

# **WYONG SHIRE COUNCIL**



**ANNUAL REPORT  
2006-2007**

## ANNUAL REPORT - CHECKLIST

	<b>Section</b>	<b>Requirement</b>
Local Government Act	<a href="#">428(2)(a)</a>	Council's audited financial reports.
Local Government Act	<a href="#">428(2)(b)</a>	Comparison of Council's actual performance of its principal activities during the year with projected performance with its principle activities identified in its Management Plan.
Local Government Act	<a href="#">428(2)(c)</a>	State of the Environment Report.
Local Government Act	<a href="#">428(2)(d)</a>	Condition of Public Works under the control of Council and details of maintenance and upgrading costs.
Local Government Act	<a href="#">428(2)(e)</a>	Legal proceedings, progress and costs.
Local Government Act	<a href="#">428(2)(f)</a>	Mayoral and Councillor fees and policy in respect of provision and payment of expenses to Councillors.
Local Government Act	<a href="#">428(2)(g)</a>	Number and employment costs of Senior Staff.
Local Government Act	<a href="#">428(2)(h)</a>	Details of contracts awarded by Council.
Local Government Act	<a href="#">428(2)(i1)</a>	Bushfire hazard reduction activities.
Local Government Act	<a href="#">428(2)(j)</a>	Programs undertaken to promote services and access to services for people with diverse cultural and linguistic backgrounds.
Local Government Act	<a href="#">428(2)(k)</a>	Work carried out on private land and whether that work was subsidised by Council.
Local Government Act	<a href="#">428(2)(l)</a>	Amounts granted under Section 356.
Local Government Act	<a href="#">428(2)(m)</a>	Human resource activities.
Local Government Act	<a href="#">428(2)(n)</a>	Activities concerning the Council's Equal Opportunity Management Plan.
Local Government Act	<a href="#">428(2)(o)</a>	External bodies that exercised functions delegated by the Council.
Local Government Act	<a href="#">428(2)(p)</a>	Companies in which Council held a controlling interest.
Local Government Act	<a href="#">428(2)(q)</a>	Partnerships, co-operatives or other joint ventures to which the Council was a party.
Local Government Act	<a href="#">428(2)(r)</a>	Such other information that the regulations may require.
Local Government General Regulation 2005	<a href="#">217(1)(a)</a>	Details and purpose of any overseas trips taken by Councillors, staff or other persons representing the Council.
Local Government General Regulation 2005	<a href="#">217(1)(a1)</a>	Details of total cost for payment of expenses to councillors
Local Government General Regulation 2005	<a href="#">217(1)(b)</a>	Details of the total remuneration package of each senior staff member.
Local Government General Regulation 2005	<a href="#">217(1)(c)</a>	Activities undertaken by Council to develop and promote services and programs that provide for the needs of children.

	<b>Section</b>	<b>Requirement</b>
Local Government General Regulation 2005	<a href="#">217(1)(d)(i)</a>	Council's performance in relation to access and equity activities to meet residents' needs.
Local Government General Regulation 2005	<a href="#">217(1)(d)(ii)</a>	Category 1 Business Activities.
Local Government General Regulation 2005	<a href="#">217(1)(d)(iii)</a>	Category 2 Business Activities.
Local Government General Regulation 2005	<a href="#">217(1)(d)(iv)</a>	Statement of expenses, revenues and assets in relation to each Category 1 Business Activity.
Local Government General Regulation 2005	<a href="#">217(1)(d)(v)</a>	Progress of implementing competitive neutrality pricing requirements in respect of Category 1 Business Activities.
Local Government General Regulation 2005	<a href="#">217(1)(d)(vi)</a>	Whether the competitive neutrality pricing requirements have been applied.
Local Government General Regulation 2005	<a href="#">217(1)(d)(vii)</a>	Establishment of a complaints handling mechanism and its promotion.
Local Government General Regulation 2005	<a href="#">217(1)(d)(viii)</a>	Comparison of the actual performance of the Category 1 Business Activity measured in accordance with the criteria set out in the Management Plan.
Local Government General Regulation 2005	<a href="#">217(1)(d)(ix)</a>	Whether any competitive neutrality complaints have been made against the Council and their status.
Local Government General Regulation 2005	<a href="#">217(1)(e)</a>	Stormwater Management.
Local Government General Regulation 2005	<a href="#">217(1)(f)</a>	Statement on activities in relation to compliance of the Companion Animals Act.
Local Government Regulation	<a href="#">217(2)</a>	State of the Environment Report.
Local Government General Regulation 2005	<a href="#">217(3) (a, b, c)</a>	Competitive neutrality pricing requirements.
Freedom of Information Act 1989	<a href="#">68(1)</a>	Details of applications received and their status.
Local Government (General) Regulation 2005	<a href="#">132</a>	Information concerning any rates and charges written off.
Independent Pricing and Regulatory Act 1992	<a href="#">18(4)</a>	Information in respect of any determinations.
Privacy and Personal Information Act 1998	<a href="#">33(3)</a>	A statement of action required by Council in complying with the requirements of the Act.

## **ANNUAL REPORT SECTION 428(2)(a)**

*428(2)(a) A copy of the council's audited financial reports.*

Wyong Shire Council's General Purpose Financial Reports for the period 1 July 2006 to 30 June 2007 are enclosed with this report as Enclosure 1.

## ANNUAL REPORT SECTION 428(2)(b)

428(2)(b) *A comparison of the Council's actual performance of its principal activities during that year (measured in accordance with the criteria set out in the relevant management plan) with the council's projected performance of those activities (as contained in the relevant management plan), together with a statement of the reasons for any difference between them.*

### Performance of Principal Activities identified in the 2006/07 Management Plan

The 2006/07 Management Plan identified 129 actions to achieve Council's five Principal Activities and progress against these actions was reported quarterly to Council's Governance Committee.

At the end of the 2006/07 year, 94 (or 73%) of the 129 actions were achieved.

#### 2006/07 Management Plan - Summary of Actions by Principal Activity

	<b>A Better Society</b>	<b>A Better Economy</b>	<b>A Better Environment</b>	<b>Infrastructure</b>	<b>Organisation</b>	<b>Totals</b>
Met original timeframe	36	9	12	24	13	<b>94</b>
Did not meet original timeframe	18	6	5	2	4	<b>35</b>
<b>Total</b>	<b>54</b>	<b>15</b>	<b>17</b>	<b>26</b>	<b>17</b>	<b>129</b>

Of the 35 actions (or 27%) that did not meet their original timeframe, 15 (or 43%) were due to factors outside of Council's control and 20 (or 57%) were due to factors within Council's control.

#### 2006/07 Management Plan - Actions that did not meet original timeframe

Did not meet original timeframe due to:	<b>A Better Society</b>	<b>A Better Economy</b>	<b>A Better Environment</b>	<b>Infrastructure</b>	<b>Organisation</b>	<b>Totals</b>
Matter outside Council control	6	5	2	0	2	<b>15</b>
Matter within Council control	12	1	3	2	2	<b>20</b>
<b>Total</b>	<b>18</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>35</b>

## **ANNUAL REPORT SECTION 428(2)(b) (contd)**

### **Summary of Reasons for not meeting Original Timeframes**

As noted above, the reasons for actions not meeting their original timeframes have been reported to the Governance Committee on a quarterly basis.

Some of the reasons for original timeframes not being met included:

- Masterplans and rezonings being “called in” for determination by the Minister for Planning.
- Town Centre Strategies impacted by the Draft Central Coast Regional Strategy.
- Storm event in June 2007 caused delays on a number of projects.
- Additional ecological and environmental studies being required delaying construction projects.
- Delays due to requirement for the Catchment Management Authority (CMA) to undertake site assessments on construction projects.
- Consultants being requested to re-submit their project documents in order to take into account issues from community consultations and prior studies.
- Contractual issues and amendments that were required to original design plans.
- Extended negotiations to secure appropriate consultants / contractors for some projects.
- The ‘Councils On Line’ syndicate resolved that the major Oracle Upgrade would not commence until 2008.
- The rollout of the ‘Recruit Online’ software system still being developed and tested and therefore full functionality not yet available to Council.
- Staff being diverted to other priority projects.

The actions that did not meet their original timeframes in 2006/07 will continue to be monitored in 2007/08.

The 2006/07 Management Plan is attached as Enclosure 2.

## **ANNUAL REPORT SECTION 428(2)(c)**

428(2)(c) *A report as to the state of the environment in the area, and in particular in relation to the following environmental sectors:*

- (i) land,*
- (ii) air,*
- (iii) water,*
- (iv) biodiversity,*
- (v) waste,*
- (vi) noise,*
- (vii) Aboriginal heritage,*
- (viii) non-Aboriginal heritage, with particular reference, with regard to each such environmental sector, to:*
- (ix) management plans relating to the environment,*
- (x) special council projects relating to the environment,*
- (xi) the environmental impact of council activities,*

### **State of the Environment Report**

Wyong Shire Council's State of the Environment Report is attached as Enclosure 3.

## ANNUAL REPORT SECTION 428(2)(d)

428(2)(d) *A report on the condition of the public works (including public buildings, public roads and water, sewerage and drainage works) under the control of the council as at the end of that year, together with:*

- (i) an estimate (at current values) of the amount of money required to bring the works up to a satisfactory standard; and*
- (ii) an estimate (at current values) of the annual expense of maintaining the works at that standard; and*
- (iii) the council's program of maintenance for that year in respect of the works;*

### **Buildings**

Council is responsible for the maintenance of 609 building structures. The financial responsibility to maintain these buildings is spread between Council (directly), care, control and management groups to Council (355 Committees) and direct leases to selected groups.

- (i) The estimated cost to bring Council's buildings to a satisfactory standard is \$2.450M.
- (ii) An estimate (at current values) of the annual cost of maintaining the buildings at a satisfactory standard is \$1.749M. This amount is based on 1.25% of capital replacement value. The industry standard for building maintenance is 1% to 1.5% of capital replacement value.
- (iii) The 2006/2007 funding for building maintenance was \$1.419M.

### **Roads**

Council's Pavement Management System defines road assets as being in satisfactory condition if the condition index is within the range of 4.0 to 7.0. The typical road condition within the Shire is towards the bottom of this satisfactory range.

The target condition for the Shire's roads is towards the top of this satisfactory range.

The estimated cost of bringing the current road system to this target standard is \$115M.

The estimated annual cost of maintaining the roads at this condition is \$8.0M.

During 2006-2007 Council spent \$12.97M maintaining and improving the standard of these roads.



## **ANNUAL REPORT SECTION 428(2) (d) (contd)**

### **Drainage**

The existing drainage system is in reasonable condition however to bring the system to a satisfactory standard, which is defined as operating at its design hydraulic capacity, works with an estimated cost of \$2.0M would be required.

This estimated annual cost to maintain the drainage system at this satisfactory standard is \$1.234M.

During 2006-2007 Council spent \$0.822M maintaining the existing drainage assets.

Note: This report only deals with the condition of existing drainage assets and does not relate to the new works necessary to remedy the significant drainage problems that exist within the Shire. A further \$11M would be required to address backlog drainage problems.

### **Footpaving**

Based on Council's Risk Management procedures, the condition of footpaving throughout the Shire is assessed to be in the fair range with new hazards being regularly identified. This is less than satisfactory which is defined as providing safe and trafficable access for pedestrians.

The estimated cost to bring this asset to a satisfactory standard is \$0.511M.

The estimated annual cost of maintaining the footpaving at this standard is \$0.390M.

The 2006 – 2007 maintenance expenditure was \$0.26 million.

### **Bridges**

All bridges throughout the Shire are inspected for structural deterioration and ongoing serviceability, using a risk assessment process. Concrete bridges have been assessed as being in good condition, and timber bridges as being in fair condition. The cost to bring all timber bridges to a satisfactory standard (to standard of concrete bridges) is estimated at \$6.52M.

The estimated required annual maintenance expenditure to maintain these bridges in a satisfactory standard is \$0.157M.

The maintenance expenditure on bridges during 2006 - 2007 was \$0.101M.

## **ANNUAL REPORT SECTION 428(2) (d) (contd)**

### **Car Parks**

Using the road assessment criteria from the Pavement Management system, the car parks within the Shire have been assessed as being in fair condition.

The cost to bring this asset to a satisfactory standard, which is defined as a sealed surface with formal car park markings, is estimated to be \$2.876M.

The annual cost of maintaining the car parks at this condition is estimated at \$0.157M.

Maintenance expenditure for 2006 – 2007 was \$0.097M.

### **Water Supply Assets**

Council's water supply assets have been substantially constructed since 1970 and are starting to incur increasing levels of refurbishment expenditure. Based on system performance in achieving levels of service criteria and asset condition data held by Council the system is considered to be in a satisfactory condition, however will require ongoing and increasing refurbishment expenditure to maintain this standard.

