



ORDINARY MEETING OF COUNCIL

ENCLOSURES

Tuesday 18 August 2015

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Minutes of the Kiama Cultural Board Committee meeting held on Thursday 25 June 2015 in Council Committee Room 1 at 5.30pm

Present: Ross Eggleton, Catherine Carr, Mark Wilmott, Louise Croker, Gregor Cullen, Cr Mark Way, Lisa Evans, Cr Neil Reilly

Apologies: Christine Paice, Tamara Campbell

Absent: Gordon Streek

Tourism Manager, Lisa Evans

Lisa spoke to the Board about her role in Council

- Strategic role
- 2yr funded position
- Developed marketing strategy
- Working on building up off season tourism
- Destination NSW funding – KISS Arts Festival and Jazz Club
- Looking to work with the Board and Community and Cultural Development Officer amongst others to build events and projects that bring in tourism
- Developing an events manual to assist people approaching Council who want put on events in Kiama – will approach Community and Cultural Development Officer and Board to look at draft
- Working with Council to potentially increase staffing to include an Event Coordinator
- Discover Kiama website developed and hopefully live by Friday 26 June – arts community can utilise the site

Tourism and the Arts

Tourist holiday research is showing that people are looking for things to do. Events are drivers for bringing tourists into an area.

Close distance to Sydney and Canberra is beneficial, there are opportunities with State Rail to create packages and include arts on the trains.

Discover Kiama – Lisa and Community and Cultural Development Officer to coordinate information for inclusion of both websites.

Terry Robson- James Valentine afternoons

Previous Minutes

Accepted

Moved: Catherine Seconded: Gregor CARRIED

Business Arising

Nil

Community and Cultural Development Officer Report

1. Events

Discussions have been held with Kiama Library regarding the possibility of a Readers Festival. The Friends of the Library and Library staff will pursue the idea

at this stage. With Council Event Officer and Community and Cultural Development Officer to give support where possible within existing workloads

Music in the Park sessions have restarted for the year, the Kiama Jazz and Blues Club are successful contractor for this year's sessions.

Busking in the main street is being organised for the Saturday (8th) of Local Government Week in August

2. Kiama Cultural Network

A quote from Handmade Web has been received, Councils Community and Cultural Development Officer will be following up in regard to an upgrade of the Kiama Cultural Arts Network blog site in the 2015/16 financial year.

3. Daisy the Cow

Repairs delayed due to school holidays and need to contact the High school for potential involvement.

4. Exhibitions

Library Exhibition Space guidelines are being developed, will call for artists in August

Crooked River Winery have exhibition, artist in residence and workshop space available. Discussions with the winery and local artists are currently underway.

5. Public Art

Sydney Water pump station at Bombo has recently been given a mural by local street artist Trait. Trait would like to do more street art in the area for free, locations need to be identified.

Process for installation of the Flugelman sculpture has started with location site the first matter to be decided.

6. Arts Honour Roll

Due to promotion in August

General Business

Art Collection Acquisition

New acquisition criteria accepted

Moved: Cr Mark Way

Seconded: Cr Neil Reilly

CARRIED

Flugelman Sculpture

Council's Community and Cultural Development Officer to organise sculpture visit and site tour.

Marketing Strategy- First Steps

Hold over until next meeting

Arts Centre

The Board recommended that an EOJ process not a design competition be undertaken to procure plans for the arts centre site.

Arts and Aged Care

Gregor to attend the Hospital site public meeting on behalf of the Cultural Board. IRT has research grants available, Centre for Health Initiatives interested in

Clare to be invited to next Board meeting to update about the Hospital site.

Economic Development Committee

Business cards for committee members, recognise volunteer role. Up to 50 different images on the back of the cards to promote

Kiama Cultural Board supports this idea.

Meeting Closed: 7.30pm

Next Meeting: Thursday 3 Sept

- 4.00pm, Sub Committee Room 1
- 6.00pm, Committee



Reporting on the 2013-17 Delivery Program January – June 2015

:Community

:A Healthy, Safe and Inclusive Community

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

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

Measure	Officer	Comments
Clients who have a disability and their carers report greater satisfaction in their lifestyle after receiving support through the Community Care Support Program	Marianna Parish	75% of clients agreed that their quality of life has improved since the service started.

1.1.2 Monitor and improve accessibility within the Municipality

Measure	Officer	Comments
Evidence that access issues are identified and assessed by the Committee	Nick Guggisberg	Access issues monitored and reviewed via the Access Committee. In addition, Council has a project specifically targeting people with Dementia to improve their access and support to participate in community life.

1.1.3 Improve Council collaboration with the Aboriginal Community

Measure	Officer	Comments
Council works collaboratively with the Aboriginal community to support cultural events and activities	Nick Guggisberg	Planning for the annual Local Government Regional NAIDOC Awards on target to be held on 18 July. Sorry Day event held in May. Kiama Aboriginal Reference Group meetings held monthly.

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

Measure	Officer	Comments
Increased opportunities for cultural and linguistically diverse residents to participate in community celebrations	Nick Guggisberg	Culturally appropriate imagery, performers and food have been incorporated into events such as NAIDOC and Sorry Day, with approx 300 aboriginal people attending these events. A Harmony Day event was held promoting refugee and migrant experiences, a number of attendees to this event were from linguistically diverse backgrounds. The Art 4 Refugees exhibition was at the Old Fire Station and provided a platform to share refugee and migrant experience with our local community.

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

Measure	Officer	Comments
Client satisfaction is increased or maintained	Marianna Parish	Recent client survey indicates that over 85% of clients feel they are involved in the decisions regarding services and are happy with the services they received
Services provided meet funding	Marianna Parish	75% of CHSP/CCSP programs met their Minimum Date Set (MDS)

agreement targets outputs as required by funding agreements. Home Care Packages remained at 100% by maintaining 120 packages

1.2 Promote and support a range of social, cultural and artistic activities, practices and programs for creating sustainable health and well being

1.2.1 Promote and support cultural and artistic programs for young people

Measure	Officer	Comments
Young people have access to a range of cultural and artistic activities	Nick Guggisberg	Council Cultural grants have a specific category for young people, young people specifically targeted for busking competition and other performance opportunities such as at the Jazz and Blues Festival.

1.2.2 Provide access to artistic exhibition space

Measure	Officer	Comments
Exhibition space is utilised by a range of local artists	Nick Guggisberg	The Old Fire Station exhibition space is utilised: 1. by painters, sculptors, jewellers, potters, quilters, knitters, felt makers, wood crafters and photographers 2. by Kiama, Shoalhaven, Wollongong and Nowra based artists 3. to run, exhibitions, workshops and festival launches

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

Measure	Officer	Comments
Investigation continues into the provision	Nick Guggisberg	Preferred sites for a facility identified and reported to Council. Budget

<p>of a multifunction arts space</p> <p>allocation for development of design plans included in 15/16 budget.</p>	
<p>1.2.4 Implement and support community, cultural and artistic activities and development programs</p>	
Measure	Officer
<p>Council maintains or increases financial support to cultural activities and programs</p>	<p>Nick Guggisberg</p> <ul style="list-style-type: none"> - \$20 000 distributed to develop and implement arts based projects including; arts festivals; music albums and videos, artist interviews, Youth Arts Scholarships, photography workbook, multi genre exhibition, music dinner night and cabaret shows
<p>Implement initiatives of Cultural Plan in accordance with timeframes</p>	<p>Key initiatives completed</p> <ul style="list-style-type: none"> - Arts Trail operating the 1st weekend of each month. - Expertise of the Board used for: Art Acquisition, Cultural Grant Assessment, Policy development - Arts centre site assessment completed and ratified by Council - Increase use and interaction with Kiama Cultural Arts Network blog site and Facebook page - Old Fire Station used by KISS Arts and Jazz and Blues Festivals for opening nights, exhibitions and as information station for the festivals - Old Fire Station extended hours of opening, in particular when other activities such as markets and events are also on in town - Old Fire Station exhibition space fully booked across each 12 mth period - Annual program of events and projects include: Annual Busking Competition, KISS Arts Festival, Jazz and Blues Festival, Folk by the Sea, Music in the Park, Arts Biz Conference, Artist Gatherings, Jazz and Blues concerts, Regular local gigs by local musicians, Battle of the Choirs, Opera in the Valley (Jamberoo), Kiama Arts Society Annual Exhibition, Pics and Flicks - Bi-annual Cultural grants round run

<p>Maintain or increase community satisfaction</p>	<p>Nick Guggisberg</p> <ul style="list-style-type: none"> - Wollongong University Interns engaged to develop Marketing strategy - Public Artwork acquired; ephemeral Chalk artwork in Terralong St, Kiama, Flugelman Sculpture, Bombo Sydney Water Pump house mural - Inductees to 2015 Arts Honour Roll; John Downton, Dennis Koks, Charmain Clift, Orry Kelly 1. Artsbiz Conference survey – 100% participant satisfaction 2. Anecdotal feedback – blog, artist gatherings – very positive feedback from local artists regarding the quality and appropriateness of the blog site. Positive feedback and consistently maintained numbers at Artist Gatherings 3. Busking Competition survey – 100% of buskers said it was a good quality event 4. Music in the Park surveys – 85% participant satisfaction, 77% resident enjoyed or doesn't bother me, 50% business had positive impact
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1.2.5 Provide a range of library resources, both physical and online, that support our community in recreational and lifelong learning

Measure	Officer	Comments
<p>Maintain or increase percentage of people expressing satisfaction with library services</p>	<p>Michelle Hudson</p>	<p>Number of loans has been maintained when loans on eBooks are included.</p>

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

Measure	Officer	Comments
Annual report to funding body provided	Clare Rogers	Blog maintained, interagency attended, reports submitted as required.

