



# **ORDINARY MEETING OF COUNCIL**

## **ENCLOSURES**

Tuesday 18 November 2014

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

Measures	Progress Status Qtr 1	First Qtr Comments
* Report Contains Filters		
<b>CSP Goal - Encourage and support residents from socially and culturally diverse backgrounds to participate in all aspects of DP Action - Deliver quality disability services in line with the Community Care Common Standards and funding agreements</b>		
1.1.1.5 Provide Community Care Support Program domestic assistance services to people with a disability	On Target	
1.1.1.5 Service provided within budget		
1.1.1.7 Plan and implement the Illawarra in Home Support continuous improvement operating plan	On Target	Project is addressing a range of issues including unit costs, organisational structure, IT, individual budgeting and marketing
Continuous improvement operating plan developed to incorporate restructure of services in line with new funding models		
<b>DP Action - Monitor and improve accessibility within the Municipality</b>	On Target	Committee meeting as scheduled. Recent student project completed that collated accessible features of Kiama LGA, including but not limited to, beaches, toilets and cafes. Information will soon be made available on council website.
1.1.2.1 Ensure Access Committee meetings are held on a regular basis to provide advice on relevant issues for Council, its infrastructure and new developments		
Meetings held bi-monthly and reported to Council		
<b>DP Action - Improve Council collaboration with the Aboriginal Community</b>	On Target	ALO employed and work plan activities identified. Two main activities for period were to hold the 2014 NAIDOC Awards and re-establish the Aboriginal Reference Group. Both of these activities have successfully been achieved.
1.1.3.1 Aboriginal Liaison Officer to be employed and work plan developed		
Officer employed and work plan activities achieved		
<b>DP Action - Provide information to residents from a cultural and linguistically diverse background to participate in community life</b>	On Target	NAIDOC Awards held on 19 July included table decorations that reflected Aboriginal & Torres Strait Islander colours, and the catering for the event was based on a bush theme. All performers were Aboriginal.
1.1.4.2 Culturally significant or relevant colours, food, imagery and performers are incorporated into projects and events		
Types of strategies used		

\*Report Contains Filters

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

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

1.2.1.1 Develop and implement a program of events for young people

On Target  
 Youth Week skate comp was held in July having been delayed by bad weather since Youth Week in April. 180 young people attended. Other activities for the quarter included: a Youth Forum held on 30 July, Council's annual Youth Engagement Meeting (where council holds a council meeting at Kiama High School) was held on 5 August, the Young Men's Group continued to meet, two student placements were hosted by the service for young people studying their Cert. IV in Youth Work, the Events Management Crew started working on an indent funded concert for later in the year, and two live streaming tutorial events were held with one on how to record a song and the other on how to play basic guitar.

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

1.2.2.1 Operate and manage the bookings for the Old Fire Station

Diversity of booking types  
 Maintain or increase number of bookings

On Target  
 On Target  
 Discussion with Shellharbour Council to cross promote Kiama Old Fire Station and Shellharbour Exhibition Space

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

1.2.4.1 Plan and implement Ride for Mental Illness

1.2.4.1 Number of participants  
 Amount of funds raised for charity  
 Number of activities

On Target  
 On Target  
 On Target  
 Over 900 bikes participated in ride, approximately 100 participants in Jamberoo event  
 approx \$20 000 raise for charity  
 Jamberoo Family Fun Day

**1.2.4.3 Provide financial support to key community and arts events, activities and projects**

Budget allocation fully distributed to cultural activities  
 Number of activities and projects supported

On Target  
 On Target  
 First half of budget allocated  
 1 Youth Scholarship and 3 Cultural Grants project approved

1.2.4.5 Repairs to Daisy the Decorated Dairy Cow

Level of satisfaction to repairs

On Target  
 Report going to October Council meeting recommending proceeding with repairs and suggested funding options

1.2.4.6 Arts Biz conference

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1.2.4.6 Feedback received	On Target	Conference planned for first quarter 2015
Number of participants	On Target	Conference planned for first quarter 2015
<b>1.2.4.7 Update Arts Honour Roll</b>		
Number of inductees	On Target	Inductee nominations assessed, recommendations to go to November Council meeting
<b>1.2.4.8 Monitor and progress virtual arts projects</b>		
1.2.4.8 Number of projects undertaken	On Target	One project underway Three existing projects - Cultural Network blog site, Cultural Network Facebook page, Daisy the Cow Facebook page
1.2.4.8 Types of projects	On Target	Regional Cultural Arts Blog site currently being researched.

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

<b>1.2.5.1 Support house bound residents and their carers by providing access to library resources</b>		
Maintain or increase number of home library services provided	On Target	
<b>1.2.5.2 Provide a variety of children's programs that encourage literacy</b>		
Number of activities held	On Target	
Number of children participating	On Target	
Number of school holiday programs provided	On Target	
<b>1.2.5.3 Manage library collection and loans</b>		
Maintain or increase the number of library loans - Kiama Library	On Target	
<b>1.2.5.4 Manage resources of the Family History Centre</b>		
Number of clients attending the Family History Centre	On Target	
<b>1.2.5.5 Undertake a planned maintenance program to ensure Library equipment and infrastructure is maintained to a satisfactory standard within allocated budget</b>		
All library resources are well maintained and available for use	On Target	

\*Report Contains Filters

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

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

Number of blog site followers	On Target	77 Illawarra based followers
Number of interactions	On Target	71 Posts 4 comments
Number of Shellharbour and Kiama Interagency meetings held	On Target	August Interagency meeting held in Shellharbour
Number of views on blog site	On Target	2024 Views 1146 Visitors

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

Number of interactions	On Target	71 Posts 4 comments
Number of services and groups following Shellharbour and Kiama Interagency blog site	On Target	77 Illawarra service providers following

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

Funding guidelines and Activity Work Plan targets met  
 On Target Progress report submitted for last 12 months, and new work plan developed and lodged for next 12 months.

**DP Action - Implement and support social and physical planning processes that recognise social justice and cultural diversity as integral components**

**1.2.8.1 Participate in Council, local and regional networks and planning sessions**

1.2.8.1 Types of sessions attended	On Target	Interagency Cultural Development Officer Inter Council Staff Liaison C&CD Team 4 Regional Meetings attended 3 Team meetings attended
Number of network meetings and planning sessions attended	On Target	1 Internal council staff 1 Sub regional meeting

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

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

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

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Ensure maximum utilisation of Leisure Centre Pool to reduce cost of operation	On Target	Lane and pool bookings are utilising maximum capacity in this quarter
Ensure seniors programs and outreach activities are developed, implemented and reviewed	On Target	Senior programs continuing in outreach facilities, and participation is stable
Fitness Programs - Income/Expenditure	On Target	Exp: \$90,227.00 Income: (\$95,051) Budget figures on target for this quarter
Leisure Centre Hall - Income/Expenditure	On Target	Exp: \$20,063 Income: (\$21,594) Budget figures on target for this quarter
Leisure Centre Pool - Income/Expenditure	On Target	Exp: \$159,447 Income: (\$267,132) Budget on target for this quarter
Maintain or increase membership level at Leisure Centre	On Target	Membership numbers have slightly increased this quarter to 1068
Maintain or increase number of users of Leisure Centre facilities	On Target	Participation rates for centre facilities and programs are stable for this period
Maintain variety of activities at the Leisure Centre to meet needs of the community	On Target	Centre programs offer a large variety of classes for all age groups and genders, families and fitness levels.
Routine Operations - Income/Expenditure	On Target	Exp: \$168,140 Income: (\$2,098)
<b>1.3.1.3 Ensure Leisure Centre and Jamberoo Pool activities are undertaken by highly qualified and appropriately trained staff</b>	On Target	Staff Training and updates completed on time in this quarter
Training programs are developed, implemented and reviewed to ensure staff legislative and vocational requirements are met		
<b>DP Action - Develop, implement and review the Kiama Health Plan</b>		
<b>1.3.2.1 Implement programs and policies that address access to healthy and affordable food</b>		
1.3.2.1 Number of programs and policies	On Target	Two workshops held (backyard chook keeping & a Pruning Workshop) to increase resident skills in urban gardening. In addition, Low Cost Free Meals Directory currently being updated, and a student placement is working on mapping food production and consumption in the LGA. Community Gardens policy continues to be developed.
<b>DP Action - Provide support to Kiama and Districts Sports Association to ensure equitable access to Kiama's sporting facilities</b>		
<b>1.3.3.1 Ensure Council officers attend all scheduled meetings of Kiama and Districts Sports Association</b>	On Target	Council Staff attend meetings
All scheduled meetings attended		
<b>DP Action - Ensure membership of the World Health Organisation's (WHO) Healthy Cities Program is maintained</b>		
<b>1.3.4.1 Implementation of the Kiama Health Plan and related WHO Healthy Cities Initiatives</b>	On Target	Conference paper on the Regional Food Strategy presented to the 7th Making Cities Liveable Conference, in July by Cllr Rice and Health Promotions Officer, Julie Errey. Kiama Health & Sustainability Committee continues to meet,
Number of programs and policies implemented		

\*Report Contains Filters

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

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

**1.4.1.1 Provide residential low care**

1.4.1.1.1 Compliance with aged care accreditation standards

On Target Spot audit undertaken during period with positive result. DON attended 3 day accreditation training in preparation for full assessment in 2015.

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

Compliance with aged care accreditation standards

On Target Spot audit undertaken during period with positive result. DON attended 3 day accreditation training in preparation for full assessment in 2015.

Managed within budget

On Target Shift adjusted to reduce costs in response to higher than usual vacancies as a result of funding changes introduced on 1 July

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

**1.4.4.1 Provide Commonwealth care Packages to eligible members of the community**

Number of packages delivered

Transition 20 packages per 1/4 to CDC

On Target The demand for Packaged care ensures our targets are maintained. Increased consumer movement to higher levels of care.

On Target Continue to transition current package consumers to CDC model of care.

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

1.4.4.6 Services delivered within budget

On Target

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

1.4.4.7 Services delivered in line with funding agreement targets

On Target The demand for this service for over 65's ensures the service meets its outputs.

1.4.4.7 Services delivered within budget

On Target

**CSP Goal - Plan for and support young people**

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

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

Number of strategies or services implemented

On Target Youth engagement meeting held at Kiama High School. Kiama High School volunteer project continues. Partnerships developed with training organisations including the Kiama Community College. The Young men's program has been completed with 5 young men undertaking a Certificate in Outdoor Recreation.

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

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

On Target  
 Youth Engagement meeting held, Youth Advisory Committee meetings have been moved to Kiama High. Youth Worker at KHS project still continuing. Young men's program completed, Year 9 welfare day and Year 11 study skills completed with 240 participants.

1.5.2.1 Number of programs implemented

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

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

On Target  
 Young men's program completed with 5 students from Kiama High School participating and completing a Certificate in Outdoor Recreation with the Kiama Community College.

1.5.3.1 Number of programs implemented

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

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

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

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

On Target  
 Youth Centre renovations are underway with the kitchen fit out commencing. Currently the Centre is awaiting the completion of the renovations until we can dedicate the Centre to be available in a safe manner for our total operating hours.

All resources maintained and available 100% of scheduled operational hours

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

1.5.4.1 Completed scheduled renovation works at Youth Centre

On Target  
 Building work in our kitchen has commenced. The kitchen equipment has been purchased and ready to be installed. Still identifying issues surrounding heritage and health requirements, but we are working through them and achieving positive results.

All scheduled works completed

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

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

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

On Target  
 Surf Beach patrols commenced during this period

1.6.1.1 Beach patrolled during designated periods

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

\*Report Contains Filters

<p><b>1.6.3.1 Implement the requirements of the Food Act and Regulations (food premises, temporary food stalls, registration and compliance)</b></p>	<p>1.6.3.1 Customer requests/complaints are investigated within 7 days Food premises (including temporary food stalls) inspections are carried out in accordance with adopted program Food incident complaints are investigated within 48 hours Food register is maintained and mandatory annual report is submitted to Food Authority</p>	<p>On Target 6 customer request/complaints investigated, 4 resolved, 2 ongoing On Target 20 food premises inspection undertaken, 16 reinspections, 1 warning letter. No temporary food stalls inspected this quarter. On Target 1 food incident complaints investigated, compliant On Target Report to Food Authority submitted July. Register maintained.</p>
<p><b>1.6.3.2 Implement the requirements of the Public Health Act and Regulations (public swimming pools and water supplies and water cooling systems)</b></p>	<p>1.6.3.2 Skin penetration complaints are investigated within 7 days Register of cooling towers is maintained and updated annually Testing is carried out on Council owned swimming pools</p>	<p>On Target Register maintained On Target 3 samples from holiday park pools undertaken - all satisfactory. 3 Leisure Centre samplings undertaken - one unsatisfactory but treatment rectified problem</p>
<p><b>1.6.3.3 Implement the requirements of the Local Government Act and Regulations (onsite sewerage management facilities, caravan parks, Section 68 approvals, orders and licenses)</b></p>	<p>1.6.3.3 Complaints are investigated within 7 days All high risk on-site sewerage management systems are inspected annually All low risk on-site sewerage management systems are inspected every 4 years</p>	<p>On Target 8 overgrown complaints investigated, 4 notices of intention and 2 orders issued under Act On Target 55 high risk facilities inspected (overall 9 defects, 6 rectified, 3 work in progress, overall 6 no access to property) On Target 56 low risk facilities inspected</p>
<p><b>1.6.3.4 Implement the requirements of the Companion Animals Management Act and Regulations (registrations, off leash area, impounding facilities and compliance requirements)</b></p>	<p>1.6.3.4 All complaints investigated within 7 days All dangerous dog attacks are investigated and actioned within 24 hours of notification All outstanding registrations report prepared and actioned every 6 months Council's companion animals impounding functions and facility are operated in accordance with legislation and verified by annual audit Identification and lifetime registration applications processed within 7 days</p>	<p>On Target 142 customer request/complaints investigated On Target 8 investigations On Target 95 reminder letters sent On Target 15 impounded, 14 Released, 1 Rehomed, 0 Euthanized, 0 In Pound On Target 125 registrations processed, 48 infringements issued for non-registration at face value \$13200</p>

\*Report Contains Filters

**1.6.3.5 Implement the requirements of the Parking and Traffic Management Act and Regulations**

1.6.3.5 Traffic and parking complaints are investigated within 3 days  
 Parking patrols completed as per schedule

On Target 46 traffic and parking investigated, 33 compliant, 13 infringements  
 On Target 77 traffic and parking infringements at face value \$10549

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

**1.6.4.1 Implement food safety education programs**

Food safety education activity undertaken annually  
 Food safety newsletters distributed quarterly

On Target I'm Alert - free online course available for food businesses  
 On Target One Feast on Foods Facts newsletter distributed

**DP Action - Facilitate emergency management planning, response and recovery**

**1.6.5.1 Maintain and implement the emergency management plan**

Compliance with the State Emergency Rescue Management Act

On Target All meetings attended

**DP Action - Facilitate Local Road Safety and Traffic Committees**

**1.6.6.1 Road Safety Action Plan actions implemented**

All actions implemented

On Target Actions implemented

**1.6.6.2 Traffic committee meets regularly and all recommendations completed or included in Asset Management Plan**

All recommendations completed

On Target Recommendations completed as resources allow.

**DP Action - Develop and implement a Crime Prevention Plan**

**1.6.7.1 Implement Kiama Crime Prevention Plan**

Installation of CCTV system has been delayed due to complexity of procuring and installing a fibre network that the CCTV relies upon. Contract to install fibre now awarded with work scheduled to be completed by December. CCTV tender to be released in next reporting period with installation scheduled for early 2015.

On Target

CCTV cameras installed in Kiama town centre

**CSP Goal - Encourage and support volunteering opportunities to support the community**

**DP Action - Provide and promote volunteering opportunities within the community and Council operations**

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

Centre Based Day Care have trained volunteers to deliver activities

On Target Volunteers are provided with induction training and regular meetings

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Community Transport have trained volunteers to deliver activities	On Target	Volunteers are provided with induction training and regular meetings
Respite have trained volunteers to deliver activities	On Target	Although volunteer numbers have increased this quarter there continues to be a high demand for one on one respite. Currently planning more promotional activities
Social support have trained volunteers to deliver activities	On Target	Although volunteer numbers have increased this quarter there continue to be a high demand for one on one social support. Currently planning more promotional activities
<b>1.7.1.2 Promote and support volunteering opportunities available to community</b>		
Information available in print and on Council's website	On Target	ILHS brochures and web information available
<b>1.7.1.3 Provide and promote volunteering opportunities within the Library and Family History Centre</b>		
Maintain or increase the number of volunteers at the Library	On Target	use of volunteers has allowed the library to increase the number of programs on offer and the number of people attending. We have received numerous compliments from parents about our volunteers that help out with school holiday activities.
Volunteers attend appropriate training programs	On Target	
<b>1.7.1.4 Promote and support volunteering opportunities at Blue Haven</b>		
Maintain or increase the number of community members volunteering at Blue Haven aged care facility	On Target	Blue Haven continues to utilise a range of volunteers for entertainment and activities

**CSP Goal - Maintain the separation and distinct nature of the towns and villages of our local area**

**DP Action - Implement and review the Urban Strategy**

**2.1.1 Provide timely information and achieve milestones identified by NSW Planning & Infrastructure in regard to assessment of planning proposals**

Planning Proposals considered by Council

On Target Processing all planning proposals in line with P&E and KMC guidelines

**2.1.4 Seek feedback from development industry on planning instruments**

Survey of forum participants undertaken

On Target

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

**2.10.1.2 Manage new road asset creation**

2.10.1.2 New Asset Budget v Actual expenditure percentage

On Target 20% Completed

2.10.1.2 Percentage of new asset program completed

On Target 20% Blowhole Point Link Road Completed

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2.10.1.2 Percentage of scheduled designs completed	On Target	Approx 70% completed
<b>2.10.1.3 Undertake maintenance program for roads, footpaths and cycleways</b>		
2.10.1.3 Percentage of annual inspection program completed	On Target	100%
2.10.1.3 Percentage unscheduled maintenance tasks completed within service levels	On Target	100%
2.10.1.3 Unscheduled Maintenance Budget v Actual expenditure percentage	On Target	25%
<b>2.10.1.4 Maintain Road Asset Management Plan</b>		
2.10.1.4 New Asset schedule created for following year Budget	On Target	To be developed with 2015/16 budget preparation
2.10.1.4 Renewal schedule created for following year Budget	On Target	As per Asset Management Plan
<b>DP Action - Manage footpaths and cycleway infrastructure for the community by the implementation of the Shared Pathway Asset Management Plan actions</b>		
<b>2.10.2 Manage New footpath and cycleway Asset creation</b>		
2.10.2.2 New Asset Budget v Actual expenditure percentage	On Target	20% completed
2.10.2.2 Percentage of new asset program completed	On Target	20% completed
<b>2.10.2.3 Manage footpath and cycleway Asset Maintenance &amp; Operation</b>		
2.10.2.3 Percentage of annual inspection program completed	On Target	100%
2.10.2.3 Percentage unscheduled maintenance tasks completed within service levels	On Target	100%
2.10.2.3 Unscheduled Maintenance Budget v Actual expenditure percentage	On Target	25% expended
<b>2.10.2.4 Maintain Shared Pathway Asset Management Plan</b>		
2.10.2.4 New Asset schedule created for following year Budget	On Target	To be developed with 2015/16 budget preparation
2.10.2.4 Renewal schedule created for following year budget	On Target	As per A.M.P.
<b>CSP Goal - Effectively manage the drainage network to cater for current and future generations</b>		
<b>DP Action - Manage drainage infrastructure for the community by the implementation of the Drainage Asset Management Plan actions</b>		
<b>2.11.1 Manage drainage Asset Renewals</b>		
2.11.1.1 Percentage of renewal program completed	On Target	0% Work to be undertaken in 4th quarter (Collins St pipe renewal)
2.11.1.1 Renewal Budget v Actual expenditure percentage	On Target	0% 4th quarter

\*Report Contains Filters

**2.11.1.3 Manage drainage Asset Maintenance & Operation including for gross pollutant traps and drainage pits**

2.11.1.3 Percentage of annual inspection program completed On Target 100%  
 2.11.1.3 Percentage unscheduled maintenance tasks completed within service levels On Target 100%

**2.11.1.5 Undertake the preparation of Flood Studies for identified catchments**

Number of scheduled studies completed On Target Spring Creek flood study underway

**CSP Goal - Effectively manage recreation and open space infrastructure to cater for current and future generations**  
**DP Action - Manage recreation and open space infrastructure for the community by the implementation of the Recreation and Open Space Asset Management Plan**

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

2.12.1.1 Percentage of renewal program completed On Target 20% Gerringong Netball/Men's Shed roof replaced & sewer connected

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

2.12.1.2 New Asset Budget v Actual expenditure percentage On Target 20% Purchase order raised for shade sail - Coronation Park  
 2.12.1.2 Percentage of annual inspection program completed On Target 100%  
 2.12.1.2 Percentage of new asset program completed On Target 0%  
 2.12.1.2 Percentage of scheduled designs completed On Target 20% Coronation Park shade sail  
 2.12.1.2 Percentage unscheduled maintenance tasks completed within service levels On Target 100%  
 2.12.1.2 Unscheduled Maintenance Budget v Actual expenditure percentage On Target 25%

**2.12.1.3 Maintain Recreation and Open Space Asset Management Plan, including reserves, sports fields, playgrounds and skate parks**

Number of community land plans of management reviewed and updated On Target Jones Beach/Cathedral Rocks amended POM adopted August 2014. Kiama Harbour & Blowhole Point currently being reviewed

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

Program developed and reported to Council On Target Shade structure to be installed at Coronation Park & Jones Beach

**DP Action - Pursue opportunities for the implementation of the Kiama Harbour Plan of Management**

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2.12.2.1 Implement Kiama Harbour Plan of Management - pending successful funding application

Kiama Harbour Plan implemented

On Target Harbour link road completed. Pool amenities building being refurbished.