- i) Currently the works are at a satisfactory standard.
- ii) The estimated annual expense (maintenance and refurbishment expenditure) of maintaining the works at this standard is \$6.73M.
- iii) Council's program of maintenance (maintenance and refurbishment expenditure) for the 2006/2007 year was \$6.73M.

### **Sewerage Assets**

Council's sewerage assets have been substantially constructed since 1970 and are starting to incur increasing levels of refurbishment expenditure. Based on system performance in achieving levels of service criteria and asset condition data held by Council the system is considered to be in a satisfactory condition, however will require ongoing and increasing refurbishment expenditure to maintain this standard.

- i) Currently the works are at a satisfactory standard.
- ii) The estimated annual expense (maintenance and refurbishment expenditure) of maintaining the works at this standard is \$9.55M.
- iii) Council's program of maintenance (maintenance and refurbishment expenditure) for the 2006/2007 year was \$9.55M

## ANNUAL REPORT SECTION 428(2)(e)

428(2)(e) *A summary of the amounts incurred by the council during that year in relation to legal proceedings taken by or against the council (including amounts, costs and expenses paid or received by way of out of court settlements, other than those the terms of which are not to be disclosed) and a summary of the state of progress of each legal proceeding and (if it has been finalised) the result.*

### Legal Costs

	\$
Shire Planning Legals	797,591.00
Shire Planning Legal Advices	94,851.00
Shire Services Legal Advices	107,480.00
Corporate Services Legal Advices	30,444.00
General Manager Legal Advices	10,283.00
Risk Management	34,624.62
Debt Recovery	194,351.00
<b>TOTAL</b>	<b><u>\$1,269,624.62</u></b>

### Fines and Costs Recovered

	\$
Fines and Professional Costs	546,148.40
Debt Recovery	267,250.20
<b>TOTAL</b>	<b><u>\$ 813,298.60</u></b>

Of the total costs incurred of \$1,269,624.62 an amount of \$813,298.60 has been recovered by Council leaving direct legal costs to Council of \$456,326.02 for legal activities in 2006/2007.

Of the total costs incurred of \$1,269,624.62 an amount of \$813,298.60 has been recovered by Council. A further \$34,624.62 was paid out to meet the Public Liability and other insurance claims directly attributable to the premium excess levels leaving direct legal costs to Council of \$421,701.40 for legal activities in 2006/2007.

### Land and Environment Court , District Court

OTHER PARTY	DISPUTE	STATUS	COSTS INCURRED IN 2006/2007
Melrift (MCC Energy) DA/1370/2002	The validity of a consent issued for a second story extension at 26 Elizabeth Drive, Noraville	The Court decision of 20/9/06 was to dismiss the application on all grounds. The applicant has been ordered to pay Council's costs.	\$36,238.00
Beckley	Failure to demolish burnt garage	The respondent was ordered to pay \$3,300 towards Council's costs. As these costs have not been paid a writ for execution of property has been issued but sheriff reports that no property to seize.	\$900.00

## ANNUAL REPORT SECTION 428(2)(e) (contd)

### Land and Environment Court , District Court (contd)

OTHER PARTY	DISPUTE	STATUS	COSTS INCURRED IN 2006/2007
D Suttle	Erect and use shed without consent	Class 4 proceedings were commenced. Court orders for demolition of shed have been made. Orders have been served.	\$5,527.00
Biseja Pty Ltd & NSI Group	Damage to Council's sewer main (concrete poured into pipe) during construction.	A mediation conference took place on 1 December, 2006. Settlement was agreed upon.	\$20,227.00
Danallam Homes	Advice required on value of land to be acquired.	Advice obtained.	\$15,653.00
Currey – Hargraves House DA/658/2003	Application that consent re Hargraves House is void	Council was successful. Applicant order to pay Council and Mr & Mrs Hargreaves' costs.	\$44,926.00
A Woodbury	Land was resumed and an appeal has been lodged against the valuation assessed by the State Valuer's Office.	Determination made on 10 February, 2006 – Council is to compensate to the value of \$3,235,665. This figure includes market value plus solatium.	\$2,444.00
Woolworths DA/797/2004	Application that consent for Coles mini market is invalid.	Court decision made on 23 September, 2005 and 22 November, 2005. Council was successful.	\$932.00
Darkinjung Aboriginal Lands Council	This is an appeal against The Minister's decision to refuse a claim made under Sec 36 Aboriginal Land Rights Act.	Hearing before J Pain on 17 August 2007. Proceedings are dismissed – no order of costs	\$27,127.00
Clarendon Resort Housing DA/3213/2003	Appeal against imposition of condition 4 of consent which relates to contributions	Appeal was dismissed	\$233.00
Guiseppe Scruci	Rubbish has not been removed, an unsightly and unapproved shed is visible from the road.	The clean up has been carried out by the landowner's daughter to Council's satisfaction. Cost of \$4,000 was paid to Council. Matter completed.	\$60.00
Karen Francis	Council has issued order to limit the number of rats being kept to 12 rats	Council has issued orders for the number of rats that can be kept.	\$106.00
Murphy	Illegal fill at rear of property	Contempt hearing 21 August 2007 Motion was withdrawn and each party paid their own costs.	\$9,688.00
V Tarasenko	Lopped trees on Council reserve	Summons was listed for further return date of 24 August, 2007. Process server is having difficulty in locating Mr Tarasenko	\$6,800.00
Aboud	Appeal against refusal of DA 1934/2004	Matter has been discontinued	\$25,691.00

## ANNUAL REPORT SECTION 428(2)(e) (contd)

### Land and Environment Court , District Court (contd)

OTHER PARTY	DISPUTE	STATUS	COSTS INCURRED IN 2006/2007
Investrite Australia P/L DA/1220/2005	Refusal of development application DA/1220/05 demolition of existing dwellings and construction of 3 storey & 6 storey flats	Matter has been discontinued	\$338.00
F Hannan P/L	Hannan sought an interlocutory injunction to stop Council from doing works in the area. Has now filed a statement of claim in the Supreme Court	Deed prepared by Council is acceptable to Mr Hannan and determination of the terms for discontinuance are underway.	\$76,693.00
Currency Corporation Pty Limited	Appeal against refusal of DA 1904/2004	Judgment reserved	\$105,563.00
Roma Bourke	Appeal against consent DA/1886/2005	Matter has been discontinued	\$7,193.00
Ross Cutelli	Seeks declaration that development consent DA/72/2006 is invalid	Application dismissed	\$21,600.00
Eaton & Sons	Existing use rights claimed	Consent orders filed and timetable set to carry out works to comply with BCA requirements	\$12,666.00
Falcon Ridge DA/500/2006	Appeal against conditions 1-3, 6, 15, 19(d), 20, 24, 25, 27, 46, 47, 63 65	Matter withdrawn applicant ordered to pay Council's costs	\$62,792.00
Ben Gould	Trees removed on Council Land	Ordered to pay \$8000	\$742.00
Johnson & Partners DA/1482/2006	Appeal against refusal to issue development consent for subdivision	Consent orders filed	\$7,409.00
Larbane Pty Ltd	Issue of the subdivision certificate was unlawful due to non compliances with conditions of consent 651/1993/D	Matter was settled on the basis of an agreement whereby Council and other parties carry out certain works	\$40,035.00
Plant Pty Ltd DA/1474/2004	Refusal of DA for residential flat building	Matter heard, Council successful	\$35,614.00
Sanctuary Investments DA/426/2004/A	Appeal against several conditions of consent	Appeal upheld	\$28,903.00
Squadron DA/1126/2006	Refusal of S96(1A) application	Conditions of consent finalised	\$29,915.00
Zoe Wall	Removal of shed	Matter has been discontinued	\$1,596.00
Wingo Fong DA/902/1997A	Appeal to grant subdivision approval	The appeal was upheld	\$13,239.00
Wyong Rugby Club DA 1324/2005	Appeal conditions 16-20	Appeal withdrawn	\$852.00

## ANNUAL REPORT SECTION 428(2)(e) (contd)

OTHER PARTY	DISPUTE	STATUS	COSTS INCURRED IN 2006/2007
Darcy Smith	Class 4 – trespass, nuisance & damages	Mention 1 October 2007	\$123,888.00
Thomas Hughes Homes	Unauthorised land use	Costs Thomas Hughes & Ors ats Wyong Shire	\$32,000.00

### Local Court - Wyong

Matters that were commenced with an appeal against an infringement notice incur no costs to Council.

Name	Dispute	Fines	Court Costs	Prof. Expenses	Witness Costs	Total
Jody Clavis	Dog without collar & tags	\$150	\$67			\$217
David Burgin	Obstruction of a Council officer			\$3,500		\$3500
David Fraser	Stop in a bus zone					Guilty
Glen Constable	Dog attack					Dog surrendered
Glen Constable	Restricted dog without collar & tags					Dog surrendered
Glen Constable	Failure to comply with control requirements for restricted dog					Dog surrendered
Vicky McCrae	Stop in bus zone					Dismissed
David Bagley	Disobey no stopping sign					Dismissed
James Copland	Deposit litter from vehicle					Dismissed
Frances Van Gestel	Stop in bus zone	\$50	\$65			\$115
Deborah Swan	Disobey no stopping sign	\$150	\$67			\$217
Maxwell Draper	Disobey no stopping sign					Sec 10 dismissed
Alan Blyth	Stop in intersection					Sec 10 dismissed
Phillip Kirchner	Not stand vehicle in marked space					Guilty dismissed
Jody Clavis	Fail to comply with nuisance dog order					Withdrawn
Tennille Wray	Stop in a bus zone	\$150				\$150
Phillip Doggett	Stop in a mail zone					Dismissed
George Georgas	Not stand vehicle in marked space	\$75				\$75
Amanda Sanders	Stop in bus zone					Sec 10 dismissed
Ronald Featon	Disobey no stopping sign					Sec 10 dismissed
Eric Black	Stop in bus zone	\$80	\$65			\$145
Jennifer Wakeling	Disobey no stopping sign					Withdrawn
Timothy Schofield	Disobey no stopping sign					Withdrawn
Tracey Hardwick	Disobey no stopping sign					Sec 10 dismissed
John Lukich	Stop in a bus zone					Withdrawn
Jamie Vella	Stop in a bus zone					Dismissed sec 10
Andrew Evans	Disobey no stopping sign	\$150				\$150
Debra McDonald	Stop in bus zone					Withdrawn
Shane Campbell	Stop in bus zone					Withdrawn
David Deith	Breach water restrictions	\$200	\$67			\$267
Greg Phillips	Breach water restrictions	\$200	\$65			\$265

## ANNUAL REPORT SECTION 428(2)(e) (contd)

### Local Court – Wyong (contd)

Name	Dispute	Fines	Court Costs	Prof. Expenses	Witness Costs	Total
William Kennedy	Disobey no stopping sign					Sec 10 dismissed
Peter Hughes	Double Park					Sec 10 dismissed
Caroline Nohra	Disobey no stopping sign	\$125	\$67			\$192
Owen Virgin	Disobey no stopping sign					Withdrawn
Alan Breaden	Disobey no stopping sign					Sec 10 dismissed
Sarah Pearce	Disobey no stopping sign	\$100				\$100
John Reilly	Operate on site sewage without approval	\$150	\$67			\$217
Ronald Lowe	Disobey Parking sign	\$75	\$62			\$137
Fady Nabouche	Stop in a loading zone	\$100	\$65			\$165
Gerald Vanderlinden	Disobey no stopping sign	\$100	\$67			\$167
Alison Leger	Stop in a bus zone	\$150				\$150
Kenneth Maxwell	Disobey no stopping sign					Withdrawn
Andrew Evans	Disobey no stopping sign	\$175	\$65			\$240
Halil Ahmet	Operate on site sewerage without approval					To pay overdues
Keith Evans	Operate on site sewerage without approval					Withdrawn
Mark Steele	Stop in bus zone	\$50	\$67			\$117
Gordon Social and Recreation Club	Stop in a bus zone	\$175				\$175
Jane Ponchard	Stand vehicle in area longer than allowed					Guilty dismissed
Joseph Certoma	Load restraint breach					Withdrawn
Prime Investments	Disobey no stopping sign	\$175	\$67			\$242
John Stuart	Disobey no stopping sign	\$150	\$67			\$217
Brian Dengate	Disobey no stopping sign	\$150	\$67			\$217
Kuo-Tong Liao	Disobey no stopping sign	\$150	\$67			\$217
Sharon Goldfinch	Disobey no stopping sign	\$150	\$67			\$217
Christina Bryden	Operate on site sewage without approval	\$100	\$67			\$167
John Twyford	Disobey no stopping sign	\$125	\$67			\$192
Sydney Management	Fail to comply with Food Safety	\$7500	\$67	\$400		\$7967
Leslie Madigan	Not restrain load on vehicle					Dismissed
Clinton Gregory	Disobey no stopping sign	\$150	\$67			\$217
Phillip Cohen	Operate on site sewage without approval					Dismissed
Amanda Paterson	Stop in bus zone					Dismissed
Brian White	Break water restrictions					Withdrawn
Lois Niven-Watkins	Disobey no parking sign					Sec 10 dismissed
Amy Wu	Stop in a bus zone	\$120	\$67	\$200		\$387
Gerry Cardamis	Disobey no stopping sign					Withdrawn
Julie Fleming	Disobey no stopping sign	\$75				\$75
Deborah Mason	Stop on or near pedestrian crossing					Guilty Sec 10
Tracey Bradshaw	Disobey no stopping sign	\$175	\$67			\$242
Lorraine Brierley	Disobey no stopping sign	\$175	\$67			\$242
Tracey Lee Howie	Disobey no stopping sign					Withdrawn
Jacinta Van Beek	Disobey no stopping sign					Sec 10 dismissed