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

Measure	Officer	Comments
Progress reports to Council	Michelle Hudson	A grant application for the Gerringong Library and Museum facility was submitted in round one of the National Stronger Regions Fund in December 2014. This application was unsuccessful but will be submitted in the round two funding application process in July 2015.

1.2.8 Implement and support social and physical planning processes that recognise social justice and cultural diversity as integral components

Measure	Officer	Comments
Council's plans, policies and procedures reflect social planning principles	Nick Guggisberg	Work has commenced on developing Council's Disability Inclusion Action Plan as legislatively required.

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

1.3.1 Maintain and develop Leisure Centre and Jamberoo Pool

Measure	Officer	Comments
Maintain or increase community satisfaction with Leisure Centre and Jamberoo Pool	Jenene Gilbert	Community satisfaction maintained for this quarter

1.3.2 Develop, implement and review the Kiama Health Plan

Measure	Officer	Comments
Ensure all actions are implemented in their identified time frames	Nick Guggisberg	Health Plan currently under review. Behind Target due to passing of last Health Promotions Officer and subsequent gap before new Health Promotions Officer employed.

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

Measure	Officer	Comments
Equitable access to sporting facilities is maintained	Bryan Whittaker	Projects for which funding has been provided by Council for the upgrade of sporting facilities have been completed

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

Measure	Officer	Comments
Annual report to Australian Alliance provided	Nick Guggisberg	

1.4 Plan for and support our Ageing Population

1.4.1 Provide residential aged care, including dementia specific care

Measure	Officer	Comments
Blue Haven Aged Care Facility accreditation is maintained	Ngaire Brennan	Blue Haven Care has maintained accreditation following re-accreditation audit by the Aged Care Quality Agency in June 2015.

1.4.2 Redevelop and expand the Blue Haven Aged Care Facility

Measure	Officer	Comments
A project timeline for the redevelopment of the Aged Care Facility is developed and maintained	Clare Rogers	The timeline has been developed and adjusted as necessary, due to the many factors involved in this project. The timeline continues to be monitored and reported against.

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

Measure	Officer	Comments

The occupancy rate of the Independent Living Units is maintained Steve Dawson Occupancy is on track and being maintained.

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

Measure	Officer	Comments
Client satisfaction is increased or maintained	Clare Rogers	Client surveys undertaken with positive results and feedback incorporated.
Develop plan for quality review audit	Clare Rogers	Quality activities undertaken for service improvement and in preparation for quality review.
Renewal of 3 year funding agreement	Clare Rogers	No funding contracts have been ceased or reduced due to performance. Departmental review of case management funding in general caused that funding to cease but all others have been renewed.
Service provided meet funding agreement targets	Clare Rogers	All programs have increased their outputs over past 12 months. Some are still behind target, but most are meeting or exceeding target. Strategies continue to be implemented to reduce unit costs.

1.4.5 Incorporate Age Friendly principles across Council planning and service delivery

Measure	Officer	Comments
Principles reflected across Council planning and service delivery processes	Nick Guggisberg	Age-friendly project completed. However, Council now pursuing supporting people with dementia to gain better access and support to participating in community life more fully.

1.4.6 Encourage the development of appropriately located aged care facilities and independent living units

Measure	Officer	Comments
A range of appropriate aged care accommodation is available	Michael Forsyth	Preparation of DA for new ACF at Kiama Hospital commenced

1.5 Plan for and support Young People

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

Measure	Officer	Comments
Young people have access to a range of vocational support	Nick Guggisberg	Programs include: Barista Training, & Young Entrepreneurs Program as well as individual support around career advice, referral and resume development.

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

Measure	Officer	Comments
Number of young people involved	Nick Guggisberg	Total of 10 programs with 178 young people for reporting period.

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

Measure	Officer	Comments
Maintain or increase the number of young people involved in programs	Nick Guggisberg	Number of young people attending programs is steady and young people continue to be engaged through Kiama High School.

through the Youth Centre
 Youth satisfaction with Youth Centre programs is maintained or increased

Nick Guggisberg

Young continue to access programs and report valuing their participation through program evaluations.

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

Measure	Officer	Comments
Increase in young people's satisfaction with Youth Centre	Nick Guggisberg	Centre currently undergoing renovations designed to increase young peoples satisfaction

1.5.5 Implement the Kiama Youth Belonging Project

Measure	Officer	Comments
Participant satisfaction levels	Nick Guggisberg	Program completed.

1.6 Recognise and promote community safety throughout the Municipality

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

Measure	Officer	Comments
Beaches patrolled in accordance with program	Russell Park	On target. Patrols were undertaken consistent with the agreed program.

1.6.2 Provide annual Surf Education Awareness program in local primary schools

Measure	Officer	Comments
Program completed	Russell Park	Completed during summer.

1.6.3 Enforce and comply with public health and safety legislation

Measure	Officer	Comments
Legislative compliance is demonstrated and reported	Paul Czulowski	All required legislation complied with in relation to inspections and investigations under the Food Act (201 shop inspections, 15 complaints), Local Government Act (191 OSSM inspections, 62 overgrown) and Companion Animals Act (472 complaints investigated, 51 animals impounded and 11 attacks), Public Health Act (1 skin penetration, swimming pool sampling in April and May). Scheduled parking patrols (307) completed under the Parking and Traffic Management Act. No reporting due.

1.6.4 Implement community safety and injury prevention programs and education

Measure	Officer	Comments
Participation statistics demonstrate improved understanding of community safety	Paul Czulowski	2 quarterly newsletters distributed to 325 subscribers. An increase of 260% in the number of users of I'm Alert online training course.

1.6.5 Facilitate emergency management planning, response and recovery

Measure	Officer	Comments
Compliance with the State Emergency Rescue Management Act	Bryan Whittaker	The Illawarra Emergency Management Plan is currently under review. All other areas of compliance with the State Emergency Rescue Management Act have been met.

1.6.6 Facilitate Local Road Safety and Traffic Committees

Measure	Officer	Comments
Committees are supported and recommendations implemented	Bryan Whittaker	All committees have been supported and recommendations implemented during the period including the Traffic Committee, Walking Tracks and Cycleways Committee, Streets & Reserves Naming Committee & Road Safety Steering Committee. Other committees which have been supported include the Liquor accord, Access committee, Revenue Sub- Committee, & the Shoalhaven/Akuna St development committee

1.6.7 Develop and implement a Crime Prevention Plan

Measure	Officer	Comments
Progress in implementation of Plan recommendations	Nick Guggisberg	Stage 1 of CCTV system for Kiama CBD installed and commissioned with stage 2 on target to be completed by end of next reporting period.

1.7 Encourage and support volunteering opportunities to support the community

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

Measure	Officer	Comments
Maintain or increase numbers of volunteers participating in Council activities	Marianna Parish	There is no identified target for volunteer numbers for In Home Support Services but even though there has been a large turn over numbers have been maintained through ongoing recruitment activities.
Maintain or increase satisfaction levels for volunteers participating in Council activities	Marianna Parish	Recent staff/volunteer survey indicated that 100% enjoyed their workplace

:Environment
:Well Planned and Managed Spaces, Places and Environment

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

2.1.1 Implement and review the Urban Strategy

Measure	Officer	Comments
The Kiama Urban Strategy is reviewed as required	Kim Bray	The KUS is not due for a large review. Sites identified for progression under KUS are progressing in line with KUS recommendations and endorsed policies.

2.02 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

Measure	Officer	Comments
Programs developed and reported and participation statistics demonstrate improvement to community sustainability	Paul Czulowski	130 participants in 6 World Environment Day workshops indicating a healthy interest and 7 sustainability mail outs to subscribers

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

2.3.1 Consider climate change impacts and hazards and implement actions

Measure	Officer	Comments
Number of Climate Change Action Plan recommendations implemented	Paul Czulowski	Estuary Management Plans being updated and reviewed, engaged with OEH for guidance on implementing EMPs, flood study of Spring Creek undertaken. Plan will be reviewed 2016

2.3.2 Research and develop programs and policies to address potential climate change impacts

Measure	Officer	Comments
Natural hazard policies managing climate change impacts adopted and implemented by Council where appropriate	Paul Czulowski	Energy and gas audit for Kiama Leisure Centre identified photovoltaic system a priority project. Estuary Management Plans being finalised. Local Land Services projects supported.

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

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

Measure	Officer	Comments
Evidenced through State of the Environment reporting	Paul Czulowski	Statement of Environment report for previous 4 years due in November 2016

2.05 Maintain and enhance biodiversity on public and private land

2.5.1 Implement biodiversity education and on-ground activities

Measure	Officer	Comments
Education and activities reported	Paul Czulowski	EPA litter blitz held to educate public. World Environment Day workshops undertaken. Community liaison in relation to the Minnamurra and Crooked River estuaries. Frequently promoting awareness of the danger of asbestos in homes.

2.06 Promote sustainable land use and diversification of agricultural activity

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

Measure	Officer	Comments
Development in accordance with LEP. Supportive policies developed	Kim Bray	Supportive policies such as DCP, technical notes etc add additional information to LEP to guide development.

Policies developed and supported Kim Bray Strategic reviews and policies updated as required. Current reviews include car parking, waste management, STRA.

2.07 Recognise and protect our heritage

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

Measure	Officer	Comments
Number of heritage items protected is maintained or increased as required	Chris Fuller	28 Referrals to Heritage Advisor

2.08 Provide supportive environments that encourage a healthy and sustainable lifestyle

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

Measure	Officer	Comments
An environment that promotes Health and Sustainable behaviour is provided through the Municipality	Nick Guggisberg	A range of programs provided including health & sustainability education, installation of outdoor gym equipment and convening of the Kiama Health & Sustainability Committee.

