



ORDINARY MEETING OF COUNCIL

ENCLOSURES

Tuesday 19 September 2017

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Minutes of the Kiama Health & Sustainability Committee meeting held on Tuesday 1st of August 2017 in the Council Chambers Committee Room 1 at 4.00 pm.

Present: Councillor Kathy Rice, Councillor Andrew Sloan, Cornelia Graf, H. John Fardy, Beth Horner, Kay Cope, Paul Czulowski, Billy Wang, Karen Tavener-Smith, Carly Filmer, Nick Guggisberg, Dima Ousta

1. **Apologies:** Josephine St John, Bruce Flint, Byron Robinson

2. **Minutes of Previous Meeting – May 23, 2017**

Motion: That the minutes from the last meeting held on May 23, 2017 be accepted as an accurate record of the meeting.

Moved: H. John Fardy **Seconded:** Cornelia Graf **CARRIED**

3. **Business Arising**

3.1 **Health & Sustainability Grants program**

It will be possible to incorporate waste minimisation in the grants program with an additional budget from the Department of Environmental Services. It was agreed that this could be considered for the first round of 2018/2019 (July 2018), and will require a revision of the guidelines and application form.

3.2 **Program Updates**

Paul provided data on capacity and location of syringe disposal bins in the LGA. This data is shared with the minutes of this meeting. Cornelia suggested that some information on sharp disposal bins can be put on Council website.

Action: Cornelia will share information on sharp disposal bins that can be put up on Council's website.

4. **General Business**

4.1 **Health & Sustainability Grants Program**

Program was launched at the end of June in response to various community requests (e.g. stingless bees for Kiama High School). One shortfall was noted in the grants program guidelines and application form in that it was not made clear that school P&Cs were eligible to apply.

Several enquiries about the program were received prior to its closing, but only one application was received in this round. The application was submitted by Kiama Boomerang Bags, and was reviewed and assessed by the Working Group, with the application being recommended for approval pending the applicant providing some further details. The Working Group requested the Committee's provisional endorsement on the above recommendation. Since no details of the application were shared with the Committee prior to its meeting, it was agreed for this information to be provided via email requesting committee members' endorsement of the Working Groups recommendation.

In general, the Committee will need to receive information in writing prior to the meetings in the future.

Action: Dima to provide a briefing report via email on the application including a recommendation from the Working Group to approve the application.

Health & Sustainability committee members to reply to the above correspondence via email indicating their endorsement or not of the working groups recommendation

Inviting non-committee members to participate in working groups

There was a question on whether the Committee can invite non-committee members to attend meetings. The Committee can invite specialists and community members to attend meetings as non-voting members; it was agreed that this matter would be discussed later.

4.2 Kiama Health Plan

Carly Filmer, Social Work student on placement with the Manager of Community & Cultural Development until mid-November 2017, will be assisting with the review of the Health Plan. Carly is currently developing the framework for the review which will then be used to determine the scope, length, and type of consultation needed both internally and externally.

A date for the Health Plan Review Working Group to meet is yet to be confirmed, pending feedback from one of its members. If no response is received within a day or two, the Working Group will set a date to meet as early as possible.

The Committee requested that the Working Group report back to the Committee in writing at least two weeks in advance.

Update on the Health Promotion Officer position: Council recruited a part-time Health Promotion Officer for the remaining 14 hours per week. Brodie Brady has been selected and will start this September. In the meantime, Dima is working 3 days per week until end of August.

Action: Dima to send an email to the Working Group to find common time to meet and confirm the meeting.

Action: Carly to share framework with Working Group ahead of the meeting.

4.3 Cities Power Partnership

Council has signed up for the Cities Power Partnership and is required to choose and commit to 5 key actions/pledges. Council has 6 months to select 5 key actions/initiatives from the partnership pledge (from a list of 32).

A cost benefit analysis for these initiatives is not available, but could potentially be made available to participating Councils. Assessing the feasibility and cost-benefit of the proposed initiatives will take considerable effort and time, may require the need to form a Working Group and seek input from non-committee community members.

The Committee is asked to provide guidance on the best mechanisms to choose the 5 key actions. Clrs Sloan and Rice were approached by community members who suggested splitting the Committee for Health and Sustainability issues. However, 6 months is not enough time to create a new Committee, and Health & Sustainability should remain under one Committee as it was started.

The Committee decided to form a Working Group for the Cities Power Partnership that will report back to the main Committee. The nominated Working Group members include:

- Kay Cope
- Bruce Flint
- Paul Czulowski

- Cllr Andrew Sloan
- Other Council Officers as required

The Working Group will find ways to engage and seek feedback from expert community members.

It was agreed that it would be important as a first step to filter down the 32 key actions to 15. For this, Paul will draft and circulate a matrix for the Committee, listing the 32 key actions and what would be required to achieve them.

Action: Paul to draft and circulate the matrix to be used to prioritise the top 15 actions out of the 32.

4.4 Connecting over Fair Food Event

Last year, Council supported "Connecting over Fair Food", an event that was hosted by Food Fairness Illawarra, in partnership with Shellharbour, Wollongong and Kiama Councils as part of Fair Food Week 2016. The event brought together local food champions to connect over fair food, share their stories, and showcase their initiatives around the region. The event which was held in Wollongong brought together 130 residents from the three LGAs, 15% of whom came from Kiama LGA. Kiama Council provided in-kind support for the planning through the Health Promotion Officer and financial support with \$1,000 AUD.

This year, the same partners including the ISLHD and Nutrition Society of Australia, are planning for another event this year during Fair Food Week 2017. Kiama Council is providing in-kind support and would like the Committee's endorsement for \$1,000 AUD to be allocated to this event.

Motion: Committee endorses Council allocating \$1,000 AUD for the Fair Food Week 2017 event.

Moved: H. John Fardy **Seconded:** Kay Cope **CARRIED**

4.5 Heart Foundation Cooking Trailers

The document from the Heart Foundation will be shared with these minutes. Cllr Rice confirmed that the Heart Foundation has a trailer that includes 4 cooking stations that can be used by 4 people concurrently. Council may borrow the trailers for cooking activities in the community. It was suggested that in addition to the past and ongoing related activities (Healthy Cooking for Solo Seniors, Intergenerational Munch Out, kids cooking classes at the Farmers Market, etc.), that the Sunday Markets and the Farmers Markets are ideal venues to reach out to the community through cooking classes. There is potential to collaborate with volunteers from Stir it Up! to run these events.

4.6 Community Garden Grants Program

Draft Guidelines and Application Form for the Community Garden Grants Program were shared with the Committee for their review and feedback.

There was discussion around the concern that the proposed grants program would not encourage unincorporated groups to fill out an application and start a community garden. It was suggested that Council could potentially provide a list of organisations willing to auspice community groups (e.g. Kiama Community Garden, North Kiama Neighbourhood Centre etc.). Furthermore, there was a question on whether Council could pay the incorporation fee for new groups through this grant.

Nick clarified that the *Guidelines for the establishment of Community Gardens* (booklet) was being finalised to assist new groups in planning and designing community gardens. It was suggested that a list of potential garden locations be attached the Guidelines. A list may be included or attached in the future; at this stage

however, there is need for further ground work to be carried out before a list with suggested locations is compiled.

There was a question on whether Council has a policy for verge gardens. There is no separate policy for this type of gardens. The Guidelines mention that Council does not encourage verge gardening (due to the additional risks it may carry).

Action: Dima to share Guidelines for establishment of Community Gardens with Committee

Action: Discussion on Community Gardens Grants Program to be put on next meeting's agenda.

4.7 Program Updates

Program updates were provided with the agenda for this meeting. There were no questions on program updates. Paul will ensure future plans are shared in the next report.

5. Business without notice

Nil.

6. Correspondence

Nil.

7. Next Meeting:

The next meeting of the Kiama Health and Sustainability Committee will be held on October 10, 2017 at 4.00 pm in Council's Committee Room 1.

There being no further business the meeting closed at 6.00 pm



28 August 2017

The General Manager
Kiama Municipal Council
PO Box 75
KIAMA NSW 2533

Attn: Brendan Leo
brendanl@kiama.nsw.gov.au

Dear Mr Leo

RE: Draft Conditions of Consent Kiama Ambulance Station DA 10.2017.152.1

Thank you for the opportunity to review the draft conditions for the above project. In response, Health Infrastructure (HI) advises that the draft conditions are generally acceptable, with the exception of the following.

Bonds and Contributions

This condition is not accepted. While HI acknowledges that there is no requirement for a nexus to be established for a contribution under Section 94A of the *Environmental Planning and Assessment Act 1979* to be applied, the development of the Ambulance Station is unlikely to generate any demand for new services that would be funded out of these contributions. The Ambulance facility is a substantial investment in social infrastructure to meet the needs of the local community and is considered to be worthy of an exemption from paying this contribution. HI therefore ask Kiama Council to consider an exemption to the contribution identified in Clause (1) of this condition.

Car Parking and Vehicular Access Item (2)

This condition is not accepted. NSW Ambulance guidelines specify plain concrete on all sites. On that basis, all stations in Regional Ambulance Infrastructure Reconfiguration will have plain concrete not pavers or alternatives suggested in the draft condition. The access driveway, car parking and manoeuvring areas shall be paved in plain concrete in accordance with the State wide Ambulance Guideline.

Subdivision Certificate

This condition is unnecessary. As the land is being acquired through compulsory acquisition a sub-division is not required. The compulsory acquisition involves a Plan of Acquisition therefore there will be no subdivision certificate.

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Item 14.22

Enclosure 1



HI trusts that the comments above will receive due consideration by Council and we look forward to obtaining the consent for this important project in the near future.

Yours sincerely

James Sandwith
RAIR Project Director

Item 14.22

Enclosure 1

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Mr B Leo

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NOTICE OF DETERMINATION OF DEVELOPMENT APPLICATION

Issued under the Environmental Planning and Assessment Act 1979 Section 81 (1) (a)

NSW Health Infrastructure,
C/- City Plan Services
SUITE 602 - 120 Sussex Street
SYDNEY NSW 2000

Development Description: AMBULANCE STATION, ROADWORKS & BOUNDARY
ADJUSTMENT

Development Application Number: 10.2017.152.1

Premises: LOT: 52 DP: 804377, LOT: 1 DP: 850540, 206 Terralong Street KIAMA,
1 Havilah Place KIAMA

Determination: Consent granted subject to conditions described
below

Date of Determination: XXXXXX

Consent Granted to Operate From: XXXXXX-

Consent to Lapse On: XXXXXXXX

Other Approvals:

List Local Government Act 1993 approvals granted under Section 78A (5)

NONE APPLICABLE

General terms of other approvals integrated as part of the consent:

(list approvals)

NONE APPLICABLE

Item 14.22

Enclosure 2

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Conditions of Development Consent:
(including Section 94A condition)

General

- (1) The development shall be implemented generally in accordance with the details set out on the plan/drawing and supporting documents endorsed by Council as 10.2017.152.1 dated **XXXXXXXXXX** except as amended by the following conditions. (g005.doc)
- (2) The development shall be completed in accordance with the approved colour schedule shown on the approved Plans. (g014.doc)
- (3) The developer shall ensure that all construction work associated with the development is carried out in accordance with the approved Construction Environmental Management Plan (CEMP). A copy of the approved CEMP shall be kept on site at all times. (g100.doc)
- (4) The developer shall not carry out any work other than emergency procedures to control dust or sediment-laden runoff outside the normal working hours, namely, 7.00am to 6.00pm, Monday to Friday and 8.00am to 1.00pm Saturday. (g185.doc)
- (5) Road Occupancy approval, pursuant to Section 138 of the Roads Act 1993 shall be obtained from the Road Authority prior to any proposed interruption to pedestrian and/or vehicular traffic within the road reserve caused by the construction of the development.

This shall include, but is not limited to the following activities:

- (a) erect a structure or carry out work in, on or over a public road;
- (b) dig up or disturb the surface of a public road;
- (c) remove or interfere with a structure, work or tree on a public road;
- (d) pump water into a public road from any land adjoining the road; or
- (e) connect a road (whether public or private) to a classified road.

The following items shall be submitted with the Road Occupancy Approval a minimum of five days before approval is required:

- A completed application form;
 - Fees in accordance with Council's adopted fees and charges;
 - A traffic control plan endorsed by a person with Roads & Maritime Services accreditation. The traffic control plan shall satisfy the requirements of the latest versions of Australian Standard AS1742 – Traffic Control Devices for Works on Roads and the RTMS Traffic Control at Worksites Manual. This plan is required to maintain public safety, minimise disruption to pedestrian and vehicular traffic within this locality and to protect services, during demolition, excavation and construction phases of the development;
 - Public liability insurance for an amount of no less than \$20M;
 - Where excavation will take place, a security bond in accordance with Council's adopted fees and charges; and
 - Where road and footpath levels will be varied or the surface is altered, plans and specifications to Council's requirements.
- (6) A suitably qualified person shall prepare a Construction Environmental Management Plan (CEMP) and submit this to a suitably qualified engineer for approval prior to the commencement of works site.