## ANNUAL REPORT SECTION 428(2)(e) (contd)

### Local Court – Wyong (contd)

Name	Dispute	Fines	Court Costs	Prof. Expenses	Witness Costs	Total
Michael Beder	Disobey no stopping sign					Sec 10 dismissed
Anoushirvan Badiyan	Stop in bus zone	\$100	\$67			\$167
Anji Marlow	Dog not under control Dog attacked other dog Unregistered dog	\$450	\$134			\$584
Graeme Johnston	Operate on site sewerage without approval		\$67			\$67
Alan Jameson	Operate on site sewerage without approval					
Robert Claxton	Breach water restrictions					Withdrawn
Dale Mills	Allow waste material to escape on road					Withdrawn
Michael Merrill	Development carried without development consent					Withdrawn
Michael Hughes	Deposit litter from vehicle					Dismissed
Robina Flood	Dog not under control Dog attacked another dog Unregistered dog	\$2000	\$67	\$200		\$2267
Veronica Jones	Stop in bus zone					Withdrawn
Scott Gregory	Dog attack person and animal Dog not under effective control x2			\$400		Guilty sec 10
Willen Pty Ltd	Fail to comply with food standards	\$500	\$67	\$200		\$767
Darren Hooper	Stop in mail zone					Sec 10 dismissed
Michele Cox	Stop in bus zone	\$175	\$67			\$242
Samanth Cilia	Disobey no stopping sign					Dismissed
Jacinta Van Beck	Stop in a bus zone					Sec 10 dismissed
Jennifer Schurr	Stop in a bus zone					Dismissed
Anthony Cooper	Fail to comply with clean up notice Pollute waters Fail to comply with clean up notice	\$200 \$750 \$500	\$201	\$800		\$2451
Bryley Williams	Disobey no stopping sign	\$100	\$67			\$167
Peter Smith	Stop in a bus zone					Sec 10 dismissed
Pynmast Pty Ltd	Disobey no stopping sign	\$150	\$67			\$217
Stephen Sanders	Stop in a bus zone					Sec 10 dismissed
Michele Mancini	Dog not under effective control x 2 Dog attacks person x 2	\$300	\$67			\$367
Belinda Hilder	Disobey no stopping sign	\$150	\$67			\$217
Concetto Sciacca	Disobey no stopping sign					Withdrawn
Nicholas Wells	Double Park	\$50	\$67			\$117
Danny Fordham	Disobey no stopping sign	\$180	\$67			\$247
Shannon Spence	Stop in bus zone					Sec 10 dismissed
Sandra Wesztroczy	Stop in bus zone	\$175	\$67			\$242
Laurance Smith	Breach water restrictions					Withdrawn
Edward Maszluch	Breach water restrictions					Withdrawn
Sarah Jane O'brien	Disobey no stopping sign					Dismissed
Janice Clift	Disobey no stopping sign					Withdrawn
Jason Huxtable	Stop in bus zone					Dismissed
Christopher Nicholls	Dog not registered Fail to comply with nuisance dog order	\$300	\$134			\$434
Preston Nancarrow	2 x fail to comply with nuisance dog order					Withdrawn



## ANNUAL REPORT SECTION 428(2)(e) (contd)

### Local Court – Wyong (contd)

Name	Dispute	Fines	Court Costs	Prof. Expenses	Witness Costs	Total
Michael Donoghue	Operate sewage management system without approval					Withdrawn
Paul Jermyn	Disobey no stopping sign					Dismissed
Ross Transport	Expose article overload					Sec 10 dismissed
Andrew Amor	Disobey no stopping sign	\$120	\$67			\$187
Andrew Amor	Stop in bus zone	\$120	\$70			\$190
Janice Clift	Disobey no stopping sign					Withdrawn
Claude Elcham	Fail to comply with Food Standard	\$400	\$204	\$100		\$704
Albert Ranse	Breach water restrictions					Withdrawn
Leonard Hokke	Fail to comply with notice in public place					Withdrawn
Christian Deguara	Breach water restrictions	\$250	\$67			\$317
Raine & Horne	Expose article on road without approval					Withdrawn
Neale McInnes	Operate on site sewage without approval					Withdrawn

### Summonses for Outstanding Rates and Charges

In 2006/2007 Wyong Council issued 903 summonses to ratepayers.

Professional costs totalled \$247,379.00. All of these legal costs are recoverable from the debtors.

There were 152 Judgments entered into with professional costs of \$19,871.20 added. All of these legal costs are recoverable from the debtors.

There being a total of \$267,250.20 legal costs incurred all of which are recoverable.

## ANNUAL REPORT SECTION 428(2) (e) (contd)

### Risk Management

PLAINTIFF	DETAILS OF CLAIM	CURRENT STATUS	COSTS INCURRED BY COUNCIL IN 2006/2007
McCabe, Lara	Statement of Claim received indicating a claim for psychological injuries as a result of her son being killed in a motor vehicle accident at Wyong Rd, Killarney on 18/2/00 allegedly caused due to a lack of median strip fencing. The First Defendant is Leslie Ricky Campbell who was the driver of the vehicle that hit Beau McCabe. The Second Defendant is Wyong Shire Council who is alleged to have failed to exercise reasonable care. The Third Defendant is Roads & Traffic Authority who is alleged to have failed to ensure adequate design of median strip.	This matter has been referred to Council's solicitors Phillips Fox to defend on Council's behalf.	Nil
Myers, Benjamin	Statement of Claim received indicating a claim for injuries and out-of-pocket expenses in relation to injuries to head and leg due to the plaintiff (a minor) being struck by a car when he rode his bicycle out of a laneway and onto McKell Ave, Watanobbi on 22/10/95 allegedly due to the absence of barricades.	This matter has been referred to Council's solicitors Phillips Fox to defend on Council's behalf.	\$11,765.64

**ANNUAL REPORT SECTION 428(2) (e) (contd)**

PLAINTIFF	DETAILS OF CLAIM	CURRENT STATUS	COSTS INCURRED BY COUNCIL IN 2006/2007
Westling, Michael	Statement of Claim received indicating a claim for severe injury, loss and damage sustained by a trip & fall in a deep furrow whilst playing competition game of rugby at Ourimbah Rugby Oval on 5/2/02.	Ourimbah Rugby Club has indemnified Council in this matter.	\$5,391.98
L Trax	Statement of Claim received indicating damage to an excavator when Boyds Lane Bridge collapsed on 15/11/05.	This matter has been referred to Council's solicitors DLA Phillips Fox to defend on Council's behalf.	Nil
Anthony Galea v Susan Jenkins, John Newman, Rhonda Waters, Steve Keegan, Wyong Shire Council	Statement of Cross-Claim received indicating a claim for severe injury, loss and damage at 136 Wyong Road Killarney Vale on 14/5/02.	This matter has been referred to Council's solicitors DLA Phillips Fox to defend on Council's behalf.	\$17,467.00

## **ANNUAL REPORT SECTION 428(2)(f)**

428(2) (f) *The total amount of money expended during the year on mayoral fees and councillor fees, the council's policy on the provision of facilities for use by councillors and the payment of councillors' expenses, together with a statement of the total amount of money expended during that year on the provision of such facilities and the payment of such expenses;*

### **Councillor Expenditure**

In 2006/2007 Wyong Shire Council spent \$226,283 on fees for elected representatives.

The Mayoral allowance was fixed at \$47,275 and reduced by:

- \$6,752.00 and payable to the Deputy Mayor in accordance with Clause 7.2 of Council's Facilities and Expenses Policy for Councillors.
- \$1,621.00 for use of the Mayoral Motor Vehicle in accordance with Clause 6.3 of Council's Facilities and Expenses Policy for Councillors.

Annual payments to Councillors under the provisions of Section 248 were \$177,950.

Councillors' other expenses totalled \$231,907 which includes items in Council's Facilities and Expenses Policy for Councillors. Council's Facilities and Expenses Policy for Councillors is enclosed as Enclosure 4.

## **ANNUAL REPORT SECTION 428(2)(g)**

*428(2)(g) A statement of the number of senior staff employed by the council during that year, together with a statement of the total amount of money payable in respect of the employment of senior staff, including money payable for salary, for the provision of fringe benefits and for all other on-costs connected with their employment;*

### **TOTAL REMUNERATION FOR SENIOR STAFF**

During 2006/2007 senior staff positions held were; General Manager, Director Shire Services, Director Corporate Services and Director Shire Planning (four in total) on separate performance based fixed term contracts in accordance with the Local Government Act 1993. The total amount of money payable in respect of the employment of senior staff was \$820,538.10.

## ANNUAL REPORT SECTION 428(2)(h)

428(2) (h) *Details of each contract awarded by the council during that year (whether as a result of tender or otherwise) other than:*

- (i) *employment contracts (that is, contracts of service but not contracts for services); and*
- (ii) *contracts for less than \$100,000 or such other amount as may be prescribed by the regulations,*

*including the name of the contractor, the nature of the goods or services supplied by the contractor and the total amount payable to the contractor under the contract;*

Reference	Description	Contractor/s	Total Amount Payable
CPA/2438	Asphaltic Concrete Works	Pioneer Road Services Pty Ltd	\$2,130,000
CPA/94060	Provision of Communication Services	Optus Pty Ltd	\$217,000
		Macquarie Telecom P/L	\$1,064,000
CPA/98268	Supply and Installation of a Complete UV Disinfection System at Toukley Reclaimed Water Plant	Wedeco Pty Ltd	\$119,031
CPA/101670	Receiving and Processing of Organic Materials	Australian Native Landscapes	\$13,227
CPA/103903	Provision of Management & Staff Services For Council's Four Tourist Parks	Australian Tourist Park Management	\$7,291,652
CPA/104356	Biannula Asphaltic Concrete Works	Pioneer Road Services Pty Ltd	\$5,081,380
CPA/104358	Sprayed Bituminous Surfacing Works	Sami Pty Ltd	\$1,705,946
CPA/104754	Construction of Ourimbah Creek Upper Weir Fishway	Bixli Pty Ltd (trading as P & H Constructions)	\$234,200
CPA/106026	Collection and Purchase of Scrap Metal from Council Depots and the Buttonderry Waste Management Facility	Smorgon Steel Recycling	\$379,509 (Income)
CPA/106050	Asphaltic Concrete Heavy Patching Works	Tropic Asphalts	\$2,772,744
CPA/107734	Manufacture, Supply and Deliver Liquid Aluminium Sulphate for a 3 year period	Omega Chemicals	\$288,750
CPA/107736	Manufacture, Supply and Deliver Bulk Liquid Chlorine for a 3 year period	Orica Australia Pty Ltd	\$381,350
CPA/107738	Manufacture, Supply and Deliver Bulk Hydrated Lime for a 3 year period	Unimin Australia Pty Ltd	\$174,900
CPA/108954	Provision of Security/Gatekeeping at Buttonderry Waste Management Facility	Citiguard Protection Services Pty Ltd	\$440,154