2.09 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

Measure	Officer	Comments
Applications processed in accordance with relevant standards and in a timely manner	Chris Fuller	194 DAs determined 39.6 Average days to determine 34.2 Mean days to determine 64% determined within 40 days

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

Measure	Officer	Comments
The gazetted Kiama LEP and adopted Urban Strategy responds to sustainability principles	Kim Bray	Sustainability principles have been incorporated into these plans.

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

Measure	Officer	Comments
Planning Proposals considered by Council	Kim Bray	All Planning Proposals are considered by council in line with current policy and procedures.

2.9.4 Review the Development Control Plan and amend as required

Measure	Officer	Comments
Development Control Plan is reviewed	Kim Bray	Various chapters of the DCP continue to be reviewed as required.

and amended as required

2.9.5 Advocate for increased flexibility in local land use planning determinations

Measure	Officer	Comments
Work with Department of Planning in policy and process development	Kim Bray	Strategic Planning continues to work with the State Government to progress the goals of Council.

2.10 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

Measure	Officer	Comments
Capital works are delivered in accordance with Delivery Program	Ken Adcock	Roundabout construction intersection of Riverside Drive and Oxley Ave, delayed to due approvals from Endeavour Energy to relocate street light.
Maintain or increase community satisfaction with the road network	Ken Adcock	Community satisfaction levels to be determined with the development of the next CSP
Optimal renewal of road infrastructure	Ken Adcock	On target as per SAMP
The Roads Asset Management Plan is fully funded	Ken Adcock	Fully funded in the 2015/2016 budget

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

Measure	Officer	Comments
Capital works are delivered in accordance with Delivery Program	Ken Adcock	Manning Street footpath construction delayed due to lodgement of DA's on adjacent properties.
Maintain or increase community satisfaction with the footpath and cycleway network	Ken Adcock	Community satisfaction levels to be determined with the development of the next CSP
Optimal renewal of footpath and cycleway infrastructure	Ken Adcock	On target as per SAMP
The Footpath and Cycleway Asset Management Plan is fully funded	Ken Adcock	Fully funded in the 2015/2016 budget

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

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

Measure	Officer	Comments
Capital works are delivered in accordance with Delivery Program	Ken Adcock	Not in this period
Maintain or increase community satisfaction with the drainage network	Ken Adcock	Community satisfaction levels to be determined with the development of the next CSP
Optimal renewal of drainage infrastructure	Ken Adcock	On target as per SAMP
The Drainage Asset Management Plan is	Ken Adcock	No renewal identified in the 2015/2016 budget.

fully funded

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

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

Measure	Officer	Comments
Capital works are delivered in accordance with Delivery Program	Ken Adcock	Playground construction at Blowhole Point and Black Beach delayed due to design issues.
Maintain or increase community satisfaction with the recreation and open space infrastructure	Ken Adcock	Community satisfaction levels to be determined with the development of the next CSP
Optimal renewal of recreation and open space infrastructure	Ken Adcock	On target as per the SAMP
The Recreation and Open Space Asset Management Plan is fully funded	Ken Adcock	No renewal identified in the 2015/2016 budget

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

Measure	Officer	Comments
Kiama Harbour Plan of management implemented (pending funding)	Bryan Whittaker	The Kiama Harbour Management Plan has progressed within the available funding during the period. This has included the upgrade to the Rock pool toilets, carparking upgrade, new harbor link Rd, & new harbourside walk. The construction of the playground at Blowhole

Point has been delayed due to design issues.

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

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

Measure	Officer	Comments
Capital works are delivered in accordance with Delivery Program	Ken Adcock	Coastal Walking Track toilet construction delayed due to delay with lease agreement with Sydney Trains.
Maintain or increase community satisfaction with community buildings	Ken Adcock	Community satisfaction levels to be determined with the development of the next CSP
Optimal renewal of community buildings infrastructure	Ken Adcock	On target as per the SAMP
The Community Buildings Asset Management Plan is fully funded	Ken Adcock	Fully funded in the 2015/16 budget

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

Measure	Officer	Comments
Capital works are delivered in accordance with Delivery Program	Ken Adcock	Jerrara Dam decommissioning commenced
Maintain or increase community	Ken Adcock	Community satisfaction levels to be determined with the development

satisfaction with other assets		of the next CSP
Optimal renewal of other asset infrastructure	Ken Adcock	To be developed
The Other Assets and Infrastructure Asset Management Plan is fully funded	Ken Adcock	No renewal identified in the 2015/2016 budget

2.13.3 Manage Dam Infrastructure to comply with Dam Safety Act

Measure	Officer	Comments
Dam Infrastructure compliance	Ken Adcock	Dam Inspections undertaken as required by the DSC. Further required structural studies and review of the Dam Safety Emergency Plan required by the DSC are on hold depending on Council approval.

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

Measure	Officer	Comments
Jerrara Dam compliance	Bryan Whittaker	Council resolution to decommission Jerrara dam and contract awarded and under construction.

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

2.14.1 Manage waste and recycling in accordance with adopted plans

Measure	Officer	Comments
Waste and recycling materials are	Tony Hardy	Compliance with adopted plans.

collected and processed in accordance with adopted plans	Paul Czulowski	Programs provided to assist with meeting diversion target of 70% by 2021 eg 2 x kerbside clean-up, OK Organics Kiama rollout, installation of 7 new public place bin enclosures and various recycling programs.
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2.14.2 Upgrade waste and recycling infrastructure, processing and disposal facilities to align with new collection and processing systems and licence requirements

Measure	Officer	Comments
Facilities and infrastructure are upgraded and installed	Paul Czulowski	Waste & Recycling Infrastructure Plan completed for the Community Recycling Centre, DA approved and works underway. Waste & Recycling Infrastructure Plan completed for the Alternative Waste Treatment Technology and progressed to tender. Waste & Recycling Infrastructure Plan for Waste Transfer Station completed and progressing.

2.14.3 Ensure compliance with legislative requirements specific to waste management

Measure	Officer	Comments
Legislative reporting on waste issues demonstrate compliance	Tony Hardy	All ground water testing completed as per schedule. Annual reporting completed by consultant. Minnamurra Waste & Recycling Facility operated in accordance with licence conditions.

2.15 Ensure the maximum multi-purpose use of our community's buildings and facilities

2.15.1 Provide equitable access to Council halls and the Community Centre

Measure	Officer	Comments
Hall hired by a range of diverse community groups on both a permanent and casual basis	Clare Rogers	A range of community groups regularly access the hall, as well as being used for ad hoc events.

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

Measure	Officer	Comments
Funds are apportioned, collected and allocated	Kim Bray	Internal Procedures have been refined to assist the expenditure and allocation of funds.

2.16 Ensure public spaces reflect the cultural and artistic diversity of the local community

2.16.1 Develop and implement policies and programs that support public artwork and artistic expression

Measure	Officer	Comments
Public arts are more visible in public spaces	Louise Croker	Flugelman sculpture purchased (waiting installation), Sydney Water Pump House mural at Bombo completed by local artist TRAIT.

:Economy

:A Diverse, Thriving Economy

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

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

Measure	Officer	Comments
Maintain or increase number of events held in Kiama	Megan Hutchison	The number of events in the Kiama LGA are increasing to such an extent that the type of events need to be monitored closely and collaboration with groups needs to occur to ensure that there is no duplication of events.
Maintain or increase small business opportunities within local area	Megan Hutchison	Many newsletters and information distributed to businesses, and a range of professional development sessions have been promoted to the business community. Tourism after hours also well established and now also encompasses many local businesses.

3.2 Develop opportunities to increase the economic output of rural lands

3.2.1 Support and promote the productive use of local rural land

Measure	Officer	Comments
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Council builds robust relationships with local agricultural industry

Megan Hutchison

Continued liaison with Agricultural sector especially through the Kiama Farmers market group. Council sponsored local food industry dinner in April which was attended by 100 local food industry representatives.

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

3.3.1 Provide appropriate employment land to meet current and future needs

Measure	Officer	Comments
Investigate and recommend in relation to sufficient supply of appropriately zoned employment lands	Kim Bray	Not in this period.

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

3.4.1 Promote employment opportunities within Council, including for Aboriginal people and people with a disability

Measure	Officer	Comments
Strong relationships with schools and tertiary institutions within the Municipality are maintained	Meagan Carey	Relationships with schools and tertiary institutions within the Municipality are maintained

3.4.2 Provide traineeships, cadetships and apprenticeships to meet operational needs

Measure	Officer	Comments
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Maintain or increase traineeships and apprenticeships	Meagan Carey	Business Admin Trainee on hold until January 2016 New Waste Services Business Admin Trainee in recruitment stage Apprenticeships maintained
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3.4.3 Provide students with opportunities for work placement

Measure	Officer	Comments
Number and variety of students having work experience within Council is maintained or increased.	Meagan Carey	Students undergoing work experience/placement within Council is maintained
Positive feedback from students about their work experience with Council	Meagan Carey	Feedback is obtained from students about their work experience/placement with Kiama Council

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

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

Measure	Officer	Comments
Maintain or increase economic partnerships with relevant organisations	Meagan Hutchison	Regular meetings and contacts maintained with relevant organisations that incl. RDA Illawarra, the Joint Organisation of Councils and Department of Industry.