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

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

**2.13.1.1 Manage community buildings asset renewals**

2.13.1.1.1 Percentage of renewal program completed	On Target	20% Gerringong Netball/Men's Shed roof replaced & sewer connected
2.13.1.1.1 Percentage of scheduled designs completed	On Target	SES completed
2.13.1.1.1 Renewal Budget v Actual expenditure percentage	On Target	100%

**2.13.1.2 Manage community buildings new asset creation**

2.13.1.2.1 New Asset Budget v Actual expenditure percentage	On Target	100%
2.13.1.2.2 Percentage of new asset program completed	On Target	20%
2.13.1.2.2 Percentage of scheduled designs completed	On Target	

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

2.13.1.3.1 Percentage of annual inspection program completed	On Target	100%
2.13.1.3.2 Percentage unscheduled maintenance tasks completed within service levels	On Target	100%
2.13.1.3.3 Unscheduled Maintenance Budget v Actual expenditure percentage	On Target	100%

**2.13.1.4 Create a Community Buildings Asset Management Plan**

2.13.1.4.1 New Asset schedule created for following year Budget	On Target	Developed with 2015/16 budget preparation
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**DP Action - Manage other assets and infrastructure by the creation and implementation of the Other Assets and Infrastructure Asset Management Plan actions**

**2.13.2.1 Manage other asset and infrastructure asset renewals**

2.13.2.1.1 Percentage of renewal program completed	On Target	0%
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**2.13.2.3 Manage other asset and infrastructure asset maintenance & operation**

2.13.2.3.1 Percentage of annual inspection program completed	On Target	100%
2.13.2.3.2 Percentage unscheduled maintenance tasks completed within service levels	On Target	100%

\*Report Contains Filters

2.13.2.3 Unscheduled Maintenance Budget v Actual expenditure percentage	On Target	20%
<b>DP Action - Manage Dam Infrastructure to comply with Dam Safety Act</b>		
2.13.3.1 Carry out routine inspections to ensure compliance with Dam Safety Act	On Target	Inspections undertaken as required
All scheduled inspections carried out		
<b>DP Action - Manage waste and recycling in accordance with adopted plans</b>		
2.14.1.1 Provide domestic garbage, recycling, green waste, food organics and clean up collection services for urban and rural areas	On Target	924.25 tonnes garbage, 522.24 tonnes recycling, 539.53 tonnes green waste from 8588 urban residential services. 52.92 onset garbage, 29.67 tonnes recyclable from 445 rural services
2.14.1.1 Collection services conducted in accordance with service schedule and specifications	On Target	209.94 tonnes garbage and 62.37 tonnes recycled from 312 council and commercial services
<b>2.14.1.2 Provide garbage and recycling collection services for Council and commercial services</b>		
2.14.1.2 Collection services conducted in accordance with service schedule and specifications	On Target	100% of collected materials processed
<b>2.14.1.3 Collect garden organic waste and materials for recycling and transfer to be sorted and processed at Material Recycling/Organics Composting Facility</b>		
2.14.1.5 Identify preferred business case option for alternative organic/waste processing system	On Target	Report prepared and submitted to Council and adopted business case pursued
<b>2.14.1.6 Provide and operate the Minnamurra green waste/ recycling resource recovery centre</b>		
All operations at the Minnamurra Green Waste/Recycling facility are carried out in accordance with adopted plans	On Target	Quotations for planning consultancy services sought in this quarter.

\*Report Contains Filters



**2.14.1.7 Implement programs, projects, policies and services to reduce waste, increase recycling, reuse and composting of materials generated by Council and the community**

E-waste event/drop off programs implemented  
 Recycling programs implemented at Public events  
 Review charity clothing bins program and implement new adopted program

On Target = 15T  
 On Target 19 public events  
 On Target Charity bins removed from Kevin Walsh Oval, Jamberoo. Charity bins to be included in new Community Recycling Centre when established.

**2.14.1.8 Implement 2014-15 Waste and Sustainability Performance Payments programs, actions and reporting requirements**

Waste and Sustainability Program actions are completed

On Target

4 programs underway - Sustainable Events Guide, Council Sportsground Bin Infrastructure Upgrade program commenced with new bin compounds constructed for Kiama Quarry Sporting Grounds, Jamberoo School of Arts and Kiama Community Centre, Monitoring Illegal Dumping Project, Holiday Park Source Separation program (ongoing), 3 grants awarded to Council from the NSW EPA's Waste Less, Recycle More Funding - Organics Collection Systems, Community Recycling Centre and Kiama Litter Hotspots program. 2 programs completed - Sustainable Events Guide and Monitoring Illegal Dumping Project.

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

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

Licence annual reports prepared for Minnamurra and Gerroa Waste Facilities  
 Methane gas monitoring is conducted in accordance with schedule  
 Quarterly groundwater testing is conducted in accordance with schedule  
 Waste Depot is operated in accordance with License conditions

On Target Testing completed in September as per schedule  
 On Target Testing completed in August as per schedule  
 On Target Ongoing compliance maintained

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

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

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

2.16.1.2 Feedback received  
 Number of permits for busking issued

On Target Nil feedback received  
 On Target 9 permits issued since new busking policy introduced  
 On Target 6 being Kiama based musicians

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**2.16.1.3 Implement new permanent, temporary and ephemeral public arts**

2.16.1.3 Community feedback received	On Target	Nil feedback received
Number of public art projects proposed	On Target	2014 Sculpture by the Sea Regional Acquisition application submitted
Number of public arts projects implemented	On Target	Negotiation with Gilie and Marc regarding a two year sculpture loan No projects completed this quarter

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

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

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

Produce & distribute sustainability newsletters to community	On Target	3 mail outs to subscribers
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**CSP Goal - Ensure our natural and built environments are adaptive to climate change impacts**

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

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

Consumption trends and actions implemented and reported annually	On Target	Gas and electricity audit for Kiama Leisure Centre secured with OEH Energy Saver Program. Kiama Council is working with the Office of Environment and Heritage Energy Saver Program, undertaking an energy audit of the Kiama Leisure Centre. The audit will focus on the gas usage and to a lesser extent electricity usage at the site, identifying opportunities for investment in upgrades to existing equipment or new equipment which will lead to lower energy consumption at the site. The NSW OEH has fully funded the audit, working with engineering experts auditing aquatic centres.
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2.3.1.2 Implement strategies within the Water Savings Action Plan, subject to funding

Consumption trends and actions implemented	On Target	Maintenance of automated data loggers undertaken. No funding for water saving infrastructure identified
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**CSP Goal - Protect and maintain environmentally significant natural areas on public and private land in a sustainable manner**

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

2.4.1.1 Assess applications under Council's Tree Preservation DCP Chapter

All applications processed within 14 days	On Target	63 permits approved, 16 permits part approved, 31 refusals issued, 129 customer requests processed
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<p><b>2.4.1.2 Investigate complaints relating to unauthorised vegetation clearing and tree removal</b> Commence investigation into all complaints within 7 days</p>	<p>On Target 1 complaint investigated and warning issued</p>
<p><b>2.4.1.3 Determine applications to create smoke pollution</b> 2.4.1.3 All applications processed within 14 days</p>	<p>On Target 43 permits issued, 21 extensions granted</p>
<p><b>2.4.1.4 Investigate all complaints under Protection of Environment Operations Act</b> 2.4.1.4 All complaints investigated within 7 days</p>	<p>On Target 1 air, 11 noise, 2 water and 4 other pollution</p>
<p><b>2.4.1.5 Review Estuary and Stormwater Management Plans</b> Crooked River and Minnamurra Estuary and Stormwater Management Plans completed June 2015</p>	<p>On Target Minnamurra River draft to be finalised next quarter for review by Office of Environment and Heritage and the Estuary Management Plan review committee before public exhibition. Consultant appointed to undertake the review of the Minnamurra River Estuary Management Plan. Crooked River catchment assessment completed with Office of Environment and Heritage and Council staff.</p>
<p><b>2.4.1.6 Participate in Regional Illegal Dumping/ Litter Reduction programs to reduce litter and illegal dumping</b> 2.4.1.6 Number of actions implemented 2.4.1.6 Quarterly audit report completed</p>	<p>On Target Deposit Litter - 3 PINs @ \$600. Illegal Dumping - 75 incidents investigated, 24 notices issued, 4 cautions issued, 7 PINs @ \$3675. Hot spot database created and 53 patrols undertaken of hot spots Quarterly report completed</p>
<p><b>CSP Goal - Maintain and enhance biodiversity on public and private land</b></p>	
<p><b>DP Action - Implement biodiversity education and on-ground activities</b></p>	
<p><b>2.5.1.3 Support and implement Local Illawarra Landcare Projects</b> Number of Landcare groups supported</p>	<p>On Target Six groups supported</p>
<p><b>2.5.1.4 Implement Southern Rivers Catchment Action Plan 2013-23 (subject to funding)</b> Number of programs and actions implemented</p>	<p>On Target Ongoing support provided to NSW Local Land Services</p>
<p><b>2.5.1.6 Implement Bush Regeneration and conduct scheduled maintenance and educational strategies</b> Number of project sites maintained</p>	<p>On Target Six project sites</p>

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**2.5.1.8 Implement roadside Vegetation Management Plan**  
 Compliance with roadside vegetation management plan

On Target As required

**CSP Goal - Promote sustainable land use and diversification of agricultural activity**

**DP Action - Identify, research and where practical, implement in partnership diversified agricultural opportunities**

**2.6.1.1 LEP and DCP implemented providing for new agricultural activities**

Planning instruments and documents enable provisions for agricultural activities

On Target

**CSP Goal - Recognise and protect our heritage**

**DP Action - Ensure the natural and built environment is maintained in accordance with heritage and legislative requirements**

**2.7.1.1 Manage Heritage Advisor program including development of heritage studies as required**

Implement heritage studies as required

Initiate DA heritage referrals within 3 days

On Target Planning proposals are referred to heritage advisor for assessment

On Target 19 referrals to Heritage Advisor during the period

**CSP Goal - Provide supportive environments that encourage a healthy and sustainable lifestyle**

**DP Action - Develop, implement and promote infrastructure, policies and programs that support a healthy and sustainable lifestyle**

**2.8.1.1 Ensure Smoke Free Zones within the Municipality comply with relevant legislation and policies of Council and are promoted to the community**

Maintenance of smoke free zones as required

On Target All signage audited and updated where required.

**2.8.1.2 Promote the use of cycleways and walking paths through the Municipality**

Number of walking maps and cycleways maps distributed

On Target Maps continue to be available in a range of places

**2.8.1.3 Support and encourage community gardening**

Promote opportunities to establish new community gardens as per policy

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

**DP Action - Comply with Development Regulation**

**2.9.1.1 Development Applications processed within 40 days**

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75% processed within 40 days	On Target	96 DAs determined in period 74% within 40 days
Average processing time is less than 40 days		
<b>2.9.1.2 Undertake building inspections as Principal Certifying Authority</b>		
Inspections undertaken within 48 hours of request receipt	On Target	61 Inspections for period, 100% completed within 48 hours of request
<b>2.9.1.3 Requests for additional information in regard to development applications are clear and made in accordance with statutory time frames</b>		
95% of requests are made within statutory timeframes	On Target	37 Additional information letters sent, 95% within statutory timeframes
<b>2.9.1.4 Process Complying Development applications</b>		
All complying Development Applications processed within 7 days	On Target	27 applications received, 23 by private certifier. All Council applications completed in 7 days
<b>2.9.1.5 Process Part 4 Certificates under the Environmental Planning and Assessment Act</b>		
Construction Certificates and Occupation Certificates issued in a timely manner	On Target	58 Construction Certificates issued (35 by private Certifier) 44 Occupation Certificates issued (29 by Private Certifier)
<b>DP Action - Prepare and process planning proposals in a timely manner in accordance with the Environmental Planning and Assessment Act requirements</b>		
<b>2.9.3.1 Planning proposals are processed in line with Department of Planning and Infrastructure guidelines</b>	On Target	
Demonstrated review		
<b>DP Action - Review the Development Control Plan and amend as required</b>		
<b>2.9.4.1 Review Development Control Plan and update</b>	On Target	Reviewing waste and car parking DCP
Updated as required		
<b>DP Action - Advocate for increased flexibility in local land use planning determinations</b>		
<b>2.9.5.1 Provide input into review process of planning instruments</b>	On Target	attending meetings with P&E on regional planning, submissions to White Paper
Demonstrated input		

**CSP Goal - Promote and encourage business development and employment based on the local area's unique and distinctive**

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**DP Action - Undertake initiatives to promote and support business development and growth in the local area**

**3.1.1.3 Provide an ongoing interface with new businesses by reviewing and implementing an enhanced process for new business interaction with Council**

3.1.1.3 Process developed and implemented

On Target A review is being undertaken to identify a new and revitalised process for engaging with new businesses.

**3.1.1.4 Local businesses and artists enjoy a robust and engaged relationship**

3.1.1.4 Number of participants

Number of events and programs completed

On Target No projects completed this quarter  
On Target ArtBiz Conference in planning stage. Discussions underway for ArtBiz professional development workshops.

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

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

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

3.2.1.3 Minimum of twelve markets completed

On Target The Kiama Produce Market is now managed by an external company

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

**DP Action - Promote employment opportunities within Council, including for Aboriginal people and people with a disability**

**3.4.1 Liaise with local schools and other education providers within the region to promote career opportunities within Council**

Opportunities for career promotion pursued

On Target

**DP Action - Provide traineeships, cadetships and apprenticeships to meet operational needs**

**3.4.2.1 Implement student work based placements/ internships within Council**

Number of apprenticeships

Number of cadetships

Number of traineeships

On Target Continued to host 2 apprenticeships through Australian Training Company in Metal Fabrication, Heavy Vehicle Mechanics and Carpentry.

On Target 2 cadetships continued during this period in Engineering and Information Technology

On Target 1 Business Administration Traineeship continued during this period.

**DP Action - Provide students with opportunities for work placement**

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**3.4.3.1 Implement student work based placements/ internships within Council**

Number of students participating in work placements

On Target 8 people participated in work experience during this period.

Number of university students participating in internship program

On Target 3 interns placed in this period

**CSP Goal - Actively engage Federal, State, Local government and business organisations to develop and promote Kiama's economic and employment opportunities**

**DP Action - Maintain and develop economic partnerships with Government agencies and business organisations**

**3.5.1.2 Work collaboratively with council committees and relevant local organisations to actively pursue joint economic and/or business development activities**

3.5.1.2 Number of activities undertaken

On Target The Economic Development Manager continues to work with the Economic Development Committee on a number of projects

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

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

**3.6.1.1 Ensure net financial returns are achieved as outlined in the Kiama Coast Holiday Parks budget**

Forecast budget return achieved

On Target Net income for the first quarter = \$1,525,794, an increase of \$168,164 from the previous year.

**3.6.1.2 Ensure opportunities to promote Kiama Coast Holiday Parks are undertaken in line with Marketing Program**

On Target The Parks exhibited at the Sydney International Boat Show, the Wauchope Caravan, Camping, 4WD, Fish & Boat Show, the Penrith Caravan & Camping Show and the Dubbo Caravan, Camping, 4WD, Fish & Boat Show. Ads were featured in the Caravanning Australia Spring Edition and the Sydney Morning Herald (in relation to the Sydney Boat Show). Ads were booked for The Last Post, the Wollongong & Kiama Visitor Guides and the CCIA's Holiday & Touring Guide. Membership/subscriptions were renewed with Total Travel, CIA (previously known as CRVA), CCIA, Wollongong Tourism and Kiama Tourism.

3.6.1.2 Marketing Program completed

**3.6.1.3 Annual Capital Works program is completed as outlined in approved budget**

Capital Works program complete

On Target All new washing machines and dryers purchased for northern amenities at Warri Beach and C Block laundry at Seven Mile Beach Holiday Parks

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**3.6.1.4 Annual Maintenance Program of Parks assets is completed within approved budget**

Assets are maintained to a high standard within approved budget

On Target Deck, kitchen & bathroom replacements have been made at Kendall's Beach Holiday Park, Warri Beach & Surf Beach Holiday Parks

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

Quarterly Managers meetings are held

On Target Managers Meeting held on 22 July 2014. Next meeting scheduled for 21 October 2014

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

**DP Action - Ensure understanding of, and compliance with, Council's Code of Conduct and relevant policies and procedures**

**4.10.1.1 Code of Conduct is updated as required**

Code of Conduct is kept up to date

On Target Further refinement to the on line Code of Conduct was undertaken. Final product is nearly complete enabling new employees to log on and undertake Code of Conduct training when convenient.

**4.10.1.2 Regular training in Code of Conduct is provided to staff and Councillors**

Training provided to new staff and after update

On Target Training is provided when required and undertaken when sufficient numbers of new starters warrants it.

**4.10.1.4 Code of Conduct complaints are dealt with quickly and in accordance with adopted policy and relevant legislation**

All Code of Conduct complaints investigations completed

On Target One Code of Conduct complaint received by the GM was processed within the 40 day period.

**4.10.1.5 Provide training and professional development opportunities for elected Councillors**

Councillors attend regular briefings and training sessions

On Target Media and social media training was provide for Councillors with a majority of Councillors in attendance.

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

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

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**4.11.1.2 Maintain a Strategic Asset Management Plan (SAMP) aligned with individual Asset Management Plans**

Percentage of plans aligned with SAMP  
On Target 100%

**4.11.1.3 Ensure ongoing alignment of Asset Management with Councils 10 year financial Plan**

Percentage of plans aligned with 10yr Financial Plan  
On Target 100%

**4.11.1.4 Maintenance of an Asset Management Information system to optimise decision making**

Percentage of the value of Council Assets managed via the Asset Management Information System  
On Target Ongoing development

**4.11.1.5 Implement and Optimise the Asset Management Information System Work Order system to provide appropriate costings for management decision making**

Percentage of asset tasks completed via work orders  
On Target 100%

**CSP Goal - Effectively manage plant assets to meet Community Strategic Plan requirements  
DP Action - Manage Council Plant by the creation and Implementation of the Plant Asset Management Plan actions**

**4.12.1.1 Manage Plant Asset Renewals**

4.12.1.1.1 Percentage of renewal program completed  
On Target 80% Orders raised , awaiting delivery

4.12.1.1.2 Percentage of renewals updated in the Asset Management Information System  
On Target 80% ongoing

4.12.1.1.3 Renewal Budget v Actual expenditure percentage  
On Target

**4.12.1.2 Manage Plant New Asset creation**

4.12.1.2.1 New Asset Budget v Actual expenditure percentage  
On Target

4.12.1.2.2 Percentage of new asset program completed  
On Target 80% orders raised awaiting delivery

4.12.1.2.3 Percentage of new assets updated in the Asset Management Information System  
On Target 80% ongoing

**4.12.1.3 Manage Plant Asset Maintenance & Operation**

4.12.1.3.1 Percentage of annual inspection program completed  
On Target 0%Due May 2015

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4.12.1.3 Percentage of Scheduled Maintenance program delivered	On Target	25% ongoing
4.12.1.3 Percentage unscheduled maintenance tasks completed within service levels	On Target	100% ongoing
4.12.1.3 Scheduled Maintenance Budget v Actual expenditure percentage	On Target	
4.12.1.3 Unscheduled Maintenance Budget v Actual expenditure percentage	On Target	
Percentage of utilisation	On Target	
<b>4.12.1.4 Create a Plant Asset Management Plan</b>		
4.12.1.4 New Asset schedule created for following year Budget	On Target	90% complete

**CSP Goal - Advocate for integrated, sustainable and innovative transport systems within and outside of the Municipality**

**DP Action - Investigate opportunities for improved transport options within and outside of the local area**

4.13.2.1 Advocate for improved transport services within, and outside of, the local area where appropriate	On Target
4.13.2.1 All opportunities investigated	On Target

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

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

4.14.1.1 Implement and review all components of the Integrated Planning and Reporting framework	On Target	Council complies with the IP&R requirements incl. 6 monthly reporting on Delivery program actions and Annual Reports
4.14.1.1 All legislative requirements met	On Target	
4.14.1.3 Investigate innovative and informative ways to report on our plans and our performance to the community	On Target	Ongoing work on the refinement and improvement of the structure of the plans (at all levels) to improve reporting to Council and the community. New software is being investigated to better integrate the plans and other Council operations and activities. Per a previous Council resolution, convenors of committees should be detailing to the committees which OP & Dip activities relate to the committee, and reporting to the committees should be apparent.
Innovative reporting methods are investigated	On Target	

**CSP Goal - Utilise effective technology and telecommunications services to assist in the efficient delivery of Council services**

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

**4.15.1.1 Provide information technology and telecommunications systems that adequately meet Council's requirements**

On Target Completed Authority Assets-GIS Mapping integration, Sophos anti-virus migration, Gerringong Town Hall AV upgrade, Purchasing helpdesk, appointed contractor for Kiama CBD fibre stage 1 and secured funding for stage 2. Ongoing projects include WAN/Telecommunications upgrade, Holiday Parks Wi-Fi, TRIM, Assets, e-housing project, Kiama CBD CCTV.