**ANNUAL REPORT SECTION 428(2)(h) (contd)**

Reference	Description	Contractor/s	Total Amount Payable
CPA/111113	Construction of Porters Creek Temporary Weir Water Rising Main	Milbant Constructions Pty Ltd	\$338,627
CPA/111687	Supply and Delivery of Traffic Control Equipment and Signage	Road Management Solutions	\$320,232
CPA/111765	Hunter/Wyong Trunk Main - Morisset to Kanwal Pumping Control System	Central Coast Switchboards	\$163,065
CPA112098	Berkeley Vale Skatepark Design and Construct	Convic Skate Parks Pty Ltd	\$148,000
CPA112153	Concept and Detailed Design of Temporary Desalination Plants	NSW Department of Commerce	\$146,740
CPA112242	Design & Documentation For Mardi Water Transfer System and Dam Raising	NSW Department of Commerce	\$924,350
CPA113310	Submerged Discharge Valve	AVK Australia Pty Ltd	\$143,991
CPA113366	Central Coast Lifetime Learning Centre	North Construction and Building Pty Ltd	\$999,579
CPA113367	The Entrance Community Centre Stage 2 - Design Consultancy	EJE Architecture	\$161,480
CPA113410	Detailed Business Plan and Concept Design for the proposed Wyong Performing Arts Centre	Creative Thinking Positive Solutions	\$153,384
CPA113453	Holiday Parks Upgrade Works - Design Consultancy	BHI Architects	\$361,980
CPA113498	Porters Creek Weir Power Supply	Power Serve Pty Ltd	\$111,032
CPA113922	Pavement Surfacing and Rejuvenation Works	Sami Road Services Pty Ltd	\$112,841
CPA115479	The Rehabilitation and Redevelopment of Bateau Bay Landfill	Neumann Contractors Pty Ltd	\$11,577,811
CPA115682	Supply of Pipes and Fittings for the Lower Wyong River Transfer System	Iplex Pipelines Australia Pty Ltd	\$2,971,017
CPA115731	Construction of E-Tag/Exit Lane at Buttonderry Waste Management Facility, Hue Hue Road, Jilliby	Bolte Industries Pty Ltd	\$148,940
CPA115833	Mangrove to Mooney Spur Line	NSW Department of Commerce	\$124,630
CPA115841	Collection and Purchase Scrap Metal Charmhaven, Long Jetty Depots and Buttonderry Waste	CMA Metal Corporation	\$242,202
CPA116777	Lower Wyong River to Mardi Dam Transfer Upgrade Construction	Diona Pty Ltd	\$3,698,203
CPA117607	Supply of Personal Computers and Notebooks	Hewlett Packard	\$191,006
CPA118055	Supply and Installation of Piles for the Lower Wyong to Mardi Dam Transfer System	Waeger Constructions Pty Ltd	\$135,300

**ANNUAL REPORT SECTION 428(2)(h) (contd)**

Reference	Description	Contractor/s	Total Amount Payable
CPA118477	Supply and Application of Pavement Markings and Associated Works	Atlantis Group of Companies	\$275,000
CPA120554	In Situ Stabilisation Works	Stabilised Pavements of Australia	\$750,000
CPA122103	Collection and Purchase of Scrap Metal from Buttonderry Waste Management Facility	Smorgan Steel Recycling	\$255,883
CPA122601	Lower Wyong River to Mardi Dam Transfer Upgrade- Manufacture of Main Switchboard /Motor Control Centre for WPS no.1	Priestley Electrical Pty Ltd	\$228,075
CPA123594	Lower Wyong River to Mardi Transfer Upgrade PS No.1 High Voltage Power Supply	Power Serve Pty Ltd	\$175,033



## **ANNUAL REPORT SECTION 428(2)(i1)**

*428(2)(i1) A report on the bush fire hazard reduction activities of the council during that year, including activities carried out under a bush fire management plan approved under the Rural Fires Act 1997,*

### **Fire Mitigation Works Funding**

Each year in accordance with the Bush Fire Co-coordinating Committees Policy No 2/01, Bush Fire Management Committees are given the opportunity to claim for Fire Mitigation Works Funding. A bid for **\$233,467.00** was submitted.

### **Hazard Reduction Activities**

243 Hazard Reduction Certificates were applied for by members of the public.

### **Permits**

Fire permits are required inside the declared bush fire danger period which extends from 1 October through to 31 March. By limiting fires inside this defined period by issuing fire safety permits we will be better able to manage fires and prevent major blazes. Fines up to \$5,500 and prison sentences may apply if a permit is not obtained or the conditions within a fire permit are not complied with. Fire permits are issued free of charge by approved RFS officers.

65 permits had been issued for the period 1 July 2006 – 30 June 2007. The issuing of permits is conditioned appropriately to ensure that the Fire Control Centre has the ability to refuse the lighting of fires on days sustaining a High FDI rating and greater. This mitigates the risk of fire escape.

### **Mechanical**

Asset protection zones are predominantly on Council managed land, Wyong Shire Council is responsible for maintaining these APZ's. Refer 4 year urban interface plan for specific sites.

### **Fire Trails and Access**

The Rural Fire Service is maintaining a database to capture the quality of identified fire trails within the Local Government Area. An inspection regime is identified by the database and a print out of fire trails to be inspected can be produced.

A register of all gates and slip rails is maintained, identifying location, lock type, inspection date etc.

### **Fire Hazard Complaints**

In total 32 hazard complaints have been received by the Fire Control Centre.

### **Early Detection**

On days of extreme fire weather State Forest Officers have staffed the Warralong Tower, located to the north west of Wyong local government area. This service has proved beneficial to our District with early detection allowing a quick response to outbreaks.

Upon notification of Total Fire Bans or extreme fire weather, brigades are paged with a request to provide availability of crew for immediate response.

## **ANNUAL REPORT SECTION 428(2)(i1) (contd)**

### **Fire Investigating**

Where a significant bush fire or a pattern of fires occurs, an Officer from the District shall request an Authorised Fire Investigator to attend and conduct cause and origin identification. Throughout 2006/2007, Wyong has used Fire Investigators and the NSW Police Service to investigate a number of possible arson attacks.

### **Community Safety General**

The Bush Fire Environmental Assessment Code is a tool used by NSW Rural Fire Service (RFS) staff to streamline regulations that apply to hazard reduction clearing and burning. The Bushfire Environmental Assessment Code has a number of supporting documents:

- Before you light that fire brochure
- Standards for Asset Protection Zones
- Standards for Low Intensity Bush Fire Hazard Reduction Burning (for private landholders)
- Standards for Pile Burner
- Standards for Windrow Burns

The Code streamlines the numerous environmental regulations that control activities such as clearing and burning vegetation, making it easier to plan hazard reduction work. The document aims to allow a greater amount of hazard reduction work to be facilitated through the streamlined environmental process by increasing the land area it can be applied to.

The code covers land immediately adjacent to certain assets, that is asset protection zones (eg the immediate surrounds of a home) and strategic fire advantage zones (eg the urban interface area) along with land management zones.

The code also allows for greater asset protection works for public assembly buildings (schools, hospitals and churches) and other major buildings and protection works in and around plantations.

The assessment methods for issuing Hazard Reduction Certificates include standards for the prevention of soil erosion, protection of riparian buffers and construction of control lines. A Hazard Reduction Certificate issued using the Code means all legal approvals have been obtained. Where sensitive environmental issues mean that a Certificate cannot be issued, the landowner will need to obtain approvals through other methods.

### **Development Control**

Due to legislative requirements, the Rural Fire Services under Section 79BA of the Environmental Planning and Assessment Act are responsible in assisting Councils where Development Applications identified in Bush Fire Prone Land, do not conform to Planning for Bushfire Protection requirements. This referral process incorporates a comprehensive audit of bush fire assessment produced by proponents. Predominantly referrals are dwellings being constructed to Flamezone conditions, which are outside the scope of AS3959 "Construction of Buildings in Bushfire Prone Area" this, will identify strategies that are performance based or deemed to satisfy conditions should apply. Team Community Safety Officer can also assist Rural Fire Service Development Control Staff at Headquarters with 100B Developments, provide site specific information, photos, determine vegetation types, etc.

## **ANNUAL REPORT SECTION 428(2)(i1) (contd)**

### **Community Education Activities**

Community Education is aimed at developing and/or improving the knowledge, attitudes, skills and behaviours of the community in regard to the prevention, control, suppression and mitigation of bush and other fires. The desired outcome is a community that is well aware of the hazards of fire and is well prepared for its threat.

The Wyong Community Education Committee reviews and implements developed programs of the RFS to the broader community.

Resources are produced to assist in the delivery of the education programs. The service produces a range of publications for teachers, adults, children and the general community. Resources include brochures, activity books, stickers, magnets and show bags etc.

### **PROGRAMS AND FUNCTIONS**

Community Education Committee – the aim of this Committee is to engage in examining the broad spectrum of fire safety, educational issues and programs within the Rural Fire Service. Most brigades have trained firewise facilitators who attend meetings held at the fire control centre bi-monthly.

Community Firewise Groups – Community Firewise is a co-ordinated program through which residents become involved with fire safety in their community. Trained facilitators help to set up and maintain Community Firewise Groups.

Crime Stoppers – The RFS and Crime Stoppers have a project underway to reduce the incidence of arson. The public is encouraged to report firefighters on the Crime Stoppers number (1 800 333 000). All fire fighting vehicles should display the crime stoppers sticker as part of the RFS policy on vehicle markings.

Facilitator Courses – The District continues to send volunteers to participate in specialised facilitation training. RFS Community Education Section delivers courses in various locations around the region. This additional training enables experienced firefighters to undertake fire safety audits to give specific advice to individuals who live in bush fire prone areas.

Fireguard for Kids – The Fireguard for Kids program is a volunteer firefighter delivered program targeting kindergarten to Year 6 children. Firefighters visit schools to teach children fire safety lessons in fire prevention and personal safety. This program comes with specially designed resources that are only available to schools through firefighter visits.

FireWise – “FireWise” is the over-riding header for fire education programs and the term is promoted in such a way that the community will automatically think of fire safety when they see or hear it. Variations of “FireWise” include “Bush FireWise”, “Farm FireWise” and “House FireWise”.

Mobile Education Trailers – The Team is currently using 2 x large education trailers, their primary function is to support brigades attending fete’s, festivals and community education events.

Static Water Supply (SWS) Program – The SWS marking system is an initiative whereby properties or lands with useable water supplies are identified with a specially designed State Water Supply (SWS) marker. This enables firefighters to utilise that water to protect life and property during fires. Static Water Supplies include water tanks, swimming pools, dams and creeks. Brigades have commenced pre-incident planning and the erection of signage.

## **ANNUAL REPORT SECTION 428(2)(i1) contd)**

### **Community Education Strategies**

#### **Firewise groups, Firewise Forums and Street Meetings**

- Promote community education, specifically the use of firewise street meetings and the forming of firewise groups to brigades using the Community Safety Newsletter.
- Identify within brigades members capable of facilitating education activities and provide appropriate training. Provide each member with appropriate dress to ensure professional appearance.
- Annual visit to brigade stations to workshop community education programs to suit their locality. Members of the Community Education committee to facilitate this process.
- Conduct a firewise forum annually to the south. Preferred location for event is Mingara Recreation Club, Mingara Dr, Tumbi Umbi. This facility is located on the extremities of the extreme risk area The Ridgeway.
- Conduct a Firewise forum annually at the Fire Control Centre, Arizona Rd, Charmhaven to cater for community to the centre and north of LGA.
- Hold a minimum of 5 street meetings annually within the Wyong LGA. These locations to be determine by Bush Fire Management Plan – Extreme and Major areas initially.
- Establish 1 Firewise group per annum focus on areas identified Extreme and Major initially.

#### **School and Youth Programs**

The NSW Rural Fire Service has in its area of responsibility a total of 16 Primary Schools. The School and Youth program co-ordinator has established contact with all of these schools and informed them of the capabilities of the RFS and the programs in which we offer to students.

All schools have embraced this offer and an annual program has been developed.

#### Objective:

To deliver the firewise for kids message within schools, preschools and child minding facilities.

#### Strategies:

- Disseminate firewise resource material to secondary schools. The Fire science workbook along with other firewise messages is placed in a binder.
- Assist where requested by teachers to deliver the school curriculum to the students using Fire safe 1, 2, 3 or Fire Science Workbook.
- Contact Pre-schools and child minding facilities to offer the Firewise for kid's presentation.
- Provide all primary schools, preschools and child minding facilities with relevant Posters, Stop Drop Cover Roll Poster and Get Down low and Go.
- Provide all Schools with Winter Fire Safety message to go in school newsletter. All photocopying carried out by RFS and delivered to schools for dissemination.
- Provide all Schools with Bush Fire Preparation message to go in school newsletter.
- All photocopying carried out by RFS and delivered to schools for dissemination.

## **ANNUAL REPORT SECTION 428(2)(i1) (contd)**

- Provide on demand Firewise for Kids presentations to youth groups such as Scouts, Cubs, and PCYC. A presentation may interact with an inspection of the fire control facilities or alternatively RFS will attend the location of groups.
- Contact all schools and request the opportunity to attend Fetes.
- Offer to schools a visitation program to the fire control centre.

### **Public Awareness and Community Events**

#### Objective:

To increase the communities awareness of the Roles and Responsibilities of the NSW Rural Fire Service.