The CEMP shall include, but not be limited to, the following items:

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- timing and duration of works;
 - location of work sites offices, compounds, stockpiles and refuelling areas;
 - a description of the site and surrounds and location of environmentally sensitive areas;
 - description of the impacts associated with the construction; activities and control measures;
 - legislative requirements;
 - on-site staff structure and responsibility;
 - staff training, awareness and competency requirements;
 - emergency planning and response;
 - auditing and monitoring; and
 - the supplementary plans:
 - Soil and Water Management Plan;
 - Noise and Vibration Management Plan;
 - Air Quality (Dust Control) Management Plan;
 - Waste Management Plan; and
 - Traffic Management Plan
- (7) The developer shall ensure that all construction work associated with the development is carried out in accordance with the approved Construction Environmental Management Plan (CEMP). A copy of the approved CEMP shall be kept on site at all times and be made available for inspection by Council as required.
- (8) Any proposed line-marking and signage and/or change to any line-marking and signage in a public road shall be approved by the Kiama Traffic Committee and Council prior to its installation and/or modification.
- (9) A suitably qualified person shall prepare a Contamination Management Plan (CMP) and shall submit this to a suitably qualified engineer for approval prior to the commencement of works site.

Bonds and Contributions

- (1) A contribution pursuant to Section 94A of the Environmental Planning and Assessment Act 1979 (as amended) and Kiama Council's Section 94A (Indirect Contributions) Plan shall be paid to Council prior to the commencement of works. The total contribution required for the development is **\$42,960**.

The amount of the contribution shown on the development consent will be indexed to the time of payment in the following manner:

$$\text{Contribution (at time of payment)} = \frac{C \times \text{CPIP}}{\text{CPic}}$$

Where:

C = The original contribution amount as shown in the development consent.

CPIP = The *Consumer Price Index: All Groups Index for Sydney* as published by the Australian Bureau of Statistics and which applied at the time of payment.

CPic = The *Consumer Price Index: All Groups Index for Sydney* as published by the Australian Bureau of Statistics and which applied at the time of issue of the development consent. (ps001.doc)

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Prior to Commencement of Works

- (1) No building work is to commence until details prepared by a practising structural engineer have been submitted to and accepted by a suitably qualified engineer for any reinforced concrete slabs, footings or structural steel. (p1062.doc)
- (2) The applicant shall submit engineer's details of the foundation based on geotechnical advice prepared by a suitably qualified geotechnical engineer. Such detail/advice is to be provided prior to and approved by a suitably qualified engineer prior to works commencing onsite. (p670.doc)
- (3) The development shall be undertaken in strict accordance with the Disability (Access to Premises - Buildings) Standards 2010. Construction details demonstrating compliance with the above Standards shall be submitted to and approved by a suitably qualified person prior to works commencing on site.

Access Construction

- (1) The developer shall construct the footpath access driveway in compliance with the Standards Australia publication AS/NZS 2890.1 Parking Facilities Part 1: Off Street Car Parking and Council's "Driveway and Footpath Works Procedure Manual". (ac001.doc)
- (2) The developer shall restore any redundant vehicle crossing to barrier kerb in compliance with Council's "Driveway and Footpath Works Procedure Manual". (ac010.doc)
- (3) The access driveway shall be constructed to meet the design requirements of Council's "Driveway and Footpath Works Procedure Manual". The access driveway shall be installed prior to the first use of the facility. (ac015.doc)
- (4) The applicant must provide, to Council, the appropriate fee for the inspections required for the construction of the footpath crossing/access driveway in accordance with Council's adopted fees and charges. This inspection fee must be paid prior to the commencement of works within the road reserve area.

Work undertaken within the road reserve may only be undertaken by a Council approved contractor. A list of approved contractors may be obtained from Council's Engineering and Works Department. (ac020.doc)

Car Parking and Vehicular Access

- (1) The car parking and manoeuvring area shall be line marked and signposted in compliance with the requirements of the Australian Standards AS 1742.2, AS 1743, AS 1744, AS/NZS 1906.1, AS 1906.2, AS 1906.3 and AS 4049.1. (c025.doc)
- (2) The access driveway, car parking and manoeuvring areas shall be paved in materials other than plain concrete or asphaltic concrete (eg brick pavers, exposed aggregate, coloured concrete, stencilled concrete etc). Details of the proposed paving material, including colour, shall be submitted to and approved by a suitably qualified engineer prior to the commencement of works. In this regard;
 - a Masonry pavers shall comply with design requirements of AS/NZS 4455 and AS/NZS 4456.
 - b Cement concrete access driveways shall be designed and constructed in accordance with the principles of the Cement, Concrete and Aggregates Australia technical notes. (c030.doc)

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- (3) Car parking and manoeuvring shall comply with the requirements of the Standards Australia publication AS/NZS 2890.1 Parking Facilities Part 1: Off Street Car Parking. (cc05.doc)

Stormwater Management

- (1) All stormwater kerb and gutter connections to have a minimum of 40 millimetres cover of concrete finishing flush with the top of the existing kerb. Pipe size to achieve this should be 90 millimetres in diameter. (sm010.doc)
- (2) The developer shall provide stormwater outlets to kerb lines converting to 90 millimetre diameter uPVC for barrier kerbs and 127 x 64 x 4 millimetre steel rectangular hollow section hot dip galvanised or aluminium for roll kerb sections. (sm020.doc)
- (3) The developer shall provide a detailed stormwater drainage network in accordance with the design requirements of "Section D5 Stormwater Drainage" of Kiama Development Code as appended to Kiama Development Control Plan 2012. Full hydrological and hydraulic calculations and civil engineering drawings shall be submitted to and approved by a suitably qualified engineer prior to the commencement of works. (sm035.doc)
- (4) The developer shall provide on-site detention storage for stormwater runoff in conjunction with the proposed development drainage network. An on-site detention system shall be designed to ensure that post development flow rates from the site are no greater than pre-developed site runoff at each discharge point for all rainfall events up to 1% Annual Exceedance Probability. Full hydrological and hydraulic computer modelling of the stormwater drainage system shall be submitted to and approved by a suitably qualified engineer prior to the commencement of works. (sm080.doc)
- (5) The developer shall provide compliance certification from the hydraulic engineer verifying that the constructed stormwater drainage infrastructure/water quality system meets with the approved design. The certification shall be provided to and approved by a suitably qualified engineer prior to the first occupation of the building. (sm130.doc)
- (6) The developer shall comply with the design requirements of Council's "Water Sensitive Urban Design" policy in association with the design requirements of "Section D5 Stormwater Drainage" of the Kiama Development Code as appended to Kiama Development Control Plan 2012.

Detail shall be submitted to and approved by a suitably qualified engineer prior to the commencement of works. (sm150.doc)
- (7) Stormwater runoff from all impervious surfaces on the property shall be collected and conveyed to a point suitable for integration with either the natural or constructed stormwater drainage system. A piped drainage system shall be provided to convey runoff from storms up to the 20% Annual Exceedance Probability (AEP). Defined overland flow paths shall be provided to safely convey runoff from storm events up to the 1% AEP. (sm155.doc)

Civil Engineering Construction

- (1) The developer shall carry out work at all times in a manner which will not cause a nuisance, by the generation of unreasonable noise, dust or other activity, to users of adjacent properties. (cc015.doc)

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- (2) All new construction work shall make smooth junctions with existing work. (cec080.doc)
- (3) The developer shall undertake civil engineering construction works in accordance with the requirements of Section C101 General – Development Construction Specification of the Kiama Development Code, as appended to Kiama Development Control Plan 2012, and civil engineering drawings approved by the suitably qualified engineer. (cec085.doc)

Utility Servicing

- (1) The wash bay shall be connected to the Sydney Water Corporation's sewer and be subject to a licensed trade waste agreement with the Corporation. (us020.doc)
- (2) All electricity, telecommunications and natural gas services shall be located underground. Common or shared trenching and the document "A Model Agreement for Local Councils and Utility/Service Providers" prepared by the NSW Streets Opening Conference are policies adopted for the Kiama Municipal Council Local Government Area. (us035.doc)
- (3) The developer shall bear the cost of relocation of any service utilities required in the provision of vehicular access. (us045.doc)

Geotechnical Requirements

- (1) The development shall be undertaken in accordance with the geotechnical site investigation and environmental site audit prepared by SMEC dated 12/05/2017. Structural Engineering details and site investigations demonstrating compliance with the report recommendations shall be submitted to and approved by a suitably qualified engineer prior to the commencement of works.

Building Construction

- (1) All building work must be carried out in accordance with the requirements of the Building Code of Australia (bu010.doc)
- (2) The roadway, footpath or Council reserve shall not be used to store building material without the prior approval of Council. (bu088.doc)
- (3) All excavations and backfilling must be executed safely in accordance with appropriate professional standards. (bu090.doc)
- (4) All excavations must be properly guarded and protected to prevent them from being dangerous to life or property. (bu095.doc)
- (5) If an excavation extends below the level of the base of the footings of a building on an adjoining allotment of land, the person causing the excavation to be made must:
 - a Preserve and protect the building from damage;
 - b Underpin and support the building in an approved manner, if necessary, and;
 - c At least seven (7) days before excavating below the level of the base of the footings of a building on an adjoining allotment of land, give notice of intention to do so to the owner of the adjoining allotment of land and furnish particulars to the owner of the proposed work. (bu150.doc)

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- (6) The Reduced Levels (RL) of the proposed development must be in accordance with the approved plans. Certification of these levels by a registered surveyor must be submitted to and approved by a suitably qualified engineer prior works proceeding past that level. (bu120.doc)
- (7) A survey shall be undertaken at peg out stage certifying that the building is correctly located in relation to the boundaries of the site and in accordance with the approved plans. Such survey shall be submitted to and approved by a suitably qualified engineer prior works proceeding past peg out stage and a copy be made available to Council. (bu125.doc)
- (8) Construction and demolition work, delivery of materials and plant, etc shall only take place between the following hours;
- | | |
|------------------|----------------------|
| Monday to Friday | - 7.00 am to 6.00 pm |
| Saturdays | - 8.00 am to 1.00 pm |
- No construction work is to take place on Sundays or Public Holidays. (bu151.doc)
- (9) The Waste Management Plan shall be strictly adhered to at all stages during the demolition, construction and/or subdivision work. All waste nominated for disposal must be disposed of at a licensed landfill facility. All waste nominated for recycling must be reused or recycled. (bu133.doc)

Erosion and Sedimentation Controls / Soil and Water Management

- (1) All practical measures must be taken to ensure erosion and subsequent sediment movement off-site does not occur. In particular:
- a A silt fence or equivalent must be provided downhill from the cut and fill area (or any other disturbed area). Such fence must be regularly inspected and cleaned out and/or repaired as is necessary, and all collected silt must be disposed of in accordance with Council's Sedimentation Control Policy.
 - b Unnecessary disturbance of the site (eg; excessive vehicular access) must not occur.
 - c All cuts and fills must be stabilised or revegetated as soon as possible after the completion of site earthworks.
 - d All the above requirements must be in place for the duration of the construction works. (esc005.doc)
- (2) The developer shall submit to the suitably qualified engineer for approval prior to the commencement of works onsite, a detailed Soil and Water Management Plan (SWMP) designed in accordance with the requirements of *Managing Urban Stormwater: Soils and Construction* Volume 1 (Landcom 2004) and *Managing Urban Stormwater: Soils and Construction* Volume 2 (Department of Environment and Climate Change 2007).
- All works on the site must be in accordance with the approved SWMP for the full duration of construction works and must provide an overall site detail. For staged development a SWMP shall be provided for each stage of the development. (esc010.doc)
- (3) The developer shall ensure that sediment-laden runoff from the site is controlled at all times subsequent to commencement of construction works. Sediment control

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measures must be maintained at all times and checked for adequacy at the conclusion of each day's work. (scc020.doc)

Bushfire Hazard Management

- (1) The development shall be completed in accordance with the requirements of the NSW Rural Fire Service document "Planning for Bush Fire Protection 2006" and in accordance with the Bush Fire Hazard Assessment report prepared by ABPP P/L, dated 19/01/2017. Construction details demonstrating compliance with "Planning for Bush Fire Protection 2006" and the report recommendations shall be provided to and approved by a suitably qualified person prior to the commencement of works. (shn005.doc)

Landscaping Works

- (1) All landscape areas shown on the approved landscape plans (drawing numbers 17-441 Issue C prepared by Arcadia Landscape Architects) or otherwise required under the conditions of this consent, shall be landscaped and maintained in accordance with the approved plans and conditions. (lw015.doc)
- (2) The landscaping shall be maintained actively and regularly for a period of 26 weeks commencing from the date of first occupation of the building. (lw020.doc)
- (3) At the end of the 26 week landscape maintenance period and after any defects that occurred during that period have been corrected, a final Compliance Certificate shall be provided from a suitably qualified landscape professional stating that all landscape works have been completed and maintained in accordance with the approved landscape plans and the conditions of this development consent. (lw035.doc)
- (4) Prior to the first occupation of the building the developer shall provide a Compliance Certificate from a suitably qualified landscape professional or Council's Landscape Officer stating that all landscape works have been completed in accordance with the approved landscape plans and the conditions of the development consent. (lw170.doc)

Site Facilities

- (1) An appropriate temporary toilet facility shall be provided on site, located inside the property boundaries, prior to commencement of works. The temporary toilet shall be maintained in a clean/sanitary condition at all times. (sf010.doc)
- (2) During construction the applicant shall provide, inside the property boundaries a suitable waste container for the disposal of all papers, plastics and other light weight materials. (sf015.doc)
- (3) A sign must be erected in a prominent position on the premises on which the erection or demolition of a building is being carried out:
 - a Stating that unauthorised entry to the premises is prohibited; and
 - b Showing the name of the builder or other person in control of the worksite and a telephone number at which the builder or other person may be contacted outside working hours.