4.15.1.1 System availability meets agreed service standards

**4.15.1.2 Ensure hardware upgrades occur according to planned schedule**

Hardware upgrades are completed on schedule

On Target PC upgrades ongoing, Gerringong Town Hall AV equipment installed.

**4.15.1.3 Ensure software systems are maintained in accordance with supplier guidelines and Council's needs**

4.15.1.3 Software systems maintained

On Target Authority patched to latest update and other server patching up to date

**4.15.1.4 Maintain Council's telecommunications system in accordance with agreed maintenance levels**

4.15.1.4 System availability meets agreed service standards

On Target VOIP and mobile systems maintained as per agreements

**DP Action - 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**

**4.15.2.1 Ensure continued development of Council's geographical information system (GIS)**

4.15.2.1 System availability meets agreed service standards

On Target Enquiry.NET and Cadcorp systems functioning to specifications

**4.15.2.2 Provide accurate and timely property and spatial information to meet customer requirements**

4.15.2.2 Software systems maintained

On Target Property and map information requests provided within guidelines

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

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

4.2.1.1 Prepare annual financial statements in accordance with Australian Accounting Standards

Audited and submitted to Division of Local Government

On Target Currently being audited

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

4.2.3.1 Prepare monthly investment report for Council

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

On Target Currently returning above the 0.5% target

**CSP Goal - Identify opportunities to diversify and expand new and existing funding sources to meet community needs**

**DP Action - Manage Council's commercial activities in a sustainable manner**

4.3.1.1 Ensure opportunities for additional grant funding are investigated

All opportunities are investigated

On Target The corporate planner undertakes periodic review of websites and other sources to identify grant funding opportunities and conveys this information to managers.

**DP Action - Investigate surplus Council owned land and buildings being leased or sold to maximise return**

4.3.2.1 Ensure all surplus land and building assets are leased or sold

Percentage of assets leased or sold

On Target All commercially available Council buildings and sites are leased. Ongoing identification of surplus vacant land for potential divestment. Four sites are currently being reviewed for change of land use (planning proposals).

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

**DP Action - Ensure corporate legislative compliance**

4.4.1.5 Ensure a Corporate Policy register is developed and maintained

Policy register developed and updated as required

On Target Refinement, improvement and updating of the current register is ongoing.

4.4.1.6 Ensure compliance with Office of Local Government's Calendar of Legislative requirements

4.4.1.6 All legislative requirements met by due date

On Target All OLG legislative reporting requirements are being met.

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

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Submitted to Office of Local Government

On Target Currently being prepared

**CSP Goal - Foster positive relationships with our community through open communications, opportunities for participation in decision DP Action - Provide innovative and engaging digital and social media solutions for our community**

**4.5.1.1 Ensure Council's website is kept up-to-date and well utilised by the community**

On Target During the quarter there were 32, 478 sessions with 18, 045 visitors and 115, 027 page views. These figures have been fairly constant (and consistent) over the past three reporting periods.  
 On Target Website content updates continue to occur as required. An extensive web author training regime continued during the period.

**4.5.1.2 Ensure Council's social media sites are kept up-to-date and well utilised by the community**

On Target Number of Facebook friends is maintained or increased  
 On Target Number of followers on Twitter is maintained or increased

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

On Target Intranet is developed and operational

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

**4.5.2.1 Media releases are prepared and distributed to media outlets**

On Target Media training was provided for Councillors and Executive. Whilst not all Councillors were able to attend, the training was well received and provides additional 'tools' for participants when seeking and using media  
 On Target The communications unit produces media releases for meaningful and relevant issues as required

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

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

On Target 4.5.4.1 Policy developed and implemented

**4.5.4.2 Incorporate community engagement strategies into all significant Council projects**

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Engagement strategies considered in all major projects  
 On Target Community engagement strategies will form the basis of the community engagement policy (as reported above).

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

**4.5.5.2 All Government Information Public Access Act requirements are met**

All Formal applications processed within required timeframes

All Informal applications processed within required timeframes

Relevant GIPA information is available on the website

On Target Council is compliant with GIPA Act requirements

On Target Processing of informal access applications is within required timeframes

On Target GIPA Act requirements incl. Disclosure Log, contracts register, open access register and review are available on Council's website. Consideration of what information should be available as open access continues.

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

4.5.6.1 Maintain, update and distribute the New Residents Kit

Number of Kits distributed

On Target Kit being used by local real estate and Kiama Tourism

**DP Action - Provide access to up-to-date social and demographic data**

4.5.7.1 Council's social and demographic software is updated as required

Updated as required

On Target Reviewing waste and car parking DCP

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

**DP Action - Develop and review Business Continuity Plans to minimise risk**

**4.6.1.1 Review and evaluate the Business Continuity Plan (BCP) annually**

BCP is reviewed, updated and complied

On Target Awaiting approval from United Independent Pools for finance to proceed with contractor to complete full review

**DP Action - Manage the Insurance Portfolio to minimise exposure**

**4.6.2.2 Provide advice, education and programs to minimise potential insurance claims for Council's assets**

Program updated and changes communicated as required

On Target Driver Training complete for volunteer bus drivers

**4.6.2.3 Manage all potential and actual claims arising out of Council's various insurance policies**

Effective reduction in cost of property and public liability claims

On Target Strategic introduction of risk liaison officer to relevant areas of council in order to provide specific advice of risk areas within the business

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<b>CSP Goal - Promote an organisational culture that uses resources efficiently and seeks continual improvement</b>	
<b>DP Action - Implement and monitor programs and policies to reduce Council's consumption of water, energy, natural resources and production of waste</b>	
4.7.1.1 Implement and monitor programs and policies relating to Council's resource consumption and sustainability	On Target Gas and electricity audit being completed on Kiama Leisure Centre to identify energy saving opportunities.
Programs and policies implemented and reported	
<b>4.7.1.2 Monitor Council resource consumption</b>	
Resource consumption monitored and reported	On Target Continue to monitor Council's electricity, gas and water consumption through Planet Footprint.
<b>DP Action - Implement and monitor procurement and store operations to ensure maximum efficiency and benefit to Council and the community</b>	
4.7.2.1 Procurement systems and processes maintained to meet legislative and organisational requirements	On Target Ongoing Procurement systems reviewed
<b>CSP Goal - Identify and engage in collaborative partnerships and alliances with other entities and organisations to promote joint policy development, efficient sharing of resources and to build capacity within Council and the local community</b>	
<b>DP Action - Participate in partnerships and alliances to promote policy development and efficient sharing of resources</b>	
4.8.1.2 Participate in the Procurement Roadmap process to maximise efficiencies for Council	On Target Ongoing Recommendations implemented and cost of procurement reduced
<b>DP Action - Ensure that Council's interests are represented at all levels of government</b>	
4.8.2.1 Pursue all opportunities to meet with Ministers and Members of Parliament	On Target All opportunities undertaken
<b>CSP Goal - Manage Council staff in a fair, equitable and sustainable manner to ensure the most efficient outcomes for the Community</b>	
<b>DP Action - Recruit and retain an appropriate workforce to deliver planned objectives of the Community Strategic Plan</b>	
4.9.1.1 Monitor, implement and review Council's Workforce Management Plan	On Target Employee related policies reviewed. Implemented online application forms. Relevant actions implemented within timeframe
*Report Contains Filters	

<p><b>4.9.1.2 Implement job evaluation system</b> Job evaluations carried out in a timely and effective manner and recommendations endorsed</p>	<p>On Target</p>	<p>Job evaluations completed in a timely manner during this period.</p>
<p><b>4.9.1.3 Review and implement Council's framework to attract and appoint excellent quality employees to positions ensuring that the Social Justice Principles are promoted</b> 80% of vacancies filled on initial advertising All externally advertised positions are distributed in a way to target identified minority groups Review, implement and monitor employer branding</p>	<p>On Target</p>	<p>100% of vacancies filled on initial advertising.</p>
<p></p>	<p>On Target</p>	<p>Continue to distribute externally advertised positions to target identified minority groups.</p>
<p></p>	<p>On Target</p>	<p>Online application forms implements in line with new website.</p>
<p><b>4.9.1.4 Implement and review Performance Management System</b> Review completed, adopted and recommendations implemented</p>	<p>On Target</p>	<p>Competency and Performance Review Policy endorsed by MANEX. Managers and Directors carrying out performance reviews for all employees.</p>
<p><b>4.9.1.5 Administer awards program to recognise individual employee achievements</b> Long Service Awards presented</p>	<p>On Target</p>	<p>Long serving employees presented with Award at mid-year functions.</p>
<p><b>4.9.1.6 Administer an effective and efficient payroll service in accordance with legislation and Award requirements</b> Employees are paid on time</p>	<p>On Target</p>	<p></p>
<p><b>4.9.1.7 Administer employment termination process in a timely and effective manner</b> General staff turnover Voluntary employee exit interviews conducted Voluntary staff turnover</p>	<p>On Target</p>	<p>Staff turnover decreased to 1.3% during this period.</p>
<p></p>	<p>On Target</p>	<p>All exiting employees offered opportunity to participate in an exit interview.</p>
<p></p>	<p>On Target</p>	<p>Voluntary staff turnover reduced to 0.5% during this period.</p>
<p><b>4.9.1.8 Develop, implement, monitor and review a Corporate Training Plan</b> Implement and monitor the study assistance policy for employees Monitor and implement a Corporate induction program Training Plan developed and implemented within budget</p>	<p>On Target</p>	<p>7 employees accessing Study Assistance during this period.</p>
<p></p>	<p>On Target</p>	<p>1 Corporate Induction Program held during this period.</p>
<p></p>	<p>On Target</p>	<p>Training Plan developed in consultation with Managers and Directors. Commenced implementing plan in line with budget.</p>

\*Report Contains Filters



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

**4.9.2.1 Implement the Equal Employment Opportunity (EEO) Management Plan**

Activities and measures outlined in the plan are met

On Target Flexible Work Arrangements Policy reviewed and endorsed by MANEX during this period.

**4.9.2.2 Monitor and review Human Resource policies, Awards and Workplace Agreements**

Policies and procedures reviewed in accordance with adopted timetable

On Target Policies reviewed and endorsed during this period - Flexible Work Arrangements Policy, Union Picnic Day Policy, Indoor Employee Accrued Time Policy, Competency and Performance Review Policy.

**4.9.2.3 Develop, implement, monitor and review framework to ensure that employee's view are heard**

Joint Consultative Committee meetings are held

On Target Consultative Committee meeting held in August.

**4.9.2.4 Administer and promote use of Employee Assistance Program**

Annual usage statistics reported  
Employee Assistance Program provider contract renewed

On Target Annual usage report received indicating continued use of the service by employees and members of their immediate family  
On Target EAP Contract renewed in August 2014 for 3 year period.

\*Report Contains Filters

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

Measures	Progress Status Qtr 1	First Qtr Comments
* Report Contains Filters		
<b>CSP Goal - Encourage and support residents from socially and culturally diverse backgrounds to participate in all aspects of community life</b>		
<b>DP Action - Deliver quality disability services in line with the Community Care Common Standards and funding agreements</b>		
1.1.1.7 Plan and implement the Illawarra in Home Support continuous improvement operating plan	Not in this Period	Planning day to be scheduled
Annual planning day is held and plan developed		
1.1.4.1 Harmony Day event held	Not in this Period	Harmony Day held in March each year. 2014 event held.
Planned events are completed		
<b>CSP Goal - Promote and support a range of social, cultural and artistic activities, practices and programs for creating sustainable health and well being</b>		
<b>DP Action - Investigate the provision of a multi function arts space for the Kiama Municipality</b>		
1.2.3.1 Engage a consultant to assess viability of preferred sites		
Site selected		
1.2.3.2 Funding sought for building new Art Centre	Not in this Period	No funding opportunities identified in this quarter
Funding obtained		
<b>DP Action - Implement and support community, cultural and artistic activities and development programs</b>		
<b>1.2.4.4 Other community development projects</b>		
1.2.4.4 feedback received	Not in this Period	No community development projects this quarter
1.2.4.4 Number of participants	Not in this Period	No community development projects this quarter

\*Report Contains Filters

**1.2.7.1 Pursue grant funding opportunities for the development of the Gerringong Library and Museum community facility**

Update reports provided to Council

Not in this Period

No funding opportunities available

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

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

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

Jamberoo Pool routine maintenance program is completed

Undertake capital and structural improvements at Jamberoo Pool in accordance with allocated budget

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

Not in this Period

Jamberoo Pool is not in operation

Not in this Period

Jamberoo Pool is not in operation

Not in this Period

Planning continuing for capital projects.

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

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

Jamberoo Pool - Income/Expenditure

Kiosk Operations - Income/Expenditure

Maintain or increase membership level at Leisure Centre

Maintain or increase number of users of Jamberoo Pool facilities

Policies, procedures and pricing structure reviewed as appropriate

Not in this Period

No programs investigated in this quarter

Not in this Period

Jamberoo pool is not operating in this quarter

Not in this Period

Kiosk figures available at the end of 2nd quarter

Not in this Period

Not in this period

Not in this Period

Not in this period

**1.3.2.3 Implement cancer prevention programs and policies**

1.3.2.3 Number of programs and policies

Not in this Period

No activity due to staff ill-health.

**1.3.2.4 Encourage and promote policies and programs that support participation in the community by children and their families**

Breastfeeding Friendly policy is implemented

Not in this Period

No activity due to staff ill-health.

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

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

1.4.2.3 Work undertaken to progress to construction stage

\*Report Contains Filters

DA approved by Joint Regional Planning Panel	Not in this Period	DA preparation not scheduled to be completed prior to Mar 2015
<b>1.4.2.4 Undertake early site works including residential subdivision</b> Work progresses on target against timeline	Not in this Period	This work will now not commence in this financial year
<b>DP Action - Incorporate Age Friendly principles across Council planning and service delivery</b>		
<b>1.4.5.1 Implement the Age Friendly Project to review Council operations and identify strategies to incorporate age friendly principles</b> Project completed	Not in this Period	Kiama Age Friendly Project completed with final report submitted to council at the June 2014 meeting.
<b>CSP Goal - Plan for and support young people</b>		
<b>DP Action - Enhance and develop young people's skills through the provision of targeted programs and a drop-in service</b>		
<b>1.5.3.3 Engage and connect with young people via multimedia projects including Youth TV and Radio.</b> Number of multimedia projects completed	Not in this Period	2 live streams have been organised for September, along with work progressing on the creation of 'SENTRAL recording studios'.
Number of young people participating	Not in this Period	
<b>CSP Goal - Recognise and promote community safety throughout the Municipality</b>		
<b>DP Action - Provide a beach lifeguard service at designated beaches within the Municipality</b>		
<b>1.6.1.1 Undertake a program of beach patrols at Surf Beach during designated periods</b> 1.6.1.2 Jones, Bombo, Kendall's, East's, Warri and Seven Mile Beaches patrolled during Christmas School Holiday period 1.6.1.2 Beach patrolled during designated periods	Not in this Period	
<b>DP Action - Enforce and comply with public health and safety legislation</b>		
<b>1.6.3.2 Implement the requirements of the Public Health Act and Regulations (public swimming pools and water supplies and water cooling systems)</b> 1.6.3.2 Skin penetration complaints are investigated within 7 days	Not in this Period	
<b>DP Action - Enforce and comply with public health and safety legislation</b>		
<b>1.6.3.4 Implement the requirements of the Companion Animals Management Act and Regulations (registrations, off leash area, impounding facilities and compliance requirements)</b>		

\*Report Contains Filters

Annual dangerous dog declaration inspections undertaken	Not in this Period
<b>1.6.3.5 Implement the requirements of the Parking and Traffic Management Act and Regulations</b>	
Annual report for Division of Local Government completed	Not in this Period
<b>DP Action - Implement community safety and injury prevention programs and education</b>	
<b>1.6.4.2 Enforce building fire safety</b>	
Ensure annual fire safety statements are received and processed	Not in this Period
<b>1.6.4.4 Undertake water sampling at Seven Mile Beach as part of the BeachWatch program</b>	
Undertake sampling between October and April each year	Not in this Period
<b>CSP Goal - Recognise and promote community safety throughout the Municipality</b>	
<b>DP Action - Provide and promote volunteering opportunities within the community and Council operations</b>	
<b>1.7.1.2 Promote and support volunteering opportunities available to community</b>	
Participate in promotional activities	Not in this Period
	No specific promotional activities held this quarter
<b>CSP Goal - Maintain the separation and distinct nature of the towns and villages of our local area</b>	
<b>DP Action - Implement and review the Urban Strategy</b>	
<b>2.1.1.2 Planning proposals reviewed against objectives of the Urban Strategy and reported annually</b>	
Annual report completed	Not in this Period
<b>2.1.1.3 Development standards for infill development are reviewed having regard to Planning and Infrastructure Urban feasibility model</b>	
2.1.1.3 Demonstrated review/consultation reported as required	Not in this Period
<b>CSP Goal - Effectively manage the transport network of roads, footpaths and cycleways to cater for current and future generations</b>	
<b>DP Action - Manage the road infrastructure for the community by the implementation of the Road Asset Management Plan actions</b>	
<b>2.10.1.1 Undertake a road asset renewal program</b>	
2.10.1.1 Percentage of renewals updated in the Asset Management Information System	
2.10.1.1 Percentage of scheduled designs completed	0% No designs required

\*Report Contains Filters

<b>2.10.1.2 Manage new road asset creation</b>				
2.10.1.2 New Asset Budget v Actual expenditure percentage	Not in this Period	Asset Management Information System		0%
2.10.1.2 Percentage of new asset program completed				
2.10.1.2 Percentage of new assets updated in the Asset Management Information System				
<b>2.10.1.3 Undertake maintenance program for roads, footpaths and cycleways</b>				
2.10.1.3 Percentage of Scheduled Maintenance program delivered	Not in this Period			0% Scheduled maintenance program to be developed
2.10.1.3 Scheduled Maintenance Budget v Actual expenditure percentage	Not in this Period			0%
2.10.1.3 Unscheduled Maintenance Budget v Actual expenditure percentage				
<b>2.10.1.4 Maintain Road Asset Management Plan</b>				
2.10.1.4 New Asset schedule created for following year Budget				
2.10.1.4 Plan updated to reflect completion of Capital Renewals and New Assets programs	Not in this Period			Plan updated at completion of program
2.10.1.4 Renewal schedule created for following year Budget				
2.10.1.4 Scheduled Maintenance program created for following year Budget	Not in this Period			To be developed with 2015/16 budget preparation
<b>DP Action - Manage footpaths and cycleway infrastructure for the community by the implementation of the Shared Pathway Asset Management Plan actions</b>				
<b>2.10.2.1 Manage footpath and cycleway Asset Renewals</b>				
2.10.2.1 Percentage of renewal program completed	Not in this Period			0% No renewal program in 2014/15 budget
2.10.2.1 Percentage of renewals updated in the Asset Management Information System	Not in this Period			0% No renewal program in 2014/15 budget
2.10.2.1 Percentage of scheduled designs completed	Not in this Period			0% No renewal program in 2014/15 budget
2.10.2.1 Renewal Budget v Actual expenditure percentage	Not in this Period			0% No renewal program in 2014/15 budget
<b>2.10.2.2 Manage New footpath and cycleway Asset creation</b>				
2.10.2.2 Percentage of new assets updated in the Asset Management Information System	Not in this Period			0%
<b>2.10.2.3 Manage footpath and cycleway Asset Maintenance &amp; Operation</b>				
2.10.2.3 Percentage of Scheduled Maintenance program delivered	Not in this Period			0% Scheduled maintenance program to be developed
2.10.2.3 Scheduled Maintenance Budget v Actual expenditure percentage	Not in this Period			0%

\*Report Contains Filters

- 2.10.2.4 **Maintain Shared Pathway Asset Management Plan**
- 2.10.2.4 New Asset schedule created for following year Budget
- 2.10.2.4 Plan updated to reflect completion of Capital Renewals and New Assets programs
- 2.10.2.4 Renewal schedule created for following year budget
- 2.10.2.4 Scheduled Maintenance program created for following year Budget

