Regional Waste Plan

Paul Czulowski noted that this was circulated for information and that he would report back on the projects which would be rolled out after they had been prioritised. Paul Czulowski also asked the committee to consider these regional projects and if they had any further ideas for regional waste projects to email them to him.

### 6.2 CSIRO climate change impacts

Edwin Humphries provided a summary presentation to the committee regarding the latest climate change predictions for Australia released in a CSIRO report on 27 January. The main messages for the Kiama / southern NSW region include:

- Trend in decreasing winter and spring rainfall, unclear changes in summer and autumn
- Average temperature will continue to increase in all seasons. All emissions scenarios project increase between 0.5-1.2 Celsius above 1986-2005 averages by 2030. Higher emissions scenarios predict between 2.7-4.2 Celsius of warming by 2090, lower emissions scenarios between 1.2-2.1 Celsius by 2090.
- More hot days and fewer frosts
- Annual rainfall predicted to decrease, expected to be increase in intensity of extreme rainfall events
- Mean sea level will continue to rise as will height of extreme sea level events

### 6.3 Committee Priorities

#### • Workshops

- Alexandra McPaul suggested that workshop communication needs to be more coordinated and cohesive to give to community a clear message of what is trying to be achieved. Suggested asking residents what they want for workshops.
- Byron Robinson explained that workshop topics have been selected based generally on what government incentives are around at the time and also based on experience from the Sustainable Illawarra Program where many different workshops were run.
- Clr. Andrew Sloan suggested maybe using facebook through the communications section to go to the public for feedback on workshop topics. Then you also have a list of interested parties for that workshop.
- Paul Czulowski also informed the committee that there will likely be the opportunity for composting and recycling workshops which would be funded under a grant which has been submitted to the EPA. Council will know shortly if they have been successful in securing 2 years worth of workshop funding.
- Clr. Kathy Rice suggested an upcycling workshop may appeal to a younger audience and would be a good event to run.
- Edwin Humphries suggested retrofitting of a house could be run through community college as a number of small workshops for each area. He also suggested there is a lack of health focused workshops or information sessions and suggested running something on availability of services for carers of relatives as this is communicated poorly.
- Clr. Andrew Sloan suggested that we go to communications to get an article in Kimunico or facebook to survey community on workshops they would like and also how they would like them delivered.
- Paul Czulowski suggested a heat stress workshop aimed at seniors.
- Leonardo Murgu suggested that we have an expert in the community Harry Sprintz who is a recognised expert in architectural design for disability access and has written a book on retrofitting the home for accessible living.
- Edwin Humphries asked if there was anything wrong with offsetting the costs of workshops through a nominal charge.
- Kathy Richardson suggested that not everything needs to be covered by a workshop, it could involve developing a 10 minute video.

**Action** Bryon Robinson to organise with the communications team to put brief survey on Facebook regarding health and sustainability information and workshops.

6.4 *Event / Campaign*

- Clr. Andrew Sloan suggested that Council look at signage across the municipality about the Take 3 program and replace redundant signs.
- Alexandra McPaul suggested using the back of current signs to put Take 3 message on so people see it when they are leaving the reserve or area.
- Clr Andrew Sloan suggested that after the presentation from Edwin Humphries, review of adaptation strategies for Council would be important. Byron Robinson explained that a departmental review of the current adaptation plan is required to assess actions which have been completed, and those which require more work or are redundant.
- Edwin Humphries suggested we need to consider the predicted medium scenario possibilities as well as the worst case scenario in adaptation planning.
- Kathy Richardson suggested this comes back to urban development and planning.
- Clr Andrew Sloan suggested that in planning terms the committee could provide input into the review of DCPs, and it would be a good idea to know which DCPs were being reviewed in the next 12-24 months.

**Action** Byron Robinson to ask Manager Strategic Planning which DCPs are being reviewed in the next 12-24 months

**7. NEXT MEETING:**

The next meeting of the Kiama Health & Sustainability Committee meeting will be held on 26 March 2015 at 5.30pm in Council's Committee Room 1. [4<sup>th</sup> Thursdays bi-monthly]

**The being no further business the meeting closed at 7.45pm**