Any such sign is to be removed when the erection or demolition of the building has been completed. (sf020.doc)

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Prior to Occupation

- (1) The developer shall complete all drainage and access works prior to the first occupation of the building. (ps010.doc)

Advertising Signage

- (1) The advertising sign shall be maintained in a good state of repair at all times. (as010.doc)
- (2) No additional advertising signs shall be erected without firstly obtaining development consent. (as016.doc)
- (3) The advertising sign shall not be of a flashing type and its illumination shall not distract passing motorists. (as020.doc)

Prior to the issuing of the Subdivision Certificate

The developer shall submit the following items to the Principal Certifying Authority prior to the issue of a Subdivision Certificate:

- a) A Final Plan of Subdivision and four (4) copies.

A copy of the satisfactory final plan of subdivision shall also be provided as an electronic file in either DXF or DWG format. In this regard the electronic copy must be on MGA (Zone 56) orientation, where this is required by the Surveying Regulation 2001, and should preferably use co-ordinates based upon the MGA values of the nearest established permanent survey mark connected as part of the survey. It is preferred the raw boundary line work only be provided, excluding final page layout and text where possible. This must be provided either on disc or thumbdrive.

- b) An original Deposited Plan Administration Sheet and one copy, prepared in accordance with NSW Land & Property Information requirements.
- c) An original Subdivider/Developer Compliance Certificate (Section 73 Certificate) from Sydney Water Corporation which references the relevant development application number.
- d) An original Notification of Arrangement from an electricity provider which references the relevant development application number.
- e) An original Telecommunications Infrastructure Provisioning Confirmation from a communications provider which references the proposed development.
- f) Evidence of the payment of all required Section 94A Contributions identified in this consent. (cs020.doc)

Reasons

- (1) Ensure the building/structure is completed in accordance with the requirements of the Building Code of Australia, applicable Australian Standards and the Environmental Planning and Assessment Act 1979 (as amended). (r001.doc)

10.2017.152.1

- (2) To meet increased demand towards the provision, extension or augmentation of public amenities or services in accordance with Section 94A of the Environmental Planning and Assessment Act 1979 (as amended). (r032.doc)
- (3) Minimise any likely adverse environmental impact of the proposed developments. (r040.doc)
- (4) Ensure that the landscape works are completed established and maintained in accordance with the approved plans and conditions. (r060.doc)
- (5) Ensure that the proposed development complies with the provisions of any relevant Environmental Planning Instruments and Council's Codes and Policies. (r095.doc)
- (6) Ensure the stormwater run off from the site is disposed of in an orderly and satisfactory manner. (r105.doc)
- (7) Minimise any likely adverse impact on the streetscape and visual quality of the area as a result of the development. (r140.doc)

M Forsyth
General Manager
Per

Notes

- (1) In this consent the developer includes the applicant for development consent and any person(s) who carries out the development pursuant to that consent.
- (2) Sydney Water Approval Required.

For applications for approval of Council approved building plans to check if the proposed construction work affects Sydney Water services please refer to the website www.sydneywater.com.au for:

- Sydney Water Tap in™
- Guidelines for Building Over/Adjacent to Sydney Water Assets – see Building Developing → Building and Renovating. (nb075.doc)

Minutes of the Planning Committee meeting held on Thursday 10 August 2017 at Kiama Council, Commencing at 9am

Present: Mayor, Clr Mark Honey (Chair), Clr Kathy Rice, Clr Andrew Sloan, Clr Mark Way, Michael Forsyth, Nick Guggisberg, Carly Filmer, Mark Hitchcock, Penny Morris, Darryl Smith, Karen Renkema-Lang, Megan Hutchison, Chris Fuller, Kerry McMurray, Ed Paterson and Deb Boles.

Apology: Clr Mark Westhoff, Clare Rogers and Mark Lyndon.

1) Attending/Apologies

As above.

- **Item 5 – Overview of Kiama Council Governance Processes across Strategies and Plans**

This item was brought forward.

Karen spoke to the Committee giving background information for this question. Kerry gave a detailed response of Council's plans and policies and community engagement.

Kerry then left the meeting at 9.30am.

- **Item 2 – Minutes of last meeting**

The minutes from the last meeting held on 29 June 2017 were adopted (Mark Honey/Kathy Rice)

Michael gave a short update on Bombo Quarry. It was also advised that there were a lot of steps yet before the Masterplan is exhibited to the public for comment.

- **Item 3 – Jamberoo DCP Community Meeting & Update**

The following points made in relation to this item:

- Can there be a stand-alone DCP for Jamberoo? It was advised that there can only be one dedicated DCP for the Municipality.
- How can protective measures be added to the chapter to ensure that developers following specific guidelines?
- Can the whole of Jamberoo be heritage listed? It was advised that a resolution of Council would be required and that strong arguments would be required for the Department of Environment and Planning to agree to this.
- Make the chapter as attractive as possible to developers.
- Change the LEP?
- Will dual occupancies be covered by complying development?
- Are building envelopes possible and enforceable?

Ed advised that in the report to Council's meeting to be held on 15/8/17 has more detailed information on this.

Michael left the meeting at 10.10am.

- **Item 4 - Kiama Town Centre Study**

Mark Honey advised of funding available (\$50k) for this project. Expressions of interest could be called for to design a plan of what the CBD and villages would look like in 30 years. It was agreed that the design plan should just concentrate on the CBD.

Megan added that she had funding of up to \$40k for a Commercial Market Assessment as part of the current Economic Development Strategy (subject to successful funding application). In 2007 the Retail Study identified 3 key sites in the Kiama Town Centre and these sites have or are on their way to being developed and it would be appropriate for the Retail Study to be updated.

It was agreed by the Committee that the expression of interest (\$50k) should be split into 3 prizes.

Mark Honey suggested that an excursion by the Committee to Barangaroo and other locations around Sydney by the Committee may be helpful in gaining ideas. This was agreed by all.

The Committee discussed some aspects of the Kiama Charrette and why certain projects listed were not implemented, in particular the laneway at the back of Manning Street. Mark Honey advised that this did not eventuate due to different landowners not agreeing or willing to consolidate. Chris said that this may have been the lack of incentive to achieve a particular outcome. Penny suggested maybe design controls or rate relief may help.

Megan advised that the first step should be the update of the Retail Study which would feed into the CBD study.

Chris Fuller advised that he would request Mark Lyndon to write a brief which will then be circulated to Committee members for comment before expressions of interest are called for.

- **Item 6 – Terms of Reference**

This item was deferred until the next meeting.

- **Item 7 - DCP amendment to ensure that DA's take into account various Council policies and plans and ensure that adequate commercial and retail spaces in the town centres have been retained**

Megan advised that at the last meeting of the Economic Development Committee, the committee discussed at length the issue of developers lodging DA's without taking into consideration the need to satisfy the requirements for commercial and retail space in town centres. In the case of 44 Manning Street Shop Top housing development the amount of commercial and retail space will be reduced from 1500m² to 250m². It was felt that the developer should be required to address these reductions and to also address Council's policies and plans such as the Kiama Economic Development Strategy and the Kiama Retail Study in their Environmental Impact statements.

Ed advised that other strategies need to be referenced in the DCP to give it more strength.

- **Item 8 – Revision of Chapter 27 of Kiama DCP – Gerringong Town Centre**

Megan advised that Chapter 27 of the Kiama Development Control Plan – Gerringong Town Centre be revised to more accurately reflect the future of this precinct and to maintain the currency eg, many of the objectives in the "Town Centre Option A 'concept plan of the Gerringong Charrette have been completed or are underway.

Action: A short report to be prepared and distributed prior to the next meeting.

Megan advised that she was happy to prepare a report (in consultation with Mark Lyndon and Chris).

- **Item 9 - Date of next meeting**

The next meeting is to be held on **Thursday 12 October, 2017**, commencing at 9am in the Council Chambers.

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

(17/62479)

Item 14.23

Enclosure 1



Delivery Program
2013-2017
Operational Plan
2016/2017

Item 14.26

Enclosure 1

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Item 14.26

Enclosure 1

Why develop this plan?

The 4-year Delivery Program and the 1-year Operational Plan are key components of the NSW Integrated Planning and Reporting framework. Both of these plans are combined into this one document, which allows our community to better understand how the objectives and strategies outlined in the Community Strategic Plan flow through the planning process into actions undertaken in the Delivery Program, through to specific activities in the annual Operational Plan.

The **Delivery Program** sets out the actions we will undertake to address the long-term objectives and strategies defined in our Community Strategic Plan. It is the single point of reference for all activities undertaken by Council during a term in office. All of our plans, projects, activities and funding allocations will directly link to this document during this period.

The **Operational Plan** flows directly from the Delivery Program and outlines in detail the specific activities and services Council will undertake during the 2014-2015 financial year.

This plan also contains Council's detailed annual budget and Revenue Policy along with other supporting financial information.

Both of these plans were developed giving consideration to the four key areas of **Community, Environment, Economy and Civic Leadership** and are based on the **Social Justice Principles¹** of:

Equity: There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interest of people in vulnerable circumstances.

Access: All people should have fair access to services, resources and opportunities to improve their quality of life.

Participation: Everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives.

Rights: Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

This three tiered approach to planning (Community Strategic Plan, Delivery Program and Operational Plan) ensures that there are clear links between the long term objectives of the community and the activities of Council.



¹ NSW Division of Local Government Social Justice Framework 2008-2012.

How will we report on our progress?

We will report back to the community on the progress we are making towards achieving the long-term objectives of the Community Strategic Plan over the next ten years.

We will use a straightforward reporting framework that uses clear targets which will ensure that members of our community can easily determine the progress being made.

We will use a range of performance measures including data from Council's operational performance, community survey results, State Government data and the Australian Bureau of Statistics.

All reports will be available to our community in a number of formats: as reports to Council meetings, on Council's website and in hard copy at Council facilities (library, administration centre and community centre).

We will complete a **Delivery Program review** every six months. The focus will be on **outcomes** and whether or not Council has made a positive impact through the delivery of its services and activities.

We will complete an **Operational Plan review** every three months. The focus will be on **outputs** of Council's delivery of services and activities to monitor whether we are delivering our activities as planned and within budget.

Typically, *outcomes* refer to the impact or change that our activities have resulted in; and *outputs* refer to the actual number of things that we do.

Which Plan?	What are we measuring?	How will we measure?	When will we measure?
<p>Community Strategic Plan (CSP) 2013-2023</p>	<p>Progress being made towards achieving the Objectives identified in the CSP.</p> <p>There are a range of stakeholders working towards these Objectives.</p>	<p>We will use measures that tell us about changes in the condition of things such as the natural environment, our built infrastructure and our human and social assets.</p> <p>We will use a range of statistics as well as results from community surveys and engagement activities.</p>	<p>We will prepare a report every four years at the end of each Council term.</p>
<p>Delivery Program 2013-2017</p>	<p>The <i>outcomes</i> of Council's delivery of activities and services: whether Council is making a positive difference for the community.</p>	<p>We will use a range of measures, including statistics, service reports and targeted satisfaction surveys to measure the community's satisfaction with the services and activities that Council provides.</p>	<p>We will prepare a report every six months and report to Council.</p>
<p>Operational Plan 2014-2015</p>	<p>The <i>outputs</i> of Council's delivery of services and activities to monitor whether we are delivering our activities as planned and within budget.</p>	<p>We will use a range of key performance indicators (KPI), with a focus on completion of activities and services on time and within budget.</p>	<p>We will prepare a progress report every three months and report to Council.</p> <p>An annual report, including audited financial reports, will be prepared at the end of each financial year (and will include a report on the State of the Environment every four years, usually in the year of a Council election).</p>

Item 14.26

Enclosure 1

Which Plan?	What are we measuring?	How will we measure?	When will we measure?
Resourcing Strategy (Long-Term Financial Plan, Asset Management Strategy, Workforce Management Plan)	The <i>sustainability</i> of Council. Whether we are improving our overall performance and viability as an organisation.	Organisational sustainability measures with a focus on financial, asset and human resource measures.	We will prepare a progress report to be included in the Annual Report each year.

Item 14.26

Enclosure 1



The original inhabitants of the Kiama area were the Wodi Wodi Aboriginal people and the name Kiama is thought to be from an Aboriginal word meaning 'where the sea makes a noise'.

Today Kiama Council services a community of approximately 20,000 people.

The local community enjoys a relaxed atmosphere which is valued by residents as a friendly and community-minded place to live.

This is largely attributed to the development of residential areas around small village centres that act as focal points for the community.

There continues to be strong feelings within the community that any future development must be managed in a way that will maintain and enhance this positive sense of community.

Kiama continues to have high proportions of population at both ends of the age spectrum.

According to the 2011 Census, 21.9% of our population was aged between 0 to 17 years, while 27.6% were aged 60 years or over.

This indicates a need to develop varied strategies to meet the requirements of the community at different life stages and to encourage young people to remain in the area.

Currently Kiama Council supports a range of cultural facilities and celebrations within the community. These act as positive influences within the community and provide opportunities for development, and personal expression and also contribute to economic development and tourism.

According to the 2011 Census, 286 residents (1.4%) of the Kiama local government area identify as Aboriginal or Torres Strait Islanders, which is below the regional average of 4.7%.