Plan updated at completion of program

To be developed with 2015/16 budget preparation

Not in this Period

Not in this Period

**CSP Goal - Effectively manage the drainage network to cater for current and future generations**

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

**2.11.1.1 Manage drainage Asset Renewals**

2.11.1.1 Percentage of renewal program completed

2.11.1.1 Percentage of renewals updated in the Asset Management Information System

2.11.1.1 Percentage of scheduled designs completed

2.11.1.1 Renewal Budget v Actual expenditure percentage

0% 4th quarter

0% 3rd quarter

Not in this Period

Not in this Period

**2.11.1.2 Manage New drainage Asset creation**

2.11.1.2 New Asset Budget v Actual expenditure percentage

2.11.1.2 Percentage of new asset program completed

2.11.1.2 Percentage of new assets updated in the Asset Management Information System

2.11.1.2 Percentage of scheduled designs completed

0% No new assets projects

0%

0%

0%

Not in this Period

Not in this Period

Not in this Period

Not in this Period

**2.11.1.3 Manage drainage Asset Maintenance & Operation including for gross pollutant traps and drainage pits**

2.11.1.3 Percentage of Scheduled Maintenance program delivered

2.11.1.3 Scheduled Maintenance Budget v Actual expenditure percentage

2.11.1.3 Unscheduled Maintenance Budget v Actual expenditure percentage

0% Scheduled maintenance program to be developed

0%

25%

Not in this Period

Not in this Period

Not in this Period

**2.11.1.4 Maintain Drainage Asset Management Plan**

2.11.1.4 New Asset schedule created for following year Budget

2.11.1.4 Plan updated to reflect completion of Capital Renewals and New Assets programs

2.11.1.4 Renewal schedule created for following year Budget

2.11.1.4 Scheduled Maintenance program created for following year Budget

No new asset construction identified

Plan updated at completion of program

As per AMP

To be developed with 2015/16 budget

Not in this Period

Not in this Period

Not in this Period

Not in this Period

\*Report Contains Filters

**CSP Goal - Effectively manage recreation and open space infrastructure to cater for current and future generations**  
**DP Action - Manage recreation and open space infrastructure for the community by the implementation of the Recreation and Open Space Asset Management Plan**

<b>2.12.1.1 Percentage of renewals updated in the Asset Management Information System</b>	Not in this Period	At completion of program
2.12.1.1 Percentage of scheduled designs completed	Not in this Period	0%
2.12.1.1 Renewal Budget v Actual expenditure percentage	Not in this Period	0% expended
<b>2.12.1.2 Percentage of new asset program completed</b>		
<b>2.12.1.2 Manage new recreation and open space asset creation</b>		
2.12.1.2 New Asset Budget v Actual expenditure percentage	Not in this Period	0%
2.12.1.2 Percentage of new asset program completed	Not in this Period	Scheduled maintenance program to be developed
2.12.1.2 Percentage of new assets updated in the Asset Management Information System	Not in this Period	
2.12.1.2 Scheduled Maintenance Budget v Actual expenditure percentage	Not in this Period	
<b>2.12.1.3 Maintain Recreation and Open Space Asset Management Plan, including reserves, sports fields, playgrounds and skate parks</b>		
2.12.1.3 New Asset schedule created for following year Budget	Not in this Period	No new asset construction identified
2.12.1.3 Plan updated to reflect completion of Capital Renewals and New Assets programs	Not in this Period	Plan updated at completion of program
2.12.1.3 Renewal schedule created for following year Budget	Not in this Period	As per AMP
2.12.1.3 Scheduled Maintenance program created for following year Budget	Not in this Period	To be developed with 2015/16 budget preparation

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

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

<b>2.13.1.1 Manage community buildings asset renewals</b>		
2.13.1.1 Percentage of renewals updated in the Asset Management Information System	Not in this Period	0% 4th quarter
<b>2.13.1.2 Manage community buildings new asset creation</b>		
2.13.1.2 Percentage of new assets updated in the Asset Management Information System	Not in this Period	Plan updated at completion of program

\*Report Contains Filters



<b>2.13.1.3 Manage community buildings asset maintenance &amp; operation</b>	2.13.1.3 Percentage of Scheduled Maintenance program delivered	2.13.1.3 Scheduled Maintenance Budget v Actual expenditure percentage	Not in this Period	0% Scheduled maintenance program to be developed
2.13.1.3 Scheduled Maintenance Budget v Actual expenditure percentage	Not in this Period			
<b>2.13.1.4 Create a Community Buildings Asset Management Plan</b>	2.13.1.4 Plan updated to reflect completion of Capital Renewals and New Assets programs	2.13.1.4 Renewal schedule created for following year Budget	Not in this Period	Plan updated at completion of program
2.13.1.4 Renewal schedule created for following year Budget	Not in this Period	To be developed with 2015/16 budget preparation		As per AMP
Schedule Maintenance program created for following year Budget	Not in this Period			
<b>DP Action - Manage other assets and infrastructure by the creation and implementation of the Other Assets and Infrastructure Asset Management Plan actions</b>				
<b>2.13.2.1 Manage other asset and infrastructure asset renewals</b>				
2.13.2.1 Percentage of renewals updated in the Asset Management Information System	Not in this Period			0% 4th quarter
2.13.2.1 Percentage of scheduled designs completed	Not in this Period			0% 3rd quarter
2.13.2.1 Renewal Budget v Actual expenditure percentage	Not in this Period			0%
<b>2.13.2.2 Manage other asset and infrastructure new asset creation</b>				
2.13.2.2 New Asset Budget v Actual expenditure percentage	Not in this Period			0%
2.13.2.2 Percentage of new assets updated in the Asset Management Information System	Not in this Period			0% 4th quarter
<b>2.13.2.3 Manage other asset and infrastructure asset maintenance &amp; operation</b>				
2.13.2.3 Percentage of Scheduled Maintenance program delivered	Not in this Period			0% To be developed with 2015/16 budget preparation
2.13.2.3 Scheduled Maintenance Budget v Actual expenditure percentage	Not in this Period			0%
<b>2.13.2.4 Create an Other Assets Asset Management Plan</b>				
2.13.2.4 New Asset schedule created for following year Budget	Not in this Period			No new asset construction identified
2.13.2.4 Plan updated to reflect completion of Capital Renewals and New Assets programs	Not in this Period			At completion of program
2.13.2.4 Renewal schedule created for following year Budget	Not in this Period			As per AMP
2.13.2.4 Scheduled Maintenance program created for following year Budget	Not in this Period			To be developed with 2015/16 budget preparation

\*Report Contains Filters

**CSP Goal - Minimise waste and manage it in an efficient and environmentally sensitive manner**

**DP Action - Manage waste and recycling in accordance with adopted plans**

**2.14.1.7 Implement programs, projects, policies and services to reduce waste, increase recycling, reuse and composting of materials generated by Council and the community**

Council Holiday Parks recycling program implemented during all holiday periods

E-waste event/drop off programs implemented

Number of collection zones that new garbage, recycling and food organics collection service is implemented (subject to funding)

Trial Business Recycling/Organics program commenced

Not in this Period

Not in this Period

Not in this Period

**2.14.1.8 Implement 2014-15 Waste and Sustainability Performance Payments programs, actions and reporting requirements**

Waste and Recycling audit completed by December annually

Bin audits are no longer required by NSW EPA. However, audits will be conducted in each waste zone as the OK Organics Kiama program is rolled out.

Not in this Period

**DP Action - Manage waste and recycling in accordance with adopted plans**

**2.14.2.1 Develop a Waste Recycling Infrastructure Plan for Minnamurra Organics and Recycling Facility including community recycling centre, processing options, transfer station (subject to grant funding)**

2.14.2.1 Construction of facilities commences subject to funding

Plan is developed and adopted by Council

Not in this Period

Not in this Period

**2.14.2.2 Install additional public place recycling infrastructure**

Recycling infrastructure installed

Not in this Period

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

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

Licence annual reports prepared for Minnamurra and Gerroa Waste Facilities

Quarterly groundwater testing is conducted in accordance with schedule

Not in this Period

**CSP Goal - Ensure the maximum multi-purpose use of our community's buildings and facilities**

\*Report Contains Filters

**DP Action - Provide equitable access to Council halls and the Community Centre**

**2.15.1.1 Manage the activity of the Hindmarsh Park Community Care Support Program Community Centre**

Hire fees are reviewed annually  
Hire information is updated annually

Not in this Period  
Not in this Period

Will be reviewed as part of budget preparation cycle  
Will be reviewed at same time as fees and charges.

**DP Action - Ensure Section 94 Developer Contributions Plans and Voluntary Planning Agreements are aligned with community development plans**

**2.15.2.1 Prepare a new Section 94 and Section 94A Developer Contributions Plan which provide community facilities and services for the Municipality**

Plan reviewed according to legislation and planning reforms

Not in this Period

waiting new planning legislation

**2.15.2.2 Report Section 94 & Section 94A funds received annually**

2.15.2.2 Report submitted for inclusion in Annual Report

Not in this Period

**2.15.2.3 Report Voluntary Planning Agreements proposed annually**

2.15.2.3 Report submitted for inclusion in Annual Report

Not in this Period

no VPAs received

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

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

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

Number of workshops held

Not in this Period

**CSP Goal - Ensure our natural and built environments are adaptive to climate change impacts**

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

**2.3.2.1 Ensure Council's policies and procedures consider adaptation impacts and seek grant funding to implement climate change initiatives where available**

All appropriate grant funding opportunities are investigated  
All relevant policies and procedures updated as required

Not in this Period  
Not in this Period

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

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

\*Report Contains Filters

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

Community workshop completed  
Field day or educational activity undertaken

Not in this Period  
Not in this Period

**CSP Goal - Provide supportive environments that encourage a healthy and sustainable lifestyle**

**DP Action - Develop, implement and promote infrastructure, policies and programs that support a healthy and sustainable lifestyle**

**2.8.1.3 Support and encourage community gardening**

Promote opportunities to establish new community gardens as per policy

Not in this Period

Decision has been made to review policy to simplify opportunity for community members to establish a new garden.

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

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

2.9.2.1 Review provisions and amend as required

2.9.2.1 Demonstrated review and reported annually

Not in this Period

**CSP Goal - Promote and encourage business development and employment based on the local area's unique and distinctive**

**DP Action - Undertake initiatives to promote and support business development and growth in the local area**

3.1.1.1 Research, monitor and disseminate relevant economic and business information  
Research undertaken and available

Not in this Period

**CSP Goal - Investigate and facilitate employment land and infrastructure to support business growth**

**DP Action - Provide appropriate employment land to meet current and future needs**

3.3.1.1 Ensure zones within Kiama LEP and Kiama Urban Strategy provide for an appropriate range of employment uses

Reviewed as required

Not in this Period

**CSP Goal - Actively engage federal, state, local government and business organisations to develop and promote Kiama's economic and employment opportunities**

**DP Action - Maintain and develop economic partnerships with government agencies and business organisations**

3.5.1.1 Represent local business interests to regional business organisations and government agencies

Not in this Period

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

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

\*Report Contains Filters

<p><b>3.6.1.5 All relevant policies, procedures and regulations are reviewed to maintain legislative requirements and to ensure best practice</b> Appropriate training is provided to park managers Policies, procedures and regulations reviewed as appropriate</p>	<p>Not in this Period Not in this Period</p>	<p><b>3.6.1.6 Carry out a program of financial and park audits</b> Financial audits are completed as required Holiday Park accommodation and facilities audits are completed</p>	<p>Not in this Period Not in this Period</p>
<p><b>CSP Goal - Provide training and professional development for Councillors and staff to promote a culture of strong leadership, good</b></p>			
<p><b>DP Action - Ensure understanding of, and compliance with, Council's Code of Conduct and relevant policies and procedures</b></p>			
<p><b>4.10.1.3 Code of Conduct information is provided to all contractors, consultants and volunteers</b>  Training provided when necessary</p>	<p>Not in this Period</p>	<p>No action has been undertaken to provide contractors, consultants and volunteers with Code of Conduct training. None has been scheduled for the foreseeable future, however the introduction of the on line Code of Conduct training module will be considered for these participants.</p>	
<p><b>CSP Goal - Advocate for integrated, sustainable and innovative transport systems within and outside of the Municipality</b></p>			
<p><b>DP Action - Provide input to State and Regional Transport Strategies</b></p>			
<p><b>4.13.1.1 Provide input to Dept of Transport Regional Transport Plan where appropriate</b> Provide input where appropriate</p>	<p>Not in this Period</p>		
<p><b>CSP Goal - Ensure finances are managed responsibly to meet the goals of the Community Strategic Plan and to protect financial</b></p>			
<p><b>DP Action - Ensure all Statutory accounting and reporting is carried out to meet legislation</b></p>			
<p><b>4.2.1.2 Annual budget prepared and adopted by Council</b> Report adopted by Council</p>	<p>Not in this Period</p>		
<p><b>4.2.1.3 Quarterly review of Budget prepared and reported to Council</b> Reported to Council</p>	<p>Not in this Period</p>		
<p><b>DP Action - Ensure internal audit controls are in place</b></p>			
<p>*Report Contains Filters</p>			

4.2.2.1 Implement recommendations of Internal Audit and Risk Committee  
All recommendations implemented

Not in this Period

Ongoing

**CSP Goal - Identify opportunities to diversify and expand new and existing funding sources to meet community needs**

**DP Action - Investigate opportunities for new Council commercial activities**

4.3.3.1 Ensure ongoing investigation of opportunities for new Council commercial activities are carried out

Appropriate opportunities investigated and reported to Council

Not in this Period

**CSP Goal - Identify opportunities to diversify and expand new and existing funding sources to meet community needs**

**DP Action - Investigate opportunities for new Council commercial activities**

4.4.1.1 Develop, review and evaluate policies and procedures to ensure compliance with the WHS Act and Regulations

StateCover annual WHS audit completed with a score of 80% or better

Not in this Period

Conducted in 4th Quarter

4.4.1.2 Develop, review and evaluate policies and procedures to ensure compliance with WHS Act, Regulation and code of practice.

4.4.1.2 Policy and procedures are updated within 3 months of the release of the change

Not in this Period

No changes in this quarter

4.4.1.3 Develop, review and evaluate policies and procedures to ensure compliance with Civic Liability Act

4.4.1.3 Policy and procedures are updated within 3 months of the release of the change

Not in this Period

No changes in this quarter

**CSP Goal - Foster positive relationships with our community through open communications, opportunities for participation in decision**

**DP Action - Promote a consistent and positive image of Council to the community**

4.5.3.1 Develop, implement and monitor a Branding Policy that encompasses all of Council's operations

Re-branding project plan developed

Resolution of Council for re-branding project

Not in this Period

Not in this Period

This project has not progressed. There has been some preliminary discussions however the timing and scope as well as responsibility for this project has not been identified or finalised

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

\*Report Contains Filters

<p><b>4.5.5.4 Ensure compliance with Personal Information Protection Act and Health Record Information Protection Act</b></p>	<p>Conduct staff training in Privacy Management</p>	<p>Ensure Council's collection and release of information complies with legislation</p>	<p>Not in this Period</p>	<p>A review of current practice is required to ensure collection of information is consistent with PPIP Act</p>
			<p>Not in this Period</p>	<p>No release requests were made during this period.</p>
<p><b>DP Action - Ensure new residents are informed and welcomed to the Kiama Municipality</b></p>				
<p><b>4.5.6.1 Maintain, update and distribute the New Residents Kit</b></p>	<p>Kit is updated annually</p>	<p>Not in this Period</p>	<p>Not in this Period</p>	<p>Kit updated in previous period</p>
<p><b>4.5.6.2 A welcome event for new residents is conducted annually</b></p>	<p>New Residents event held</p>	<p>Not in this Period</p>	<p>Not in this Period</p>	<p>Unable to progress due to ill health of staff member.</p>
<p><b>CSP Goal - Minimise risk to ensure continuity of critical business functions</b></p>				
<p><b>DP Action - Manage the Insurance Portfolio to minimise exposure</b></p>				
<p><b>4.6.2.1 Workplace health and safety management systems updated and communicated as required following legislative changes</b></p>	<p>Reviews undertaken and communicated</p>	<p>Not in this Period</p>	<p>Not in this Period</p>	<p>No changes</p>
<p><b>CSP Goal - Manage Council staff in a fair, equitable and sustainable manner to ensure the most efficient outcomes for the Community</b></p>				
<p><b>DP Action - Recruit and retain an appropriate workforce to deliver planned objectives of the Community Strategic Plan</b></p>				
<p><b>4.9.1.5 Administer awards program to recognise individual employee achievements</b></p>	<p>Megan Dalley Trainee/Apprentice/Cadet of the Year Awarded</p>	<p>Robert East Community Services Award presented</p>	<p>Not in this Period</p>	<p>Not in this period.</p>
			<p>Not in this Period</p>	<p>Not in this period.</p>

\*Report Contains Filters

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

Measures	Progress Status Qtr 1	First Qtr Comments
* Report Contains Filters		
<b>CSP Goal - Promote and support a range of social, cultural and artistic activities, practices and programs for creating sustainable health and well being</b>		
<b>DP Action - Implement and support community, cultural and artistic activities and development programs</b>		
<b>1.2.4.2 Plan and implement regional NAIDOC Week awards</b>		
1.2.4.2 Number of participants	Completed	The 2014 Awards were hosted by KMC and held at The Pavilion. Feedback from evaluations was that they were the best yet.
<b>1.2.4.7 Update Arts Honour Roll</b>		
Number of nominations	Completed	Seven nominations received
<b>CSP Goal - Develop and implement services and programs that promote health and active lifestyle for residents of all ages, abilities and interests</b>		
<b>DP Action - Maintain and develop Leisure Centre and Jamberoo Pool</b>		
<b>1.3.1.1 Undertake planned program of improvements and maintenance to ensure Leisure Centre facilities are maintained to required standard</b>		
Leisure Centre routine maintenance program is completed	Completed	Monthly maintenance schedules completed
<b>1.3.1.2 Ensure effective operations of Leisure Centre facilities and Jamberoo Pool to meet community needs and within allocated budget</b>		
Ensure school holiday activities for children are developed, implemented and reviewed	Completed	July school holidays were implemented and bookings reached capacity in most sessions

\*Report Contains Filters



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

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

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

Number of organisations participating	Completed	Project completed at the end of September. Final two major activities were a Youth Forum and the End of Project Celebration. Both events held successfully with good representation from young people, senior council staff (incl Mayor & GM), and local state MP Gareth Ward.
Number of young people being mentored	Completed	Project completed at the end of September. Final two major activities were a Youth Forum and the End of Project Celebration. Both events held successfully with good representation from young people, senior council staff (incl Mayor & GM), and local state MP Gareth Ward.

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

**DP Action - Provide annual Surf Education Awareness program in local primary schools**

**1.6.2.1 Surf Education Awareness program carried out in local primary schools annually**

1.6.2.1 Program completed

Completed 9 schools participated - 6 in Kiama LGA, 2 in Shellharbour and 1 in Moss Vale

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

**1.6.3.4 Implement the requirements of the Companion Animals Management Act and Regulations (registrations, off leash area, impounding facilities and compliance requirements)**

Annual companion animals activity is held

Mandatory report submitted to Office of Local Government in September and November annually

Completed Doggy Day Out held on 26 July at Black Beach

Completed Submitted September

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

All requirements met within legislative timeframes

Completed This activity has been considered in the context of 1.6.4.2 and therefore will not be reported in this section.

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

**1.6.4.3 Enhance swimming pool safety**

Complete annual pool safety education program

Completed This activity has been rolled up into 1.6.3.6 and will therefore not be reported here.