3.5.2 Investigate, promote and facilitate opportunities to attract development of a petrol station and additional supermarket within the local area

Measure	Officer	Comments
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Potential sites identified, assessed and communicated to industry organisations Michael Forsyth Ongoing negotiations with supermarket operator undertaken

3.6 Encourage and support Tourism in the Kiama Municipality

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

Measure	Officer	Comments
A range of accommodation and facilities are available to meet demand	Marianne Hazell	Kiama Coast Holiday Parks offer guests a range of accommodation options to suit all needs and budgets from powered, unpowered and 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 and is considered in the development of the Holiday Parks new Business Plan.
All governance and legislative requirements are met	Marianne Hazell	All licences were approved in November 2014
Kiama Coast Holiday Parks Business Plan is developed and implemented	Marianne Hazell	The Kiama Coast Holiday Parks DRAFT Sustainable Improvement Strategy and Masterplans went to the May Council meeting but deferred for 6 months, pending further financial analysis.
Park Managers are supported in their roles	Marianne Hazell	Council officers regularly visit the Parks, and Park Managers have access to Council officers at all times. Social Media training was undertaken for all Parks in May 2015 with First Aid training for some Parks in June 2015 (other Parks to attend July 2015).
Revenue and occupancy rates are maximised	Marianne Hazell	Income for the second half of 2014/2015 is \$4,017,775 (a decrease of \$296,801 on the previous year), due to a incentive for Holiday Van

owners to pay their fees prior to the first of each quarter introduced this financial year (therefore an increase in payments in December rather than January). The demolition of the old amenities at Kendall's Beach and the commencement of construction of the new amenities has greatly impacted the overall Parks income.

3.6.2 Develop and maintain relationships with peak industry bodies, local, State and national agencies to promote and develop tourism in the local area

Measure	Officer	Comments
Strong relationship maintained with industry bodies	Marianne Hazell	KCHP's attended the Sydney Caravan, Camping & Holiday Expo. Memberships processed for renewal Kiama Tourism, state and national industry bodies & advertising approved in main tourism and industry guides eg Kiama Tourism and the CCIA Touring Guide.

3.6.3 Maintain a robust relationship with Kiama Tourism

Measure	Officer	Comments
Maintain or increase collaboration with Kiama Tourism	Michael Forsyth	Meetings held with Kiama Tourism to improve collaboration

3.6.4 Promote activities held at The Pavilion

Measure	Officer	Comments
Increase or maintain number of events hosted at the Pavilion	Russell Park	57 events booked against budget of 45

:Civic Leadership

:Responsible Civic Leadership that is transparent, innovative and accessible

- 4.01 Ensure we remain a strong, independent and sustainable local government authority to plan, deliver and advocate for the needs of our community
- 4.1.1 Undertake a program of engagement with State, regional and local authorities and organisations, and community members to ensure Council remains an independent and viable entity

Measure	Officer	Comments
Engagement activities undertaken	Michael Forsyth	Fit for the Future proposal prepared and submitted to the NSW IPART during this period.

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

- 4.2.1 Ensure all Statutory accounting and reporting is carried out to meet legislation

Measure	Officer	Comments
Legislative requirements met	Phil Mison	All legislative requirements met

- 4.2.2 Ensure internal audit controls are in place

Measure	Officer	Comments
Maintain and implement recommendations of internal audit and risk committee and internal review process	Phil Mison	All recommendations maintained

4.2.3 Ensure maximum revenue return is achieved

Measure	Officer	Comments
Ensure timely issue of Rate notices	Phil Mison	Rates notices issued on time
Maintain investment returns comparable to leading managed funds	Phil Mison	Returns 0.88% above Bank Bill Index for 90 day bank bill

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

4.3.1 Manage Council's commercial activities in a sustainable manner

Measure	Officer	Comments
Return from commercial activity	Chris Quigley	Kiama Coast Holiday Parks, Kiama Leisure Centre and The Pavilion Kiama performed above target for the 2014/2015 year.

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

Measure	Officer	Comments
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Maintain or increase return from surplus land and buildings
 Tim McLeod
 All Council land and buildings not used for Council's administration functions are occupied under agreements with rental reviews/fees reviewed annually.

4.3.3 Investigate opportunities for new Council commercial activities

Measure	Officer	Comments
Increase in number of Council commercial activities	Michael Forsyth	Commercial development of Shoalhaven/Akuna Streets car park further negotiated. Holiday Parks Master plan submitted to Council for consideration. Ongoing planning for new aged care facility and Independent Living Units carried out.

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

4.4.1 Ensure corporate legislative compliance

Measure	Officer	Comments
Legislative requirements met	Erin Brown	Ongoing

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

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

Measure	Officer	Comments
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Increase in number of community members utilising other digital/social media solutions	Andrew De Montemas	Council has approximately 1500 likes on the Facebook page and has reached over 17, 000 people with a number of posts and articles being particularly popular including the video of Andy Farrell and the Anzac Day service.
Increase in number of visitors to website	Andrew De Montemas	There were 58,000 visits to Council's website during the 6 month period and over 201,000 page views. Continued improvements to website front page and functionality continued to be made (and will continue to occur).

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

Measure	Officer	Comments
Council information is disseminated through local media	Andrew De Montemas	Council continues to disseminate information through various media outlets, through various forms incl. Kimunico, website, social media, letter box drops and public forums. The drafting of the Community Engagement Strategy and adoption of this strategy should result in greater and more pro active supply of information.

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

Measure	Officer	Comments
All Council information is provided in a consistent manner. Council's branding is easily recognisable	Michael Forsyth	Communication material is being standardised to present a consistent manner.

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

Measure	Officer	Comments
Community expresses greater satisfaction in opportunities to engage in civic affairs	Michael Forsyth	No community satisfaction surveys were undertaken during the period. The Community Satisfaction and Engagement survey is scheduled for late 2015. The community has not expressed growing dissatisfaction with Council engagement. Recent council facilitated events including the Hospital site community forum were well received.

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

Measure	Officer	Comments
Compliance with GIPAA, PPIPA, HRIPA legislation	Andrew De Montemas	All legislative requirements including processing GIPA applications, access to information, review of open access and compliance with information protection principles continue to be met.
Council information proactively released	Andrew De Montemas	Council continues to review documents and information suitable for pro active public release (via the website).

4.5.6 Ensure new residents are informed and welcomed to the Kiama Municipality

Measure	Officer	Comments
Residents Kits available at Council facilities, Tourist Centre and real estate agencies	Nick Guggisberg	Hard copy of kits have run out, but the whole kit is being reviewed and updated. Current version still available online. Once review completed, a new run of the revised kit will be printed and distributed.

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

Measure	Officer	Comments
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Community have access to current data Clare Rogers ID Profile data has been accessible to the community from Council's webpage.

4.5.8 Provide efficient and effective customer service to our community

Measure	Officer	Comments
Community expresses greater satisfaction in doing business with Council	Michael Forsyth	No customer satisfaction surveys undertaken in this period.

4.06 Minimise risk to ensure continuity of critical business functions

4.6.1 Develop and review Business Continuity Plans to minimise risk

Measure	Officer	Comments
Disruption to Council's business is minimised	Erin Brown	Business Continuity Management Plan in final review stage, scheduled for endorsement by Manex first quarter 2015/16

4.6.2 Manage the Insurance Portfolio to minimise exposure

Measure	Officer	Comments
Effective reduction in cost of claims management	Erin Brown	Continuing into 1 st Quarter of 2015/16

4.07 Promote an organisational culture that uses resources efficiently and seeks continual improvement

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

Measure	Officer	Comments
Reported resource consumption is reduced	Paul Czulowski	Ongoing monitoring of Council electricity and water consumption through automated data loggers and Planet Footprint reports indicates an increase in electricity consumption of 5% and an increase in water consumption by 1.7% recorded. Detected anomalies have been investigated and rectified as required. Gas and electricity audit of Leisure Centre undertaken and reported to Council.

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

Measure	Officer	Comments
Sustainable and efficient procurement and store operations	Peter Luke	Audit completed with stock levels reduced.

4.08 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

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

Measure	Officer	Comments
Demonstrated participation in resource sharing arrangements	Michael Forsyth	Active participation in pilot joint organisation and there is a number of examples of resource sharing.

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

Measure	Officer	Comments
Regular meetings with local and state members and Ministers occur	Michael Forsyth	Meetings held.

4.09 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

Measure	Officer	Comments
An appropriate workforce is maintained to deliver planned objectives	Russell Park	Council continues to maintain an appropriate workforce to deliver planned objectives.

4.9.2 Maintain a harmonious workplace culture characterised by mutual respect

Measure	Officer	Comments
Industrial Relations and EEO issues are minimised	Russell Park	Council's HR team continues to monitor and action any IR or EEO issues.
Positive outcome from employee engagement survey	Russell Park	Targeting 2016 for implementation of Employee Engagement Survey.

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

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

Measure	Officer	Comments
Appropriate information is made publicly available	Andrew De Montemas	Council makes most government information available and complies with relevant legislation relating to access to information, privacy and public interest disclosure.
Breaches are reported and investigated promptly and in accordance with Council policy	Andrew De Montemas	No breaches of the Code of Conduct have been reported.
Contractors, consultants and volunteers provided with appropriate information	Andrew De Montemas	More work is need to ensure all council officials are aware of the requirements relating to Council's Code of Conduct.
Ensure Code of Conduct is reviewed and updated as appropriate	Andrew De Montemas	The Code of Conduct is reviewed and updated as required.
Regular training provided to Councillors and staff	Andrew De Montemas	All new employees and existing employees have had the opportunity to complete the induction/refreshers via the new online e-version.

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

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

Measure	Officer	Comments
Strategic Asset Management Plan is funded to meet Community Strategic Plan objectives	Ken Adcock	The SAMP is fully funded in the 2015/2016 budget.

4.12 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.

Measure	Officer	Comments
Identified new plant acquisitions are acquired in accordance with Community Strategic Plan	Peter Luke	All plant acquisitions completed with stake holder consultation and to meet operational requirements.
Maintain or increase community satisfaction with plant assets	Peter Luke	All plant assets designed to meet community expectation
Plant renewal program is fully funded	Peter Luke	Fully funded by internal hire rates
Plant replacement program is fully funded	Peter Luke	Fully funded by internal hire rates
Plant requirements are reviewed to meet operational needs	Peter Luke	Stakeholders are consulted to ensure operational needs are met

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

4.13.1 Provide input to State and Regional Transport Strategies

Measure	Officer	Comments
Evidence of ongoing advocacy with State & Regional bodies in relation to transport	Michael Forsyth	No action this period.