Interestingly 82.4% or 16,475 of our residents are Australian born, well above the NSW State average of 68.6%.

Kiama residents display a great sense of community, with 26.1% of residents aged 15 years or above carrying out regular volunteering work, which is much higher than the NSW State average of 16.9%.

The median age of a Kiama resident is 45 years old, higher than the NSW State average of 38 years of age.

Our recent community survey identified the following issues as being of great importance to the community:

- members of the community enjoy health, safety and wellbeing
- our community is inclusive and caring
- meeting the needs of our ageing population
- managing population growth in a sustainable manner to maintain our distinct village atmosphere.



Environment

Located on the South Coast of New South Wales, Kiama Municipality is located approximately 120 kilometres south of Sydney.

The Municipality is bounded by Shellharbour City in the north, the Tasman Sea in the east, Shoalhaven City in the south and Wingecarribee Shire in the west.

Established in 1859, Kiama Municipality covers an area of approximately 259 square kilometres, including national parks, beaches, rivers and rainforests.

The area is predominately rural with distinct local villages along the coast. The main urban centres are Gerringong, Gerroa, Jamberoo, Kiama and Kiama Downs. Rural land is used mainly for dairy farming and cattle grazing, with some basalt mining.

Major features of the area include Seven Mile Beach National Park, Budderoo National Park, Barren Grounds Nature Reserve, Kiama Blowhole and many beaches.

There are 12 endangered ecological communities within the Kiama Municipality and 837 native flora species have been recorded in the area, with 496 fauna species also recorded.

The Kiama local area is host to 12 active Landcare groups, where volunteers play an important role in rehabilitation and revegetation activities.

Council currently supports a range of environmental activities and services that promote cleaner, greener living, such as cycleways, walkways and waste reuse and recycling programs.

There is strong community support for the continuation of an active agricultural industry in the area, to ensure that land is used productively and is not converted to residential development.

However, there will be a need for additional housing to accommodate the expected increase in population during the next decade.

This will place additional pressure on the planning process to ensure sympathetic and sustainable principles are utilised if the area is not to appear 'overdeveloped'.

Our Recent community survey identified the following environmental issues as being of great importance to the community:

1. maintaining the unique village atmosphere of our area
2. maintaining a balance between conservation and economic growth
3. protection of the surrounding natural beauty – beaches, harbour, coastline and rural landscape
4. renewing and maintaining our infrastructure
5. traffic management and parking
6. protection of our heritage - buildings and culture.



Economy

From its origins in the dairy and quarrying industries, Kiama now has a more diverse economic base, with tourism being a major contributor.

Kiama central business district hosts commercial and retail outlets as well as service industries.

Local shopping strips exist in all the village centres and cater to the daily needs of residents, while speciality shops are enjoyed by both tourists and locals alike.

According to the 2011 Census results, of the 9,184 community members currently in the workforce in the local area, 54.7% work full time and 39.2% work part time. Additionally, 235 people were seeking full time employment and 184 part time employment. A total of 6,291 residents of the local area are not currently in the labour force and are not looking for employment.

The provision of accommodation, cafes and restaurants create employment in our area and bring money into the region. 2011 Census data also shows that 8.3% of our local workforce is employed in accommodation and food service provision, compared to the state average of only 6.7%.

There is a heavy reliance on private transport means within the area, with 71.2% of the population reporting that they utilise private vehicles to travel to work, compared to the state average of only 62.7%. This reliance on private transport places increased pressure on our road infrastructure.

Our recent community survey identified the following issues as being of great importance to the community:

1. the productive use of rural land is maintained, acknowledging the land's contribution to the economy and lifestyle of the area
2. continued support for local businesses
3. attraction of additional service facilities to the local area, in particular an additional supermarket and petrol station
4. the need for increased opportunities to retain people in the local area, through more training, employment and a mix of housing options – especially for our young people.



Civic Leadership

Civic Leadership is an important aspect of Local Government. It refers to the way a Council sets community standards and applies good governance.

Governance is the making of decisions and the management of the Community's finances and assets.

Kiama Council was established in 1859 and currently consists of nine elected Councillors. These Councillors are elected by the community every four years, with the Mayor being elected every twelve months by the sitting Council.

Councillors play an integral role in representing the views of their local electorate. They are responsible for development of strategic direction and long-term planning and are required to make sound financial decisions to ensure the long-term sustainability of Council. It is their role to ensure that the community's priorities are identified and objectives set to meet these needs.

The Kiama community continues to express a strong desire for Kiama Council to remain independent and amalgamation with another Council is not supported.

Council believes that by pursuing the objectives and strategies contained in this Plan, the community will continue to benefit from a responsive and committed Council that understands local issues.

Council believes that Civic Leadership should reflect the community's aspirations of a local government that is transparent, honest, ethical and responsible.

Kiama Council aims to actively engage with the local community on relevant issues; clearly articulate how decisions are made; and to ensure that avenues are available for community members to provide input into the decision making process.

We are committed to maintaining a sound financial position by managing our finances responsibly and ensuring that assets are maintained for the enjoyment of current and future generations.

We also recognise our role as a significant employer and purchaser of goods within the local area and strive to foster positive relationships with current and potential local businesses. We also endeavour to promote employment opportunities with Council, including for people with a disability and Aboriginal people. Council currently employs 275 full-time equivalent staff members.

Our annual operating budget is approximately \$55 million. Approximately 30% of this annual budget is derived from rates income.

Our recent community survey identified the following issues as being of great importance to the community:

5. Council's finances and resources are soundly managed
6. Council acts ethically and fulfils all legal and statutory responsibilities
7. no amalgamation of Kiama Council – to remain an independent local authority
8. Council makes open and transparent decisions.

Our Objectives

1.0 A Healthy, Safe and Inclusive Community

2.0 Well Planned and Managed Spaces, Places and Environment

3.0 A Diverse, Thriving Economy

4.0 Responsible Civic Leadership that is Transparent, Innovative and Accessible

Item 14.26

Enclosure 1

Objective 1: Community

1.0 A Healthy, Safe and Inclusive Community

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.1.1.1	Provide services through the Community Care Support Program to people with a disability across the Shoalhaven, Kiama, Shellharbour and Wollongong LGA's	Community Programs Manager	Changes and adjustment of reported service hours in some programs in preparation for the NDIS. Promotion and introduction of new programs has also increased direct service hours in some programs. With increased promotion especially with the implementation of BHC Facebook page it is expected outputs will increase.
1.1.1.2	Achieve 3rd party verification for the Community Care Support Program	Community Programs Manager	The Community Care Support Program which supports younger people with a disability successfully completed the 3rd Party Verification Audit enabling Blue Haven Care to register as a service provider for the NDIS.

Delivery Program/Operational Plan | 2016/17

1.1.2 Monitor and improve accessibility within the Municipality

Action Code	Action	Responsible Officer Position	Annual Comment
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	Manager Community & Cultural Development	Meetings continue to be held bi-monthly with minutes reported to council and actions arising acted upon.

1.1.3 Improve Council collaboration with the Aboriginal Community

Action Code	Action	Responsible Officer Position	Annual Comment
1.1.3.1	Promote and recognise the significant contributions that Aboriginal and Torres Strait Islander people make to the community	Manager Community & Cultural Development	Council contributed to and supported the organisation and staging of the Annual NAIDOC Awards and held a Sorry Day Event in May as well as cultural activities and an art exhibition during NAIDOC Week
1.1.3.2	Annual Sorry Day event is held	Manager Community & Cultural Development	Sorry Day event held on 26 May 2017

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.1.4.1	Support South American Latino Community Organisation (SALCO) Festival outreach to Kiama	Community and Cultural Development Officer	SALCO made decision to not hold the Festival this financial year therefore anticipated outreach did not occur. Residents advised through social media of Multicultural Festival held in Shellharbour in May 2017.
1.1.4.2	Coordinate Harmony Day project	Community and Cultural Development Officer	Event not held this year due to project officer on extended sick leave.

Delivery Program/Operational Plan | 2016/17

Action Code	Action	Responsible Officer Position	Annual Comment
1.1.4.3	Illawarra Interagency promotion of services	Community and Cultural Development Officer	Information provided to residents with 13 multicultural specific blogs being posted as well as many other non-specific blogs being posted and accessed by multicultural service providers.

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.1.5.1	Provide grant funded group and individual transport to the program target group	Community Programs Manager	Community Transport continues to be in high demand

Delivery Program/Operational Plan | 2016/17

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

1.2.1 Promote and support cultural and artistic programs for young people

Action Code	Action	Responsible Officer Position	Annual Comment
1.2.1.1	Develop and implement a program of events for young people	Senior Youth Worker	SENTRAL Youth Services continues to develop a program of events for young people including fitness training sessions, event management, munch out and health and nutrition as well as yoga.

1.2.2 Provide access to artistic exhibition space

Action Code	Action	Responsible Officer Position	Annual Comment
1.2.2.1	Sites and facilities are managed and developed to meet current community and program delivery needs	Community and Cultural Development Officer	Old Fire Station Art Centre fully booked for this quarter, 100% Kiama based artists or groups with Kiama based artists as members.

Delivery Program/Operational Plan | 2016/17

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.2.3.1	New Arts Centre plans are progressed	Community and Cultural Development Officer	Art Centre plans continue to be progressed with regular and ongoing consultation with both Council's Art Centre Sub Committee and the Kiama Cultural Board.

Delivery Program/Operational Plan | 2016/17

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.2.4.1	Programs and events support community participation and engagement.	Community and Cultural Development Officer	Support provided to various events including KISS Arts Festival, Kiama Jazz and Blues Festival and Folk by the Sea. Funding for Music in the Park continues.
1.2.4.2	Undertake the activities of Council's current cultural planning document	Community and Cultural Development Officer	Review and update of all documentation associated with the application and assessment process of the Cultural Grants. 2017 Arts Honour Roll nominations held, Eleanor Weston honoured. Hanging system installed in Council Chambers and Mayor's office.

Delivery Program/Operational Plan | 2016/17

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.2.5.1	Support house bound residents and their carers by providing access to library resources	Manager Library Services	Regular support provided for house bound residents and their carers through Home Library visits.
1.2.5.2	Provide a variety of children's programs that encourage literacy	Manager Library Services	Four school holiday programs and other children's programs held.
1.2.5.3	Manage library collection and loans	Manager Library Services	Library loans for both Kiama and Gerringong Libraries increased.
1.2.5.4	Manage resources of the Family History Centre	Manager Library Services	Family History Centre with the assistance of volunteers continued to provide service.
1.2.5.5	Undertake a planned maintenance program to ensure Library equipment and infrastructure is maintained to a satisfactory standard within allocated budget	Manager Library Services	Library resources are well maintained and available for use throughout the year.

Delivery Program/Operational Plan | 2016/17

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.2.6.1	The community service sector is supported through relevant programs and activities	Community and Cultural Development Officer	The Illawarra Interagency regional meetings continued to be well attended (averaging 20-25 people per meeting)
1.2.6.2	Council employ a Community Worker for the Aged in the Illawarra	Manager Community & Cultural Development	Funding program and activity plan targets are being met

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.2.7.1	Pursue grant funding opportunities for the development of Gerringong Library and Museum community facility	Director Community Services	State Library and Community Development Program grants successful.

Delivery Program/Operational Plan | 2016/17

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

1.3.1 Maintain and develop Leisure Centre and Jamberoo Pool

Action Code	Action	Responsible Officer Position	Annual Comment
1.3.1.1	Undertake planned program of improvements and maintenance to ensure Leisure Centre facilities are maintained to required standard	Leisure Centre Manager	All programmed maintenance completed to required standards. Leisure Centre capital works partially behind schedule. Construction of Spin Room was completed August 2016 and the replacement of the computer server completed in March 2017. The refurbishment to the 2nd Family room - and Outdoor fitness area & Shade structure to be revoted to 2017/2018.
1.3.1.2	Ensure effective operations of Leisure Centre facilities and Jamberoo Pool to meet community needs and within allocated budget	Leisure Centre Manager	Leisure Centre survey was completed and sent out June 2016. Details will be available in the 1st quarter for 2017/2018. Leisure centre visitations and memberships have slightly increased over the last 12 months. Memberships- 900, Centre Visitations 260,000, and Scheduled fitness programs- 80 per week Income and expenditure to be finalised by Council's Finance dept.

1.3.2 Develop, implement and review the Kiama Health Plan

Action Code	Action	Responsible Officer Position	Annual Comment
1.3.2.1	Engage and educate members of the community on healthy, affordable and sustainable food and gardening practices	Health Promotions Officer	Community members engaged through additional cooking classes with 100% of participants reporting improved knowledge and confidence. Guidelines for the establishment of Community Gardens completed and planning commenced for printing. Attended various groups and meetings.

Delivery Program/Operational Plan | 2016/17

Action Code	Action	Responsible Officer Position	Annual Comment
1.3.2.2	Implement strategies and review performance indicators of the Kiama Health Plan	Health Promotions Officer	Health and Sustainability Committee nominated a Kiama Health Plan Review Sub-committee to steer the review process.

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.3.3.1	Ensure Council Officers attend all scheduled meetings of Kiama Districts Sports Association	Director Engineering & Works	All Sports Association meetings throughout the year have been attended as requested and all actions from meetings have been completed.

