



# ORDINARY MEETING OF COUNCIL

To be held at 5pm on

**Tuesday 18 September 2018**

Council Chambers

11 Manning Street, KIAMA NSW 2533

## Order of Business

- 1 Apologies
- 2 Acknowledgement of Traditional owners
- 3 Confirmation of Minutes of Previous Meeting
- 4 Business Arising From The Minutes
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- 6 Mayoral Minute
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- 10 Report of the Director Environmental Services
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- 12 Report of the Director Engineering and Works
- 13 Report of the Director Blue Haven
- 14 Reports for Information
- 15 Addendum To Reports
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- 17 Questions for future meetings
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- 19 Confidential Reports
- 20 Closure

## Members

His Worship the Mayor  
Councillor M Honey  
Councillor K Rice  
Deputy Mayor  
Councillor M Brown  
Councillor N Reilly  
Councillor A Sloan  
Councillor W Steel  
Councillor D Watson  
Councillor M Way  
Councillor M Westhoff

## COUNCIL OF THE MUNICIPALITY OF KIAMA

Council Chambers  
11 Manning Street  
KIAMA NSW 2533

12 September 2018

To the Chairman and Councillors:

### NOTICE OF ORDINARY MEETING

You are respectfully requested to attend an **Ordinary Meeting** of the Council of Kiama, to be held in the **Council Chambers 11 Manning Street, KIAMA NSW 2533** on **Tuesday 18 September 2018** commencing at **5pm** for the consideration of the undermentioned business.

Yours faithfully



Kerry McMurray  
**General Manager**

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**AGENDA FOR THE  
ORDINARY MEETING OF KIAMA MUNICIPAL COUNCIL  
TUESDAY 18 SEPTEMBER 2018**

**1 APOLOGIES**

**2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

*“On behalf of those present, I would like to show my respect and acknowledge the traditional owners of the Land, of Elders past and present, on which this meeting takes place, and extend that respect to other Aboriginal and Torres Strait Islander people present.”*

### **3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

#### **3.1 Ordinary Council meeting held on 21 August 2018**

##### **Attachments**

1 Minutes - Ordinary Council - 21/08/18 [↓](#)

##### **Enclosures**

Nil

##### ***RECOMMENDED***

That the Minutes of the Ordinary Council meeting held on 21 August 2018 be received and accepted.

Item 3.1



# MINUTES OF THE ORDINARY MEETING OF COUNCIL

commencing at 5pm on

## TUESDAY 21 AUGUST 2018

Council Chambers  
11 Manning Street, KIAMA NSW 2533

Item 3.1

Attachment 1



MINUTES OF THE ORDINARY MEETING

21 AUGUST 2018

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE MUNICIPALITY OF KIAMA HELD IN THE COUNCIL CHAMBERS, KIAMA, ON TUESDAY 21 AUGUST 2018 AT 5PM

**PRESENT:** Mayor – Councillor M Honey,  
Deputy Mayor – Councillor K Rice,  
Councillors M Brown, N Reilly, A Sloan, W Steel, D Watson,  
M Way and M Westhoff

**IN ATTENDANCE:** General Manager, Director Environmental Services, Acting Director Corporate, Commercial and Community Services, Director Engineering and Works and Director Blue Haven

**1 APOLOGIES**

Nil

**2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

The Mayor declared the meeting open and acknowledged the traditional owners:

*“On behalf of those present, I would like to show my respect and acknowledge the traditional owners of the Land, of Elders past and present, on which this meeting takes place, and extend that respect to other Aboriginal and Torres Strait Islander people present.”*

**3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**3.1 Ordinary Council meeting held on 17 July 2018**

**OC-18/266**

**Resolved** that the Minutes of the Ordinary Council meeting held on 17 July 2018 be received and accepted.

(Councillors Steel and Way)

**3.2 Youth Engagement Meeting on 2 August 2018**

**OC-18/267**

**Resolved** that the Minutes of the Youth Engagement meeting held on 2 August 2018 be received and accepted.

(Councillors Reilly and Brown)

**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

**Motion**

**OC-18/268**

**Resolved** that Council's Communications team monitor daily the Kiama Community Facebook site as follows:

1. report to the General Manager and Mayor, any issues that require comment to provide accurate information on a particular issue
2. provide information on Council projects, works and services as required by statement of facts
3. advise Councillors.