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

Measure	Officer	Comments
Council advocates for improved transport systems where appropriate	Michael Forsyth	No action this period.

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

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

Measure	Officer	Comments
All legislative components of the IPR framework are met and each element developed on an ongoing basis	Andrew De Montemas	Council continues to comply with the Office of Local Government and Local Government Act reporting requirements.

4.15 Utilise effective technology and telecommunications services to assist in the efficient delivery of Council services

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

Measure	Officer	Comments
IT systems are maintained to meet the needs of Council	Scott Butler	Systems upgraded and maintained in line with IT Strategic Plan and budget.

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.

Measure	Officer	Comments
Aerial imagery is updated every 4 years	Scott Butler	No action in this period. Next due 2016 in 16/17 budget period subject to funding approval.
Property data is current and spatially accurate	Scott Butler	Property and map data maintained in accordance with organisational standards.

Minutes of the LEP Review Committee meeting held on Wednesday 22 July 2015 at Kiama Council, Commencing 3.00pm

Present: Councillor Dennis Seage, Councillor Mark Honey, Councillor, Andrew Sloan, Councillor Kathy Rice, Patrick Mahedy (Economic Development Committee), Leonardo Murgu (Health and Sustainability Committee), Mark Hitchcock (Kiama), Cliff Mason (North Kiama/Kiama Downs/Minnamurra), Brian Burgess (Rural), Sandra McCarthy (Gerringong/Werri Beach/Gerroa), John Friedmann (Jamberoo), Kim Bray (Manager of Strategic Planning), Phil Costello (Director of Environmental Services) and Deborah Boles (Executive Assistant).

Apologies: Mayor, Councillor Brian Petschler, Bryan Whittaker (Acting General Manager), Michael Forsyth (General Manager) and Stuart Dixon (Kiama Development Industry Committee).

2. Matters arising from the minutes

The following amendments to the minutes are as follows:

- Section 6 under the heading "Cliff Mason" - fourth dot point to be replaced with "to ensure there is no residential or other development on Minnamurra Headland (apart from passive recreation)".
- That the minutes be edited to reflect that Councillor Honey was in attendance at the meeting not Councillor Way.

3. Role of LEP Committee

Councillor Dennis Seage thanked everyone for their email submissions and advised that the committee needed to prioritise what issues were most pressing. It was also suggested that these issues be put to the vote so that issues can be given a priority.

Councillor Mark Honey commented that the aim is to identify Local Environmental Plan (LEP) issues at the moment causing conflict between Council and industry eg design issues etc. There should be 2 lists, issues that need to be looked at now and aspirations that can be looked at a later date.

ACTION: Councillor Dennis Seage and Council staff to collate email submissions and compile a list of issues to be prioritised. List to be emailed out to members and priority allocated by each member.

Councillor Andrew Sloan requested that all incoming correspondence from Committee members to be distributed to the remaining Committee members.

Phil Costello made comments regarding the Kiama Urban Strategy which formed part of the LEP process.

Councillor Dennis Seage welcomed and introduced Leonardo Murgu, Kim Bray and Councillor Cath Rice to the meeting.

4. SEPP 65 Presentation

Patrick Mahedy gave a short presentation to Committee members on the introduction of SEPP 65 and its impact.

Following the presentation discussion took place on the following:

- Building heights/storeys.
- Strengthening Council's Development Control Plan (DCP)/policies.
- Extracting certain parts of the SEPP which could be compiled into a new DCP chapter.

Patrick Mahedy requested that a copy of SEPP 65 be distributed to members.

5. General Business

Sandra McCarthy suggested that the Design Review Panel be reinstated. Patrick Mahedy commented that the Development Assessment Unit (DAU) meetings should include a qualified architect as this would overcome poor design issues.

Councillor Dennis Seage advised that a motion could be made to the Local Government Conference to change the definitions in the LEP, this particularly related to "architectural roof feature".

In summary Councillor Dennis Seage advised of investigation into:

- Adoption of SEPP 65 – extracting particular parts for inclusion in LEP.
- Design review panel being reinstated/Architect to be included at DAU meetings.
- Less paperwork/drawn plans being required for DAU meetings.
- Storeys opposed to height.

For the next meeting members of the committee were requested to collate information on certain developments within the Municipality and highlight features that were considered to represent or not represent acceptable design/character.

6. Next Meeting

The next meeting to be held on **Wednesday 19 August at 3pm**, Kiama Council, Committee Room 1.

There being no further business the meeting closed at 4.25pm

(15/53458)

MINUTES OF THE SOUTH PRECINCT Meeting

held on Thursday 16th July 2015 at Gerringong Town Hall

Meeting Opened at 7.30pm

Attendance: 23 present with Darrell Clingan in the Chair.

Apologies: Trish Payne, Peter Wheeler, Cecily Hewitt, Brian Petschler, Debra Moore & Alma McPherson

*Minutes of the meeting of 18th June 2015 were taken as read and confirmed. Moved
Linda Brazier/Howard Jones*

Business arising

- No response from Council re notification of DAs

Correspondence- In

- Brian Petschler email - apology
- Michael Hindmarsh email - re Fish Hatchery
- Alma McPherson email question re Willawa St land
- Wayne Wells email – re Whispers report and duties of Publicity Officer
- Brian Whittaker email – re toilets at Seven Mile Beach kiosk

Correspondence Out

- to Chris Fuller re notifications of DAs

Council Papers

- Use of Gerringong School of Arts by Historical Society for storage of Museum during renovations
- Caravan Parks – No Sale policy
- Gerringong Public School – RMS grant for pedestrian safety Project in Greta Street
- NBN Rollout Plan – for 4th quarter of 2015 – 2400 homes in Gerringong, Gerroa and Werri Beach

DAs

- 6 Cole St Gerringong - 10.2015.132.1 – 5 dwellings, 4 attached, 1 detached – community title subdivision. Notice on Precinct noticeboard
- 158 Fern St Gerringong - 10.2015.143.1 – 5 unit development

Reports

DA for Corner of Belinda and Noble Streets – taken to Traffic Committee.

Neighbourhood Watch – Bill Pople. Police have given out 148 traffic infringements

General Business

- Development planned for Corner of Bong Bong and Manning Sts, Kiama – passed onto Joint Regional Planning Panel because of size of project - \$22 million. Panel is to meet on July 30 at 9.30am at Council Chambers
- Howard Jones raised concerns about the proximity of a planned major rural development to an existing home
- Union Creek Bridge – Howard Jones raised issue from Debra Moore. Work planned to commence in September. Current design for plans based on fact that Union Creek is the last surviving natural watercourse in Gerringong. Planned construction time is worst possible time to build due to wildlife breeding etc. Autumn is best time to do the work – request to Council to defer the work until next autumn. Will Precinct support this request?? Moved that Precinct supports the proposal that Council be approached about this matter. Plan A – the ideal – to delay the work until Autumn 2016 Plan B – to immediately remove any reeds needing. Howard to draft letter to be signed on behalf of Precinct.
Motion: Precinct notes the letter from Debra Moore and supports an amended letter which includes a reference to autumn construction and provides a suggestion to Council designed to minimise the impact on wildlife associated with a September construction date. Moved Howard Jones/Stephen Brazier Carried.
Dr Randall Sharpe's house at end of Sims Road under construction - white house stands out – approach Council
- Ooaree Swamp – Michael Hindmarsh has approached Council which is unaware of the proposed Fish Hatchery. Gazetted about 10 years ago as a public reserve - find out from Council what

- Walkway across Omega Flats – request Council as to the timeline for the reopening of the walking now that the Bridgework has been completed
- Signage to Shoalhaven Heads – Laurie Talbot of Shoalhaven Heads Community Forum requests Precinct to contact Gareth Ward re having a sign with distances to Gerroa and Shoalhaven Heads at the entrance to Gerringong. Letter to

Operational Guidelines

The updated Operational Guidelines were distributed. The map should be available at next meeting

Narelle Mousdale – PA to General Manager – met with Darrell Clingan. She will be our contact person at Council and will act on matters raised by Precinct for Council’s attention.

Screen and data projector provided for use of Precinct – to be stored in cabinet in Town Hall.

The Chairman asked members to become familiar with the details of the Guidelines. He outlined changes and allocation of duties that need to be discussed so that we can move forward with the new guidelines.

The AGM will be held at the August meeting.

Next Meeting: 20th August 2015 at Gerringong Town Hall 7.30pm
Meeting closed at 8.55 pm

Darrell Clingan Chairperson.....

Graham Fairbairn Secretary

Minutes of the Kiama Aboriginal Reference Group (KARG) Committee meeting held on Thursday 2nd July 2015 in the Council Chambers Committee Room 1 at 9.15am.

Present: Paul Beupark, Christine Gallagher, Eoin Peters, Kylie Tikkeros , Elaine Hudson , Nick Guggisberg.

1. Apologies: Clr. Neil Reilly

- 1.1 Minutes Silence in memory of past Elders
- 1.2 Koori Time

2. Minutes from Previous Meeting

Minutes from previous meeting moved by Paul Beupark and second by Eion Peters as true and correct. **CARRIED**

3. Business Arising

3.1 Sorry Day

3.1.1 Issue with children eating before Elders - Elders and other community members were a little disappointed that the children weren't instructed to wait for elders to eat first.

3.1.2 Scheduling of Sorry Day

KARG members would like to see the day of the week Sorry Day is held changed to align with the day Elaine Hudson works.

3.1.3 Over all KARG members we're happy with the Sorry Day event.

Action: Elaine Hudson to speak with Nick Guggisberg and Louise Croker RE: Changing Sorry Day date

3.2 Meeting Schedule

KARG members would like to meet bi-monthly from now on therefore the next meeting will be in September.