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.3.4.1	Renew membership of the World Health Organisation (WHO)	Health Promotions Officer	Membership has been maintained.

Delivery Program/Operational Plan | 2016/17

1.4 Plan for and support our Ageing Population

1.4.1 Provide residential aged care, including dementia specific care

Action Code	Action	Responsible Officer Position	Annual Comment
1.4.1.1	Provide residential care at Blue Haven Care Home	Manager Governance and Strategy	Blue Haven Care continues to operate at approximately 96% occupancy.

1.4.2 Redevelop and expand the Blue Haven Aged Care Facility

Action Code	Action	Responsible Officer Position	Annual Comment
1.4.2.1	Construction of Stage 1 of the hospital site redevelopment project.	Director Community Services	Demolition complete and remediation underway

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.4.3.1	Promote and manage the Blue Haven Independent Living Units.	Manager Project Development and ILU Operations	Blue Haven Independent Living Units are promoted and managed. Full occupancy is maintained.

Delivery Program/Operational Plan | 2016/17

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.4.4.1	Provide Consumer Directed Care Commonwealth Home Care Packages to eligible members of the community	Community Programs Manager	With the funding changes being implemented on 27th February 2017 with packages being allocated to individuals rather than providers there will no longer be a guarantee of 120 packages therefore it is expected that maintaining package number will become more competitive and there will be increased movement of clients between service providers.
1.4.4.2	Provide services through the Commonwealth Home Care Support Program to eligible people across the Shoalhaven, Kiama, Shellharbour and Wollongong LGA's	Community Programs Manager	Most programs are ahead of target outputs for service delivery but changes to reporting to Department of Health & Ageing and suspension of services over the December period have impacted on some. With increased promotion especially with the implementation of BHC facebook page it is expected outputs will increase.
1.4.4.3	Transition existing clients from the Case Management program funded by the Commonwealth Home Care Support Program to alternate services due to the cessation of case management funding in June 2015.	Community Programs Manager	Clients transitioned to alternate services.

Delivery Program/Operational Plan | 2016/17

1.4.5 Incorporate Age Friendly principles across Council planning and service delivery

Action Code	Action	Responsible Officer Position	Annual Comment
1.4.5.1	Incorporate aged friendly principles across Council planning and service delivery	All Directors	Disability Inclusion Action Plan completed

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.4.6.1	Support the development of appropriately located aged care facilities and independent living units	Director Community Services	Planning for Kiama Aged Care Centre of Excellence continued with site remediation works carried out and the calling of tenders. Extension to Mayflower Village approved by Council.

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1.5 Plan for and support Young People

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.5.1.1	Youth Service to provide a range of training and skills development opportunities	Senior Youth Worker	The SENTRAL team has been working with 18 students from Kiama High School on an event management program, teaching skills in developing, implementing and assessing events for young people. The students are working on the renovations launch for SENTRAL in August. Banista training continues to engage participants and the Interigen Munch Out program teaches skills in sourcing local foods along with the preparation and cooking. The Youth Advisory Committee continue to meet each month passing on details of education, training and employment opportunities within Council. SENTRAL also facilitated a Year 9 welfare day with students at Kiama High and presented workshops during the day on resilience and confidence building

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.5.2.1	Provide a range of educational and recreational community development programs in conjunction with local schools	Senior Youth Worker	Programs developed and implemented with Kiama High School during this period include: Event Management, Youth Worker @ Kiama High School program, Year 9 welfare day, Elite fitness training sessions, Young Women's Program, Youth Week Speak Share Change forum and the Youth Advisory Committee. 244 students participated in these programs.

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.5.3.1	Provide information, referral, advocacy and support for youth through the SENTRAL youth facility and online mediums	Senior Youth Worker	In this period we provided information, support and advocacy to 300 young people, through our drop in program and via online mediums. The development of short films and 'youth news' segments continues to increase our online presence and our early intervention and case management program at SENTRAL and at Kiama High School continues to engage young people with 45 young people currently receiving ongoing assistance.

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.5.4.1	Completed scheduled renovation works at Youth Centre	Senior Youth Worker	Stage 1 renovation works completed including: Additions of a new office and storeroom, landscaping and paving, construction of a stage area, internal and external painting, pergola connecting cottages, construction of a retaining wall and the internal fit out including furniture and home wares. Stage 2 featuring the construction of an outdoor eating pavilion to commence in August.

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1.6 Recognise and promote community safety throughout the Municipality

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.6.1.1	Undertake a program of beach patrols at Surf Beach during designated periods	Manager Commercial Services	Beach patrols undertaken at all Council beaches during designated periods. Report on lifeguard patrol season 2016/17 presented to Council's 16 May 2017 Ordinary meeting.
1.6.1.2	Jones, Bombo, Kendall's, Easts, Werrin and Seven Mile Beaches patrolled during Christmas School Holiday period	Manager Commercial Services	Beaches were patrolled during designated periods. Report on lifeguard patrol season 2016/17 presented to Council's 16 May 2017 Ordinary meeting.

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1.6.2 Provide annual Surf Education Awareness program in local primary schools

Action Code	Action	Responsible Officer Position	Annual Comment
1.6.2.1	Surf Education Awareness program carried out in local primary schools annually	Manager Commercial Services	Surf Education Awareness program completed for 2016/2017 reporting period

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1.6.3 Enforce and comply with public health and safety legislation

Action Code	Action	Responsible Officer Position	Annual Comment
1.6.3.1	Implement the requirements of the Food Act and Regulations (food premises, temporary food stalls, registration and compliance)	Environmental Health Officer	Food register is maintained as an ongoing process. All food complaints were investigated within 48 hours and food premises and temporary food stalls were inspected. Newsletter issued on 26 May 2017 and information on Food Allergy week issued on 18 May 2017.
1.6.3.2	Implement the requirements of the Public Health Act and Regulations (public swimming pools and water supplies and water cooling systems)	Environmental Health Officer	All complaints investigated. Swimming pool sampling was conducted. Ongoing updating of warm water systems and cooling tower. Legionella risk register. Ongoing updating of the skin penetration register. Ongoing updating of the public water supply register. 100% of commercial public water supply operators were notified of the new legislative requirements. Ongoing updating of the swimming pool registers. 100% of commercial swimming pool operators were notified of the new legislative requirements. Public health complaints received. 100% investigated and actioned within 7 days.
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)	Manager Environment and Health	281 OSSMs (high and low risk system) inspected during 2016-2017 (255 or 90.75 % of all systems inspected compliant) 26 (9.25 % of all systems) identified as defective. The inspections included the following: 162 high risk systems inspected and or reinspected of which 155 or 95.67 % of high risk systems inspected were compliant and 7 or 4.33 % of all high risk systems defective. Also 119 Low risk systems were inspected of which 100 (84.13%) were compliant and 19 (15.97%) were defective
1.6.3.4	Implement the requirements of the Companion Animals Management Act and Regulations (registrations, off leash area, impounding facilities and compliance requirements)	Manager Environment and Health	Annual 2016-2017 Companion animal complaints received 384 (100%) investigated within specified timeframes Dog attacks investigated within 24 hours of complaint – 21 (19 reported to DLG) Number of infringements breach Companion Animals – 31 (\$ 9130 face value fines) Dogs impounded 45 Dogs rehomed – 1 (2% of dogs impounded) Dogs released to owner – 43 (96% of dogs impounded) Dogs euthanized 1 (2% of dogs impounded) Cats impounded – 16 Cats rehomed – 4 (25% of cats impounded) Cats released to owner – 8 (50% of cats impounded)

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Action Code	Action	Responsible Officer Position	Annual Comment
1.6.3.5	Implement the requirements of the Parking and Traffic Management Act and Regulations	Manager Environment and Health	Cats euthanized – 4 (25% of cats impounded) Annual outstanding registrations report completed (690 unregistered dogs followed up) Annual 2016-2017 Parking complaints received 469 and 100% investigated with 48 hours Abandoned vehicles complaints received 8 and 100% investigated and finalised Number of patrols: 480 site scheduled patrols and 295 random patrols undertaken Infringements issued : 294 face value amount: \$72,891
1.6.3.6	Implement requirements of the Swimming Pool Act and Regulations	Manager Development Assessment	All compliance certificate inspections undertaken within 3 working days. Private contractor to be engaged to undertake regular inspections of swimming pools.
1.6.3.7	Implement the requirements of the Environmental Planning and Assessment Act (Fire safety certificates, orders and compliance)	Manager Development Assessment	Renewals sent in and annual fire safety statements received within legislative timeframes.

1.6.4 Implement community safety and injury prevention programs and education

Action Code	Action	Responsible Officer Position	Annual Comment
1.6.4.1	Implement food safety education programs	Environmental Health Officer	Newsletters distributed and online food safety training provided. All directions from Food Authority actioned within 3 days.
1.6.4.2	Enforce building fire safety	Customer Service Team Leader	Building safety enforced as required.
1.6.4.3	Undertake water sampling at Seven Mile Beach as part of the BeachWatch program	Manager Environment and Health	Weekly Beach Watch Water Quality testing undertaken by Sydney Water Corporation commenced at Jones Beach, Bombo Beach, Surf Beach Karma, Warri Beach Gerngong and Seven Mile Beach Gerroa. Samples taken compliant with guidelines from October 2016 to April 2017

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1.6.5 Facilitate emergency management planning, response and recovery

Action Code	Action	Responsible Officer Position	Annual Comment
1.6.5.1	Maintain and implement the Emergency Management Plan	Director Engineering & Works	Emergency Management Plans have been updated as required and are current state.
1.6.5.2	Participate in the Local Emergency Management Committee	Director Engineering & Works	All Local Emergency Management Committee meetings for the year have been attended by the Director of Engineering and Works with all actions being completed.

1.6.6 Facilitate Local Road Safety and Traffic Committees

Action Code	Action	Responsible Officer Position	Annual Comment
1.6.6.1	Road Safety Action Plan actions implemented	Manager Design and Development	All Road safety programs completed
1.6.6.2	Traffic committee meets regularly and all recommendations completed or included in Asset Management Plan	Manager Design and Development	Monthly traffic committee meetings held as required & all actions implemented. Local Road Safety Committee has been dissolved by Council as it is not a requirement from RMS.

1.6.7 Develop and implement a Crime Prevention Plan

Action Code	Action	Responsible Officer Position	Annual Comment
1.6.7.1	Crime Prevention Plan actions are implemented	Manager Community & Cultural Development	Strategies in the Crime Prevention Plan continue to be implemented with the review scheduled for 2017/18.

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1.7 Encourage and support volunteering opportunities to support the community

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

Action Code	Action	Responsible Officer Position	Annual Comment
1.7.1.1	Provide and promote volunteering opportunities within Blue Haven Care Community Services	Community Programs Manager	There is still a demand/vacancies for volunteer drivers and one on one respite/social support therefore we are looking at new promotional opportunities and recruitment
1.7.1.2	Promote and support volunteering opportunities available to community	Director Community Services	Promoting to the community and community groups in the LGA to promote the opportunity to volunteer with Blue Haven Care is ongoing
1.7.1.3	Provide and promote volunteering opportunities within the Library and Family History Centre	Manager Library Services	Volunteer numbers maintained at the Family History Centre and volunteers undertake relevant training
1.7.1.4	Promote and support volunteering opportunities at Blue Haven	Director Community Services	The Blue Haven volunteering program has expanded into the aged care facility. This has seen a significant increase in the number of volunteers and the activities they are involved in. The Volunteer Coordinator works across both Blue Haven Care community and the aged care facility.

Objective 2: Environment

Well Planned and Managed Spaces, Places and Environment

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

2.1.1 Implement and review the Urban Strategy

Action Code	Action	Responsible Officer Position	Annual Comment
2.1.1.1	Asses Planning Proposals arising out of the Urban Strategy against relevant legislation, Council Policy and State Government procedures	Manager Strategic Planning	Planning proposals tracked and reported. All milestones achieved and projects are progressing
2.1.1.2	Planning Proposals reviewed against objectives of the Urban Strategy and reported	Manager Strategic Planning	All planning proposals reviewed against the objectives of the Kiama Urban Strategy and reported as required.
2.1.1.3	Development standards for infill development are reviewed having regard to Planning and Environment Urban Feasibility Model	Manager Strategic Planning	Development standards reviewed as necessary and LEP amendments will progress in 2017/18.

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.2.1.1	Conduct sustainability workshops and other educational activities.	Manager Environment and Health	<p>Annual Data 2016-2017</p> <p>8 Composting workshops conducted, 107 residents participated</p> <p>46 Bokashi buckets, 20 worm farms, 25 compost bins distributed</p> <p>31% of participants were male, 69% female</p> <p>Ages of participants were: 60% over 55, 14% 45-55, 13% 35-44, 9% 25-34, 1% 15-24, 1% 10-15</p> <p>62% of participants lived in an urban house, 21% in a unit/townhouse, 15% on a rural property</p> <p>Level of satisfaction with the workshop</p> <p>78% very satisfied</p> <p>21% satisfied</p> <p>1% neutral</p> <p>Confidence in starting composting after completing the workshop:</p> <p>56% very confident</p> <p>40% confident</p> <p>2% neutral</p> <p>1% a little unsure</p> <p>92% participants were home owners, 8% renters</p>

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

2.3.1 Consider climate change impacts and hazards and implement actions

Action Code	Action	Responsible Officer Position	Annual Comment
2.3.1.1	Coastal zone management plans for Murrumbidgee River and Crooked River	Environment Sustainability Officer	Murrumbidgee and Crooked River CZMPs are with the Minister for Planning and the Environment for certification. Gainsborough Coral tree removal continued in February 2017, with stage 2 tree removal. Preparations for planting out of stage 1 was also completed. Murrumbidgee Wetlands weed control program continuing with 2 days of weed control each month. Progressing groundwater remediation plan and licence application for groundwater remediation bores at Murrumbidgee landfill. Formed the Catchment and Floodplain Risk Management Committee to oversee implementation of CZMPs Awaiting response from grant application for 3 year weed control project at Crooked River, announced in May 2017.