#### Strategies:

- Meet with Local Radio stations prior to the commencement of the Bush Fire Danger period. Provide radio stations with the RFS 30 second tips for bush fire preparation and request air time through this period.
- Provide static displays at community events.
- Provide roadside signage in strategic locations. In the form of fixed signage to be changed to suit seasonal message, along with removable banners.
- Contact local service groups/clubs and offer our attendance at meetings to promote Rural Fire Service role within the community.
- Promote the annual NSW RFS State wide Open day to the community and encourage full brigade participation.

### **Farm Firewise**

#### Objective:

To provide support to the farming community on bush fire preparedness.

#### Strategy:

- Provide a routine inspection for farms using the farm firewise checklist.
- Provide Farm fire safety illustrations and post up on walls in rural shops and produce suppliers.

### **General**

#### Strategies:

- Continue the Static Water Supply program; inspect entire extreme risk area within the 2006 – 2007 periods. Letterboxes drop the SWS flyer in areas to assist with campaign.
- Continue with volunteer participation in the Community Education Conference both State and Regional level.
- Establish and maintain a residential inspection service whereby Community members can arrange for individual inspections of their properties by Officers of the NSW Rural Fire Service.
- Conduct letterbox drop of firewise materials in strategic locations.
- Establish a minimum of 1 Community Safety Assistant in each Rural Fire Brigade.
- located in Wyong Local Government Area.
- Conduct a minimum of 2 Community Safety Assistant workshops per Strategy.

## ANNUAL REPORT SECTION 428(2)(j)

428(2)(j) *Details of programs undertaken by the council during that year to promote services and access to services for people with diverse cultural and linguistic backgrounds in a manner that is consistent with the principles of multiculturalism,*

In January 2007 Wyong Shire Council began community consultations with a view to developing an Ethnic Affairs Priority Statement (EAPS) as required by Councils Cultural Plan 2005.

Research was conducted which included a variety of elements including:

- Review of current policies and literature
- Demographic analysis
- Identification of existing services.

To capture the range of strengths and opinions within the culturally and Linguistically Diverse (CALD) community, a variety of community consultation took place to provide opportunities to build on Council's current processes, i.e.

- Survey of service providers
- Discussions with the community
- Information gathering at the local inter-agencies.

The key result outcomes of both the research and consultation processes have been collated and now form the key activity areas of the Draft Wyong Shire Council Ethnic Affairs Priority Statement.

The Draft EAPS will be presented to Council for adoption shortly.

The identified strategies in the 2007 - 2008 EAPS will improve Councils internal systems and facilitate improved relationships, communication and business transactions between Council and the CALD community. Areas Council will be addressing include:

- Customer Service training
- Provision of an Interpreter Service
- Council updates placed in multicultural newsletters
- Providing a new arrivals program
- Holding Bi annual multicultural forums.

## **ANNUAL REPORT SECTION 428(2) (k)**

428(2)(k) *Details or a summary (as required by section 67 (3)) of resolutions made during that year under section 67 concerning work carried out on private land and details or a summary of such work if the cost of the work has been fully or partly subsidised by the council, together with a statement of the total amount by which the council has subsidised any such work during that year,*

No work was undertaken on private land by Roads & Drainage Section during 2006-2007.

## ANNUAL REPORT SECTION 428(2)(I)

428(2)(I)      *The total amount contributed or otherwise granted under section 356,*

### Funds Granted Under Section 356

	\$
Councillors' Community Improvement Grants	146,169
Sundry Donations	117,866
Business Central Coast/Central Coast Small Business Mentor Services	534,157
Rents – Community Groups	53,000
Surf Club Subsidies	35,000
VRA	20,000
Mardi Gras Festival Committee	5,000
Sports/Cultural Sponsorship	48,584
<b>TOTAL</b>	<b>\$959,776</b>



## ANNUAL REPORT SECTION 428(2)(m)

428(2)(m) *A statement of the human resource activities (such as training programs) undertaken by the council during that year,*

### HUMAN RESOURCES (HR)

Council continued to provide a range of activities relating to human resources through its Staff Services Unit. These activities include:

- Payroll processing
- Recruitment and selection of staff
- Administrative activities associated with Council's performance appraisal process
- Training of staff
- Management of workers' compensation claims
- Rehabilitation of employees injured in the workplace
- Employee welfare
- Co-ordinating the provision of an Employee Assistance Program
- Promotion of Occupational Health and Safety
- Industrial relations advice and advocacy
- Regular liaison with unions and other employee representatives to achieve local resolution of most industrial issues.
- Job evaluation to determine appropriate salaries for positions
- Market research to maintain competitiveness in attracting and retaining staff
- Promotion of Equal Employment Opportunity principles and obligations.

### HR Process Review

During 2006/2007, Human Resources staff have worked closely with Council's Business Improvement and Workplace Change Sections in reviewing work processes. The aim of the process reviews is to improve quality of service providers and identify productivity improvements. The following sections within the Human Resources Department have or are currently being reviewed:

Occupational Health and Safety	-	review completed
Payroll	-	near completion
Recruitment	-	70% completed
Training and Development	-	40% completed.

Process reviews will continue in 2007/2008 with the focus being on the Personnel and Remuneration Sections.

## **ANNUAL REPORT SECTION 428(2) (m) (contd)**

### **HR Satisfaction Survey**

In July 2006 all of Council's Managers and Supervisors were encouraged to complete an online survey on how satisfied they are with HR services in regards to how current HR processes and systems assist them in managing their staff. The feedback from the survey has been used to assist HR in operational planning and to schedule specific process improvement projects aligned to service delivery and customer needs.

### **Training and Development**

During 2006/2007 the Training and Development Services Section scheduled 897 events with 4,566 employees attending these training sessions. Total training represented 25,842 hours of training. This training included:

- Regulatory: Building Regulations, Development Control
- Legislative: Bullying and Harassment, Performance Appraisal, Supervisor Information, Corporate Induction, Mentoring in the Workplace, Code of Conduct
- Compliance: OH&S, Confined Spaces, Construction Induction, Crane and Plant Electrical Safety, Emergency Evacuation, Fire Extinguisher, First Aid, Hazardous Substances, Immunisation Re-accreditation, Manual Handling, Traffic Control, Explosive Power Tools, Front End Loader.
- Plant
- Computer
- Councils Online
- Professional Development (Seminars/Conferences)
- Performance Management (Job specific skills)

The Training and Development Section also coordinates a Trainee and Apprentice Program and hosts 33 trainees through Central Coast Group Training and employs 51 trainees across the organisation in the areas of Planning, Administration, Finance and Engineering.

### **Remuneration**

- Decision was made to implement a new job evaluation system as Council's existing system OCR is no longer supported by Mercer Human Resources. Approval was granted by Council's Senior Management Team to implement Mercer's Cullen Egan Dell system. System is to be implemented in 2007/2008.
- Review of all staff delegations was undertaken in September 2006.

### **Workers' Compensation**

The provision of rehabilitation for employees injured in the workplace and the management of claims under Council's Self-Insurance Licence for workers' compensation. During 2006/2007 Council experienced 100 work related injuries and 33 work related illnesses.

## ANNUAL REPORT SECTION 428(2) (m) (contd)

### Occupational Health and Safety (OH&S)

During 2006/2007 OH&S major focus areas have been:

- Continuing implementation of Council's electronic OH&S safety system, SafeTsmart.
- Development of strategic approach to safety system and injury reduction program
- Benchmarking with industry groups and agreement making with individual organisations

Other continual improvement activities have been undertaken including:

- Internal system audits
- Compliance audits
- Work site inspections
- Training to all employees in Duty of Care, Manual Handling Awareness
- Manager and Supervisor training on Councils OH&S Management System
- OH&S Induction for all new starters
- Continuing analysis of statistics and accident and incident investigation
- Implementation of corporate safe work method statements.
- Support to both indoor and outdoor Occupational Health and Safety Committees.

During 2006/2007 there were no prosecutions under the Occupational Health and Safety Act 2000 relating to Council.

#### Lost Time Injury Frequency Rate

(Number of lost time injuries for every million man hours worked)

Lost Time Injury Frequency Rate for the year 2006/2007 are detailed below, comparisons with the year 2005/2006 are also included:

	<b>2005/2006</b>	<b>2006/2007</b>
Number of Lost Time Injuries	65	49
Lost Time Injury Frequency Rate	39.34	29.42

## ANNUAL REPORT SECTION 428(2) (n)

428(2)(n) *A statement of the activities undertaken by the council during that year to implement its equal employment opportunity management plan;*

### **Equal Employment Opportunity (EEO) Management Plan**

In accordance with Section 345 of the Local Government Act (NSW) 1993, Council is obligated to develop, implement and maintain an Equal Employment Opportunity Management Plan.

During 2005/2006 review of Council's EEO Management Plan commenced. The review evaluated current strategies to ensure that the EEO Management Plan was still relevant and effective. As part of the review, information was obtained from The Anti-Discrimination Board and sample EEO Management Plans obtained from other Councils and organisations. Council's Plan was re-written and new objectives and action plans developed.

Within 2006/2007 Council's draft EEO Management Plan was sent to Council's Consultative Committee for review and was formally adopted in March 2007. The plan is due for review in March 2010.

Other specific EEO activities undertaken during this period include:

#### Reviewing the renewal of Council's contract for an Employee Assistance Program.

Council's Employee Assistance Program (EAP) is a confidential counselling service independent of Wyong Shire Council, to assist staff and their families who may be experiencing personal difficulties.

Council has reviewed and renewed the contract with Hunter Employee Assistance Services (HEAS) for a further 12 months. The contract will be reviewed again in June 2008.

#### EEO Training conducted during 2006/2007:

- The Anti-Discrimination Board conducted training on Harassment & Bullying Awareness and Grievance Handling to Managers and Supervisors during March and May 2007.

Council continued to monitor and evaluate strategies and objectives that have been implemented to ensure that the Equal Employment Opportunity Management Plan remains effective. Please note: Council's revised EEO Management Plan has only been in operation since March 2007 (3 months).

## ANNUAL REPORT SECTION 428(2) (n) (contd)

Detailed below are the EEO strategies processed during 2006/2007.

### Objective 1 Communication and Awareness Raising

<p>Ensure that management and all employees understand EEO principles and their responsibilities in relation to them and the EEO Management Plan and its implementation.</p>	<p>Supervisors within Council undertook EEO related training in March and May 2007. This training was conducted by The Anti-Discrimination Board. Council will attempt to conduct this course on an annual basis.</p> <p>Council also include an EEO statement in all internal and external job advertisements, to promote that Council is an EEO employer.</p>
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### Objective 2 Consultation

<p>Ensure EEO developments are widely publicised and invite comment from employees and relevant unions as required.</p>	<p>EEO Developments are discussed on an ongoing basis through Consultative Committee and Supervisor meetings.</p> <p>Within the new EEO Management Plan an objective has been included to develop an awareness program to ensure that EEO developments are publicised within the workplace. This objective will be ongoing.</p>
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### Objective 3 Recruitment

<p>Ensure there is adherence to recruitment and selection policies at all times.</p>	<p>Recruitment and Selection Policies are monitored on a regular basis to ensure that all staff involved in the Recruitment and Selection process adheres to Council's procedures and practices.</p> <p>Data is collated by Staff Services for all recruited positions and reviewed regularly by Council's EEO Coordinator.</p>
<p>Provide a training program for supervisors on recruitment and selection techniques.</p>	<p>Ad hoc training sessions conducted as required.</p>

### Objective 4 Appointment, Promotion and Transfer

<p>Review appointment, promotion and transfer policies to ensure they conform with EEO principles</p>	<p>All appointments, promotions and transfers are processed taking into account EEO and diversity principles.</p>
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## ANNUAL REPORT SECTION 428(2) (n) (contd)

### Objective 5 Training and Development

<p>Review training and development policies and practices to ensure they conform to EEO principles.</p>	<p>Council's Training and Development Team scheduled Bullying and Harassment training for all Managers and Supervisors. Training was conducted by the Anti-Discrimination Board in March and May 2007 and will continue on an annual basis.</p> <p>A handbook was developed to provide all new staff information about Council and in particular a summary of Human Resource policies and procedures, including No Smoking, Drug and Alcohol Free Workplace and Harassment and Workplace Bullying.</p>
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### Objective 6 Conditions of Service

<p>Review current conditions of service policies and practices to ensure they conform to EEO principles.</p>	<p>Council's policies are reviewed bi-annually to ensure they conform to EEO principles and best suit the interests of the Council and those of individual employees.</p> <p>A formal review of Human Resources policies and procedures is due to be completed by 31/12/2007.</p>
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### Objective 7 Harassment and Grievance Procedures