Action: Elaine to send out a revised list of meeting dates for the remainder of the year.

4. General Business

4.1 Kiama Police Residence.

It was noted by KARG members that the Old Police Residence is currently being repainted. Nick Guggisberg informed the meeting that he had spoken with the Local Area Commander who stated that this is being done to make the police residence look neat. No other work is being carried out.

Action: Clr Neil Reilly to look into other potential options for an Aboriginal Cultural Centre in Kiama.

4.2 Protection of Aboriginal Heritage in Kiama LGA

Paul Beaupark enquired about what processes Council have in regards to protection of Aboriginal Heritage.

Action: Elaine Hudson to liaise with Senior Development Assessment Officer Mark Biondich in regards to the Aboriginal Heritage Protection Toolkit and how it is utilised.

4.3 Local Government Regional NAIDOC Awards

The 2015 Awards are to be held 18th July Shoalhaven Entertainment Centre

5. Next meeting:

Thursday 3rd September 2015 at 9:15am

With no further business the meeting was closed at 10.30am.

Notes of the Kiama Municipal Council Economic Development Committee site visits held on Tuesday 28 July 2015

1 Present: Councillor Mark Honey (Acting Chair), Councillor Kathy Rice, Gavin McClure, Steve Thomas, Michael Cole, Gerry McLnerney

Attending: Megan Hutchison,

Apologies: Councillor Neil Reilly, Andrew Waugh, Sandy Rendel, Roy Schmidt, Patrick Mahedy, Chris Quigley, Lisa Evans

2 Acceptance of minutes of 23 June 2015

Moved: Gerry McLnerney

Seconded: Michael Cole

3 Business Arising

NIL

4 LEP Review Panel – Update

As Patrick Mahedy was an apology to the meeting, the committee reviewed a submission that Patrick had circulated to the committee from the first meeting of the LEP Review Panel.

Overall the committee agreed with the details of Patrick's submission. There was some confusion as to the Charter for the LEP Review panel, and also much discussion on ways to incentivise developers to undertake the right type of development. It was also felt that council needed to review the DCP Chapters which are contradicting the LEP and SEPP 65 initiatives, especially with regard to the Gerringong and Kiama Town Centre strategies.

It was agreed that the committee reinforce to Patrick:-

1. The need for a review of the town centre DCPs
2. A review of the planning controls to allow landholders to maintain small landholdings for diversification
3. The need to undertake a commercial lands assessment and to evaluate the future demand for commercial space.

5 Tourism Support – Events and Business Cards

It was agreed to defer discussion on this matter until Councillor Reilly was present.

6. Collins Street Precinct Upgrade

Councillor McClure gave a summary of the proposed plans for the Collins Lane precinct and advised that there is now a working group of interested businesses working together to collaborate on improvements to this area.

The committee were keen to see the entire Collins Street, Collins Lane Hindmarsh Park precinct planned in such a way to reactivate the area, and become an area that locals and visitors want to visit and be an operable area that capitalises on additional spaces that surrounds the buildings.

Councillor McClure agreed to keep the committee updated on future meetings of this group.

7. General Business and New Ideas

Road Trips and Viewing Platforms

There was general discussion about the value of drive visitation and cycle holidays, and that within the Kiama LGA there are many places with the potential to pull over and stay a while and enjoy the amenity of the area but these areas lack the facilities to enable this to happen.

It may be as simple as a cleared area at the side of a road, or a picnic table. There would be many practical simple and low cost ideas to encourage these activities throughout the municipality.

Action: Committee members to email Megan Hutchison with suggestions and ideas on areas that may have the potential to develop into points of interest for drive and cycle tourists.

**Next meeting is on 25 August downstairs at The Pavilion
Kiama.**

2015 PRIMA CONFERENCE INCLUDING VISIT TO TEXAS INSURANCE POOLS

EXECUTIVE SUMMARY

This year five delegates and the Executive Officer attended the PRIMA Conference on behalf of the Pools. In addition to the Conference attendance, the delegates visited seven public entity Mutuals in Texas

The PRIMA Conference incorporated a series of workshops relating to pooling organised by AGRiP as well as sessions on enterprise risk management and local authority risk management.

The PRIMA team set itself three objectives as part of the tour:-

1. Research initiatives and share ideas with other similar insurance pools.
2. Research US progress of ERM and seek ideas to help our councils manage risk.
3. Investigate alternative insurance solutions including meet with representatives of GEM.

The major findings of the PRIMA tour were as follows:

- The local government Mutuals or Joint Powers Authorities (JPAs) are set up on a similar basis to ours and our services, strategies and funding structures compare admirably.
- The American pools are well resourced and hold large reserves. They have a wide range of services and usually drive risk training from the pool level as their members do not always have risk managers in-house.
- There were several examples of pools initiating a risk management grant program funded by pool funds and subject to an agreed risk based criteria. This is similar to the Risk Enhance project recently established by the Pools.
- There were examples of pools based on in-house service models as well as examples of pools which use outsourced services to manage the pool.
- We also visited Broker driven Pools as well as Member run Pools.
- Councils in the US vary dramatically in size varying from very large cities equivalent to our largest members to small precincts or special districts with only a few staff. The size of the council impacts their ability to allocate resources to risk management.
- Although ERM is practiced by several larger councils, there is no government mandate for councils to implement enterprise risk management so the commitment at present is sporadic.
- It was evident from the Pools we visited that ERM is not driven by the Pool administration. We believe this is due to the larger number of members within each Pool and the wide variance in council sizes. Both of which make it difficult to implement a pool-driven approach.
- It is common for insurance pools to offer a Rent-a-Risk-Manager program which helps the councils implement their risk management strategies.
- There were examples of councils with excellent risk management models, however these were usually the larger councils that were able to channel resources into their risk program.
- The local authorities have been impacted by the GFC and this has resulted in less focus on risk management as councils have been forced to focus on essential services after extensive cutbacks.

- It was evident that our pool is run on a lean basis yet is still able to deliver comparable service. If we expand our services or review our outsourced model we will need to reassess our level of support.
- Our current PL/PI limits provide adequate cover for our members. We are more than adequately insured compared to US councils.
- JPAs have similar insurance cover to ours, however there are some distinct differences:-
 1. They provide health cover for their members and this generates huge self insurance reserves.
 2. They have to provide third party cover for their motor vehicle which in Australia is covered by our CTP system.
 3. Their PL/PI limits are far lower than ours at approximately \$10 - \$20 million, however there were some examples of large claims.
 4. There was some evidence of immunity for councils against planning decisions which would reduce their large claims exposure.
 5. Workers' Compensation is a normal product of the pools and they do not have a state scheme (Workcover) like Australia.

GENERAL OBSERVATIONS

The tour demonstrated that our recent strategic decisions to be more product-driven is consistent with the US pools model. American pools were structured on a similar basis to our United Independent Pools model with a centralised administration and a variety of pool services. The size of the pool administration depends on the decision to either outsource or in-source. It was evident although that our current support service is lean.

Pooling continues to flourish in the US and it is the preferred model for local government entities. A healthy range of service providers have developed in USA to support the pooling industry and Brokers and insurers provide service and rarely control the business. Our Pools have developed substantially in both products and membership over the past 10 years and compare favorably to the US pools in both products and in particular financial strength.

Although our pool member numbers are small compared to the US pools, we need to remember that many of our suburbs within our councils are of a similar size to Town Councils within the American system. Some councils in America only have 2,000 residents and a handful of local government staff. On the other hand other councils are comparable to our major cities and provide major infrastructure like electricity and water. The variance is much wider in the US and it is difficult to compare.

Although enterprise risk management is not driven by the pool structure, it was confirmed that enterprise risk management is best practice risk management. The tour confirmed that we compare favourably in regard to our commitment to enterprise risk management, however we may need to review the role that the Pool takes in supporting or driving enterprise risk management amongst the members.

There are a wide variety of pool models in the US including some very large pools that provide reinsurance cover for pools like ours. It is very clear that America continues to provide the best examples of pooling and we can continue to learn from their experiences. They currently have in excess of 500 pooled organisations across America.

Conclusion

This year's delegates gained from the experience and have brought back ideas which will help the Pool and their respective councils. The tour continues to build bonds between our two organisations and provides a learning experience not otherwise available in Australia as there are no other organisations currently operating on the same model as our Pools.

Westpool and Metro Pool have gained considerable respect and reputation through our contribution to the international public risk forums and the contacts we have gained will provide a valuable resource for the future.

Past visits have resulted in strategic changes that have helped us develop and made us more financially secure. The US tours, in conjunction with PRIMA and AGRiP, continue to be an excellent learning experience and an essential part of our business development.

It is suggested we should continue to provide this opportunity for members, however we may want to consider at the beginning of the year whether we attend either PRIMA (public risk), AGRiP or CAJPA (both public pooling risk authorities). In addition ICMIF will be holding its biennial conference for Mutuals in October 2017 which also provides an excellent opportunity to meet and learn from a variety of Mutuals worldwide.

The team is very appreciative of the opportunity and encourages the Pools to continue supporting this valuable learning experience.

RECOMMENDATIONS

The PRIMA delegates suggest that the following recommendations be considered by Westpool and Metro Pool:

1. The report be received and noted.
2. The Executive Officer prepare a report in February 2016 for both Pools outlining appropriate conference attendance and members be invited to make submission for attendance to fill the three delegate positions for each Pool.
3. The Pools continue to investigate alternate insurance options including but not limited to:-
 - Investigate available reinsurance markets.
 - Consider benefits derived from creating a captive.
 - Analyse impact of increasing our self insured layers.
 - Investigate partnerships with other mutuals with view to risk sharing.
 - Bulk purchasing, via Willis Re, insurance with other mutuals.
4. The United Independent Pools Executive consider future business opportunities raised in the report and the implications on resources. These should include but not be limited to:-
 - In-house vs outsourced services
 - Risk management grants
 - 'Rent a Risk Manager' Program
 - Risk management resources

VISIT TO LOCAL GOVERNMENT INSURANCE POOLS

This year's delegation included the following:

Councillor Morris Hanna, Marrickville Council, Metro Pool Board

Mark Brisby Auburn Council, Metro Pool Board

Russell Park, Kiama Council, Metro Pool Risk Management Committee

Councillor Del Bennett, Fairfield City Council, Westpool Board

Mark Brookfield Liverpool Council, Westpool Management Committee.