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.3.2.1	Review and update the Climate Change Adaptation Plan	Environment Sustainability Officer	Climate change adaptation plan has not been reviewed by departments. Progress is being made on a number of actions identified within the plan including flood studies and coastal zone management plans.

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2.04 Protect and maintain environmentally significant natural areas on public and private land in a sustainable manner
 2.4.1 Enforce and comply with environmental legislation and develop and implement management plans, programs and actions

Action Code	Action	Responsible Officer Position	Annual Comment
2.4.1.1	Assess applications under Council's Tree Preservation DCP Chapter	Manager Environment and Health	248 Tree Management Applications received 238 (95.96%) Tree management applications determined 10 (4.4%) carried over 154 (64.7%) determined with approval granted for removal or pruning 35 (14.7%) of determined applications received part approval 49 (20.6 %) of determined applications refused
2.4.1.2	Investigate illegal tree and vegetation clearance	Manager Environment and Health	Total reported and investigated 9. One resulted in an infringement being issued.
2.4.1.3	Investigate pollution incidents (air, noise, water quality) implement preventative measures, issue permits	Environmental Health Officer	100% of water pollution and other pollution complaints investigated and actioned within 7 days with infringements issued as required.
2.4.1.4	Investigate incidents of littering and illegal dumping and implement programs	Manager Environment and Health	1 July 2016 – 30 June 2017 154 (100%) illegal dumping incidents investigated within 7 days 62 proactive patrols of illegal dumping hot spots were carried out during the reporting period 31 illegal dumping incidents have occurred in identified hot spot locations within Kiama Municipality 22 Notices were issued to individuals under the Protection of the Environment Operations Act 100% of illegal dump sites cleaned up within 7 days 100% of actions as identified in Regional Illegal Dumping and Litter Prevention Strategy MOU Implemented A total 4 penalty infringement notices issued \$6,750 \$25,356 EPA grant funding provided for employment of Illegal Dumping Investigations Officer Kiama Highways Litter Blitz Education Program conducted during December 2016 and January 2017

Delivery Program/Operational Plan | 2016/17

2.05 Maintain and enhance biodiversity on public and private land

2.5.1 Implement biodiversity education and on-ground activities

Action Code	Action	Responsible Officer Position	Annual Comment
2.5.1.1	Implement tree planting activities	Landscape Officer	Annual tree planting activity completed with 600 trees planted over 4 sites by 105 participants. National Schools Tree Day a success. Jones Beach Landcare group commenced.
2.5.1.2	Promote understanding and awareness of biodiversity in local area	Environment Sustainability Officer	Chemical control workshops held in conjunction with Volunteers Australia. Walk and Talk Bat workshops held.
2.5.1.3	Support and implement Local Illawarra Landcare Projects	Landscape Officer	All went well this year. Happy with large attendances at Jones Beach Landcare events.

Delivery Program/Operational Plan | 2016/17

2.06 Promote sustainable land use and diversification of agricultural activity

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.6.1.1	LEP and DCP implemented providing for new agricultural activities	Manager Strategic Planning	Rose Valley Additional Permitted Use LEP Amendment gazetted. Biophysical Strategic Agricultural Land (BSAL) to be mapped in future. Spatial data in this regard received from DPE and inserted into IFM Mapping system.

Delivery Program/Operational Plan | 2016/17

2.07 Recognise and protect our heritage

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.7.1.1	Manage Heritage Advisor scheme	Manager Strategic Planning	Heritage advice received on draft development guidelines for Pheasant Point and comments and sketches relating to the redevelopment of the Grand Hotel.
2.7.1.2	Ensure that the LEP and DCP contain controls to protect and maintain heritage items.	Manager Strategic Planning	Pheasant Point Heritage Conservation Area has been endorsed at Gateway and has completed exhibition period. Post-exhibition report submitted to August Council meeting for final endorsement. Errors contained in current LEP heritage maps identified and being amended as erratum in conjunction with Pheasant Point LEP amendment.
2.7.1.3	Manage Heritage Advisor DA referral program including the initiation and completion of DA related heritage studies as required	Manager Development Assessment	8 referrals to heritage officer. 100% within 3 days of receipt.

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2.08 Provide supportive environments that encourage a healthy and sustainable lifestyle

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.8.1.1	Engage with and educate the community on leading an active, healthy, and sustainable lifestyle	Health Promotions Officer	<ul style="list-style-type: none"> - Partnered to manage and facilitate a Fair Food Week event at Wollongong Town Hall bringing regional fair food representatives and the community together to discuss fair food. - Organised 7 Breastfeeding Friendly support groups and sent out an evaluation of the program. - Designed and drafted a Health & Sustainability Grants Program and if endorsed will be run in 17/18 FY. - Ran 9 weekly exercise classes at Warri Beach - Distributed 3 Health & Sustainability newsletters.
2.8.1.2	Promote Council and Community health and sustainability events, information and activities	Health Promotions Officer	Subscriber list increased and newsletters prepared and distributed.

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

2.9.1 Comply with Development Regulation

Action Code	Action	Responsible Officer Position	Annual Comment
2.9.1.1	Development Applications processed within 40 days	Manager Development Assessment	Average processing time increased due to position vacancy. Vacancy to be filled in 2017/18
2.9.1.2	Undertake building inspections as Principal Certifying Authority	Manager Development Assessment	252 inspections undertaken with 100% within 48 hours of request
2.9.1.3	Requests for additional information in regard to development applications are clear and made in accordance with statutory time frames	Manager Development Assessment	All requests for further information made within statutory timeframes.
2.9.1.4	Process Complying Development Applications	Manager Development Assessment	All complying development applications determined within 7 days.
2.9.1.5	Process Part 4 Certificates under the Environmental Planning and Assessment Act	Manager Development Assessment	Over 200 construction and 100 occupation certificates issued
2.9.1.6	Issue Section 149 Certificates and maintain database	Manager Strategic Planning	149 certificates issued within nominated timeframes and database maintained.
2.9.1.7	Database remains current within council parameters	Manager Strategic Planning	Databases updated in line with new information. Procedures for mapping and 149 certificates created.
2.9.1.8	Issue licences for caravan parks	Manager Development Assessment	No licences issued this year.
2.9.1.9	Engineering Development Assessment	Manager Design and Development	All targets met

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.9.2.1	Review LEP & Urban Strategy provisions and amend as required	Manager Strategic Planning	LEP updated as required.
2.9.2.2	Monitor and where required review infill development standards	Manager Strategic Planning	DCP reviewed and amended when required.
2.9.2.3	Seek feedback from various sectors including development industry on planning instruments	Manager Strategic Planning	Feedback sent to relevant stakeholders including developers, consultants, the community and government departments on a regular basis.
2.9.2.4	Incorporate current and emerging research and develop program and policies to address potential climate change impacts through LEP	Manager Strategic Planning	Councils LEP and Urban Strategy currently contain sustainable development principles. Any review of these documents will continue to incorporate emerging research as appropriate.
2.9.2.5	Manage the LEP Review Committee	Manager Strategic Planning	Committee rolled into new Planning Committee at 18 October 2016 Council meeting.

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.9.3.1	Planning proposals are processed in line with Department of Planning and Environment and Council guidelines/policy	Manager Strategic Planning	All Planning Proposals are processed in line with relevant policy and guidelines

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.10.1.1	Undertake a road asset renewal program	Director Engineering & Works	All renewals for nominated assets have been completed in accordance with the works program
2.10.1.2	Manage new road asset creation	Director Engineering & Works	All new roads have been constructed in accordance with the works program including the Riverside Drive roundabout
2.10.1.3	Undertake maintenance program for roads, footpaths and cycleways	Director Engineering & Works	All maintenance activities for roads, footpaths and cycleways have been completed and there are no outstanding customer requests
2.10.1.4	Maintain Road Asset Management Plan	Director Engineering & Works	The Road Asset Management Plan has been completed. A new schedule and budget has been created for the 2017/2018 financial year.

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.10.2.1	Manage footpath and cycleway asset renewals	Director Engineering & Works	All footpaths and cycleways have been constructed in accordance with the Assets Renewal Plan. Bombo to Boneyard shared pathway still to be repaired after major land slip of the existing corridor. Sydney Trains to confirm when their work is completed.
2.10.2.2	Manage new footpath and cycleway asset creation	Director Engineering & Works	All footpaths were completed as per the construction program.

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Action Code	Action	Responsible Officer Position	Annual Comment
2.10.2.3	Manage footpath and cycleway asset maintenance and operation	Director Engineering & Works	All maintenance of footpaths and cycleways have been completed. No customer requests outstanding. Another section, from Swamp Road to Browns Lane, of the Kiama Downs to Jamberoo cycleway has been completed.
2.10.2.4	Maintain Shared Pathway Asset Management Plan	Director Engineering & Works	Shared pathway asset management plan completed. Renewal schedule and budget has been created for the 2017/2018 financial year.

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.11.1.1	Manage drainage asset renewals	Director Engineering & Works	Some remedial repair was undertaken to address system failures throughout the year. There are no renewals identified in the budget.
2.11.1.2	Manage new drainage asset creation	Director Engineering & Works	No new drainage assets have been identified in the current assets creation plan.
2.11.1.3	Manage drainage asset maintenance and operation including for gross pollutant traps and drainage pits	Director Engineering & Works	All work completed as per the drainage maintenance plan. Additional improvement work was undertaken to the drainage pit at Minnamurra Primary School and the Barney Street stormwater drain.
2.11.1.4	Maintain drainage asset management plan	Director Engineering & Works	Drainage asset management plan is up to date and in accordance with the asset management strategy.
2.11.1.5	Undertake the preparation of Flood Studies for identified catchments	Manager Design and Development	Surf Beach Flood Risk management study completed and adopted by Council and finalised with NSW OEH. Coaree Creek/ Wern lagoon study underway with consultation phase and information gathering phase near completion. Study completion expected in second quarter of 2018.

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.12.1.1	Manage recreation and open space asset renewals	Director Engineering & Works	Assets renewal of recreation and open space infrastructure has been completed.
2.12.1.2	Manage new recreation and open space asset creation	Director Engineering & Works	New picnic tables have been installed at Blowhole Point and South Jones Beach. BBQs also installed at Blowhole Point.
2.12.1.3	Maintain Recreation and Open Space Asset Management Plan, including reserves, sportsfields, playgrounds and skateparks	Director Engineering & Works	All maintenance of recreation and open space has been completed in accordance with the current plan.
2.12.1.4	Develop a Sun-safe program for Council's playgrounds	Manager Design and Development	Program for playground replacement scheduled for 2017/18 which will include shade structures on various playgrounds.

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.12.2.1	Implement Kiama Harbour and Blowhole Point Masterplan - pending successful funding application	Director Engineering & Works	Blowhole Point new parking area has not progressed as still waiting for approval due to Aboriginal land claims and heritage issues currently pending.

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.13.1.1	Manage community asset renewals	Director Engineering & Works	Kevin Walsh amenities remains outstanding due to funding shortfall. Various grant applications have been submitted however to date have not been successful. A review of the cemetery policy has been undertaken to identify improvements that will meet community demands and extend the available sites
2.13.1.2	Manage community buildings new asset creation	Director Engineering & Works	Gerrington car park design and tender process has been completed. The Carrington Falls bridge project was stalled due to a contractual dispute.
2.13.1.3	Manage community buildings asset maintenance and operation	Director Engineering & Works	All maintenance activities for community buildings have been completed as requested
2.13.1.4	Create a Community Buildings Asset Management Plan	Director Engineering & Works	Service level agreements in place for Community Buildings

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.13.2.1	Manage other assets and infrastructure asset renewals	Director Engineering & Works	Work completed as per the renewals program
2.13.2.2	Manage other asset and infrastructure new asset creation	Director Engineering & Works	Carrington Falls bridge replacement has been delayed due to dispute with contractor. Gerringong Boat Harbour fish table was replaced and the Gerringong car park redesign has been completed with construction to commence in the 2017/2018 year.
2.13.2.3	Manage other asset and infrastructure asset maintenance and operation	Director Engineering & Works	All maintenance activity complete as requested or in accordance with the current service level agreements.
2.13.2.4	Create an Other Assets Asset Management Plan	Director Engineering & Works	All asset management plans up to date

2.13.3 Manage Dam Infrastructure to comply with Dam Safety Act

Action Code	Action	Responsible Officer Position	Annual Comment
2.13.3.1	Carry out studies of Fountaindale Dam to comply with requirements of Dam Safety Committee	Director Engineering & Works	Not identified in this year's budget.

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.13.4.1	Investigate all options for the future of Jerrara Dam	Director Engineering & Works	Decommissioning work on Jerrara Dam complete.