\*Report Contains Filters

<b>CSP Goal - Effectively manage the transport network of roads, footpaths and cycleways to cater for current and future generations</b>		
<b>DP Action - Manage the road infrastructure for the community by the implementation of the Road Asset Management Plan actions</b>		
<b>2.10.1.1 Undertake a road asset renewal program</b>	Completed	100% Program completed
2.10.1.1 Percentage of renewal program completed	Completed	100% Information updated in plan
2.10.1.1 Percentage of renewals updated in the Asset Management Information System	Completed	100%
2.10.1.1 Renewal Budget v Actual expenditure percentage	Completed	100%
<b>DP Action - Manage footpaths and cycleway infrastructure for the community by the implementation of the Shared Pathway Asset Management Plan actions</b>		
<b>2.10.2.2 Manage New footpath and cycleway Asset creation</b>	Completed	100%
2.10.2.2 Percentage of scheduled designs completed		
<b>CSP Goal - Effectively manage other assets to cater for current and future generations (including car parks, community buildings, cemetaries and dams)</b>		
<b>DP Action - Investigate options to achieve compliance with Dam Safety Act and future development opportunities for Jerrara Dam</b>		
<b>2.13.4.1 Investigate all options for the future of Jerrara Dam</b>	Completed	Design to be completed December 2014
Investigations completed and reported to Council		
<b>CSP Goal - Minimise waste and manage it in an efficient and environmentally sensitive manner</b>		
<b>DP Action - Manage waste and recycling in accordance with adopted plans</b>		
<b>2.14.1.4 Implement trial of free clean-up drop off program</b>	Completed	Program implemented September. Total of 156.51 tonnes of material collected from 1014 participants, 81.01 recycled (52% resource recovery)
2.14.1.4 Program completed and evaluated		
<b>CSP Goal - Ensure our natural and built environments are adaptive to climate change impacts</b>		
<b>DP Action - Consider climate change impacts and hazards and implement actions</b>		
<b>2.3.1.3 Review and update the Climate Change Adaptation Plan, subject to funding</b>		

\*Report Contains Filters

Review undertaken and reported to Council	Completed	Review undertaken and reported to Council
<b>CSP Goal - Implement biodiversity education and on-ground activities</b>		
<b>DP Action - Implement biodiversity education and on-ground activities</b>		
2.5.1.1 Implement tree planting activities	Completed	National Tree Day held on 4th August, approximately 900 trees planted over 6 sites
Support National Tree Day		
2.5.1.5 Review and update Community Land Management Plans	Completed	
Review of Jones Beach and Cathedral Rocks Management Plans completed		
<b>CSP Goal - Develop opportunities to increase the economic output of rural lands</b>		
<b>DP Action - Support and promote the productive use of local rural land</b>		
3.2.1.2 Establish Council's Agri-project working group	Completed	
Working group established		
3.2.1.3 Review and continued operation of the Kiama produce market	Completed	Licence Agreement in place for the management of the Kiama Produce Markets, commencing September 2014
3.2.1.3 Review completed		
<b>CSP Goal - Investigate and facilitate employment land and infrastructure to support business growth</b>		
<b>DP Action - Provide appropriate employment land to meet current and future needs</b>		
3.3.1.2 Ensure Kiama Urban Strategy includes provision for future employment land	Completed	
Urban Strategy reviewed and updated as required		
<b>CSP Goal - Ensure Council owned buildings and infrastructure are planned and maintained with consideration to both current and future generations</b>		
<b>DP Action - Ensure the Strategic Asset Management Plan is maintained and funded in the 10 year financial plan</b>		
4.11.1.1 Review and re-adopt the Asset Management Policy	Completed	
Policy readopted within 12 months of newly elected Councillors		

\*Report Contains Filters

**CSP Goal - Effectively manage plant assets to meet Community Strategic Plan requirements**

**DP Action - Manage Council Plant by the creation and implementation of the Plant Asset Management Plan actions**

**4.12.1.4 Create a Plant Asset Management Plan**

4.12.1.4 New Asset schedule created for following year Budget	Completed	100%
4.12.1.4 Renewal schedule created for following year Budget	Completed	100%
4.12.1.4 Scheduled Maintenance program created for following year Budget		

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

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

**4.2.3.2 Issue Rates Notices on a quarterly basis**

Notices issued within projected timeframe	Completed	Rate notice issued in July
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**CSP Goal - Foster positive relationships with our community through open communications, opportunities for participation in decision making and sharing of information**

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

**4.5.5.1 Council's Publication Guide is reviewed annually and updated as required**

Reviewed and updated as required	Completed	The publication guide has been reviewed and updated. Next review is scheduled for June 2015.
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**4.5.5.3 Council's Privacy Management Plan is implemented, reviewed and updated as required**

Reviewed and updated	Completed	Completed. Next review scheduled for June 2016
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**CSP Goal - Minimise risk to ensure continuity of critical business functions**

**DP Action - Develop and review Business Continuity Plans to minimise risk**

**4.6.1.2 Review and evaluate the Crisis Management Plan (CMP)**

CMP is reviewed, updated and complied	Completed	Awaiting approval for finance from United Independent Pools for full review in conjunction with BCP
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\*Report Contains Filters

<b>4.6.1.3 Develop and Implement the Enterprise Risk Management Framework (ERM)</b> Develop and commence implementation of ERM Frameworks	Completed	Implementation Complete, working towards continuous improvement model
<b>DP Action - Manage the Insurance Portfolio to minimise exposure</b> 4.6.2.4 Review and implement a computerised management systems for the recording of incidents and claims Computerised system implemented	Completed	Complete
<b>CSP Goal - Identify and engage in collaborative partnerships and alliances with other entities and organisations to promote joint policy development, efficient sharing of resources and to build capacity within Council and the local community</b>		
<b>DP Action - Participate in partnerships and alliances to promote policy development and efficient sharing of resources</b> 4.8.1.3 Participate in resource sharing arrangements with other local government bodies to maximise efficiencies	Completed	
Biennial tenders for goods and services undertaken in partnership with Shellharbour Council	Completed	

\*Report Contains Filters

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

Measures	Progress Status Qtr 1	First Qtr Comments
* Report Contains Filters		
<b>CSP Goal - Encourage and support residents from socially and culturally diverse backgrounds to participate in all aspects of community life</b>		
<b>DP Action - Deliver quality disability services in line with the Community Care Common Standards and funding agreements</b>		
1.1.1.3 Provide Community Care Support Program case management services to people who have a disability	Behind Target	Less need for brokerage this quarter
1.1.1.4 Provide Community Care Support Program home maintenance services to people who have a disability	Behind Target	The restructure of the Home Maintenance program has resulted in a decrease in winter services. This restructure was necessary to ensure the sustainability of the program. Increased capacity within the program will provided an opportunity to increase client numbers.
1.1.1.4 Hours of service in line with funding agreement targets	Behind Target	
1.1.1.4 Service provided within budget	Behind Target	
1.1.1.5 Provide Community Care Support Program domestic assistance services to people with a disability	Behind Target	Although the program outputs remain behind target with restructure within the program outputs have increased. Increase in client fees over the next 12mths will also increase the capacity of the program to meet target outputs. There has also been a drop in client referrals over the last quarter but it is expected that up coming promotional activities will impact on this.
1.1.1.5 Hours of service in line with funding agreement targets	Behind Target	
1.1.1.6 Provide Community Care Support Program personal care services to people with a disability	Behind Target	Decrease in referrals for under 65's has impacted on outputs. Planned promotion should increase outputs in the next quarter.
1.1.1.6 Hours of service in line with funding agreement targets	Behind Target	
1.1.1.6 Service provided within budget	Behind Target	
<b>CSP Goal - Promote and support a range of social, cultural and artistic activities, practices and programs for creating sustainable health and well being</b>		
<b>DP Action - Investigate the provision of a multi function arts space for the Kiama Municipality</b>		

\*Report Contains Filters

1.2.3.1 Engage a consultant to assess viability of preferred sites  
 Site selected Behind Target Consultants Report going to October Council meeting identifying preferred site

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

1.2.5.3 Manage library collection and loans Behind Target Library was closed for a few weeks because of work on the Town Hall roof

1.2.5.4 Manage resources of the Family History Centre Behind Target only 1 Family History information session held this quarter due to the unavailability of teacher

Number of Family History Centre events held Behind Target

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

1.2.6.2 Facilitate training and information opportunities for local service providers and groups Behind Target Average 30 participants per meeting at Interagency meeting

1.2.6.2 Number of participants Behind Target High level of satisfaction from participants indicated through funding body bi annual survey

Satisfaction level of participants

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

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

1.3.2.2 Implement programs and policies that encourage physical activity Behind Target Consultations held around installing Outdoor Gym equipment in Gerringong, Some delays in procuring and installing equipment due to staff ill-health.

1.3.2.2 Number of programs and policies

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

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

1.4.2.1 Finalise design of proposed Aged Care facility Behind Target Unable to finalise design as investigations being undertaken re site contamination and purchase of site not able to be finalised

Design endorsed by Council resolution

1.4.2.2 Finalise design for Masterplan Behind Target Site Masterplan reviewed by Council but still awaiting outcome of contamination assessment and the implications this might have.

1.4.2.2 Design endorsed by Council resolution

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

\*Report Contains Filters

<p><b>1.4.4.3 Provide Commonwealth HACC Respite services to the carers of older people living in the community</b></p>	<p>1.4.4.3 Services delivered within budget</p>	<p>Behind Target</p>	<p>Budget is behind target due to high cost of direct service</p>
<p><b>1.4.4.4 Provide Commonwealth HACC Case Management services to older people living in the community</b></p>	<p>1.4.4.4 Services delivered in line with funding agreement targets</p>	<p>Behind Target</p>	<p>There has been a significant movement for over 65 in the last quarter. Have implemented an action plan to promote services to other service providers and health provider.</p>
<p>1.4.4.4 Services delivered within budget</p>	<p>1.4.4.4 Services delivered within budget</p>	<p>Behind Target</p>	
<p><b>1.4.4.5 Provide Commonwealth HACC Home Maintenance services to older people living in the community</b></p>	<p>1.4.4.5 Services delivered in line with funding agreement targets</p>	<p>Behind Target</p>	<p>Due to the restructure of the home maintenance program client services were reduced in the winter period. Restructure was necessary to ensure sustainability of the program. The program now has capacity to significantly increase its client numbers.</p>
<p>1.4.4.5 Services delivered within budget</p>	<p>1.4.4.5 Services delivered within budget</p>	<p>Behind Target</p>	
<p><b>1.4.4.6 Provide Commonwealth HACC Domestic Assistance services to older people living in the community</b></p>	<p>1.4.4.6 Services delivered in line with funding agreement targets</p>	<p>Behind Target</p>	<p>There has been a drop in referrals from under 65yrs but planned promotional activities should address this in the next quarter. Also increase in fees should improve capacity within this project and relieve budget constraints over the next 12mths</p>
<p>1.4.4.6 Services delivered within budget</p>	<p>1.4.4.6 Services delivered within budget</p>	<p>Behind Target</p>	
<p><b>1.4.4.8 Provide Commonwealth HACC Centre Based Day Care services to older people living in the community</b></p>	<p>1.4.4.8 Services delivered in line with funding agreement targets</p>	<p>Behind Target</p>	<p>Although outputs remain behind target they continue to increase with extended hours of the program and promotion of services. Also due to the demographics this program has a high level of client movement.</p>
<p>1.4.4.8 Services delivered within budget</p>	<p>1.4.4.8 Services delivered within budget</p>	<p>Behind Target</p>	<p>It is expected that upcoming fund raising activities to cover the cost of materials used in the group will have a positive impact on the budget.</p>

**CSP Goal - Minimise waste and manage it in an efficient and environmentally sensitive manner**  
**DP Action - Ensure compliance with legislative requirements specific to waste management**

<p><b>2.14.3.1 Comply with Environmental Protection Agency Licensing and operational conditions, monitoring and reporting</b></p>	<p>Obtain development consent and obtain modified EPA licence for new waste and organics facility at Minnamurra Recycling Facility</p>	<p>Behind Target</p>	<p>Quotes from planning consultants received, to be assessed. Substantial delay with EPA assessing variation of licence. Email approval of licence variation received but not yet formalised.</p>
<p>*Report Contains Filters</p>			



<b>CSP Goal - Ensure public spaces reflect the cultural and artistic diversity of the local community</b>	
<b>DP Action - Develop and implement policies and programs that support public artwork and artistic expression</b>	
2.16.1.1 Develop a Public Art policy	Behind Target
Policy developed and adopted by Council	Behind target due to other work priorities
<b>CSP Goal - Encourage and support Tourism in the Kiama Municipality</b>	
<b>DP Action - Coordinate the management of Kiama Coast Holiday Parks as viable business entities</b>	
3.6.1.6 Carry out a program of financial and park audits	Behind Target
All licences are renewed and current to comply with legislative requirements	All licences were applied for except for Seven Mile Beach Holiday Park and the Showground Camping, due to awaiting information from the Land & Property Management Authority.
<b>CSP Goal - Ensure continual improvement of Council's Integrated Planning and Reporting framework to meet the Community's long-term needs</b>	
<b>DP Action - Ensure compliance with, and continual improvement of, the Integrated Planning and Reporting Framework</b>	
4.14.1.2 Develop a Community Indicators framework for reporting progress of Community Strategic Plan	Behind Target
Community Indicators Framework developed	Work is being undertaken, however there is considerable research and work required to be undertaken to find meaningful and relevant indicators to the Kiama community.
<b>CSP Goal - Ensure a policy framework exists which meets all legislative requirements and community expectations</b>	
<b>DP Action - Ensure corporate legislative compliance</b>	
4.4.1.4 Develop and review corporate policies to ensure compliance with relevant legislation	Behind Target
All policies are reviewed and updated as required	Manex has supported a process to move forward. Each Manager and policy 'owner' is responsible for reviewing and updating relevant policies.

\*Report Contains Filters

Kiama Municipal Council  
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Measures	Progress Status Qtr	1	First Qtr Comments
* Report Contains Filters			
<b>CSP Goal - Encourage and support residents from socially and culturally diverse backgrounds to participate in all aspects of community life</b>			
<b>DP Action - Deliver quality disability services in line with the Community Care Common Standards and funding agreements</b>			
1.1.1.1 Provide Community Care Support Program Social support to people with a disability	Ahead of Target		The implementation of new initiatives within the program has significantly increased outputs
1.1.1.1.1 Service provided in line with funding agreement targets	Ahead of Target		Increase of group outings has reduced the need for brokered workers
1.1.1.1.1 Service provided within budget			
1.1.1.2 Provide Community Care Support Program respite to the carers of people who have a disability	Ahead of Target		Demand for this program remains high which maintains outputs
1.1.1.2.1 Hours of service provided in line with funding agreement targets	Ahead of Target		
1.1.1.2.2 Service provided within budget			
1.1.1.3 Provide Community Care Support Program case management services to people who have a disability	Ahead of Target		Due to demand have over delivered in under 65 therefore this has impacted on outputs in over 65. Also due to complexity of clients there was only the need for case management without brokerage services
1.1.1.3.1 Hours of service in line with funding agreement targets	Ahead of Target		
1.1.1.4 Provide Community Care Support Program home maintenance services to people who have a disability	Ahead of Target		
1.1.1.4.1 Service provided within budget			
1.1.1.6 Provide Community Care Support Program personal care services to people with a disability	Ahead of Target		
1.1.1.6.1 Service provided within budget			

\*Report Contains Filters

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

**1.1.5.1 Provide grant funded group and individual transport to the program target group**

1.1.5.1.1 Trips provided meet funding agreement targets

Ahead of Target  
The high level of demand for these services and the implementation of new group outings such as the regular market days have helped to sustain the increased outputs of this program.

**1.1.5.2 Provide grant funded individual transport to people who are transport disadvantaged**

1.1.5.2.1 Trips provided meet funding agreement targets

Ahead of Target  
Due to the demographics of the LGA this service continues to be in high demand therefore maintaining the ahead of target outputs.

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

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

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

1.4.2.1 Services delivered in line with funding agreement targets

Ahead of Target  
The implementation of new initiatives within this program has significantly increased outputs.

1.4.2.2 Services delivered within budget

Ahead of Target  
There has been a drop in the demand for brokerage workers which has had a positive impact on the budget

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

1.4.3.1 Services delivered in line with funding agreement targets

Ahead of Target  
Due to a diverse program and high demand for carer support outputs within this group are above target

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

1.4.4.1 Services delivered within budget

Ahead of Target

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

**DP Action - Comply with Development Regulation**

**2.9.1.1 Development Applications processed within 40 days**

75% processed within 40 days

Average processing time is less than 40 days

Ahead of Target 96 DAs determined Average 32 days, Median 29.5 days

\*Report Contains Filters

**CSP Goal - Promote and encourage business development and employment based on the local area's unique and distinctive characteristics**

**DP Action - Undertake initiatives to promote and support business development and growth in the local area**

**3.1.1.2 Hold regular Kiama Small Business Forum events**

3.1.1.2.1 Minimum of six events held

Ahead of Target

In addition to the 3 regular events we also held two online training activities that were really well attended.

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

**DP Action - Maintain a robust relationship with Kiama Tourism**

**3.6.5.1 Pursue opportunities to increase number of events hosted at the Pavilion**

3.6.5.1.1 Number of events held

Ahead of Target

There were 54 events held in the quarter at The Pavilion. This is an increase from the 35 for the same time last year, and represents an increase of 54.3%.

\*Report Contains Filters



**CEO's Report  
October 2014**

**SUMMARY**

The office is in full steam ahead for the upcoming Regional Leaders Summit. Waples and Bluejuice Events has been contracted to help with the delivery of this. Other events held this period include two Wollongong Small Business Club events, a number of IDEP workshops and the official launch of the EE3A project. More details on each of these are included in the report. I also attended a NSW RDA full day meeting in Sydney in September. An informed briefing by NSW T&I was provided with new contractual arrangements (RDA/NSW Government) currently being worked on and hope of a three year contract to be put in place shortly. It is expected consultation with RDAs and NSW T&I will occur beforehand.

**ADMINISTRATION**

A few staffing changes have occurred during this period, namely Michael Meurer is leaving for Brisbane as his wife has been offered a permanent job, a subsequent offer has since been made to another potential candidate. We will also have a new staff member, Karen Bain, who is the new Executive Officer for the Leadership Illawarra Program commencing on 14 October, more details below.

We have submitted our Annual Report on Outcomes to the Department of Infrastructure and Regional Development as per our contract. This period will see our audited report submitted by the end of October, along with meeting our auditing requirements from other funding programs and agreements eg. LIEEP and IDEP.

Administrative changes for RDAs were featured in Minister Truss' SEGRA speech this month. However a timeline for the implementation of these changes is unknown. A full copy of the speech can be viewed at [http://www.minister.infrastructure.gov.au/wt/speeches/2014/wts024\\_2014.aspx](http://www.minister.infrastructure.gov.au/wt/speeches/2014/wts024_2014.aspx).

**TRANSITION ILLAWARRA**

Progress has been made on the Infrastructure Capture and Progress Tracker. A dedicated webpage on the new RDAI website identifies the key projects and their current status. Further an interactive map displays current infrastructure projects under construction in the region and finally a portal to register your next big infrastructure idea. Media coverage is planned for this initiative to follow on from RDAI's Rebuilding NSW submission. It is anticipated that the infrastructure progress tracker website portal will drive discussion on actions associated with future investment.

A Business Support and Entrepreneurial Services Reference Matrix has been developed as per recommendation 19 of the TI report. This has been made available on the new website and distributed to various regional stakeholders

RDA Illawarra has been working with the Aged Care Illawarra Workforce Action Group (ACIWAG) to implement the industry workforce strategy. On behalf of the ACIWAG group we submitted an application to the NSW Government's Supply Chain Accelerator Program run by NSW Trade & Investment. The application sought funding for activities to promote economic growth in the Aged Care sector, specifically on workforce development and supply chain opportunities. This application was worked up closely with assistance from the Department, however we have since been advised it was unsuccessful due to timing and delivery of activities. We are disappointed with the result and will seek further advice from NSW T&I.

The second ICT industry collaboration meeting was held on 26 September where the group discussed a series of activities and actions to support the growth of the ICT industry. Discussion centred on the development of a M.A.D. festival and how technology based events and activities could be incorporated into the festivities. The next meeting of the group will be held in December and the M.A.D. festival organiser from Destination Wollongong is coming to present to the group.

Following discussions with Merrigong, Property Council, Destination Wollongong, Wollongong City Council and GongStartups an idea for a MakerSpace has reared its head. A meeting was held with GongStartups to discuss the concept and form a clear proposal for the idea. Merrigong and Destination Wollongong have commissioned a report to form a vision for the Arts precinct on Burelli Street, which the MakerSpace idea has been sent to be included as a consideration.

The current Leadership Illawarra Program cohort have been approached to participate in the Industrious Illawarra campaign including designing a workshop for the Leadership Summit on 14 November. At the date of preparing this report we are yet to receive firm details of what they are proposing. However in the meantime the NSW Government's Regional Growth and Infrastructure Plan has been released for comment, and we are now planning a collective consultation session at the Summit on this and will be seeking the cohort's help and working with the NSW Department of Planning and Environment.

Michael's last day was 10 October. He and his family have decided to move to Brisbane following a permanent job offer to his wife. We wish Michael and his family well. A search for a replacement is underway.

#### **LEADERSHIP ILLAWARRA PROGRAM (LIP)**

Karen Bain will take up the Executive Officer position from 14 October. Having returned to the Illawarra after many years in a range of executive positions with Federal Government in Canberra, Karen is keen to contribute to the Leadership Program and to the region. Karen brings skills in stakeholder engagement, parliamentary liaison, mentoring and consultancy.

The scholarship in relation to RDAI's sponsorship of a candidate from the community, not-for-profit, NGO or social enterprise sector has been won by Sarah Wilson, Business Development Manager at Access Community Group. Sarah is good at connecting community, business and government networks for leadership, has governance and project management experience and a sound work ethic and advocates collective impact for middle management leadership.

Applications have been invited for a further scholarship opportunity targeting an Aboriginal candidate. This is being offered through RDAI from the Aboriginal Green Teams funding. Approval was given for this by the Department of Prime Minister & Cabinet who have also proposed a few other activities that the remaining funding will be spent on. The closing date is 17 October, with interviews scheduled for 22 October.

The second cohort of candidates will commence the Program with a residential held on 30-31 October. Many of you will be attending the breakfast on the first day in your capacity as a mentor to the program.

#### **6th ANNUAL REGIONAL LEADERSHIP SUMMIT**

Planning for the 6th Annual Regional Leadership continues with event partners Waples and Bluejuice Events assisting with the delivery. Key details include:

- NSW Premier, Mike Baird will deliver the opening address
- Senator the Hon Concetta Fierravanti-Wells will deliver an address in the morning
- Lunchtime keynote will be delivered by serial entrepreneur Creel Price on innovation and entrepreneurship ([www.creelprice.com](http://www.creelprice.com))
- Through unprecedented sponsorship support this year, we have been able to reduce the ticket pricing from \$160 (last year) to \$110. Through this pricing strategy, we are striving to make this a more inclusive event to the community and other sectors of the Illawarra

The Summit has two overarching themes

##### 1) Celebrating Our Region:

- This will be done through highlighting a menu created from local produce only. Currently there are 11 local produce suppliers involved in the process
- Key local stakeholders and business leaders discussing the region, it's future and potential. Currently representatives from GPT, BlueScope, AI Group, Minister for the Illawarra, Warrigal and Ramsey Health have confirmed to be members of our panel discussions.

2) To create a showcase of stories from the Illawarra and its people by discovering untold success stories. Culturally, social enterprise, community, not-for-profit, business or sports sectors - we want to uncover stories that shows ingenuity and courage, stories that will inspire and elicit pride in our region. Stories that we hope will spark innovation and ultimately encourage people to look at what they can do. We are calling this 'What is your Illawarra secret?'. This strategy is currently being executed through RDAI's communication channel and will be supported through broadcast partners WIN TV and i98FM. You can tell us your Illawarra secret at <http://www.rdaillawarra.com.au/home/state-illawarra-summit/6th-annual-regional-leadership-summit-2014/secret/>.