<p>Promote and implement an accessible and effective grievance policy and procedure.</p>	<p>Council has a formal grievance policy and procedure that aligns with our obligations under the Notional Agreement Preserving the Local Government (State) Award 2004.</p>
<p>Prevent discrimination and harassment of employees.</p>	<p>Council aims to prevent discrimination and harassment by ensuring that all staff are made aware of their EEO obligations and responsibilities. As indicated in other actions, awareness training has continued via staff induction and regular supervisor training.</p> <p>Council's EEO Coordinator and Staff Services Unit Manager provide regular advice to Supervisors on grievance handling procedures and should a grievance arise, staff are fully supported and assisted throughout the process.</p> <p>Exit interviews are offered to all staff leaving the employ of Council. Interviews are monitored to determine if discrimination/harassment has contributed to employee resignations.</p> <p>Council's exit interview process is currently under review and due to be completed by 31/12/2007.</p>

## ANNUAL REPORT SECTION 428(2) (n) (contd)

### Objective 8 Implementation and Evaluation

<p>Ensure successful implementation of the EEO Management Plan by the allocation of clear responsibilities and adequate resources.</p>	<p>Staff are reminded on a regular basis of their responsibilities in regards to EEO. EEO responsibilities are also included in employee position descriptions.</p>
<p>Revise and amend the EEO Management Plan.</p>	<p>As detailed previously in this document, the EEO Management Plan was reviewed in this period. The Plan has been fully re-written and new objectives and strategies developed. The Plan was adopted by Senior Management in March 2007.</p>
<p>Ensure Council's Personnel Records System complies with EEO principles.</p>	<p>Council's Personnel Records System is constantly reviewed, to ensure that confidentiality is maintained and that EEO principles are upheld.</p>
<p>Collect appropriate statistical data to allow ongoing monitoring of Council's personnel profile.</p>	<p>EEO statistical data is collated by Staff Services for all recruited positions and reviewed regularly by Council's EEO Coordinator.</p> <p>Exit interviews data is collated and reviewed to determine if EEO issues contributed to employee resignations. Council's exit interview process is also under review and is expected to be completed by December 2007.</p>

## ANNUAL REPORT SECTION 428(2)(o)

428(2)(o) *A statement of all external bodies (such as county councils) that during that year exercised functions delegated by the council;*

### External bodies Exercising Council Functions

<b>NAME (appointed by Council under Section 355 of the Local Government Act)</b>	<b>FUNCTION (Care, Control and Management of)</b>
Bateau Bay Community Hall	Community Hall
Bateau Bay/Killarney Vale Precinct Committee	Precinct Committee
The Banksia Family Centre	Community Centre
The Berkeley Centre	Community Centre
Berkeley Road Sports Complex	Community Hall and Sporting Oval
Berkeley Vale Old School	Community Centre
Budgewoi Scout Hall	Scout and Community Hall
Chain Valley Bay Community Hall	Community Hall
Chain Valley Bay Reserve	Public Reserve
Charmhaven Reserve Administration	Public Tennis Courts
Chittaway Point Hall	Community Hall
Cynthia Street Community Centre	Community Centre
Gwandalan Community Hall	Community Hall
Gwandalan/Summerland Point Precinct Committee	Precinct Committee
Halekulani Recreation Hall	Community Hall
Kanwal Community Hall	Community Hall
Lakelands Community Centre	Community Centre
Lake Munmorah and District Senior Citizens Centre	Senior Citizens Centre
Lakes Precinct Committee	Precinct Committee
Manning Park Community Hall	Community Hall
Manning Parks Sports and Community Centre	Tennis Courts and Club House
Munmorah/Chain Valley Precinct Committee	Precinct Committee
Myrtle Brush Park Community Hall	Community Hall
Ourimbah Precinct Committee	Precinct Committee
Ourimbah Neighbourhood Cottage	Community Cottage for Sporting Groups and Playgroups
Rose Cottage and Northern Women's Health Centre	Baby Health and Community Centre
San Remo Neighbourhood Centre	Neighbourhood Centre
Sohier Park Community Hall and Sportsground	Sporting Oval and Community Hall
St Barnabas Church	Heritage Church
Summerland Point Community Hall	Community Hall
The Entrance Precinct Committee	Precinct Committee
Toukley District Arts and Tourist Information Centre	Community Arts and Craft Centre
Toukley Neighbourhood Centre	Neighbourhood Centre and Community Hall
Tuggerah Community Hall	Community Hall



**ANNUAL REPORT SECTION 428(2)(o) (contd)**

<b>NAME (appointed by Council under Section 355 of the Local Government Act)</b>	<b>FUNCTION (Care, Control and Management of)</b>
Tuggerah Lakes Community Centre	Community Centre
Tunkuwallin Park Hall	Community Hall
Tuggerawong Retirement Village	Retirement Village
Wadalba Community Centre	Community Centre
Wallarah North Precinct Committee	Precinct Committee
Watanobbi Community Centre	Community Centre
Watanobbi/Warnervale Precinct Committee	Precinct Committee
Woodbury Park Community Centre	Community Centre
Wyong Community Centre	Community Centre Rooms and Town Park
Wyong District Youth and Community Centre	Community Hall

## ANNUAL REPORT SECTION 428(2) (p)

428(2)(p) *A statement of all companies in which the council (whether alone or in conjunction with other councils) held a controlling interest during that year;*

Nil

## **ANNUAL REPORT SECTION 428(2) (q)**

428(2)(q) *A statement of all partnerships, co-operatives or other joint ventures (including public-private partnerships) to which the council was a party during that year,*

### **Partnerships, Co-Operatives and Joint Ventures**

#### **Oasis Youth Centre**

Council continues to be involved with the Salvation Army through the Oasis Youth Centre in Hely Street Wyong. The centre is a multi functional youth centre designed to cater for the wide range of young people in the Shire and provides employment, training, drug and alcohol counselling as well as a wide range of recreational facilities. Council leases the site to the Salvation Army for \$1 per annum and retains membership on the management board of the centre.

#### **Mingara Aquatic Complex**

Council and the Mingara Recreation Club Ltd are joint owners of the aquatic facility at the Mingara Recreation Club Leisure Centre. The aquatic facility is open to members of the public 7 days per week and is managed by Central Coast Leisure Pty Ltd. The cost associated with the running of the facility and the income raised from the facility is the subject of a separate Deed of Agreement.

#### **Central Coast Regional Athletics Centre**

Council secures public use of a jointly developed regional athletics centre by way of a reciprocal leasing of the private land involved and control of the privately funded operations and maintenance.

## ANNUAL REPORT SECTION 428(2)(r)

428(2)(r) *Such other information as the regulations may require.*

## LOCAL GOVERNMENT GENERAL REGULATION 2005 CLAUSE 217(1)(a)

217(1)(a) *Details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons while representing the council (including visits sponsored by other organisations),*

### Overseas Visits

- 1 Councillors Graham, Stewart and Welham attended the 2007 New Zealand Sister Cities Conference held in Te Anau, New Zealand. Wyong Shire has a sister city relationship with Southland District which hosted the conference. That relationship was established in 1995 and in an endeavour to encourage and promote the relationship between the areas, an invitation was extended by the Southland District Mayor to Wyong representatives to attend. The total cost was \$7,185.
- 2 In an endeavour to encourage and promote the ties between Wyong Shire and its sister cities in Southland, New Zealand, and Tanabe, Japan, the Wyong Shire Sister City Committee through funding provided by Council, sponsored visits for an ambassador to both its sister city in New Zealand as well as Tanabe in Japan. The cost of this project in 2006/2007 was \$194. Travel vouchers to the value of \$2,300 were purchased in the 2005/2006 Financial Year. The additional expense of \$194 covered an increase in airfare costs.
- 3 Councillors Rose and Welham attended the 2007 International Cities and Towns Conference held in Auckland, New Zealand. The total cost was \$4,575.

## LOCAL GOVERNMENT GENERAL REGULATION 2005 CLAUSE 217(1) (a1)

217(1)(a1) *Details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:*

- (i) the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),*
- (ii) telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,*
- (iii) the attendance of councillors at conferences and seminars,*
- (iv) the training of councillors and the provision of skill development for councillors,*
- (v) interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
- (vi) overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
- (vii) the expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW prepared by the Director-General from time to time,*
- (viii) expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions,*

### **Total cost of Councillors**

The total cost of Councillors for payment of expenses and provision of facilities is \$231,907.

### **Councillors' Office Equipment**

The total cost of office equipment was \$6,986.

### **Telephone**

The total cost of telephone and facsimile costs was \$31,797.

## LOCAL GOVERNMENT GENERAL REGULATION 2005 CLAUSE 217(1) (a1) (contd)

### Conferences and Seminars

Name	Conference	Cost \$
Councillor Eaton	2006 Local Government Association Conference	1,925
Councillor Forster	Council of Local Authorities for International Relations	910
Councillor Graham	2006 Local Government Association Conference 2007 New Zealand Sister City Conference	1,925 2,395
Councillor Rose	2006 Local Government Association Conference 2007 International Cities and Town Centres Conference	1,925 2,331
Councillor Stevens	Local Government Association Conference	1,925
Councillor Stewart	2006 Australian Sister City Conference 2007 New Zealand Sister City Conference	2,380 2,395
Councillor Welham	2006 Local Government Association Conference 2007 New Zealand Sister City Conference 2007 International Cities and Town Centres Conference	1,925 2,395 2,244
	<b>TOTAL</b>	<b>24,675</b>

### Training

Training conducted in-house - no payments were made in regard to this item.

### Interstate Visits

Name	Destination	Reason	Cost \$
Councillor Forster	Townsville, Queensland	Conference	910
Councillor Stewart	Devonport, Tasmania	Conference	2,380
		<b>TOTAL</b>	<b>3,290</b>

### Overseas Visits

Name	Destination	Reason	Cost \$
Councillor Graham	Te Anau, New Zealand	Conference	2,395
Councillor Rose	Auckland, New Zealand	Conference	2,331
Councillor Stewart	Te Anau, New Zealand	Conference	2,395
Councillor Welham	Te Anau, New Zealand Auckland, New Zealand	Conference Conference	2,395 2,244
		<b>TOTAL</b>	<b>11,760</b>

### Expenses of any Spouse, partner or other person

No payments were made in regard to this item.

### Expenses for Provision of Care of others

No payments were made in regard to this item.

## LOCAL GOVERNMENT GENERAL REGULATION 2005 CLAUSE 217(1)(b)

217(1)(b) *A statement of the total remuneration comprised in the remuneration package of each senior staff member employed during the year that is to include, for each such member, the total of the following:*

- (i) the total value of the salary component of the package,*
- (ii) the total amount of any bonus payments, performance payments or other payments made to the member that do not form part of the salary component of the member's package,*
- (iii) the total value of any non-cash benefits for which the member may elect under the package, and*
- (iv) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.*

**July 1 2006 to June 30 2007**

### TOTAL REMUNERATION FOR SENIOR STAFF

During 2006/2007 senior staff positions held were, General Manager, Director Shire Services, Director Corporate Services, Director Shire Planning (four in total) on separate performance based fixed term contracts in accordance with the Local Government Act 1993. The total amount of money payable in respect of the employment of senior staff was \$820,538.10. Refer to the below table for details as requested above.

<b>Salary Component (i)</b>	<b>Bonuses Etc. (ii)</b>	<b>Superannuation (iii)</b>	<b>Non-cash benefits (iv)</b>	<b>Fringe Benefits Tax Paid by Council (v)</b>	<b>Total Remuneration</b>
\$669,100.02	\$ -	\$125,283.21	\$26,154.87	\$ -	\$820,538.10

## LOCAL GOVERNMENT GENERAL REGULATION 2005 CLAUSE 217(1) (c)

217(1)(c) *Details of the activities undertaken by the council during the year to develop and promote services and programs that provide for the needs of children.*

### Children's Services

Planned Access & Equity Activity/Strategy	Objectives	Performance Targets	Performance Objectives	Status as of June 2006
Provide a range of high quality, affordable children's services that care, educate and enhance the potential of children	To meet the needs of families and children throughout the Shire	Utilisation of Council's Childcare Centres and Vacation Care Centres	95% Utilisation	Not Achieved
Provision of high quality care and education at an affordable cost	To ensure costs are kept to a minimum	Centres operated on a break-even basis with a standard fee available to all families	Centres operated within the Budget	Achieved the Revised Budget carried out in May 2007
Achieve the highest level of accreditation at all child care centres	High quality care provided at all times in accordance with Statutory Regulations	All Centres have gained highest level of accreditation under the National Childcare Accreditation Council	All Centres achieved 2.5 year accreditation.	Achieved



## LOCAL GOVERNMENT GENERAL REGULATION 2005 CLAUSE 217(1)(d)

217(1)(d)(i) For any year ending on or after 30 June 2005:

- (i) A report (in the form required by the Department) on the council's performance in relation to access and equity activities to meet residents' needs outlined in the council's management plan relating to the year and undertaken by the council during the year,

### DETAILED ACCESS AND EQUITY ACTIVITY STATEMENTS 2006/2007

Target Group: People with Disabilities

Planned Access and Equity Activity/Strategy	Objectives	Performance Targets	Performance Objectives	Status as of June 2007
Continue support to organisations that provide assistance and services to residents of the Wyong Shire.	Community agencies and individuals are supported and provided with relevant information	Appropriate and timely response to requests for information.	Contact is made within 24hours	Information updated on Council's website. Ongoing support and advice provided as requested.
Organise/co-ordinate activities and provide information about issues in relation to people with a disability.  Promote positive Intergenerational relationships	To celebrate the achievements of People with a Disability.  To promote the active participation of people with a disability, their friends, families and carers within the local community.	Collaborate with local community service agencies	Participate in the organisation of an Expo of Disability Support Services and Activities  Support and promote the Expo  Promotion and support of Carers week activities	2006 Disability Services Expo event held at Mingara for International Day for People with a Disability Carers Week calendar promoted and circulated
Identify key individuals, with a disability who may wish to contribute to Council's Community Plan Consultations.	To gain the perspective of community members with a disability on the strengths and needs of the community.	A representative input into the Community Plan from people with a disability.	Supported evidence of the strengths/ needs of people with a disability in the Wyong Shire area	Contact made with key individuals.