Andrew Armitstead, Westpool/Metro Pool, Executive Officer

The team visited six pooled organisations also referred to as Joint Powers Authorities (JPAs) over a period of five days. The JPAs were located in the Austin and San Antonio area of Texas which was close to Houston Texas for the PRIMA conference.

The team set itself three objectives as part of the tour.

1. Research initiatives and share ideas with other similar insurance pools.
2. Research US progress of enterprise risk management and compare alternate enterprise risk management programs.
3. Investigate alternative insurance solutions including investigation into member satisfaction of Government Entities Mutual (GEM).

The success of the visits relied heavily on the assistance of Greg Womack (Executive officer of TCRMF and GEM director) and Willis Pooling staff, as they were well placed to arrange interesting visits to organisations with a focus on our objectives. The team are very appreciative of their assistance and the time they took to ensure the visits were a valuable learning experience.

POOLING IN TEXAS

The large majority of Local Councils and other public entities obtain the insurance and risk needs via an insurance Mutual or Joint Powers Authorities (JPAs). The majority of Texas public entity Mutuals (Pools) operate in the Texas Capitol Austin. The Pools have been operating since the 1970s and early 80's when insurance was in crisis and difficult to obtain.

Within this rapidly growing sector there is a wide diversity of organisational structures, operational characteristics, and administrative methods. This diversity is one of the greatest strengths of the JPA movement. JPAs were designed and developed to meet specific needs of the member entities themselves. Although many JPAs were formed during the insurance crises of the 1970s and 1980s, the membership of these pools has remained virtually intact since formation.

Although different in many ways, pools in Texas share a unique opportunity to operate in an efficient, cost-effective environment. Pools are exempt from regulation by the Department of Insurance (Government Code Section 990.8). Pools must make various state required filings and reports, but the true responsibility of pools for prudent management and fiscally sound practices are to themselves, their member entities and to the industry as a whole. As such, pools are responsible for a standard of operation both to themselves and to other JPAs.

TEXAS ASSOCIATION OF SCHOOL BOARDS RISK MANAGEMENT FUND (TASBRMF)

Our first meeting was at the offices of the Texas Association of School Boards Risk Management Fund

TASBRMF has been in operation since 1974, the Fund is a self-insurance risk pool serving Texas school districts, community colleges, and other education organizations. The Fund provides Workers' Compensation, Property, Liability, Auto, and Unemployment Compensation coverage to more than 1,000 members and is the largest provider of risk management services to Texas education entities.

In 1974, several Texas school districts recognized risk-pooling as a better alternative to meeting their new legal requirement to provide workers' compensation coverage to employees. The Fund began operations as the TASB Workers' Compensation Self-Insurance Fund (WCSIF). The successful WCSIF launch led to additional risk management programs, which merged to form the TASB Risk Management Fund (Fund) in 1997.

Today, the Fund continues to offer comprehensive solutions, including property, liability, auto, workers' compensation, and unemployment compensation coverage for school districts and other Texas education organizations.

The Fund is one of the largest risk-sharing pools in the country, with \$369 million in assets and over \$255 million in members' equity. They provide programs with high-impact, low-cost services and solutions designed to prevent injuries and losses of staff, property, and other valuable resources.

They have an effective loss prevention program which includes extensive training program webinars, standard risk manuals, safety checklists and loss control grants for members.

Each school District elects its own School Board from the community and there are 19 representatives elected to the TASBRMF Board of directors.

Texas Political Subdivision Workers Compensation Alliance.

While at TASBRMF we also met with Jennifer Hoff who is the Executive Officer of the Texas Political Subdivision Workers Compensation Alliance. This is a lobbying group set up in Texas to lobby parliament for better workers conditions. It was created by 5 large insurance Mutuals and TASBRMF was a foundation member. The next two Pools we visited TWCARMF and TCRMF were also members of this alliance.

MEETING WITH TEXAS WATER CONSERVATION ASSOCIATION RISK MANAGEMENT FUND (TWCARMF)

On the second day we met with Greg Womack who is employed by York risk services and manages TWCARMF. Greg is also a Director on Government Entities Mutual (GEM) a super Mutual providing excess cover for smaller Mutuals and our Pool is considering joining.

The Fund was created in 1988, to provide a comprehensive program of self-insurance for Texas water districts and authorities. The Fund is a self-insurance pool created under Texas law through interlocal agreements among water districts and authorities. In addition to self-insurance coverage, member districts and authorities receive risk management, legal, and loss prevention services that are designed to meet their unique needs.

The Fund was created as a result of instability in the commercial insurance markets in the mid-1980's. During that period, water districts and authorities as well as other public entities entered a crisis period when the cost and availability of liability insurance became a serious problem. Districts and authorities responded by working with their statewide association, the Texas Water Conservation Association (TWCA), to develop a collective solution. The result was the formation of the Texas Water Conservation Association Risk Management Fund, which began operation on July 1, 1988.

The Fund provides three types of coverage: workers' compensation, liability, and property. The Fund is a member owned and governed program however run by a third party administrator, uniquely positioned to understand and respond to changes in members' operating environment. This allows the Fund to respond to emerging issues quickly and to provide risk protection services to address those exposures.

Loss prevention is a high priority for the Fund working with its members in reducing risks. This is reflected in the broad range of services, including surveys and consultations, training, and other loss prevention resources provided to members.

The Fund is governed by an eleven-member Board of Trustees, which is comprised of senior management from member districts and authorities. The Board includes representation from large districts and authorities with hundreds of employees and small districts with only a few. Each board member is elected by the Fund's membership and serves overlapping three-year terms. The Board meets at least four times per year and makes all major policy decisions.

MEETING WITH TEXAS COUNCIL RISK MANAGEMENT FUND (TCRMF)

The York team also manage the Texas Council Risk Management Fund which was formed in 1988 as a self-insurance pool for Texas community Mental Health and Mental Disability Recovery (MHMR) centers. The Fund provides workers' compensation, liability, and property coverage programs for its member centers. Through the Fund, member centers pool their risks and combine resources to obtain greater stability and economies of scale for risk management. In addition to self-insurance coverage, member centers receive risk management, legal, and loss prevention services tailored to meet their needs.

The Fund provides a comprehensive range of self-insurance coverages for the benefit of member centers and their employees:

- Workers' compensation—medical and income benefits for injured workers
- Liability—automobile liability, general liability, professional liability, public officials errors and omissions liability
- Property—comprehensive property coverage, automobile physical damage, boiler and machinery

Services designed to prevent losses and contain costs are cornerstones of the Fund:

- Liability workshops—approximately four per year on current risk management issues
- Legal consultation—specialized legal advice to help centers limit their liability

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- Risk management consultations—representatives of the Fund work with each member in analysing their exposures and assessing the need for new or alternative measures to address these exposures
- Training—leadership training, safety officer training, van driver training, defensive driving training, back injury prevention training, and other courses designed to limit centers' workers' compensation and liability exposures

TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL (TMLIRP)

The Texas Municipal League Intergovernmental Risk Pool (TMLIRP) is a pool set up for Local Councils, Cities and Special Districts across Texas. It has over 2700 members and was founded in 1974. It is considered the oldest and largest pool of its type in the United States. It provides a range of self-insured cover including: workers' compensation, liability, and property coverage.

It provides a range of services to Members including:

- Loss prevention and Loss control program.
- Extensive Training programs including onsite and web based.
- 'Rent a risk Manager' programs to provide risk advice and assistance to small communities
- Risk Grants to assist Councils to implement their risk programs
- Legal advice to mitigate legal costs
- Claims management support
- Member based library service for risk policies, practices and procedures.

The insurance Pool had:

- \$150 million property cover with a \$10 million Self Insured Retention (SIR)
- A self-insured Liability program with \$10 million each and every claim.
- A subrogation team which was established to manage large and complex claims.

TEXAS ASSOCIATION OF COUNTIES RISK MANAGEMENT POOL (TACRMP)

We visited the Texas Association of Counties who have set up several mutual funds to manage risks for Texas Counties

The Texas association of counties risk management pool (TAC RMP) has provided counties with a stable, sustainable insurance protection against a variety of risks and liabilities since 1975. It started with the Workers' Compensation Self-Insurance Fund, then later expanded to offer property, general liability, auto liability, auto physical damage, crime, directors and officers coverage.

In 2008, the Risk Management Pool was formed when the Workers' Compensation Self-Insurance Fund, the County Government Risk Management Pool and the Property and Casualty Self-Insurance Fund merged. The Pool now has more than 380 members and it is governed by an 11 member board of county officials,

The Pool is well resourced with 39 employees managing 4300 claims for 254 Counties. Most of the claims relate to workers compensation and it provides a range of consultancy services for

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Human resources, risk control, claims management and law enforcement. They run a Risk Management training program, Risk Library catalogue and safety awards program.

The Association has also set up the Texas Association of Counties Health and Employee Benefits Pool (TAC HEBP). This is an insurance Pool established to provide County employees with high quality health and retirement benefits.

For more than 30 years, TAC has provided counties with a range of benefits to county employees, retirees, officials and their dependents. In 2001, TAC HEBP was established as a self-funded pool to provide a range of health services including occupational health and safety general health care and dentistry plans. They run a number of wellness Centers across Texas in an effort to promote health and wellbeing for County staff and their families.