## EE3A (ENERGY EFFICIENCY IN THE THIRD AGE)

### Milestones & Schedule

All official milestones for the project have been achieved in alignment with the Funding Agreement so far.

Detailed planning of activities associated with the intensive monitoring and retrofit phases of the project have identified a much higher workload than originally estimated and allocated. Actual retrofit installations will not be able to commence until late Q2 2015 and are estimated to take 20 weeks to complete. This start date is dependent on all preparation activities that need to be completed before the retrofits can commence, e.g. obtaining consents to participate, installing monitoring equipment, completing building audits, analysing data and designing retrofits and gaining agreement of retrofits to be installed coordinating and scheduling retrofit installations. The main challenges with these project activities is associated with the sheer number of "stakeholders" or participants that needs to be engaged in an ongoing fashion for each step and the logistics of working across 210 separate worksites across 5 LGAs. This will be further complicated depending on the number of contractors that are engaged to install the retrofits.

The Project Manager continues to meet with UOW researchers on a weekly basis. Attention continues to focus on the detailed planning and preparation for the energy efficient retrofits and intensive monitoring phases of the project. It is expected that we should be able to quantify the resourcing shortfalls within the next few weeks.

The consultant to complete building characterisation audits for 200 households has been selected and the contract drawn up. They are expected to commence work on this activity in early November.

The formative research (social marketing) and ethnography preparation is progressing to plan. UOW is reviewing the links between these activities and the revised retrofit plan.

The EE3A Management Committee last met on 1 October 2014 and is aware of the current schedule challenges. An extraordinary meeting has been scheduled for 28 October 2014 to look at these issues in more detail.

The Project Manager and representatives from UOW will be attending the 2nd LIEEP Forum held by the Department of Industry at end of October in Canberra. This will provide further opportunity to network with other LIEEP project representatives and further clarify scope of publications by recipient research partners (UOW) and CSIRO from the data collected in the projects.

### Media Launch

A successful media launch was held on 10 September with the Hon Bob Baldwin MP in attendance. The event went very well with good coverage by radio, TV and local print media. The Department of Industry was very happy with exposure that LIEEP received by politicians as a result. Many thanks for Warrigal for hosting the event and those board members who were able to attend.

### Next 2 months focus:

- Milestone 6 report is due 1 November which is associated with a further \$250,000 payment
- Commence recruitment of participants for retrofits and intensive monitoring



- Commence ethnographies in 40 households
- Develop building characterisation tool to be used for audits to determine type of retrofit in each household
- Commence EOI process to engage local installers to be involved in retrofit installations
- Attend and present at 2<sup>nd</sup> LIEEP forum

#### **ILLAWARRA DIGITAL ENTERPRISE PROGRAM (IDEP)**

The IDEP enters the final seven months of the program. Today over 54% of the mentoring slots are in-progress or have been completed. A number of workshops will be occurring in the coming months in the lead up to Christmas with seven workshops scheduled for October and seven for November. The increased volume is due to the finalisation of the tender for 10 workshops as per our funding agreement. The tender process was for creation and delivery of workshops on three topics:

1. Community Services and the digital economy;
2. Tourism and the digital economy; and
3. Mobile Application Development (MAD).

The tender process was held as per RDAI's procurement policy with the tender publicly advertised and applications subsequently reviewed. The outcome saw Internetrix awarded workshops and mentoring for the Tourism and MAD streams and Access Community Group (ACG) awarded workshops and mentoring for the Community Services stream. Both of these organisations have commenced work on the project:

- RDAI and Internetrix are collaborating with Destination Wollongong and Shellharbour Tourism to produce on-topic workshops for their members and related partners.
- ACG (a current digital enterprise partner) is collaborating with the Community Sector to produce workshops for that theme.

IDEP is also collaborating with Shellharbour Council to produce two workshops – one for the Cultural Community in the Shellharbour region and one for the Shellharbour Business Network as well as the Wollongong Small Business Club to produce a dedicated workshop for SMEs in Wollongong on *How to Advertise and Market Your Business Online*.

The majority of the workshops will be occurring in October and November to boost potential mentoring numbers for the overall program to ensure all KPIs are met by March 2015.

#### **INFRASTRUCTURE MATTERS**

Successful collaboration between key stakeholders concluded with the delivery of a joint submission on 19 September. "Advancing Infrastructure in the Illawarra" was a regional response to the NSW Government discussion paper Rebuilding NSW. Stakeholders included all three local councils, NSW Ports, IBC, Property Council, Destination Wollongong AI Group and RDAI. A media event outside Wollongong Rail Station heralded this significant cooperative effort among peak organisations and Councils. The document emphasised broad agreement on three capacity building infrastructure projects:

- Make the M1 Princes Motorway a continuous motorway between St Peters and Albion Park
- Resolve the structural problems of the South Coast railway between Wollongong and Sydney
- Complete the construction of the Maldon to Dombarton railway as a dedicated freight rail corridor by 2020

The Federal Government Department of Infrastructure and Regional Development has released details of the National Stronger Regions Program with applications accepted from 1 October until 28 November 2014. One billion dollars has been committed over five years from 2015-2016. Funding is for capital projects (construction of new infrastructure, or the upgrade, extension or enhancement of existing infrastructure). Projects should deliver ongoing economic benefit to the region and support areas of disadvantage. Local Government and incorporated not-for-profits are eligible for grants between \$20,000 and \$10 million and completed before 31 December 2019. RDAI will conduct an information session on Tuesday 21 October from 1:30pm to 3pm at AiGroup, Level 1, 166 Keira St for local government and not for profit organisations.

On Thursday, 9 October saw the release of the much-anticipated Draft Regional Growth and Infrastructure Plan by the NSW Department of Planning and Environment. It outlines six major initiatives to transform the Illawarra:

- Growing the economy to create new jobs
- Revitalisation of Wollongong Centre through urban renewal
- Well located, more diverse and more affordable housing
- Infrastructure in the right place at the right time
- Securing the productivity of agriculture and the viability of resources
- Protecting and enhancing the natural and cultural environment

The "big reveal" of GPT's \$200 million West Keira retail development took place on 9 October. In keeping with the "change" theme, Keira Street improvements and revitalisation of the CBD opening will follow soon.

The next meeting of the Infrastructure Forum is on Tuesday 21 October at AiGroup, following the Stronger Regions information session. The Forum is particularly keen to progress the Rebuilding NSW submission while it has traction.

#### **WOLLONGONG SMALL BUSINESS CLUB**

At our September event Franziska Iseli-Hall discussed clever marketing strategies demonstrating how business needs to keep up with changing consumer behaviours. Members were shown innovative, low cost marketing strategies that will get them noticed in a crowd, attract a constant flow of clients and grow their business sales.

This event attracted a large number of members with 92 people attending. Feedback was of a very high standard and once again showed how marketing presentations are so highly sought after by small business owners and operators.

In October, Grant Herbert "The People Builder" will be discussing "Workplace Stress and Conflict". A high percentage of business people are working long hours under unrealistic deadlines which is producing stress and anxiety. Members will be taught how to reduce stress and conflict in their lives while influencing others around them to do the same. Valuable insights will be gained into each

members own mindset and behaviours and in turn members will learn how to use this knowledge with colleagues and clients.

Our November meeting will be the last event for 2014. At this event members will receive an update from one of our sponsors, Wollongong City Council, on the new shopping precinct and other activities that have occurred including the ongoing completion of the new Wollongong mall. Members will then enjoy a night of networking to finish up the year.

Our social media platform is also growing with 330 people now 'Liking' WSBC. There has been considerable growth in this respect in the last couple of months and also a much greater interaction with members which is reflected in these numbers.

It has been another fantastic year for WSBC with 758 people attending our events throughout 2014. Once again we thank our sponsors Wollongong City Council, IMB Ltd and Wave FM for their ongoing support.

If you have any queries relating to contents of the report, please don't hesitate to contact me.

Regards

*Natalie*

Natalie Burroughs  
CEO

ATTACHMENT A

**Media and Public Relations:**

RDAI has recently received a number media mentions with the launch of EE3A and the Rebuilding NSW submission. Both events were covered by local TV and print. These items have been collected and redistributed through RDAI communication channels such as YouTube, Facebook, Twitter and via the RDAI website.

Rebuilding NSW Submission:

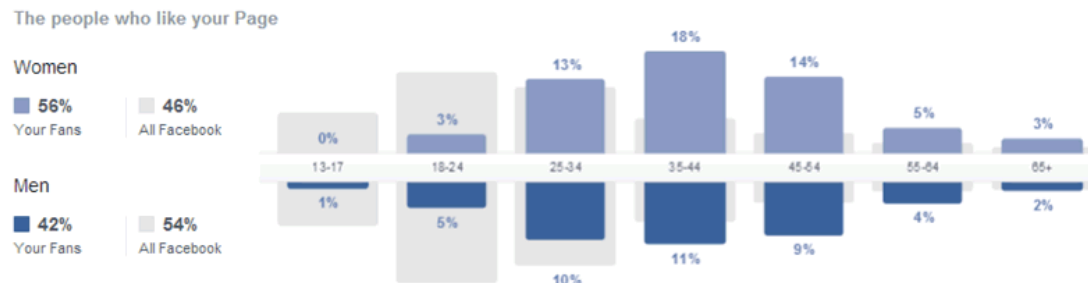
- WIN TV/YouTube: [http://youtu.be/h\\_QAiZ9Gsr4?list=UUE6iYesMSfhqsvK56SQoyzg](http://youtu.be/h_QAiZ9Gsr4?list=UUE6iYesMSfhqsvK56SQoyzg)
- Illawarra Mercury Coverage: <http://www.illawarramercury.com.au/story/2572593/projects-on-illawarra-wish-list-expected-to-cost-2b/>
- Multiple Radio interviews

EE3A:

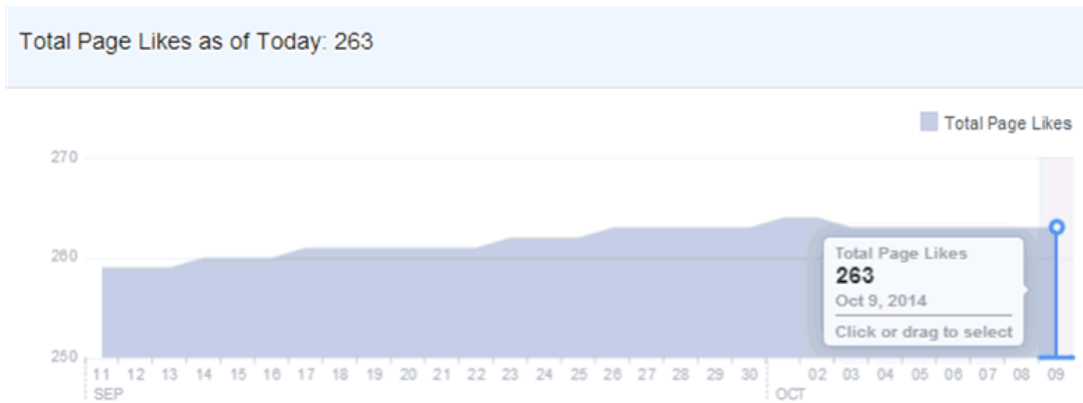
- WIN TV/YouTube: <http://youtu.be/WFra8NVvZ-Q>
- Illawarra Mercury Coverage: <http://www.illawarramercury.com.au/story/2551423/35m-illawarra-energy-trial-for-less-well-off/?cs=300>
- Multiple Radio interviews

**Online and Social Media Metrics:**

Facebook Fans – Gender and Demographic Breakdown as of 10/10/2014 (source: Facebook)

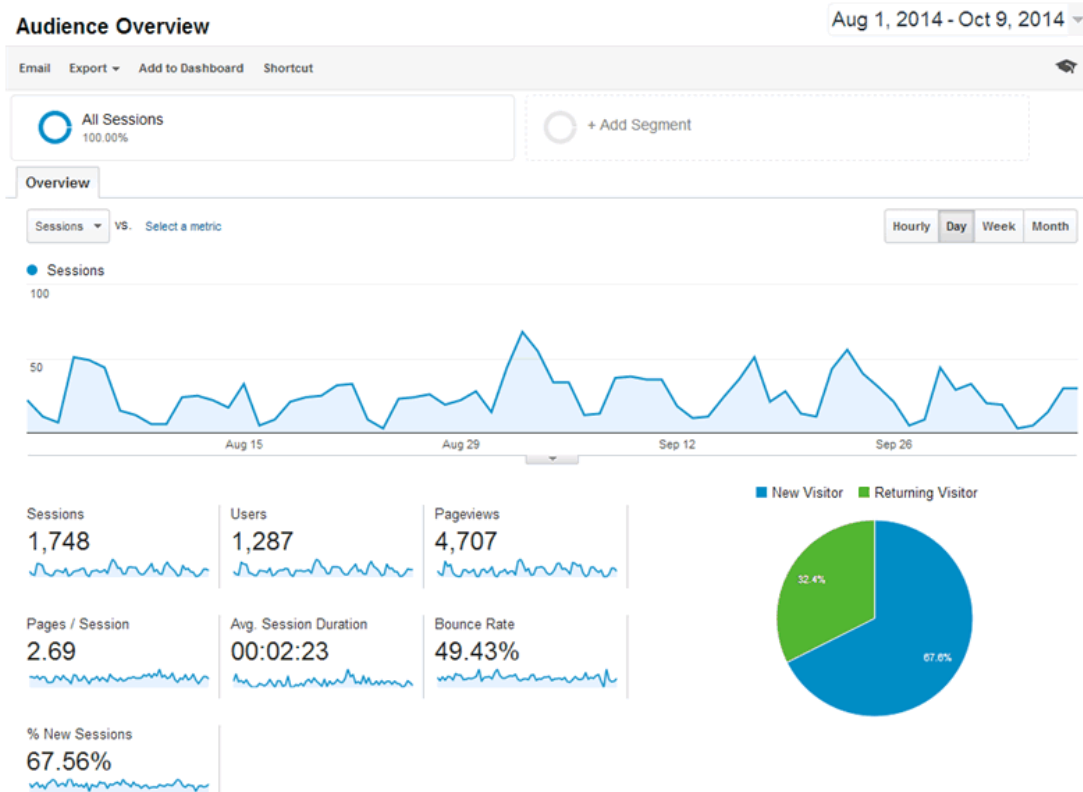


Total Page Likes as of 10/10/14 (source: Facebook)



Website (source: Google Analytics)

Over the reporting period of August 2014 – October 2014 - 1,287 people visited the RDAI website. Of those that visited, 67.6% were new visitors, 32.4% were returning visitors. In total, 5,562 pages were viewed. Among the most popular pages were the Rebuild NSW Submission, Leadership Illawarra Programs scholarship programs and our News and Event section. RDAI is excited to be rolling-out a new designed Website shortly.



Twitter – our Twitter followers have increased from 889 as reported on in the last period to 923 as at 10 October. We are aiming for over 1,000 followers by the end of the year.

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**Minutes of the Commercial Centres & Community Safety Committee meeting held on Tuesday 14 October 2014 at Kiama Council, Commencing 10.00am**

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**Present:** Councillor Dennis Seage, Bryan Whittaker (Director of Engineering and Works), Dennis Tracey (Kiama Council Senior Ranger), Nick Guggisberg (Manager Community and Cultural Development), Mark Scott (NSW Police), Lisa Kelsey (Kiama Tourism), Clare Rogers (Director of Community Services) and Phil Costello (Director of Environmental Services).

1. **Apologies** – Deidre Hindmarsh (Kiama Chamber of Commerce), Tony Hardy (Manager Waste Services), Councillor Neil Reilly and Councillor Gavin McClure, Paul Czulowski (Manager Environment and Health), John Shelley and, Inspector Ron Davies (NSW Police)

2. **Previous Minutes**

The minutes of the previous meeting held on 12 August 2014 were tabled.

**Motion:** that the minutes of 12 August 2014 be accepted as a true and accurate record of the meeting.

**Moved:** Councillor Seage      **Seconded:** Mark Scott      **Carried**

Matters arising - Nil

3 **Policing Matters**

Mark Scott provided a summary of the crime/incident statistics for the August/September period.

4. **Updates - CCTV**

Nick Guggisberg advised the following:

- Contract for stage 1 (Corner of Terralong and Collins Streets to corner of Terralong Street and Railway Parade, then up Railway Parade to the Library) to under-bore and install conduit that carries fibre network awarded, and start date of 20 October 2014.
- Expected finish date by mid December.
- RFQ for Stage 2 fibre network to be released and aiming to award contract for Stage 2 (continue from corner of Railway Parade and Terralong Street, down Terralong Street to Manning Street, then south along Manning Street to Bong Bong Street, then east along Bong Bong Street to the Pavilion) by xmas.
- Tender for CCTV supply and install stages 1 and 2 to be released around the end of this month with the aim to be able to award the tender before xmas with work to start in the new year.
- Council procuring and installing the poles for CCTV, with all poles, mounts and camera housings to be coloured Teal (same as all council light poles), with a heritage look to pole and cameras – CCTV contractor will then just supply and fit cameras and operationalise system.

### Engineering and Works

- Negotiations continue on the Akuna/Shoalhaven Street site, with the major objective of achieving an additional supermarket.
- Highway at Gerringong - concern regarding Christmas traffic over the holiday period. The RMS is aiming to have 4 lanes through to the Gerringong turnoff open.
- Kiama Harbour works progressing – 1 way traffic flow commenced and the pedestrian walkway about to commence.
- Amenities upgrade progressing well. To be completed in November 2014.
- Masterplan for landscaping to Council Meeting to be held in November.
- Loading zone at Jamberoo IGA now has reduced hours.

### Community Services

- Collation of access friendly facilities/locations being completed.
- Potential for a “changing place” is being investigated/considered.
- Crime prevention plan to be reviewed.

### Rangers

- Parking statistics – 55 patrols and other reactive complaints and 4 school patrols and no stopping.
- Companion animal trials going well – increased educational role and visual presence have been the focus.
- Bombo Headland – restricted parking to be implemented.
- Gerringong Hall booking – Rangers attended regarding park use, conditions satisfactory.
- Skateboard in CBD - exclusion zone in place and policed by Rangers on their regular patrols. Mark Scott to clarify status of on road use.

### Kiama Tourism

- MOU with Council progressing incorporating Council employed Tourism Manager.
- Good visitation rate during school holidays.

### Waste Services

- Nil.

## **5. Other Items**

- Police Remembrance Day well supported.

### **Next Meeting**

The next meeting of the Commercial Centres & Community Safety Committee will be held on Tuesday 9 December 2014 at 10.00am, Kiama Council Building, Committee Room 1.

**There being no further business the meeting closed at 11:00am**

# Expression of Interest Application - Illawarra Councils Group Joint Organisation Pilot

## Introduction

The four Councils of the NSW Government defined Illawarra region, Shoalhaven, Kiama, Shellharbour and Wollongong, wish to apply to be part of the pilot Joint Organisation process.

The Independent Local Government Review Panel (ILGRP) recommended no merger for the Illawarra Councils, but did recommend the establishment of a Joint Organisation for the Illawarra, inclusive of these four local government authorities. This application has therefore been prepared as a joint initiative between Wollongong, Shellharbour, Kiama and Shoalhaven Councils as part of the process for involvement in the Fit for the Future Program, namely to participate in the Joint Organisation pilot program.

As the NSW State Government is seeking input from several 'pilot' regions, made up of regions with a good track record of collaboration, who are willing to help co-design and trial Joint Organisations with the state government, it is proposed the Illawarra would make an ideal pilot region given its long standing history, relatively compact boundaries, historical performance and alignment with the ILGRP recommendations.

The Fit for the Future Roadmap and Blueprint indicate Joint Organisations will enable councils of defined regions to discuss and agree to strategic regional priorities for their communities. It is proposed the Joint Organisations will not duplicate services of local government or replace successful joint service arrangements, rather they are a means to elevate key community priorities in a more structured and effective way. It is also envisaged that the Joint Organisation could also undertake other roles and responsibilities at the discretion of the member Councils. The Illawarra welcomes to opportunity to participate in such a process and provide a foundation for the Joint Organisation (JO) model of the future.

All four Councils have formally resolved to prepare a joint Expression of Interest and this application is therefore submitted for consideration.

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## 1. Boundaries

The Independent Local Government Review Panel identified the Illawarra region as a vital 'engine room' of the NSW economy, and local government has an essential role to play in ensuring sound regional development. This requires improved frameworks for local and regional governance. At the time of the release of the Panel's final report the Illawarra was defined as Wollongong, Shellharbour and Kiama local government areas, however it acknowledged the opportunity for further discussion around the inclusion of the Shoalhaven.

In 2014 the NSW State Government progressed this view by clearly defining the Illawarra as consisting of Shoalhaven, Kiama, Shellharbour and Wollongong. This was on the basis of advanced manufacturing, road, rail, health and education links and opportunities for a combined approach when important decisions are being made about the region which affects jobs, growth, planning and development. The boundary of the Illawarra has been further reinforced by the release of the Draft Illawarra Regional Growth Plan by the Department of Planning and Environment in the last few days which is limited to the four Council areas.