## LOCAL GOVERNMENT GENERAL REGULATION 2005 SECTION 217(1) (d) (contd)

### Target Group: Older People

Planned Access and Equity Activity/Strategy	Objectives	Performance Targets	Performance Objectives	Status as of June 2007
Identify key groups and organisations who operate in the disability sector who may wish to contribute to Councils Community Plan Consultations.	To gain the perspective of community members with a disability on the strengths and needs of the community.	A representative input into the Community Plan from people with a disability.	Supported evidence of the strengths/ needs of people with a disability in the Wyong Shire area	A register of groups/organisations has been compiled.
Continue support to organisations that provide assistance and services to older residents of the Wyong Shire.	Community agencies and individuals are supported and provided with relevant information  Advocate for the special interests of Wyong Shire residents with changing needs due to ageing	Appropriate and timely response to requests for information.  Participate in community service interagency meetings and consultations	Information/responses given as soon as possible (within 24 hours if possible)	Information reviewed and updated available on Council's website. Ongoing support and advice provided as requested.
Organise/co-ordinate activities and provide information about issues in relation to older people.	To celebrate the achievements of senior citizens and retirees within their local communities.  Promote positive Intergenerational relationships  Promote positive cross cultural & indigenous relationships	Organise/co-ordinate event for Seniors Week  Co-ordinate and publish Shire wide Calendar of events for Seniors Week  Involve young people from local high schools  Advertise event using key groups and meetings	Event organised, promoted and held.  Calendar of events collated, published and distributed.  High School students are involved in event  Aboriginal elders are involved in the event Multicultural group members are involved	Morning tea held March 2007 in conjunction with Seniors Week,  500 Calendars distributed across the shire  Students assist with catering  Aboriginal group members attend event

## LOCAL GOVERNMENT GENERAL REGULATION 2005 SECTION 217(1) (d) (contd)

### Target Group: Older People

Planned Access and Equity Activity/Strategy	Objectives	Performance Targets	Performance Objectives	Status as of June 2007
Organise event to celebrate women's contributions to an improved quality of life within the local community	Recognise the significant lives of Everyday People  Promote positive Intergenerational relationships	Organise and co-ordinate event for International Women's Day  Promote event at schools, youth centres and other related venues	Collaborate with a wide range of individuals, groups and organisations. Engage a variety of participants in the event	International Women's Day celebrated on 8 March 2007
Promotion of services relevant to older people in clear, concise and easily understood format.	To provide information that assists older people to access services for which they are eligible  To provide different ways of accessing appropriate information.	Develop one page targeted information guides for services for 'frail aged' people and for retirees  Distribute updated Home and Community Care Brochure	Information guides are available  Central Coast HACC services information is available on paper and via internet link.	Seniors information reviewed and updated on Council's website. Links created to one page guides and to HACC website and Carelink website  Seniors information distributed at various community events held throughout the Shire, e.g. NAIDOC week, Carers Week, MultiCultural Expo, Mannering Park Community Day
Identify key seniors, who may wish to contribute to Council's Community Plan Consultations.	To gain the perspective of senior community members on the strengths and needs of the community.	A representative input into the Community Plan from seniors.	Supported evidence of the strengths/ needs of seniors in the Wyong Shire area	Contact made with key individuals.
Identify key senior groups and organisations who may wish to contribute to Council's Community Plan Consultations.	To gain the perspective of senior community members on the strengths and needs of the community.	A representative input into the Community Plan from seniors.	Supported evidence of the strengths/ needs seniors in the Wyong Shire area	A register of groups/organisations has been compiled.

## **LOCAL GOVERNMENT GENERAL REGULATION 2005 SECTION 217(1)(d) (contd)**

217(1)(d)(ii) *For any year ending on or after 30 June 2005:*

*(ii) a list of the Category 1 business activities of the council,*

- 1 Water Supplies
- 2 Sewerage Services
- 3 Waste Management Services
- 4 Children's Services
- 5 Holiday Parks

217(1)(d)(iii) *For any year ending on or after 30 June 1999:*

*(iii) A list of the Category 2 business activities of the council*

Nil

217(1)(d)(iv) *Statement of expenses, revenues and assets in relation to each category 1 business activity*

The statement of expenses, revenues and assets in relation to each Category 1 business activity is contained in Council's General Purpose Financial Reports 2006/2007 – Special Purpose Financial Reports and is enclosed with this report as Enclosure 1.

217(1) (d) (v) *Summary of the progress of council implementing the principals of competitive neutrality, and*

Separate internal reporting systems are in place for each activity and a Competitive Neutrality Complaint Handling System is in place. As from July 1 1998, full cost attribution was applied, including tax equivalent payments, debt guarantee fees and return on capital. Any subsidies paid to the business were identified and reported to Council.

217(1) (d) (vi) *Statement as to whether the competitive neutrality pricing requirements have or have not been applied to each category 1 business activity*

Refer to (1) (d) (v) above.

## LOCAL GOVERNMENT GENERAL REGULATION 2005

### CLAUSE 217(1)(d) (contd)

*217(1)(d)(vii) A statement regarding the establishment of a complaints handling mechanism for competitive neutrality complaints, and as to the manner in which the council publicises and makes the mechanism known to the public;*

Council adopted its Customer Response Policy on December 18 1998 which contains a complaints handling mechanism for competitive neutrality complaints. This policy was advertised in the Shire's local press during its draft stage and receives coverage in Council's Annual Report to the public. The Policy is available under Section 12 of the Local Government Act, 1993 for viewing and/or copying by the public.

*217(1)(d)(viii) A comparison of the actual performance of each category 1 business activity of the council (measured in accordance with the criteria set out in the relevant management plan) with its projected performance (outlined in the management plan relating to the year concerned), together with a statement of the reasons for any difference between them.,*

#### Water and Sewer

Performance Measures	Actual Performance
Pressure in the distribution mains is maintained at or above 15m for at least 98% of properties on an annual basis.	Achieved.

#### Holiday Parks

Strategy	Action	Actual Performance
Operate Council's Holiday Parks to provide a financial return to invest in other Crown Reserves in the Shire	Finalise new Management Contracts for Council's Holiday Parks	Achieved.
	Commence capital works program in Council's Holiday Parks	Achieved.
	Prepare annual report to the Department Lands on the financial status of the Holiday Parks' cluster plan	Achieved.

#### Waste Management Services

Strategy	Performance Measures	Actual Performance
Provide an effective domestic waste collection and recycling service that maximises the diversion of domestic waste from landfill.	Divert 40-45% of domestic waste from landfill.	Achieved.

## LOCAL GOVERNMENT GENERAL REGULATION 2005 CLAUSE 217(1)(d) (contd)

### Children's Services

Strategy	Action	Actual Performance
Support a developing and changing community with a range of high quality affordable children's services that care, educate and enhance the potential of children.	Operation of child care centres on a breakeven basis.	Not Achieved.

*217(1)(d)(ix) A summary of competitive neutrality complaints that have been made against the council during the year (including details of the number of complaints received and the subject matter or nature of the complaints) and a statement as to the outcome of those complaints (including details as to the number of complaints disposed of during the year and the number still outstanding at the end of the year),*

A number of complaints were received regarding the closure of Council's After School Care at Wadalba. Each complaint was responded to explaining that the difficult decision to close the centre was to prevent Council continuing to lose significant amounts of money due to low utilisation and increased competition from the private sector.

## **LOCAL GOVERNMENT GENERAL REGULATION 2005 CLAUSE 217(1)(e)**

217(1)(e) *If the council has levied an annual charge for stormwater management services – a comparison of the actual stormwater management services made available by the council during the year (measured in accordance with the criteria set out in the relevant management plan) with the projected stormwater management services that were proposed to be made available (outlined in the management plan relating to the year concerned), together with a statement of the reasons for any difference between them,*

Council collected the Stormwater Management Service in 2006/2007 and accumulated these funds in order to attract matching State or Federal funding. In July 2008, Council secured matching funding from the Federal Government and as a result, it is anticipated that that all accumulated funds will be spent in the 2007/2008 financial year.

## LOCAL GOVERNMENT GENERAL REGULATION 2005 CLAUSE 217(1)(f)

217(1)(f) *A detailed statement, prepared in accordance with such guidelines as may be issued by the Director-General from time to time, of the council's activities during the year in relation to enforcing, and ensuring compliance with, the provisions of the Companion Animals Act 1998 and the regulations under that Act.*

**a Lodgement of pound data collection returns with the Department**

The statistical information was forwarded to the Department of Local Government in October 2007.

**b Lodgement of data relating to dog attacks with the Department**

On completion of investigation, the Department of Local Government is notified by Dog attack Data Collection Forms. These notifications are forwarded directly to the Department of Local Government as required.

**c The amount of funding spent relating to companion animal management and activities**

Council's budget for the 2006/2007 year was \$ 375,509.00 on the following activities

- Animal Care Facility
  - Salaries of Staff at facility \$111,579.00
- Materials \$62,676 consisting of
  - Animal food
  - Bedding
  - Blankets
  - Feed bowls
  - Pharmaceuticals e.g. frontline, worming tablets, Euthanasia equipment, kennel cleaning chemicals. etc
- Vet fees \$53,839 consisting of
  - Animal de sexing
  - Injured animal care
  - Consultation fees
  - Blood testing for heartworm
- Free Micro chipping day \$3,650 consisting of
  - Purchasing of micro chips
  - Staff salaries
  - Advertising
- Building of a new cattery \$9,896
- New roof of Animal Care Facility \$30,000
- Doggie Poo Awareness Campaign \$5000



**LOCAL GOVERNMENT GENERAL REGULATION 2005  
CLAUSE 217(1)(f) (contd)**

- Enforcement of Companion Animals Act \$98,869 consisting of:
  - Staff salaries
  - Advertising
  - Community education
  - inspections
  
- d Companion animal community education programs carried out and strategies the council has in place to promote and assist the de sexing of dogs and cats:**
  - Council sponsored de sexing for all dogs listed for dog of the week
  - Promotion of National de sexing program
  - SPOT program
  - School education program responsible dog ownership & stand right no bite program
  - Free micro-chip day
  - Promoting responsible dog ownership at the annual dog expo operated by community volunteer dog training association
  - Promoting responsible dog ownership at the annual spring time Flora Festival.
  
- e The strategies council has in place to comply with the requirement under section 64 of the Act to seek alternatives to euthanasia for unclaimed animals**
  - Rangers first priority when seizing an animal is to return the animal to its owner in the field
  - Dogs for sale advertised on photo gallery on Council's Home Page
  - Maximising trading times to enable public to seek a pet through the animal care facility
  - List of dogs suitable for re-homing, faxed to RSPCA, Hunter Animal Rescue, PAWS & Cat Care prior to any animal being euthanased.
  - Adopted new procedure to ensure full compliance with minimum holding times are observed, by referring all intentions to euthanase to the Chief Ranger for approval.
  - "Dog of the week" program, fully funded by Council which includes free micro chip, registration, vaccinations, worming and de sexing.
  - Council promotes stories through both the print and television media to encourage responsible dog ownership particularly with regard to micro chipping to enable the quick identification and return of seized or impounded animals.
  - Community volunteer dog exercise program for animals held within the animal facility

**LOCAL GOVERNMENT GENERAL REGULATION 2005**  
**CLAUSE 217(1)(f) (contd)**

**f Off leash areas provided in the council area**

Parks

- Bateau Bay Reserve bounded by Avignon Avenue, Sabrina Avenue and Fisherman's Bend
- Reserve off Moola Road, Buff Point (excluding the sports oval)
- Charmhaven Reserve, Lowana Avenue, Charmhaven
- Drainage easement, James Watt Drive, Chittaway Bay
- Lees Reserve, Wyong Road, Chittaway Bay
- Helen Reserve, Gascoigne Road, Gorokan
- Craigie Reserve, Donald Avenue, Kanwal
- Reserve adjacent to Colongra Bay Hall, Colongra Bay Road, Lake Munmorah
- Reserve, Tallowood Crescent, Ourimbah
- Council Reserve, Peppercorn Avenue and Ivory Crescent, Woongarra
- Mataram Ridge Park (southern section), Woongarra

Beaches

- Lakes Beach from 500m north of the Surf Club to Ocean Street
- North Shelly Beach, from the northern beach access walkway off Shelly Beach Road (adjacent to the golf course) to the beach access stairs opposite Swadling Reserve
- North Entrance Beach from Wyuna Avenue to Stewart Street

**LOCAL GOVERNMENT GENERAL REGULATION 2005  
CLAUSE 217(2)**

217(2) *An Annual report of a council is to include the matter required by Subdivision 2 (State of the Environment reports).*

Wyong Shire Council's State of the Environment Report is enclosed as Enclosure 3.