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

2.14.1 Manage waste and recycling in accordance with adopted plans

Action Code	Action	Responsible Officer Position	Annual Comment
2.14.1.1	Provide domestic garbage and recycling collection services	Manager Waste Services	All materials collected on nominated service day as per collection schedule.
2.14.1.2	Provide commercial garbage and recycling collection services	Manager Waste Services	All materials collected on nominated service day as per collection schedule.
2.14.1.3	Implement new domestic Organics Kiama (OK), garbage and recycling collection services for urban areas	Waste Minimisation Officer	All waste zones in the urban area are receiving the new waste service with OK Organics showing a decrease in amount of waste going to landfill.
2.14.1.4	Operate the Kiama Council Community Drop off Recycling Centre (KCCRC)	Manager Waste Services	Community Drop off Recycling Centre completed and has proved extremely popular and is providing reduction in waste going to landfill.
2.14.1.5	Implement better practice for waste management and resource recovery programs	Manager Environment and Health	Compared to 2015-2016 data There has been A) A reduction of 1709.21 tonnes (42.78%) of domestic waste going to landfill B) Recycling tonnages has increased by 436.71 tonnes (19.42%) C) Food and Organics recycling increased by 1365.58 tonnes (45.42%) D) Domestic Waste Resource recovery Rate increased from 5255.83 to 7058.12 tonnes (57% to 76%) Kiama Community Recycling Centre became operational in October 2016 Implemented Kiama Hot Spots Litter Program in accordance with EPA agreement Second Hand Saturday (2 events), Clean Up Australia Day implemented. Pick It Up Program implemented

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Action Code	Action	Responsible Officer Position	Annual Comment
2.14.1.6	Implement 2016-17 NSW EPA Better Waste and Recycling Fund.	Waste Minimisation Officer	Two projects to be undertaken using the 2016/17 Better Waste Recycling Fund monies (\$87,215) - Establishment of a Green Team to assist with the roll out of the new waste service (\$78,215). This project is now complete. The \$9,000 allocated as Council's contribution to fund the appointment of an "Illawarra Food Hub" coordinator for 12 months to support the expansion of food rescue in the region and increased infrastructure was given to the Illawarra Joint Organisation. Due to unforeseen circumstances, this project has been delayed with a status report yet to be provided by IJO at the time of writing.

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.14.2.1	Upgrade of Minnamurra Waste Transfer Station	Manager Environment and Health	Project placed on hold until negotiations with Shellharbour City Council regarding a reduced landfill disposal fee had been finalised June 2016 Shellharbour City Council advised no reduction in landfill disposal fees will be provided. Transfer Station capital works project to recommence in 2017-2018
2.14.2.2	Install additional public place recycling infrastructure	Waste Minimisation Officer	12 public place double bin enclosures installed at the Kiama Harbour/Blowhole Point as part of the harbour upgrade project.
2.14.2.3	Assess Alternative Waste Technologies to reduce landfill dependency	Manager Environment and Health	Project placed on hold until negotiations with Shellharbour City Council regarding a reduce landfill disposal fee had been finalised June 2017 Shellharbour council advised that no reduction in disposal costs will be provided. AWT tender negotiations to recommence in 2017-2018 Waste composition audits as requested by tenderer completed and submitted for review
2.14.2.4	Implementation garden and food Organics processing	Manager Environment and Health	2016-2017 Municipal Food and Organics recycling increased by 1365.58 tonnes (45.42%) from 3007 tonnes to 4362 tonnes 99.5% of food and garden organics collected processed by Soilco Pty Ltd into landscaping supplies and compost complying with Australian Standards. Contamination rate less than .5%

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2.14.3 Ensure compliance with legislative requirements specific to waste management

Action Code	Action	Responsible Officer Position	Annual Comment
2.14.3.1	Meet environmental standards and compliance with EPA license conditions for the of operation of Kiama Council Community Recycling Centre and Transfer Station and other waste facilities	Environmental Health Officer	The Minnamurra and Gerroa landfills operating in accordance with the Environmental Protection Agency licence conditions. Groundwater and surface water sampling undertaken in accordance with schedule for both Minnamurra and Gerroa landfill.

Delivery Program/Operational Plan | 2016/17

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

2.15.1 Provide equitable access to Council halls and the Community Centre

Action Code	Action	Responsible Officer Position	Annual Comment
2.15.1.1	Hall hired by a range of diverse community groups on both a permanent and casual basis.	Director Community Services	Community Centre is regularly booked by a range of permanent and casual community group hirers.

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

Action Code	Action	Responsible Officer Position	Annual Comment
2.15.2.1	Review Section 94 and Section 94A Developer Contributions Plans	Manager Strategic Planning	Draft Section 94 Plan to be prepared and finalised in 2017/18.
2.15.2.2	Report Section 94 and Section 94A funds received annually	Manager Strategic Planning	Information included in the annual report.
2.15.2.3	Report Voluntary Planning Agreements proposed annually	Manager Strategic Planning	Included in the annual report.

Objective 3: Economy

3 A Diverse, Thriving Economy

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
3.1.1.1	Research, monitor and disseminate relevant economic and business information	Manager Economic Development	Attended regular meetings with Members of Parliament and provided relevant information to business networks. Met with local business to assist with establishment regarding start ups. Regular newsletters distributed.
3.1.1.2	Hold regular Kiama Tourism 'after hours' events	Manager Tourism & Events	Successful events held July - December 2016. Tourism after hours events then put on hold whilst Council reviewed the structure and operations of Kiama Tourism.
3.1.1.3	Hold regular Kiama Small Business Forum events	Manager Economic Development	Regular Small Business Forum and business week events held along with miscellaneous workshops.
3.1.1.4	Provide an ongoing interface with new businesses by reviewing and implementing an enhanced process for new business interaction with Council	Manager Economic Development	Regular meetings held with Property Officer and Development Manager to discuss streamlining of market and event processes. Met with new businesses to provide assistance and information where necessary.
3.1.1.5	Programs are developed that support the business and economic development of the arts industry	Community and Cultural Development Officer	The blog site and Facebook page continue to support the Kiama Arts industry through the regular distribution of a range of information relating to the arts. Current listings on the Weave Artist Directory are being showcased via social media each week with new listings continuing to rise. A joint conference with Shellharbour Council, targeting professional and semi professional artists is planned for 2018.

Delivery Program/Operational Plan | 2016/17

3.2 Develop opportunities to increase the economic output of rural lands

3.2.1 Support and promote the productive use of local rural land

Action Code	Action	Responsible Officer Position	Annual Comment
3.2.1.2	Manage Council's Agri-project working group	Manager Strategic Planning	Advice provided as required.

Delivery Program/Operational Plan | 2016/17

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

3.3.1 Provide appropriate employment land to meet current and future needs

Action Code	Action	Responsible Officer Position	Annual Comment
3.3.1.1	Ensure zones within Kiama LEP and Kiama Urban Strategy provide for an appropriate range of employment uses	Manager Strategic Planning	Zones currently enable a range of employment uses.
3.3.1.2	Ensure Kiama Urban Strategy includes provision for future employment land	Manager Strategic Planning	Kiama Urban Strategy has considered lands for future employment needs and a brief for the Town Centre Study is to be provided to the Planning Committee in 2017/18.

Delivery Program/Operational Plan | 2016/17

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
3.4.1.1	Facilitate entry level training positions per Council requirements	Manager Human Resources	Continued employment of trainees, apprentices and cadets to support skill development, facilitate succession planning for roles, and meet Council's operational requirements.
3.4.1.2	Facilitate student work based placements/internships within Council	Manager Human Resources	Hosted 25 school and university based work experience placements during this period to meet the varied needs of students and subject to internal operational requirements in relation to Council's ability to host placements.

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
3.5.1.1	Represent local business interests to regional business and tourism organisations and government agencies	Manager Economic Development	Local businesses referred to Federal Member and met with government agencies to promote business opportunities. Applied for funding for marketing and promotion of LGA.
3.5.1.2	Work strategically with Council committees and local organisations to actively pursue joint economic and/or business development activities	Manager Economic Development	Held regular Economic Development Committee meetings with site visits when required.

Delivery Program/Operational Plan | 2016/17

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

Action Code	Action	Responsible Officer Position	Annual Comment
3.5.2.1	Action taken to attract additional petrol station and additional supermarket	General Manager	Second petrol station now operating in Kiama. New petrol station being built near Gerringong off-ramp. Development Application for supermarket associated shops and residential units at the corner of Akuna and Shoalhaven Streets lodged.

Delivery Program/Operational Plan | 2016/17

3.6 Encourage and support Tourism in the Kiama Municipality

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

Action Code	Action	Responsible Officer Position	Annual Comment
3.6.1.1	Operate the Kiama Coast Holiday Parks to be financially sustainable	Holiday Parks Coordinator	Forecast income exceeded with occupancy stabilising against benchmarks.
3.6.1.2	Develop and implement a Marketing Program to promote Kiama Coast Holiday Parks	Holiday Parks Coordinator	Kiama Coast Holiday Parks were exhibitors at various Caravan & Camping shows. Advertising was undertaken in the Illawarra Yellow Pages & on-line. NSW Caravan & Camping Industry membership was renewed. National Accreditation was renewed. Donations were made to each of the 6 schools within the Municipality (\$1000 for each) as well as sponsorship for Camp Quality's People's Truck and the Gerringong Bowling Clubs Seaside Carnival which is to be held later in the year. Promotional merchandise was ordered - rulers, pens, stickers, tattoos, plus new items - tripod boomerangs and magnetic torches. New corporate stationery was printed with the Parks current logo.
3.6.1.3	Annual Capital Works and Maintenance program is completed as outlined in the Business Plan	Holiday Parks Coordinator	Maintenance and upgrades to facilities and accommodation undertaken at all parks during the year. Business development strategies in place for Kiama Harbour Cabins, Surf Beach and Kendalls on the Beach Holiday Parks.
3.6.1.4	All relevant policies, procedures and regulations are reviewed to maintain legislative requirements and to ensure best practice	Holiday Parks Coordinator	Review of policies and procedures is ongoing. Caravan Industry Association of Australia National Conference attended. All licences renewed.
3.6.1.5	Carry out a program of financial and park audits	Holiday Parks Coordinator	Park inspections were undertaken with new Commercial Manager of Kiama Harbour Cabins, Surf Beach Holiday Park, Kendall's Beach Holiday Park and Seven Mile Beach Holiday Park. Assessment of reservation system was undertaken by consultants Integrated Site Design in June 2017.

Delivery Program/Operational Plan | 2016/17

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

Action Code	Action	Responsible Officer Position	Annual Comment
3.6.2.1	Develop and maintain a strong working relationship with Kiama Tourism	Manager Tourism & Events	Review of the structure and funding of tourism undertaken with decision to bring tourism and funding inhouse.
3.6.2.2	Participate with Kiama Tourism and other key industry bodies that promote Holiday Parks	Holiday Parks Coordinator	Parks exhibited at the Caravan & Camping Shows. National Accreditation renewed. Membership renewed with the NSW Caravan & Camping Industry of Australia. Attendance at the Caravan Industry Association of Australia's National Conference.

3.6.3 Maintain a robust relationship with Kiama Tourism

Action Code	Action	Responsible Officer Position	Annual Comment
3.6.3.1	Council representatives attend and contribute to Kiama Tourism meetings and affairs	General Manager	Regular Kiama Tourism meetings attended until Council decision to review the structure and funding of tourism.
3.6.3.2	Provide funding to Kiama Tourism subject to regular reports to council to ensure public accountability	General Manager	Funding provided as per Memorandum of Understanding until Council decision to review the structure and funding of tourism.

Delivery Program/Operational Plan | 2016/17

3.6.4 Promote activities held at The Pavillion

Action Code	Action	Responsible Officer Position	Annual Comment
3.6.4.1	Pursue opportunities to increase number of events hosted at The Pavillion Kiama.	Event & Conference Marketing Coordinator 1	The Pavillion had an increase of approx. 35% in confirmed events across the commercial, community and internal areas.

Objective 4: Civic Leadership

4 Responsible Civic Leadership that is Transparent, Innovative and Accessible

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

4.1.1 Undertake a program of engagement with State, regional and local authorities and organisations, and community members to ensure Council remains an independent and viable entity

Action Code	Action	Responsible Officer Position	Annual Comment
4.1.1.1	Program of community engagement activities undertaken to raise awareness		Council was advised in May 2016 that it is to remain independent. Planning carried out for the holding of a Kiama Independence Day involving speech and photographic exhibition.
4.1.1.2	On declaration from the NSW Government that Council is deemed 'fit', Council prioritises resources and commences the activities identified within Council's Fit for the Future Improvement Plan.	General Manager	Efficiency review actively commenced with process mapping training undertaken by staff and more than 200 processes mapped. Revision of new capital and capital renewal expenditure and allocation of costs completed. Review of fees and charges undertaken and adopted by Council in June 2017. Council deemed Fit for the Future in May 2017 with community engagement to be undertaken in 2017/18 including engagement on the identified rate rise proposed for 2018/19.

Delivery Program/Operational Plan | 2016/17

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.2.1.1	Ensure compliance with Office of Local Government's calendar of legislative requirements	Chief Financial Officer	All financial statutory reporting requirements met including Annual Report, Quarterly Budget Reviews, Annual Financial Statements, Crown Reserve Return and Financial Data Return. Six monthly delivery program review not completed due to resignation of Corporate Planner and resourcing constraints. Twelve monthly report prepared.