**2. Statement of Intent**

The four Illawarra Councils have a long record of collaboration stretching back over 30 years. In terms of economic, social, environmental and transport linkages, and for strategic planning purposes, the Councils form a well-established region and have cooperated for many years through what is now the Southern Councils Group (SCG). Over recent years the SCG have focused on a number of common interests and goals including Coastal Management, Planning, Infrastructure, Tourism, Industry, Education, Health Services and our ageing population, the achievement of which has been assisted by utilising well-co-ordinated technical sub-groups.. The four Councils are also well connected via transport spines such as the Princes Highway, South Coast Rail Line, Port of Port Kembla and smaller harbours.

The region is undergoing a process of significant change, particularly the decline in traditional manufacturing and primary industries and the rise of education, lifestyle, tourism and service based industries. Embracing that change is central to all four Councils’ agendas and this is clearly articulated through each Council’s Community Strategic Plan.

The Councils and major partner organisations such as government agencies, business, industry, education and the not-for-profit sector believe as a collective they have much to offer the process of identification for new ways of doing business, as well as much to gain.

Using scale as a measure, the Illawarra provides an ideal pilot area. Consistent with the Panel’s recommendations, the Illawarra forms a suitable population base, geographical spread and planning focal point. Future growth plans identify and will demand the need for enhanced collaboration and regional coordination. The table below illustrates the scale of the Illawarra as a region by local government area.

Table 1:

<b>Council</b>	<b>Area (sq kms)</b>	<b>Population</b>
Wollongong	684	192,418
Shellharbour	155	63,605
Kiama	256	19,986
Shoalhaven	4,660	92,812
<b>Total</b>	<b>5,755</b>	<b>368,821</b>

Source : Illawarra Regional Information Services Statistical Guide to the Illawarra Region 2014

The Illawarra has a range of other strengths that provide the basis for a good pilot area. These strengths are defined below:

COMMITMENT – There is recognition of impetus and a collective desire from Councils and partners to proceed to a JO, as evidenced by a resolution to call for EOI’s in February 2013 for the development of a strategic planning process for the SCG. This was placed on hold pending the State response to the ILGRP Report.

TRUST – There are well developed, mature relationships at all levels of the four Councils and with other regional organisations and agencies, engendered over a 30 year history of continuous collaboration, networks and programs.

CAPACITY & RESOURCES - The four Councils are presently part of a strong well-informed and participatory Board of the SCG. Historically the SCG has had good financial viability and capacity (\$4M per annum revenue, substantial unrestricted cash assets). The existing regional group has a range of existing resources including 20+ staff, Kiama and Shellharbour offices and meeting rooms, an eight vehicle fleet, NBN enabled technology & equipment, web-based services including an intranet across all Councils, forums and chat rooms and first regional Local Government Procurement Vendor Panel licence. In addition, existing long-established committees such as the Economic Development Committee underpin the expansion of strategic directions.

SIZE, CAPACITY, CONNECTIVITY & PHYSICAL PROXIMITY OF PARTNERS – The region contains large well-resourced Councils which are geographically proximate to Office of Local Government and each other, University of Wollongong and TAFE and state agencies' regional offices based in Wollongong or Nowra.

Additionally, the SCG has undertaken a lead role in the roll out of forerunner NBN technology in the region. The region has good connectivity to professional associations and peak bodies in Sydney and the ACT through organisations such as Local Government NSW, Local Government Professionals Australia NSW, Australian Local Government Association, Australian Centre for Excellence in Local Government, and Planning Institute of Australia. These connections provide the region with the ability to draw on established networks, research and learning, within Councils and as above.

NO MERGERS PROPOSED - The region is an established region with Councils that will be less distracted and hamstrung by other consultations or political processes than those tackling the Roadmap scope/size issues.

ALIGNMENT OF EXISTING STRATEGIES - The four Councils, have worked closely on strategy alignment across a range of focus areas, such as economic development, age-friendly policies, noxious weeds, resource recovery. This alignment is reflected in the Community Strategic Plans, Delivery Programs and Operational Plans of each Council.

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### **3. Contribution to Evaluation Process of Joint Organisations**

The proposed pilot Illawarra Joint Organisation is principally placed to contribute significantly to the State Government's roadmap for intergovernmental collaboration and key driver to deliver a strong future for NSW.

The Illawarra region, as described in the draft Illawarra Regional Growth and Infrastructure Plan, has a strong foundation with great opportunities for growth across the region via important economic connections. The Illawarra Councils are aligned strategically and have proven positive relationships which have combined to form collaborative projects across the region. Tourism, transport (both road and rail), manufacturing, aged and disability care, shared coastline and major hubs for medical, education and national and international logistics through the Port of Port Kembla, provide a diverse range of industries and opportunities which the State Government could utilise and explore models from the pilot process. Additionally the Illawarra is bordered by the Sydney metropolitan region and rural regions which again provides the State Government with opportunities to explore models considering all three types of regions; metropolitan, regional and rural.

The proximity and access to State and Federal government offices as well as the Office of Local Government all located within the Illawarra region provides the opportunity for close and frequent intergovernmental collaboration and cooperation.

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#### **4. Commitment**

The Mayors and senior staff of the four Councils have met regularly with the Minister for the Illawarra, each other, and State MPs to progress this issue. The Councils have all considered and resolved their commitment at Council meetings held since the release of the Fit for the Future Roadmap - Kiama on 16 September, Shellharbour on 30 September, Shoalhaven on 28 September, and Wollongong on 13 October. Copies of the respective resolutions are included in Attachment A.

The General Managers' of the Illawarra have well established, long-term working relationships built up through the SCG General Manager's Committee and outside SCG in many other forums and groups.

Key Council staff similarly share well-established existing networks and working group associations within the region assisted further by the extensive employment exchange between the SCG, councils and agencies in the region.

The close working relationships of the four Councils and SCG with agencies such as Department of Premiers and Cabinet, Department of Planning and Environment and Roads and Maritime Services also underpin the commitment that will seal the future of the new way of doing business together.

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#### **5. Evidence of Collaboration**

The Illawarra Region of Councils (IROC) and later SCG have a combined 30 year continuous history and experience with a number of models of collaboration from the establishment of informal networks, joint ventures for delivery of regulatory functions (the 21 year old Illawarra District Noxious Weeds Authority), to contractual delivery of member Council-funded programs such as the Resource Recovery program, and of course the SCG itself.

SCG collaboration has been outcome-specific to encompass anywhere from three (the development of Climate Change Adaptation and Risk Management Plans) to seven member Councils (the current 3 year Regional Illegal Dumping Program) and been extended on a number of occasions to include non-member Councils within neighbouring NSW and Victoria (for example, the two highly awarded Boneseed and Seaspurge eradication programs).

Regional State and Federal MPs and the Minister for the Illawarra have engaged closely with the four Councils and SCG. A Parliamentary Forum is scheduled in conjunction with every SCG Board meeting, an annual meeting is held at NSW Parliament House with State Ministers in attendance at various times throughout the day to engage in discussions. The Chairman also meets on a regular basis with the Minister for the Illawarra.

The SCG works closely with and attends meetings of the Regional Leadership Network established by the Department of Premier and Cabinet Department. In addition the Senior Regional Coordinator has been in

attendance at the two most recent SCG Board meetings, and synergies between the four Councils and the SCG strategic plans are being closely integrated in the development of the new Regional Action Plans.

The SCG has collaborated extensively over the past 10 years, with both federal and state agencies in the design and development of numerous partnership approaches including fully grant funded, (for example the Carer programs), co-funded and delivered, (for example Illegal Dumping, noxious weeds) or SCG funded programs and projects (VendorPanel joint procurement). These include over \$4M of partnerships per annum since.

The four Councils actively collaborate with numerous well established strategic allies and partner organisations within the region including SEATS Inc, the Regional Development Australia (RDA), the not-for-profit and community sector peak bodies, and the business sector peak bodies.

The Councils have also maintained a number of affiliations and collaborative arrangements which historically were established and operate outside the ROC, for example, the South Coast Library Network, South Coast Regional Tourism Organisation (not Council run however has representatives on the Board), Coastal Zone Management, Community Transport (involving Wollongong and Shellharbour City Councils), Waste Collection Contract (involving Wollongong and Shellharbour City Councils).

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## **6. Work Program**

The Councils are committed to the new Joint Organisation being operational as soon as feasible. There are a number of key dates and tasks which are attached in Table 2 as a summary and attached in greater detail at Attachment B.

The first step will be the development of a shared regional vision through facilitated workshops and with reference to existing State and regional plans and the Councils' Community Strategic Plans. Under the regional vision there will be a focus on priority regional strategies.

In particular we would seek to maximise the outcomes of the NSW Government Regional Strategies:

- 1) Illawarra Regional Growth and Infrastructure Plan; and
- 2) Illawarra Regional Transport Strategy;

Additionally it is proposed the new JO work to identify core focus areas that are currently being actioned either through joint efforts by the four councils or other inter agencies. A number of examples are set out below:-

**IMPROVING TRANSPORT AND FREIGHT LINKS** – Build on the Illawarra Regional Transport Strategy particularly in the further development of local actions areas; work with other stakeholders and the SEATS Network Strategy for increased regional connectivity, and the attainment of the identified Rebuilding NSW regional transport infrastructure initiatives.

**ATTRACTING EDUCATION AND INDUSTRY** – Development of a LG regional economic and employment strategy from the four existing local strategies to interface with other key regional economic development

strategies prepared for other organisations such as RDA Illawarra, University of Wollongong, and state agencies and building on the existing Economic Gardening program.

DEVELOPING A REGIONAL APPROACH TO WASTE MANAGEMENT - Build on the existing Waste Less, Recycle More Regional Waste Strategy, working with the EPA and other waste industry stakeholders to implement identified regional initiatives such as a food waste recycling facility, regional nappy collection and reprocessing, and the potential for Alternative Waste Technology (AWT) in the region.

NATURAL RESOURCES MANAGEMENT INCLUDING WEEDS MANAGEMENT AND COASTAL SEA LEVEL RISE ADAPTATION STRATEGY - Continue and potentially expand the Noxious Weeds Authority to carry out work in alignment with the NSW Government framework and policies for the management of weeds. Develop a common sea level rise adaptation strategy that can be applied by all Councils and continue to work with Local Land Services and the state agencies for a consistent regional approach to natural resource management.

The structural changes underway in the Southern Councils Group (SCG) provide an opportunity and impetus for reform. Bega Valley has given notice that it will no longer retain membership and it is expected that Wingecarribee will also withdraw.

With the SCG in a transition period, the attached work program reflects the change process required to wind down the Southern Councils Group, whilst also participating and developing the pilot JO. As some of the functions delivered by the SCG have long term commitments in place, it is appropriate and timely that the future of these functions is included in the direction setting discussion for the proposed Joint Organisation.

As a result the attached work program covers the SCG transition and the JO development.

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## **7. Operational**

The operational requirements of the Joint Organisation will be established throughout the phases of the work and transition plan, namely:

- Strategic Planning
- Business Planning and Transitioning
- Implementing and Evaluating

Key dates and tasks relating to these three phases are attached in Table 2 as a summary with a detailed work and transition plan attached at Attachment B.

The new Illawarra JO and Pilot JO Board is expected to be partially operational by the 1<sup>st</sup> June next year, having worked through the strategic planning Phase 1 with the Office of Local Government. The Board would remain in place for detailed business planning and strategic work with state government to the end of the Pilot phase.

An interim Board established at a final meeting of 2015 would oversee the enabling and establishment of the new organisation to September 2016.

Following the September 2016 Local Government elections, with a new Board in place, the Illawarra JO would be become fully operational.

**Executive Officer arrangements**

The current long term SCG Executive Officer, under the direction of a working group of the four Councils will manage the Pilot Joint Organisation work program for 2015. The General Manager's will prepare a position description and specifications for the recruitment and appointment of a new Executive Officer for the newly established Joint Organisation, at the appropriate time.

Table 2 – Summary Key Dates and Tasks

Phase	Key	Dates	Tasks	Outputs
<b>Phase 1</b> Strategic Planning	SCG Board Meet	Nov 2014	Building Understanding	Agreed project scope & working group agenda
	Working Group Meeting (Mayors and GMs)	Feb 2015		A Strategic Directions Options Paper
	SCG AGM	Mar 2015	Considering the Options	Strategy Workshop Day
	Working Group Meeting	May 2015		Draft Strategic Plan and Work Plan
	Final SCG Meeting	May 2015	Agreeing the Direction	Business Paper items on JO model for all 4 Councils. Adopted Strategic Plan & Work Plan
<b>Phase 2</b> Business Planning & Transitioning	Working Group Meeting	June 2015	Refining, integrating and testing models Embed strategy in IPRs and JO. Informing the OLG process	Detailed business models developed New IPRs for Councils to consider Business Paper items on JO model for all 4 Councils
	Pilot Illawarra JO Meet	July 2015		
	Working Group Meeting	Sept 2015		
	Pilot Illawarra JO Meet Parliament House	Sept 2015		
	Working Group Meeting	Nov 2015	Selecting	New Pilot JO business model agreed
	Interim Illawarra JO AGM	Nov 2015		Interim Business Model adopted
<b>Phase 3</b> Implementing and evaluating	Working Group Meeting	Feb 2016	Implementing	Business model implementation commenced
	Interim Illawarra JO Meet	Mar 2016	Enabling legislation passed	
	GMs Meeting	April 2016		
	Interim Illawarra JO Meet	May 2016	Continuous evaluation process	New Illawarra JO constituted under enabling legislation. Illawarra JO fully operational in new legal form from 1 <sup>st</sup> July 2016
	Working Group Meeting	June 2016		
	Illawarra JO Meet	July 2016		
	Working Group Meeting	Sept 2016		
	Illawarra JO Meet Parliament House	Sept 2016		LG Elections
	Illawarra JO – AGM	Nov 2016	Inaugurating	New 4 year Board Established

Item 15.10

Enclosure 1

ATTACHMENT A

## Council Resolution supporting the Joint Organisation EOI

### SHOALHAVEN CITY COUNCIL

ADOPTED AT COUNCIL MEETING HELD ON TUESDAY 16 SEPTEMBER 2014

635. State Government Local Government Reform Package "Fit for the Future" File 44629E

MOTION:

Moved: Gash / Second: Wells

That Council endorse Shoalhaven joining with the other three Illawarra Councils to submit an Expression of Interest to be one of the Pilot Joint Organisation areas.

CARRIED

### KIAMA MUNICIPAL COUNCIL

ADOPTED AT COUNCIL MEETING HELD ON TUESDAY 16 SEPTEMBER 2014

#### 16.2 NSW Government Response to the Independent Local Government Review Panel and Local Government Acts Taskforce

14/001

Recommended that:-

1. Council note the Office of Local Government circular and the NSW Government response to the Independent Local Government Review Panel and Local Government Acts Taskforce;
2. Council advise of its interest to participate in the pilot program for the establishment of joint organisation of councils;
3. Council raise concern regarding the shifting of financial assistance grants to councils with the greatest need. This action may disadvantage councils that have been more efficient and responsible in the past and also lead to further deterioration of the financial sustainability of councils generally.
4. Council write to the NSW Government seeking a greater period in the future to make submissions on important issues such as this matter.



**SHELLHARBOUR CITY COUNCIL**

**ADOPTED AT COUNCIL MEETING HELD ON TUESDAY 30 SEPTEMBER 2014**

**11.1.1 NSW Government Response to the Independent Local Government Review Panel and Local Government Acts Taskforce (10254536)**

312 RESOLVED: Murray/Marsh

That Council:

1. Note the Office of Local Government Circular and the NSW Government response to the Independent Local Government Review Panel and Local Government Acts Taskforce.
2. Participate in the pilot program for the establishment of Joint Organisation of Councils with Kiama Municipal Council, Shoalhaven City Council and Wollongong City Council.

CARRIED UNANIMOUSLY

**WOLLONGONG CITY COUNCIL**

**ADOPTED AT COUNCIL MEETING HELD ON MONDAY 13 OCTOBER 2014**

188 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor Brown seconded Councillor Connor that -

- 1 Council receive and note the information on the NSW Government's Fit for the Future program, particularly the self-assessment process and the development of a 'roadmap'.
- 2 Council's participation in the NSW Government's pilot Joint Organisation program be endorsed for Wollongong, Kiama, Shellharbour and Shoalhaven Councils with our expression of interest to the Office of Local Government include that our participation reaffirms our support for the composition of the governing body reflecting some measure of proportionality and that any powers of the Joint Organisation be those freely delegated or withdrawn by member Councils.

Detailed Work and Transition Plan

Phase	Pilot	Key Events	Dates	Tasks	Outputs for JO	Work Plan
Strategic Planning		SCG Board Meeting	Nov 2014	Building Understanding	Agreed project scope & working group agenda	<p><b>Mid November</b> Illawarra Pilot JO Councils et alia, meet with OLG and other pilot JOs.</p> <p><b>End November</b> Illawarra Pilot JO Councils et alia meet one-on-one with OLG.</p> <p><b>October-December SCG Committee Meeting schedule.</b> Prepare risk management plan, establish communications and media strategy, finalise OLG contractual arrangements, identify consultancy or other required project resources.</p> <p><b>SCG Transition</b> Familiarise and inform SCG &amp; Council staff and partners and key stakeholders with process; using new and existing forums such as:                      &gt; The established meetings of the Economic Developers Committee (EDP), the Natural Resource Managers Committee (NRM), the Strategic Land Use Planners (SLP), the Finance &amp; Asset Managers Committee (F&amp;AM), and the Regional Procurement Steering Committee.                      &gt; The Illawarra District Noxious Weeds Authority joint venture Committee of Wollongong, Shellharbour and Kiama Councils. And other similar organisations, eg the South Coast Library network, as appropriate.                      &gt; The SCG Program Working Groups (Land Management, Carers, Waste Less Recycle More, SC Weeds, Illegal Dumping, and Procurement Programs) and the GMS Committee.                      &gt; Established SCG network and alliance meetings such as the Premiers Leadership Network, SEATS Inc., RDA Illawarra.                      &gt; SCG website, forums and chat room, and newsletters                      &gt; Establish new Corporate Planners Committee (four JO Councils only)</p>
	Phase 1	Office of Local Government Pilot Process	Dec 2014 to end Feb 2015			<p><b>Commence Strategy Development</b> Engage individually with the Mayors and GMs of each council and selected key stakeholders such as the Premiers Coordinator with specific reference to the Illawarra Growth &amp; Infrastructure Plan, the Regional Transport Plan, and Councils' Community Strategic Plans, for individual perspectives on the opportunities and challenges facing councils in the region, as well as potential ways forward to generate input to both the preparation of a strategic directions options paper and the design of the Strategy Workshop.</p> <p><b>SCG Transition</b> <b>January 2014 – February 2015</b> Commence SCG program and contract discussions with organisations including EPA, DPI, Commonwealth DSS, SE Local Land Services. Undertake discussions with SCG partners such as neighbouring ROCs, individual Councils, University of Wollongong, SEATS etc with whom SCG has MoUs or MoAs or membership and delegates. Commence negotiations with SCG staff and Unions. Continue delivery of programs under all existing SCG contracts. Continue delivery of SCG Board &amp; Committee meeting schedule. The working group meeting will begin to synthesise consensus about potential future directions, and provide an agreed foundation for the development of the options paper. The Strategic Options Paper will then be fully worked up to form the basis for the discussions at the Strategic Workshop Day. This meeting will be attended by Office of Local Government, Department of Premier and Cabinet, General Managers and Mayors.</p>
			Feb 2014		A Strategic Directions Options Paper	

Phase	Pilot	Key Events	Dates	Tasks	Outputs for JO	Work Plan
Strategic Planning		SCG AGM	March 2015	Considering the Options	Strategy Workshop Day	<p><b>Workshop with the Illawarra Pilot JO Councils and OLG</b></p> <p>The workshop will determine a preferred future direction and priority actions. The outcomes of the workshop, as well as of all previous stages of the process, will be used as the basis of a strategic plan and high level work plan that will be put to the Illawarra Pilot JO Board for adoption. Workshop discussions may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reflections and analysis of SCG functions and achievements in recent years</li> <li><input type="checkbox"/> Opportunities and challenges currently facing the four councils, including those arising from local government reforms</li> <li><input type="checkbox"/> Strengths and weaknesses of different models of shared services provision, including of specific services</li> <li><input type="checkbox"/> Strengths and weaknesses of different structures and governance and institutional arrangements for regional collaboration</li> <li><input type="checkbox"/> Financial implications of different models, structures and governance and institutional arrangements</li> <li><input type="checkbox"/> Potential actions and priorities to be included in a high level JO Business Plan.</li> </ul> <p><b>SCG Transition</b> SCG AGM and celebration of 30 years of collaboration.</p>
			March-May 2015		Illawarra Pilot JO Draft Strategic Plan and Work Plan	<p><b>March 2015 –May 2015. Detailed development of the Illawarra Pilot JO Draft Strategic Plan and Work Plan</b></p> <p>In partnership with OLG, further develop the draft, based on the above, and circulate to the Working Group. Test strategic directions with SCG Committees and Partner/Alliance Committees for regional consistency, relevance and currency.</p> <p><b>SCG Transition</b> Continue:</p> <ul style="list-style-type: none"> <li>➢ negotiations with SCG staff and Unions,</li> <li>➢ delivery of programs under all existing SCG contracts,</li> <li>➢ delivery of SCG Board &amp; Committee meeting schedule.</li> <li>➢ prepare new draft contracts with partner SCG Program organisations.</li> <li>➢ identify continuing funding sources.</li> <li>➢ prepare interim 2015-16 budgets and work programs.</li> </ul> <p><b>SCG Transition</b> <b>Final meeting of SCG GMs.</b> SCG wind-up arrangements agreed. SCG member Councils disbursements agreed. Draft financial statements received. 2015-16 budgets and work programs agreed for Pilot JO Board.</p>