## **LOCAL GOVERNMENT GENERAL REGULATION 2005 CLAUSE 217(3)**

- 217(3)      (a) *if the council has provided or intends to provide loan funds to the business activity, include the payment of debt guarantee fees to the council, and*  
                  (b) *factor into costs an appropriate return on capital invested, and*  
                  (c) *include taxation equivalent regime payments to the council.*

Nil.

## INFORMATION REQUIRED BY OTHER ACTS TO BE REPORTED TO THE MINISTER FOR LOCAL GOVERNMENT

- Freedom of Information Act 1989
- Local Government (Rates and Charges) Regulation 2005
- Independent Pricing And Regulatory Act 1989
- Privacy and Personal Information Protection Act 1998

### 68(1) Access to Information

Council disseminates a wide variety of information to the public in many different ways, and under differing circumstances. In some cases, the information is publicly available under the Local Government Act, or under some other legislation for which local government is responsible. In some cases, though, the information might not be available *as-of-right*, and in such instances, the public may turn to the Freedom of Information Act to gain access to documents held by council in which they have an interest.

The following table indicates the extent of applications received under the Freedom of Information Act during 2006/2007. The figures for the previous twelve months are shown in brackets.

	<b>Personal</b>	<b>Other</b>	<b>Total</b>
New applications received	41 (35)	29 (32)	70 (67)
Applications brought forward	3 (4)	1 (1)	4 (5)
Applications processed	39 (38)	29 (32)	68 (70)
Applications in process	4 (1)	1 (1)	5 (2)
Access granted - in full	25 (21)	20 (25)	45 (46)
- in part	14 (16)	9 (7)	23 (23)
Refused	(1)		(1)
Applications requiring formal consultation	25 (23)	8 (7)	33 (30)
Basis for refusal of access - law enforcement	5 (3.5)	.5 (.5)	5.5 (4)
- personal affairs	8.25(5.2)	6 (3.3)	14.25 (8.5)
- commercial affairs	(4)	1	1 (4)
- protected disclosure	.25	(.3)	.25 (.3)
- internal working documents	.25	1	1.25
- legal privilege	(.5)	.5(2.8)	.5 (3.3)
- operation of agency	.25 (1)		.25 (1)
- no documents	(1)	(1)	(2)
Estimated total cost of processing		\$60,000	(\$45,000)
Fees received		\$2,485	(\$1,704)
Processing time - 0-21 days	16 (16)	20 (21)	36 (37)
- 22-35 days	14 (16)	6 (3)	20 (19)
- Over 35 days	9 (6)	3 (8)	12 (14)
Hours per appn. to process - 0-10 hours	22 (15)	12 (5)	34 (20)
- 11-20 hours	13 (21)	17 (25)	30 (46)
- 21-40 hours	4 (2)	(2)	4 (4)

## **INFORMATION REQUIRED BY OTHER ACTS TO BE REPORTED TO THE MINISTER FOR LOCAL GOVERNMENT (contd)**

The public's reliance on the provisions of the Freedom of Information Act to gain access to documents held by council decreased by approximately 4% during 2006/2007, compared with a 4% increase the previous year. The process remains complicated by the parallel access provisions of Section 12(6) of the Local Government Act, 1993, and also by both access provisions and restrictions on access to documentation provided for in the Privacy and Personal Information Protection Act, 1998, and the Health Records and Information Privacy Act, 2002.

There was one appeal lodged with the Administrative Decisions Tribunal during the twelve-month period against determinations made by Council under the Freedom of Information Act. The matter concerns the right of a contract tenderer to access records of interviews conducted with referees nominated by the tenderer, as opposed to the right of Council to conduct due process in confidence. As at the close of the financial year, the matter is yet to be resolved.

In addition to the internal review that led to the abovementioned appeal, three applications were received for internal review during 2006/2007. In each case, the original determination was up-held.

Nineteen formal applications for access to documents were determined under Section 12(6) of the Local Government Act. This was a slight decrease in applications over the previous year. All applications were granted, apart from access to material that might otherwise have breached the provisions of the Privacy and Personal Information Protection Act and some documents that remained the subject of legal professional privilege.

In spite of the growing resources required to manage information access, the impact on council's activities, policies and procedures remains moderate.

## INFORMATION REQUIRED BY OTHER ACTS TO BE REPORTED TO THE MINISTER FOR LOCAL GOVERNMENT (contd)

### LOCAL GOVERNMENT (GENERAL) REGULATION 2005

132            *The council's annual report must include the amount of rates and charges written off during the year.*

Details of rates and charges written off:

#### **Pensioner Claims Rebates 2006/2007 (abandonments)**

Ordinary Rates	\$2,418,439.71
Waste Charges	\$1,041,256.87
Sewer Service Charges	\$1,181,334.20
Water Service Charges	\$ 735,288.15
Water Consumption Charges	\$ 439,685.76

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**\$5,816,004.69**

#### **Postponed Rates**

Ordinary Rate and Interest	\$ 7,901.31
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#### **Others**

Assessment No 35572 and 232486	\$ 81,598.08
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## INFORMATION REQUIRED BY OTHER ACTS TO BE REPORTED TO THE MINISTER FOR LOCAL GOVERNMENT

### INDEPENDENT PRICING AND REGULATORY ACT 1992

- 18(4) *A government agency which is the subject of a determination or recommendation of the Tribunal is required to include in its annual report:*
- (a) *particulars of how any such determination has been implemented, and*
  - (b) *a statement of whether any such recommendation has been implemented and, if not, the reasons why it has not been implemented.*

The Independent Regulatory and Pricing Tribunal (IPaRT) Act requires an agency subject to IPaRT determinations or recommendations to include information in its annual report on how determinations have been implemented, whether recommendations have been implemented and if not, a statement of why recommendations have not been implemented.

As **Wyong Shire Council's** water, sewerage and stormwater drainage services and a number of its associated ancillary services are declared monopoly services under Section 4 of the Act, Council's prices must be set in accordance with any IPaRT determined methodologies and/or maximum prices. As well, **Wyong Shire Council** cannot charge less without prior approval of the relevant Minister.

**Wyong Shire Council's** implementation for 2006/07 of IPaRT's pricing determination No. 3 released in May 2006 is shown in the following table.

Please note for water service charges, the variance between the 2006/07 IPaRT determined price and the Wyong Council price is as a result of the addition of a compulsory contribution (\$15.78 per property) to the NSW Government Water Savings Fund. In the price determination for 2006/07, IPaRT specified that a contribution to the Water Savings Fund be added to the water service charges as set out in the determination and required Council to calculate the contribution to the Fund and incorporate this into the water service charges determined by IPaRT.

In line with IPaRT's May 2006 determination, the prices detailed are based on the maximum real price paths.



# INFORMATION REQUIRED BY OTHER ACTS TO BE REPORTED TO THE MINISTER FOR LOCAL GOVERNMENT

## INDEPENDENT PRICING AND REGULATORY ACT 1992 (contd)

2006/07	Wyong Shire Council price set	Tribunal maximum price determined
<b>1. Service charges per year</b>		
<b>(a) Residential properties</b>		
<b>Water<sup>d</sup></b>		
Metered (20mm meter size)	107.32 <sup>e</sup>	91.54 <sup>f</sup>
<b>Sewerage</b>	380.75	380.75
<b>(b) Non-residential properties</b>		
<b>Water</b>		
Meter size (mm): <sup>b</sup>		
20	107.32 <sup>e</sup>	91.54 <sup>f</sup>
25	158.81 <sup>e</sup>	143.03 <sup>f</sup>
40	381.94 <sup>e</sup>	366.16 <sup>f</sup>
50	587.91 <sup>e</sup>	572.13 <sup>f</sup>
80	1480.42 <sup>e</sup>	1464.64 <sup>f</sup>
100	2304.28 <sup>e</sup>	2288.50 <sup>f</sup>
150	5164.91 <sup>e</sup>	5149.13 <sup>f</sup>
200	9169.78 <sup>e</sup>	9154.00 <sup>f</sup>
<b>Sewerage</b>		
Meter size (mm): <sup>c</sup>		
20	137.17 x df% <sup>a</sup>	137.17 x df% <sup>a</sup>
25	214.33 x df% <sup>a</sup>	214.33 x df% <sup>a</sup>
40	548.68 x df% <sup>a</sup>	548.68 x df% <sup>a</sup>
50	857.31 x df% <sup>a</sup>	857.31 x df% <sup>a</sup>
80	2194.72 x df% <sup>a</sup>	2194.72 x df% <sup>a</sup>
100	3429.25 x df% <sup>a</sup>	3429.25 x df% <sup>a</sup>
150	7715.81 x df% <sup>a</sup>	7715.81 x df% <sup>a</sup>
200	13717.00 x df% <sup>a</sup>	13717.00 x df% <sup>a</sup>
<b>2. Usage charges per Kilotitre</b>		
<b>(a) Residential properties</b>		
<b>Water</b>	1.12	1.12
<b>(b) Non-residential properties</b>		
<b>Water</b>	1.12	1.12
<b>Sewerage</b>	0.68 <sup>g</sup>	0.68 <sup>g</sup>

<sup>a</sup> A discharge factor is applied to the nominated base charge dependant on the estimated volume of metered water discharged to the sewerage system.

<sup>b</sup> IPaRT's maximum determined water service charge for meter sizes not specified in its Determination is calculated using the formula: (meter size)<sup>2</sup> x 20mm base charge/400 plus a \$15.78 per property contribution to the NSW Government Water Savings Fund.

<sup>c</sup> IPaRT's maximum determined sewerage service charge for meter sizes not specified in its Determination is calculated by using the formula: (meter size)<sup>2</sup> x 20 mm base charge/400 x df%

<sup>d</sup> For residential properties with water meter size >20mm refer to Non-residential properties.

<sup>e</sup> Includes a \$15.78 per property contribution to the NSW Government Water Savings Fund.

<sup>f</sup> To this base charge is to be added a "per property" contribution to the NSW Government Water Savings Fund. In 2006/07, this contribution was \$15.78 per property.

<sup>g</sup> The usage charge is to be based on the proportion of metered water usage discharged to Council's sewerage system. Metered water usage is multiplied by a discharge factor, based on the type of premises, to estimate the volume of water discharged to Council's sewerage system.

## **INFORMATION REQUIRED BY OTHER ACTS TO BE REPORTED TO THE MINISTER FOR LOCAL GOVERNMENT**

### **INDEPENDENT PRICING AND REGULATORY ACT 1992 (contd)**

**Note:**

All prices are in nominal dollars (\$ of the year)

Other charging arrangements including exempt properties, trade waste and miscellaneous fees and charges were set in accordance with IPaRT's determined maximum price.

## **PRIVACY AND PERSONAL INFORMATION PROTECTION ACT**

33(3) *Council must include in its annual report a statement of the action taken by council in complying with the requirements of the act, and any statistical details of any reviews conducted under Part 5 of the Act.*

The Act requires that a management plan be prepared to indicate the way in which privacy issues are to be handled. Copies are supplied to the public upon request.

One complaint was received during the year about a possible breach by Council of personal privacy of an individual. As required by Part 5 of the Privacy and Personal Information Protection Act, the matter was formally investigated. It was established that there had been no breach of privacy on Council's part.

In order to ensure complete compliance with the provisions of the Privacy and Personal Information Protection Act, and to assist in any subsequent investigation that might become necessary under Part 5 of the Act, any request by the public for personal details from a public register, are required by Council to be in writing. In compliance with the Code of Practice for Local Government in force under the Act, access to separate entries in public registers, (and in the case of adjoining owners, multiple entries), will not be denied.