(Councillors Way and Brown)

**4 BUSINESS ARISING FROM THE MINUTES**

**Motion**

**OC-18/269**

**Resolved** that Council revisit and re-endorse the Kiama Tourism Opportunity Plan in September 2018 and, as changes have been made to this Plan following its endorsement, add the following proposed disclaimer:

The Kiama Municipal Council makes no claim as to the accuracy of the information contained in the Kiama Tourism Opportunity Plan. The document is not a prospectus and the information provided is general in nature. The document should not be relied upon as the basis for financial and investment related decisions and further, no commitment to the infrastructure projects listed should be inferred.

(Councillors Reilly and Rice)

**5 PUBLIC ACCESS**

Name	Item	Subject
Ros Neilson	10.2	10.2018.7.1 - Lot 12 DP 866128 - Jamberoo Road Croom - Demolition of existing dairy, new dwelling, second dwelling and farm stay accommodation in 5 cabins, educational building, hay and tractor sheds and roadworks
Robyn Helson	10.4	10.2018.65.1 - Lot 22 DP 9760, Lot 1510 DP 1204286 - 110 Charles Avenue Minnamurra - Construction of watercraft storage facility, deck and rock revetment works

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**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

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**6 MAYORAL MINUTE**

**6.1 Renew Our Libraries Campaign**

*OC-18/270*

**Resolved** that Council

1. endorse the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, Renew Our Libraries
2. take a leading role in activating the campaign locally and encouraging community participation
3. formally advise the NSW Public Libraries Association and Local Government NSW that Council has endorsed the library funding advocacy initiative.

(Councillors Honey and Westhoff)

**6.2 Rosalie Dawne - Premier's Volunteer Recognition Award**

*OC-18/271*

**Resolved** that Council formally congratulate Rosalie Dawne on being awarded the Premier's Volunteer Recognition Award.

(Councillors Honey and Way)

**6.3 Chris Moore - Kiama Surf Life Saving Club service**

*OC-18/272*

**Resolved** that Council formally thank Chris Moore for his dedication and years of service to the Kiama Surf Life Saving Club and the Kiama community.

(Councillors Honey and Brown)

**6.4 Inaugural Kiama Artisan Food Festival**

*OC-18/273*

**Resolved** that Council formally congratulate the Kiama Show Society on the success of the first Kiama Artisan Food Festival held on the weekend of 11 and 12 August 2018.

(Councillors Honey and Rice)

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**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

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**7 MINUTES OF COMMITTEES**

**7.1 Minutes: Kiama Youth Advisory Committee meeting held on 5 July 2018**

**OC-18/274**

**Resolved** that the Minutes of the Kiama Youth Advisory Committee Meeting held on 5 July 2018 be received and accepted with the following amendments:

1. Item 5.2 to read "Council has levelled the car park"
2. Item 5.3 to read " in conjunction with St Vincent's Hospital".

(Councillors Rice and Sloan)

**7.2 Minutes: Kiama Local Traffic Committee meeting held on 7 August 2018**

**OC-18/275**

**Resolved** that the Minutes of the Kiama Local Traffic Committee Meeting held on 7 August 2018 be received and accepted.

(Councillors Way and Sloan)

**7.3 Minutes: Planning Committee meeting held on 5 July 2018**

**OC-18/276**

**Resolved** that the minutes of the Planning Committee meeting held on 5 July 2018 be received and accepted.

(Councillors Reilly and Rice)

**7.4 Minutes: Blue Haven Board meeting held on 13 August 2018**

**OC-18/277**

**Resolved** that the Minutes of the Blue Haven Board meeting held on 13 August 2018 be received and accepted.

(Councillors Watson and Steel)

**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

**7.5 Minutes: Audit Risk and Improvement Committee meeting held on 30 July 2018**

**OC-18/278**

**Resolved** that the Minutes of the Audit Risk and Improvement Committee meeting held on 30 July 2018 be received and accepted.