Phase	Pilot	Key Events	Dates	Tasks	Outputs for JO	Work Plan
Strategic Planning		Working Group Meeting	Early May 2015	Agreeing the Direction	Adopted Pilot JO Strategic Plan & Work Plan Pilot Illawarra JO Governance & Administration arrangements Template Business Paper item on JO model for circulation to all 4 Councils.	<p><b>Working Group meeting</b></p> <p>Draft strategic plan and high order work plan and budget adopted.</p> <p>Draft Illawarra JO governance, administrative, strategic plan work plan circulated for member Council consideration and adoption.</p> <p>One-on-one workshops with four Councils.</p> <p><b>May 2015 –June 2015</b></p> <p>SCG contract reports finalised and new contract arrangements entered where appropriate.</p> <p>Discussion of transitional arrangements and negotiation with all affected parties, including staff, contractors and elected representatives continued.</p> <p>Office, resources and staff arrangements finalised.</p> <p>Partners, Committees and programs informed of new arrangements.</p>
		Final SCG Meeting	Late May 2015			<p><b>Final SCG Board Meeting held.</b></p> <p>Final ½ Annual Report and draft financial statements submitted. SCG formally dissolved.</p>
Phase 1		GMs Meeting Working Group Meeting	June 2015	Refining, integrating and testing models	Detailed business models developed and evaluated New IPRs for Councils to consider Business Paper Items on JO Business Model for all 4 Councils	<p>Commence development and assessment of detailed business models based on the high order work plan including:</p> <ul style="list-style-type: none"> <li>➢ Implementation of a sustainable income base, staffing and other resource requirements.</li> <li>➢ Implementation process for other agreed JO business activities such as greater shared service delivery role, greater member Council funded activity, and identification of revenue sources to supplement member Council contributions.</li> </ul> <p>Continuation of Strategy refinement and commencement of implementation into full range of Illawarra JO activities</p>

Phase	Pilot	Key Events	Dates	Tasks	Outputs for JO	Work Plan
<b>Phase 2</b> <i>Business Planning &amp; Transitioning</i>		Pilot Illawarra JO Meeting	July 2015	Embed strategy in IPRs and JO.		<b>Report made to Illawarra JO on finalisation of SCG and on commencement of implementation of the Illawarra JO Strategy. Establishment of South Coast Forum</b> This is an element of new arrangements agreed by the SCG Board. It is envisaged that it would take the form of twice-annual Forums focussed on coastal management including discussions of common issues such as the Princes Highway Corridor and connectivity, coastal hazard and natural resource management, or ageing demographics.
			July to Sep 2015	Informing the OLG process	Strategic Plan directions tested and evaluated against other regional and local strategies.	<b>July 2015 –September 2015</b> <b>Embedding of the strategic directions within the JO itself</b> Work closely with peak regional committees, agencies and alliances on strengthening intergovernmental collaboration and identification of the key local government role. Use existing committees, networks and alliances to develop the regionally specific, local government outcomes of the identified regional strategies.  <b>Embedding of the strategic directions within the 4 Councils</b> Meet with the Corporate Planners Committee to develop draft implementation strategy for embedding regional strategic directions into the review cycle of the Council Community Strategic Plans in line with the election cycle and potential changes to the Act
		GMs Meeting & Working Group Meeting	Sept 2015		Continuous feedback to OLG and input from other pilots.	Audited SCG Financial Statements submitted.
		Pilot Illawarra JO Meeting Parliament House	Sept 2015			Introduction of Illawarra JO to regional MPs, Ministers and Agency and Ministerial senior staff. Presentations of strategy and directions. Initial feedback on new and continuing partnership approaches and opportunities.
			July to Dec 2015		New Pilot JO business model agreed.	<b>July 2015 to December 2015</b> New contractual service arrangements with State government and member (and non-member) Councils implemented. Pilot JO governance and administrative arrangements implemented. MOU/MoAs between Illawarra JO and SEROC, and between SCG and individual Councils who receive fee-for-service based programs such as Eurobodalla, and Bega Valley from 2015-16 onwards), as well as the proposed MoUs with OLG and state agencies. Commence identification of a sustainable income base, staffing and other resource requirements Commence identification of scope and scale of other JO business activities such as greater shared service delivery role, greater member Council funded activity, and identification of revenue sources to supplement member Council contributions

Phase	Pilot	Key Events	Dates	Tasks	Outputs for JO	Work Plan
Phase 2 Business Planning & Transitioning		GMs Meeting & Working Group Meeting	Nov 2015	Selecting		Design and development of new Executive Officer position scoped and commenced. Draft Business plan agreed, and circulated to member Councils for consideration. One-on-one workshops with four newly appointed Councils on Business Plan and progress with strategic directions. OLG JO Pilot process concludes.
		Interim Illawarra JO AGM	Nov 2015		Interim Business model adopted	Annual Report submitted. Interim Board elected. Interim Business plan adopted. Executive Officer Position statement adopted and recruitment plan agreed.

Phase	Pilot	Key Events	Dates	Tasks	Outputs for JO	Work Plan
<b>Phase 3</b> <i>Implementing and evaluating</i>		GMs Meeting & Working Group Meeting	Feb 2016	Implementing	Recruitment of new EO commenced	Design and development of new Executive Officer position finalised. Recruitment and appointment of new EO commenced.
		Interim Illawarra JO Meet	Mar 2016	Enabling legislation passed	Business model implementation commenced	Interim business model arrangements trialled and evaluated.
		GMs Meeting	April 2016		EO selection finalised.	2016-17 budgets developed and work programs agreed.
		Interim Illawarra JO Meet	May 2016	Continuous evaluation process	EO Appointed	
		GMs Meeting	June 2016		New Illawarra JO constituted under enabling legislation.	New EO commences and interim JO staffing, office and resourcing arrangements confirmed under new legislation.
		Interim Illawarra JO Meeting	July 2016		Illawarra JO fully operational in new legal form from 1 <sup>st</sup> July 2016	Draft 2015-16 Financial Statements received.
		GMs Meeting	Sept 2016			Draft Business Plan finalised and circulated. Audited Financial Statements received.
		Interim Illawarra JO Meet Parliament House	Sept 2016		Local Government Elections	Final meeting of Interim JO Board. Elections held. Election results received and new Board membership announced.
		Illawarra JO – AGM	Nov 2016	Inaugurating	New 4 year Board established.	<b>Annual Report submitted.</b> JO Strategy and Business Plan adopted-in-principle. Workshop session with new Board. One-on-one workshops with four newly appointed Councils on Illawarra JO Strategic Plan.

**Minutes of the Kiama Access Committee meeting held on Friday 10 October 2014 in the Council Chambers Committee Room 1 at 10am.**

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**Present:** Clr. McClure, Freda Simpson, Beryl Batten, Paul Hartley, Janelle Burns, Darren Brady, Chris Fuller, Nick Guggisberg.

1. **Apologies:** N/A

2. **Minutes of Previous Meeting**

Moved: Clr. McClure      Seconded: Darren Brady

3. **Business Arising from the Minutes**

3.1 *Mobility Scooter Workshops*

More workshops coming up – details to go on Council’s website, Janelle Burns is applying for more funding for additional workshops.

3.2 *Toilets at Blowhole*

Estimated completion date is 1 November 2014.

5.3a *Beach Accessible Wheelchair at Surf Beach*

Supervising Beach Lifeguard Andy Mole reports that he promotes the availability of the wheelchair now.

5.3b *Click together mats to assist wheelchair use over sand*

Clr. McClure tabled information obtained from last council business papers. Freda Simpson suggested one of the service clubs might be interested in purchasing for use with normal wheelchairs and prams.

**Action**      Nick Guggisberg to forward a copy to Andy Farrell.

5.4 *Outdoor fitness equipment consultation in Gerringong*

Nick Guggisberg reported that Accessible equipment was being included in at least one of the exercise stations.

5.5 *Kiama Cemetery Signage*

Darren Brady reported that his staff were unable to identify any signage issues. Beryl Batten stated she reported it after a tourist reported it to her. She acknowledged from a photo Darren tabled that there doesn’t appear to be an issue.

5.6 *New Toilets at Kiama Harbour*

Toilets completed and being utilised.

5.7 *Dementia-friendly presentation*

Nick Guggisberg to follow up.

5.8 *When meeting dates change, the calendar invite also requires updating*

[SC1340 – 14/72718]

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This is **Page 1** of the Kiama Access Committee meeting held on 10 October 2014.



**Action:** Nick Guggisberg to follow up calendar invites, change all when meeting dates change.

#### 4. General Business

##### 4.1 CPTIGS Grants

Janelle Burns informed the meeting that she's applying for funding for a new bus shelter at Hutchinson Street in Bombo.

Janelle Burns asked committee if there are any other bus stops that need shelters, and if there any other known locations that require work to make access to public transport better.

Clr. McClure talked about some of the challenges at the railway station and how they could be improved.

Clr. McClure also spoke about the need for shade at the taxi rank, but not sure if this meets the grants.

**Action:** Janelle Burns to organise a meeting with Clr. McClure and Engineering and Works staff to explore options for improvement.

##### 4.2 Accessible Kiama Audit

Nick Guggisberg tabled two versions of the collated accessible features of Kiama LGA asking for the committees preference.

Consensus - prefer by Suburb.

**Action:** Nick Guggisberg to email a copy to all committee members. Make listing alphabetical under each heading.

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

Beryl Batten raised that the set of steps in front of /near JJ's doesn't have a hand rail.

**Action:** Darren Brady to follow up & investigate feasibility/need for a hand rail.

##### 4.4 Lift into Leisure Centre Pool

Clr. McClure informed the meeting that the lift into the pool at the Leisure Centre is now installed apparently.

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

#### 5. Next Meeting

The next meeting of the Kiama Access Committee will be held on Friday 5 December at 10am in Council's Committee Room 1.

**There being no further business the meeting closed at 11:05am**

[SC1340 – 14/72718]

This is **Page 2** of the Kiama Access Committee meeting held on 10 October 2014.

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Kiama Council Aboriginal Reference Group

Notes from meeting held 25-9-14 (no quorum therefore no official minutes)

**Present:** Christine Gallagher, Kylie Tikkeros, Paul Beupark, Elaine Hudson (KMC), Nick Guggisberg (KMC), Clr Neil Reilly (KMC).

**Apologies:** Eoin Peters

**1. General Introductions**

All attending introduced themselves and the role they play either in the community and/or council.

**2. Review of Terms of Reference**

Need to address contradictions of the Councillor chairing and having a casting vote while the ToR also state councillors and staff don't have voting rights.

**ACTION:** Nick Guggisberg to update ToR.

**3. General Discussion**

Recognise.com - Paul Beupark suggested that council sign up to "Recognise.org"

**ACTION:** Elaine Hudson to research and report back to next meeting.

Thunder Track naming – Paul Beupark stated he would like to know that council values the ARG. Clr Reilly stated that he'll champion the group in council and plans to address disrespect expressed at the last council meeting at the next council meeting.

No Aboriginal Flag flown in Council Chambers

Clr Reilly acknowledge that an Aboriginal flag should also be flown on the Council Chambers, and he intends to organise for this to be rectified.

Acknowledgement of Country

Discussion around the importance and wording of 'Acknowledgement of Country's'. There appears to be various version used with some confusion around which is most appropriate.

**ACTION:** Elaine Hudson to research and report back to next meeting with a recommendation on appropriate wording.

Aboriginal Art Gallery

Paul Beupark suggested that the Pilots Cottage on Blowhole Point should be considered for such a gallery.

Christine Gallagher suggested council sponsor an Aboriginal specific art prize in the HSC Major Works exhibition.

Meeting Times

Kylie Tikkeros requested that meetings are held in the mornings starting at 9:15am. All present agreed this suited them.

**Next Meeting**

Thursday 27 November, starting at 9:15am

**Minutes of the Kiama Cultural Board Committee meeting held on Thursday 16 October 2014 in Council Committee Room 1 at 5.30pm.**

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Present: Cr Mark Way, Christine Paice, Catherine Carr, Mark Wilmott, Paula Gowans, Louise Croker

Apologies: Toby Allen, Judy White

**Previous Minutes**

Paula was present at last meeting

Accepted

Moved: Mark Way                      Seconded: Christine Paice

**Business Arising**

1. Beyond the Blowhole – Replacement book  
Cr Mark Way advised that Council has agreed to fund a new book to replace the Beyond the Blowhole book. Cultural Board expressed their concern regarding the lack of consultation regarding this arts based project. The Board advises that this book should not be called Beyond the Blowhole.

**Community and Cultural Development Officer Report**

1. Art Centre  
Recommendations put forward through BHI Architects have been approved by at Councils October meeting.
2. Music in the Park  
First session held in October by Charlie Di Marco  
Expression of Interest for new contractor currently being finalised.
3. Cultural Development Officer Regional Meeting  
Possibility of a regional blog site being investigated, presentation to be made to the group at next meeting.
4. Cultural Grants  
Gerringong Live rejected by Council for funding.
5. U3A Presentation  
Louise Croker, Paula Gowans and Dr Catherine Carr presented to U3A on Council Art Collection.
6. Sculpture by the Sea  
Application unsuccessful
7. Arts Honour Roll  
Four inductees recommended for the 2015 Honour Roll.

### **Terms of Reference**

The Board discussed the revised Terms of Reference to bring them in line with the new corporate template and now submit them to Council for approval

Action: Louise to provide Board members with changed TOR and copies of code of conduct

### **Vacant Board Positions**

Cecilia Milani addressed the Board as a short listed applicant for one of the vacant Cultural Board positions. The three other shortlisted nominees met the Board on 18 September.

Under the revised Terms of Reference there are two positions vacant.

Nominations were received for the positions from:

- Andrea Hope – business and visual arts
- Cecilia Milani – culturally and linguistically diverse backgrounds
- Gregor Cullen – visual arts, social enterprise, funding, project development
- Ross Eggleton – music, Jazz and Blues Club
- Tania Maree Chambers – visual arts, music, dance
- Kate Newnham – literature, administration

Based on the information provided in the nominations the Cultural Board and Community and Cultural Development Officer shortlisted and met with:

- Andrea Hope
- Cecilia Milani
- Gregor Cullen
- Ross Eggleton

After extensive discussion based on gender representation, skills, knowledge and experience, arts representation and fit for the Board and progression of the arts into the future the Kiama Cultural Board recommends Gregor Cullen and Ross Eggleton for membership to the Board.

### **Arts Honour Roll**

Seven nominations were received for the 2015 Arts Honour induction:

- Orry Kelly
- Charmian Clift
- John Downton
- Dennis Koks
- John Cornwell
- Helen Simpson
- Paddy Martin

The Kiama Cultural Board recommends the following inductees for 2015:

- Orry Kelly – fashion designer and Oscar winner
- Charmian Clift – internationally known author
- Dennis Koks – extensive contribution to local music industry
- John Downton – visual artist with international acknowledgement

It is also recommended that the remaining nominees be rolled over for reassessment in the 2016 round of inductees.

Moved: Cr Mark Way    Seconded: Chrissie Paice

**General Business**

None

**Closed:** 7.30pm

**Next Meetings:**

Cultural Board Planning Day to be held Thursday 27 November, 9am to 12noon, venue TBA

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**Minutes of the Kiama Youth Advisory Committee meeting held on Wednesday 15 October 2014 at Kiama High School at 10.52am.**

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**Present:** Clr. Neil Reilly (Chair, Kiama Municipal Council), Clr. Kathy Rice (Kiama Municipal Council), Jess Kearns (Minutes, Kiama Municipal Council), Amy McCarthy (Placement Student, Kiama Municipal Council), Michael Dalitz (Kiama Library), Sarah Meppem (Kiama High School Teacher), Imogen Bakewell, Dylan McGillivray, Keelan Robinson, Jess Davies, Harrison Johns, Zachary O'Reilly-Fullerton, Ethan Corkin, Byron Moulang, Nathan Jenkins, Bailey Harrison, Darcy Lawton, Lauren Perry, Eliza Skorulis, Grace Allen, Sharnie Heffernan, Matthew Price, Casey-Dee Bradbury and Jess Davis.

1. **Apologies:** Nick Guggisberg (Kiama Municipal Council) and Andrew Chatfield (Kiama Municipal Council).

2. **Minutes of previous meeting:**

Moved by Sharnie Heffernan, and seconded by Keelan Robinson.

3. **Business arising from previous meeting:**

- 3.1 *Student Car Park*

Clr. Rice reported that she had taken it to the Traffic Committee to address the signage situation.

It was reported that the marked parking bays were being reduced and the signage would be clarified. There is parking along the pre-school side. The Traffic Committee wrote to the school to address the parking issue.

Dylan explained that there is a large section at the back of Bland Street behind the pre-school, the signage wasn't effective and was confusing and students cannot leave school grounds to move their cars, and better pedestrian awareness signs need to be displayed.

Clr. Rice suggested altering the signage to allow students to park all day.

Clr. Reilly suggested designated "Student Parking" and "Pick up/Drop off" signage and is hoping the issue would be resolved by next meeting.

- 3.2 *Dinner Theatre*

A lot of young people have been interested. Currently on hold whilst Andrew Chatfield is on leave

→ Jess Kearns to keep SRC up to date when event will take place.

- 3.3 *Bins around the Harbour*

Clr. Rice reported she had not heard any more correspondence in regards to the matter.

#### 4. Reports / General Business

##### 4.1 *Kiama Youth Belonging*

Jess reported that the Kiama Youth Belonging Project has been finalised.

##### 4.2 *SENTRAL Renovations*

Clr. Reilly reported that the SENTRAL renovations were under way, with the floor being installed and the sheet metal and kitchen coming soon.

There may be opportunities to create work experience with Kiama High School students.

Casey-Dee explained that younger students aren't aware of the Youth Centre and only begin accessing the service when they need to.

Clr. Rice suggested informing the parents of junior students about the service.

##### 4.3 *Library Report*

Michael Dalitz gave the Library report.

Last Wednesday (8 November) was the HSC Lock In to allow students to study. Wanting feedback and guidance from students about what to do next year – already planning another Lock In and a Tutorial Day.

The Library will be running a Summer Reading Club during the Summer holidays. The aim is to read 10 books and go in the draw to win a prize.

The Library is holding a Minecraft night on November 15 with the Hunger Games plugin for 8 – 18 year olds.

##### 4.4 *Event Management Committee*

Jess reported that the Event Management Committee - The ProCrats - are working with Indent MusicNSW to host In Hearts Wake at Kiama Pavilion on Sunday November 30. Tickets are on sale at Kiama Youth Centre for \$10 and available for online purchase through OzTix.

##### 4.5 *New and upcoming projects*

- Sarah Meppim reported that a group of high school students would be participating in RUN WOLLONGONG on Sunday 19 October. They are meeting at the McDonalds on the corner of Corrimal and Burelli Streets, Wollongong at 7:15am. The group is registered as Kiama High + Friends.
- On Friday 31 October the school is holding an ice bucket challenge to raise funds and awareness for MND. Raffle tickets are \$1 each and you can nominate a teacher for the challenge. Gareth Ward and the School Principal have been nominated. \$800 has been raised so far with a target of \$2,000.

- Kiama High School are getting new lockers in term 1 which have cost \$17,200. Aim is for students to pay for locker hire to cover costs and expenditure.
- Kiama High School SRC are part of the ANZAC Day Committee and the Vocal Group will be performing.

**5. General Business**

*5.1 Jobs Notice Board*

Clr. Reilly commented that this wasn't something for Council, and would refer it to the Chamber of Commerce and Economic Development Committee.

**6. Next Meeting**

- The next meeting of the Kiama Youth Advisory Committee will be held on November 26 at 10.50am at Kiama High School.

**There being no further business the meeting closed at 11.26am.**



Councillor Dennis Seage

COUNCILLORS/DIRECTORS MEETING RECORD

DATE	DIRECTOR OR STAFF MEMBER	MEETING DESCRIPTION	SCHEDULED	UNSCHEDULED	TIME IN	TIME OUT	COUNCILLOR'S SIGNATURE
29/10/14	T. Pini	Return Ambleton		✓	11:45		
"	Castello re	Blond Street					
		Buffer zone,		✓		11:58	
22/10/14	T. G. Eccles	Request to clock adapted by staff	✓		1pm		
		Scott Butler					
		re Wiki		✓		1:20pm	
21/10/14	S. Kinnittaker	Journalism		✓	08:30		
	P. Castello	at P. Smercos		✓		08:45	
20/10/14	P. Castello	Driveway Access			11:45A		
	T. McLeod	Michaelz Creston	✓				
11/11/14	P. Castello	Thompson St	✓				
		Development 7th			11:05		
						11:15	

Note: Does not deal with on-site meetings.  
To be completed by Councillors at Customer Service counter and returned, signed off at the conclusion of the meetings/s.