4.2.2 Ensure internal audit controls are in place

Action Code	Action	Responsible Officer Position	Annual Comment
4.2.2.1	Implement recommendations of Internal Audit and Risk Committee	Chief Financial Officer	Recommendations were implemented when required.

4.2.3 Ensure maximum revenue return is achieved

Action Code	Action	Responsible Officer Position	Annual Comment
4.2.3.1	Maintain investment returns comparable to the RBA Bank Bill (90 day) Index	Chief Financial Officer	Investment returns were comparable or above the 90 day average bank bill rate.

Delivery Program/Operational Plan | 2016/17

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

4.3.1 Manage Council's commercial activities in a sustainable manner

Action Code	Action	Responsible Officer Position	Annual Comment
4.3.1.1	Return from commercial activity	General Manager	Returns improving and being monitored.

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.3.2.1	Council property not required for operational purposes to be disposed of or leased to maximise income	Manager Commercial Services	Council property not required for operational purposes identified and potential disposal is under consideration.

4.3.3 Investigate opportunities for new Council commercial activities

Action Code	Action	Responsible Officer Position	Annual Comment
4.3.3.1	Ensure ongoing investigation of opportunities for new Council commercial activities are carried out	Manager Commercial Services	Various opportunities investigated.

Delivery Program/Operational Plan | 2016/17

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

4.4.1 Ensure corporate legislative compliance

Action Code	Action	Responsible Officer Position	Annual Comment
4.4.1.1	Develop, review and evaluate policies and procedures to ensure compliance with the WHS Act, Regulations and Code of Practice	Risk Coordinator	Policies and procedures reviewed as necessary.
4.4.1.2	Develop, review and evaluate policies and procedures to ensure compliance with Civil Liability Act	Manager Human Resources	Continued to manage claims in accordance with the legislative requirements. Overall review of Risk Management framework identified as a priority as part of the revised Integrated Plans. Hazard reporting developed and implemented organisation wide.
4.4.1.3	Develop and review corporate policies to ensure compliance with relevant legislation	General Manager	A number of corporate policies were developed and reviewed including the Council Code of Meeting Practice and the establishment of the Audit, Risk and Improvement Committee.
4.4.1.4	Review and respond to proposed (LG administrative) policy and legislative changes	General Manager	Council is aware of Phase 1 amendments of Local Government Act and policy register is being developed in 17/18.
4.4.1.5	Maintain the corporate policy register	General Manager	Policy register to be prepared and updated regularly.
4.4.1.6	Create Plans of Management for community land	Manager Commercial Services	Various park and reserves Plans of Management amended to add specific parcels of land that were previously unidentified.

Delivery Program/Operational Plan | 2016/17

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.5.1.1	Council's website is kept up-to-date and well utilised internally and by the community	Communications Officer	Kiama Council's website received 97,348 page views (76,224 unique). It received 33,027 sessions by users. Kiama Connect, in which users access Council's free wifi and is otherwise unused received 19,123 page views (12,334 unique), with 12,200 sessions recorded.
4.5.1.2	Ensure Council's social media sites are kept up-to-date and well utilised by the community	Communications Officer	Council's Facebook likes increased to 2879. We tweeted 86 times, and gained 54 new followers to a total of 778.
4.5.1.3	Finalise development and implementation of Council's intranet	Communications Officer	Council's Communications Unit continues to train staff on how to use and contribute to the site, improve its usability, usefulness and access for staff.

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.5.2.1	Media releases are prepared and distributed to media outlets	Communications Officer	Council's Communications Officer issued over 70 media releases and 40 Mayoral columns.

Delivery Program/Operational Plan | 2016/17

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.5.3.1	Develop, implement and monitor a Branding Policy and project that encompasses all of Council's operations	Communications Officer	No action taken in this period whilst awaiting outcome of Fit for the Future assessment.

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.5.4.1	Provide on line communications using digital media	Communications Officer	Council continued to engage with the community using a variety of digital media. Council's Communications Officer launched a new monthly Kimunico e-newsletters, offered to residents who wish to sign up to received it direct to their inbox. We actively promoted opportunities for residents to participate in decision-making using social media, e-newsletters, and updates to Council's website.

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.5.5.1	Council's Publication Guide is reviewed annually and updated as required	Communications Officer	The review and updating of the Information Guide was completed. The revised Publication Guide is available on the website.

Delivery Program/Operational Plan | 2016/17

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.5.6.1	Residents kits available at Council facilities, tourist centre and estate agents	Health Promotions Officer	New Residents Kit distributed to local estate agents and made available on Council's website

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.5.7.1	Council's social and demographic software is updated as required	Director Community Services	The Remplan software is updated throughout the year by the company as new data becomes available.

4.5.8 Provide efficient and effective customer service to our community

Action Code	Action	Responsible Officer Position	Annual Comment
4.5.8.1	Implementation of outcomes recommended by project team to establish satisfaction benchmarks	General Manager	Customer service benchmarks to be revised. Community Survey undertaken by IRIS in July 2016.

Delivery Program/Operational Plan | 2016/17

4.06 Minimise risk to ensure continuity of critical business functions

4.6.1 Manage Council's enterprise risk management programs

Action Code	Action	Responsible Officer Position	Annual Comment
4.6.1.1	Develop risk management program for Blue Haven Care	Manager Human Resources	Blue Haven internal project group established to commence meeting in Quarter 1 - 2017-18
4.6.1.2	Develop Business Continuity Plans for Blue Haven Care	Manager Human Resources	Business Continuity Plans for Blue Haven Care in development
4.6.1.3	Coordinate risk management training for Managers and Directors	Manager Human Resources	Various factors have impacted the delivery of this action including staff turnover. This has been identified as a priority in the Risk Management Program of Works for 2017-18.

4.6.2 Manage the Insurance Portfolio to minimise exposure

Action Code	Action	Responsible Officer Position	Annual Comment
4.6.2.1	Workplace health and safety management systems updated and communicated as required following legislative changes	Risk Coordinator	No legislation changes were released under WHS.
4.6.2.2	Provide advice, education and programs to minimise potential insurance claims for Council's staff	Manager Human Resources	Risk Management reporting to Manex on a monthly basis indicated sound results for the annual period, along with priorities for improvement in 2017-18.
4.6.2.3	Manage all claims arising out of Council's general insurance policies	Manager Human Resources	Majority of claims resolved in a timely manner in accordance with Council's plans and actions on relevant outstanding claims in progress.

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Action Code	Action	Responsible Officer Position	Annual Comment
4.6.2.4	Manage all potential and actual claims arising out of Council's Workers Compensation insurance policies	Risk Coordinator	All claims managed in accordance with Safework NSW guidelines.
4.6.2.5	Coordinate the CGU 5 Star Audit by CGU Risk Engineer	Manager Human Resources	Audit complete and presented to Manex.

Delivery Program/Operational Plan | 2016/17

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.7.1.1	Investigate and install photovoltaic system on high use Council facility	Manager Environment and Health	Structural Engineers report prepared with recommendation that the Leisure Centre roof cannot take load of PV 100 kw system, without additional roof supports. Project deferred pending review being undertaken on options to resolve the loading issue
4.7.1.2	Monitor Council resource consumption (water & energy)	Environment Sustainability Officer	Resource consumption monitoring continues. Electricity usage reduced by 4.8% from 2015/16 5% increase in water usage from previous year.

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.7.2.1	Procurement systems and processes maintained to meet legislative and organisational requirements	Purchasing Officer	All procurement meets legislative and organisational requirements.

Delivery Program/Operational Plan | 2016/17

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.8.1.1	Provide support for the Illawarra Joint Organisation and participate in scheduled meetings	General Manager	Kiama Council continued to administratively host the Illawarra Joint Organisation and Council representatives attended the scheduled meetings with project and program funding provided.

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.8.2.1	Pursue all opportunities to meet with Ministers and Members of Parliament	General Manager	Council held meetings with Members of Parliament and a meeting with the Federal Minister for Regional Development, Local Government and Regional Communications held to discuss local government concerns.

Delivery Program/Operational Plan | 2016/17

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.9.1.1	Monitor, implement and review Council's Workforce Management Plan	Manager Human Resources	New Workforce Management Plan endorsed and aligned to the delivery of the Integrated Plans and Long Term Financial Plan.
4.9.1.2	Implement Human Resources administrative processes	Manager Human Resources	HR administrative processes implemented during this period to meet the operational requirements of Council. Some process reviews have taken place to allow for efficiency improvements and better outcomes for Council Directors, Managers and employees.
4.9.1.3	Develop, implement, monitor and review a Corporate Training Plan	Manager Human Resources	Council implemented a range of initiatives during this period to invest in learning and development of employees. This has included making use of funded programs such as Communications and Mental Health training delivered to 24 Council employees as part of Smart and Skilled funding. Council has also facilitated a number of learning and development initiatives to support Organisational Development including the Promapp Certified Trainer and Refresher Training, FISH Train the Trainer, and LEAN Awareness Sessions. Council has also initiated Lunch and Learn initiatives on a monthly basis to encourage sharing of information across Council by people who attend seminars or conferences.
4.9.1.4	Develop, implement, monitor and review an Equal Employment Opportunity (EEO) Management Plan	Manager Human Resources	Strategies and actions of the EEO Management Plan implemented as appropriate and relevant.
4.9.1.5	Develop, implement, monitor and review Human Resource policies, Awards and Workplace Agreements	Manager Human Resources	Many protocol reviews have taken place over the reporting period to ensure Council can meet the objectives of the Community Strategic Plan.

Delivery Program/Operational Plan | 2016/17

4.9.2 Maintain a harmonious workplace culture characterised by mutual respect

Action Code	Action	Responsible Officer Position	Annual Comment
4.9.2.1	Industrial relations and EEO issues are minimised.	Manager Human Resources	Industrial relations and EEO issues investigated and resolved and practices put into place to minimise future occurrences when necessary.

Delivery Program/Operational Plan | 2016/17

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.10.1.1	Council's Code of Conduct is complied with	General Manager	All code of conduct complaints were investigated.
4.10.1.2	Provide training and professional development opportunities for elected Councillors	General Manager	Code of Conduct and Office of Local Government training provided following Council elections. Short courses, seminars and conferences are available for interested councillors.

Delivery Program/Operational Plan | 2016/17

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.11.1.1	Review and re-adopt the Asset Management Policy	Director Engineering & Works	Strategic Asset management plan has been developed
4.11.1.2	Maintain a Strategic Asset Management Plan (SAMP) aligned with individual Asset Management Plans	Director Engineering & Works	SAMP has been completed
4.11.1.3	Ensure ongoing alignment of Asset Management with Councils 10 year financial Plan	Director Engineering & Works	The 10 year financial plan has been completed.
4.11.1.4	Seek infrastructure funding from external sources	Manager Design and Development	Successful grant applications made for fatal crash response works on Jamberoo Mountain Road

Delivery Program/Operational Plan | 2016/17

4.12 Effectively manage plant assets to meet Community Strategic Plan requirements

4.12.1 Manage Council Plant by the creation and implementation of the Plant Asset Management Plan actions.

Action Code	Action	Responsible Officer Position	Annual Comment
4.12.1.1	Manage plant and vehicle fleet	Manager Depot Operations	All scheduled maintenance carried out. 100% of renewal program completed. All plant and vehicle operations progressing as expected.

Delivery Program/Operational Plan | 2016/17

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

4.13.1 Provide input to State and Regional Transport Strategies

Action Code	Action	Responsible Officer Position	Annual Comment
4.13.1.1	Provide input to Department of Transport Regional Transport Plan where appropriate.	Manager Strategic Planning	No input required.

Delivery Program/Operational Plan | 2016/17

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.13.2.1	Advocate for improved transport services within, and outside of, the local area where appropriate.	General Manager	Council with the assistance of IPJO has advocated for improved transport services including the construction of the Albion Park bypass, construction of the F6 and improved train services.

Delivery Program/Operational Plan | 2016/17

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.14.1.1	Prepare and finalise the End of Term Report	General Manager	The End of Term report was drafted and submitted to the last Ordinary Meeting of Council (in August) as a Report for Information where it was adopted. The report is now available on Council's website.
4.14.1.2	Community and Corporate Indicators for reporting progress of Community Strategic Plan and organisational progress	General Manager	Reporting indicators reviewed and adopted by Council on 22 June 2017. Ongoing review of indicators to occur in 2017/2018.

Delivery Program/Operational Plan | 2016/17

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

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.15.1.1	Provide information technology and telecommunications systems that adequately meet Council's requirements	Manager Information Services	ICT Business Strategy developed and corresponding project plan developed. Local Area Network (LAN) and VOIP tenders released.
4.15.1.2	Ensure hardware upgrades occur according to planned schedule	Manager Information Services	Deployment and refresh of hardware continued across organisation.
4.15.1.3	Maintain Council's telecommunications system in accordance with agreed maintenance levels	Manager Information Services	VOIP and mobile systems maintained as per agreements. VOIP tender released.

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

Action Code	Action	Responsible Officer Position	Annual Comment
4.15.2.1	Ensure continued development of Council's geographical information system (GIS)	Manager Information Services	Continual improvement and maintenance undertaken with system review being conducted.
4.15.2.2	Provide accurate and timely property and spatial information to meet customer requirements	Manager Information Services	Property and map information requests provided when required and within guidelines.