TEXAS ASSOCIATION OF PUBLIC SCHOOLS LIABILITY FUND (TAPS)

The Texas Association of Public Schools Property and Liability Fund (TAPS) is a self-insurance pool set up under the Texas Interlocal Cooperation Act on September 1, 2001. Membership is limited to public school districts, community colleges and education service centers. It is run by a third party administrator and is part of the Willis pooling group.

TAPS works with the members via a self-insured scheme which includes comprehensive loss control and claims management service.

TAPS provides coverage for Building & Contents - Crime - General Liability - Mobile Equipment - Automobile Liability - Auto Physical Damage - Equipment Breakdown - Educator's Legal Liability/School Board Liability. The Pool offers the following risk management services:

- Risk management insurance program evaluation including review of insurance policies and procedures
- on site audits of operations including:
 - employment practices
 - facilities
 - fleet/vehicle management
 - emergency operations planning
 - accident/incident investigations
- Full claims management and litigation support service
- Hazard identification assessment with sample forms and checklists
- Business continuity and emergency planning services
- risk management grant awards
- Building valuation appraisals service.
- Extensive training program including; risk seminars, online training courses, webinars

ATTENDANCE AT THE PRIMA CONFERENCE HOUSTON TEXAS

The Conference commenced with a President's reception and members function on Sunday afternoon where we met with PRIMA Executive members and US Public Risk Managers.

The PRIMA Conference included a key note speaker each morning and then three workshop sessions. Each year the Conference includes a separate enterprise risk management stream and a pooling stream run by The Association of Government Risk Insurance Pools (AGRIP).

Members attended sessions on business continuity, managing a crisis, impact of the social media and Local government risk management. The sessions included case studies from Local Councils and Insurance Mutuals on managing risk and responding to events. This year there was particular emphasis to the growing risk of Cybercrime with case studies demonstrating what can happen and risk professionals explaining the types of cover available.

The Executive officer attended the annual AGRIP insurance mutual update and provided an overview of Local entity pooling in Australia and general developments.

Whilst in Houston the Executive Officer meet with the President of AGRIP and Executive Officer of GEM, John Foyle to discuss the progress of our membership with GEM. This is the subject of a separate report to the July Board meetings and September UIP Forum.

Details of the Conference program is attached and it is intended that relevant copies of the PRIMA sessions will be placed on our website.

Conclusion

The information gained from PRIMA as well as the research obtained from the US Pool visits were invaluable for the team as it provided an excellent insight into the extend of pooling in the US and what is possible. It also provides an excellent opportunity to reflect on our performance and reinforced the value of our organisation. While there are some examples of excellence, there are also some examples of Pools that are struggling to maintain commitment from members. We need to be vigilant that we maintain the excellent services that our Pool provides and foster the culture of mutuality for the good of all members.

Minutes of the Kiama Health and Sustainability Committee meeting held on Thursday 23rd July 2015 in the Council Chambers Committee Room at 5:30pm

Present: Councillor Kathy Rice, Kathy Richardson, Nick Guggisberg, Leonardo Murgo, Paul Czulwolski, Regan Figg

1. **Apologies:** Alexandra McPaul, Josephine St John , Byron Robinson
2. **Minutes of previous meeting:**

Minutes from previous meeting (May 28th 2015) need to be amended:

3. Business Arising from Previous Minutes "Clr Kathy Rice informed the committee that Council has reviewed the Car Parking DCP and updated it to go on public exhibition. The Farm Gate Sales ..."

Motion: that the minutes from the last meeting held on 28th May 2015 be endorsed with amendments as an accurate record of the meeting.

Moved: Kathy Richardson **Seconded:** Leonardo Murgo

CARRIED

3. **Business Arising from Previous Minutes**

3.1 **Car Parking DCP**

Clr Kathy Rice advised that the Car Parking DCP has now gone on exhibition, but is not yet endorsed.

3.2 **Recording Actions and Business Arising**

Nick wants to review how the committee records actions and business arising. A number is to be applied to each item under headings for ease of tracking.

3.3 **Dementia and Age Friendly Project Reporting**

Nick recommended that these projects' actions are incorporated into Council's integrated planning system along with all actions from the Kiama Health Plan (KHP). Actions need to be in the health plan and could potentially be reported on under KHP strategy 3.3 "Maintain and develop partnerships with agencies with common interests and goals" with a new KPI added such as 'Continue to support and work in partnership with the dementia friendly group.' Clr Kathy Rice suggested the Dementia and Age Friendly projects be reported on under the Delivery Plan Action 4.8.1 "Participate in partnerships and alliances to promote policy development and efficient sharing of resources" instead of adding an entirely new section to the Kiama Health Plan.

Action 3.3.1 Regan to work with Council's Corporate Planner to incorporate KHP actions into Council's Integrated Planning.

3.4 **Love Food Hate Waste Grant Funding**

Information received by Regan and Nick. Applications close September 30; however, Paul advised that there is another round opening after the current round of applications.

Minutes of the Kiama Health and Sustainability Committee meeting held on 23rd July 2015

Action 3.4.1 Paul and Regan to look for grant funding opportunities for activities from the Garden to Table program.

3.5 Scores on Doors

Annual report hasn't been finalised at time of meeting. Once the report is finalised, Paul will email a copy to committee members, expected early August. Further discussion in General Business.

Action 3.5.1 Paul to email a copy of the annual report to committee members once finalised.

4. Correspondence.

4.1 Illawarra Shoalhaven District Data Catalogue March 2015

This is a great resource to have for a range of social data within the region. Feel free to use and pass onto others.

Action 4.1.1 Regan to save into TRIM if not already in there.

5. Department Reports

Representatives from each department are reminded that written reports for relevant information/activities undertaken since last meeting are to be forwarded to Regan for distribution with meeting agenda prior to each meeting.

Health Promotion

Garden to Table Program: in final stages of booking dates and locations for various components of the program. Healthy Cities Illawarra would like to be part of the program to provide up to 6 healthy cooking workshops in the LGA. Hidden Harvest are on board for the Long Lunch to raise food waste awareness. The Crop 'n' Swap group are building member numbers and were featured on the cover of the Kiama Independent a couple of weeks ago. The Edible Garden Design workshop was the first workshop of the four workshops in the Garden to Table Program which went really well – feedback was great. Nick re-iterated that the program is focussed on skills and leadership.

Outdoor exercise equipment has been installed along the cycle track of Warri Beach. A 'Come and Try' session is planned to be held outside of winter incorporating other community groups.

Kidpreneur program - primary schools

Hoping to get all primary schools involved, typically grades 4-6 in term 4, with a health theme. The program provides curriculum units (so it's not an extra program that teachers need to find time to do) that teach business type skills to enable children of all academic levels to create their own product or service which is then taken to a market at the end of term (usually week 8-10) and all money received goes to charity. Please click below for further information.

<http://www.clubkidpreneur.com/schools/how-it-works/>

Attendance at the 8th Annual Making Cities Liveable conference in Melbourne – well worth attending.

Minutes of the Kiama Health and Sustainability Committee meeting held on 23rd July 2015

Environment

National tree day is to be held on August 3rd with Kiama High school.

Grant obtained for Conservation Australia volunteers to be taking part in weed management in the Minnamurra catchment area, which is to take place in next 6 months.

Council adopted the Minnamurra River Coastal Zone Management Plan – identifies strategies and actions for the next 10 years involving other government agencies. A draft Crooked River Coastal Zone Management Plan has been prepared and is to be circulated to government agencies with a separate committee established to review it before it goes out to public exhibition.

World Environment Day Workshops were held in June with the Bee Keeping and Solar workshops fully subscribed. Home composting workshops are now ongoing. Josephine will submit a report on the workshops for the Youth Engagement Meeting at Kiama High School.

Regional air quality strategy fostered by EPA – Identifies health consequences associated with respiratory diseases associated with poor air quality for the Illawarra. The report is to be released for consideration. Data highlights that air quality has improved. Number 1 identified source of pollution is solid fuel heaters. Certain suburbs in Sydney have banned these completely - may need to map how many are in the Kiama area.

NSW Government gazetted the alfresco smoke free requirements of outdoor premises serving food. Engineering and Property departments have been working with NSW Health to inform any licensed venues with smoking permits for outdoor smoking of the changes to the requirements for signage, etc.

Council currently have a tender out for food organics processing that will close mid August to go to Council's September meeting – meaning the waste removal can be rolled out to the remaining 8 collection zones.

Alternative waste technology 'negotiated tender' to be put to Suez to hopefully go to council in November. Suez is the only company in the Sydney metro area with 5 plants where they can recover a further 50% of waste that would otherwise go to landfill. The Bulky Waste Drop Off removal service will continue to recycle and reuse material where possible.

6. General Business.

6.1 Scores on doors

A collaborative strategy between Kiama, Shellharbour and Wollongong Councils to create a ranking system of food outlets in the three LGAs with the idea of a star rated system. The criteria are to focus on things such as wholesome quality food, service, sustainability, food hygiene, and staff hygiene. Likely to become mandatory.

6.2 Kiama Health Plan Review

Members present discussed strategies, status and actions of the most current version of the Kiama Health Plan with some recommendations and amended wording

Minutes of the Kiama Health and Sustainability Committee meeting held on 23rd July 2015

identified to be included in the revised plan. Priorities 1-4 (out of 16) were addressed with the need to meet again soon to continue the review. Continuation of the review has been organised for Monday 27th July from 10am in the Council Chambers.

7. Next Meeting

The next meeting of the Kiama Health and Sustainability Committee will be held on Thursday the 8th October at 5:30pm in Kiama Council Chambers. Regan will send out a meeting request in the coming weeks, plus a reminder email including any correspondence and requests for agenda items one week prior to meeting.

8. The meeting closed at 7:35pm