(Councillors Reilly and Sloan)

**COMMITTEE OF THE WHOLE**

**OC-18/279**

**Resolved** that at this time, 5.25pm, Council form itself into a Committee of the Whole to deal with matters listed in the reports as set out below:

- Report of the General Manager
- Report of the Director Environmental Services
- Report of the Acting Director Corporate and Commercial Services
- Report of the Director Engineering and Works
- Addendum to Reports

(Councillors Way and Watson)

**8 PUBLIC ACCESS REPORTS**

**OC-18/280**

**Committee recommendation** that at this time, 5.25pm, Council bring forward and deal with the matters pertaining to the Public Access Meeting.

(Councillors Reilly and Steel)

**10.2 10.2018.7.1 - Lot 12 DP 866128 - Jamberoo Road Croom - Demolition of existing dairy, new dwelling, second dwelling and farm stay accommodation in 5 cabins, educational building, hay and tractor sheds and roadworks**

**OC-18/281**

**Committee recommendation** that Council refuse Development Application 10.2018.7.1 under Section 4.16 of the Environmental Planning and Assessment Act 1979, for reasons shown below:

**1. Prohibited Development**

The development application proposes development that is prohibited in the RU2

## MINUTES OF THE ORDINARY MEETING

21 AUGUST 2018

Rural Landscape Zone pursuant to the Kiama LEP 2011. In this regard, it has not been demonstrated that the proposed five “farm stay accommodation” dwellings satisfy the definition of “farm stay accommodation” in the Kiama LEP, and the proposed five dwellings are not otherwise permissible in the RU2 Zone.

The development application proposes development that is prohibited in the RU2 Rural Landscape Zone pursuant to the Kiama LEP 2011. In this regard, it has not been demonstrated that the proposed “information and education building” satisfies the definition of “information and education facility” in the Kiama LEP and the proposed building is not otherwise permissible in the RU2 Zone.

2. Owners Consent

The applicant has failed to demonstrate that they have (and can) obtained owner’s consent from the Department of Industry - Lands to undertake work over the unformed Crown roads that traverse Lot 12 as shown on Deposited Plan 866128.

3. Staging

The applicant has not adequately demonstrated the staging of the development in the description of the development on the development application form.

4. Kiama Local Environmental 2011

The applicant has failed to demonstrate that the proposal meets the Aims in clause 1.2 of the Kiama Local Environmental 2011, including the Aims in clause 1.2(2)(a) to (g).

The applicant has failed to demonstrate that the proposal meets the Objectives of the RU2 Rural Landscape Zone.

The applicant has failed to demonstrate that the use of the proposed educational building will be for a purpose described by the definition of “information and education facility”.

5. Kiama Development Control Plan 2012

The applicant has failed to demonstrate compliance with the following controls and objectives of the Kiama DCP: Chapter 1 Section 3, Chapter 2, C1, C6, C8, C9, C10, Section 18, C43, C44, C45, Chapter 6, C2, C3, C4, C7, C8, C10, C12, C13, C14, C17, C18, C19, C28, C66, C67, C68, C69 and C75.

6. Site Analysis

The applicant has failed to provide a satisfactory architectural statement, site analysis plan and site analysis statement.

7. Visual Impact

Approval of the development will reduce the visual amenity of, and will have an adverse visual impact on, surrounding properties. The applicant has failed to provide a satisfactory Visual Impact Analysis showing the imposition of all of the proposed buildings on photomontages in the landscape when viewed from both public and private domains.

8. Architectural Character, Streetscape and Scenic Quality

The design of the proposal, which is excessive in bulk and scale, is unreasonable when considered in relation to the context of the site. The proposal is not compatible with the existing or desired future character of the Jamberoo Valley rural landscape locality.

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**MINUTES OF THE ORDINARY MEETING****21 AUGUST 2018**

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9. Privacy

The proposal will have a significant adverse impact caused by overlooking of the immediate neighbours to the site. This will cause loss of privacy for those neighbours, particularly the occupants of Lot 10 DP 866128.

10. Sustainability

The applicant has failed to demonstrate that the principal dwelling complies with the principles of ecologically sustainable development.

11. Essential Services

The applicant has failed to demonstrate a suitable means of onsite wastewater disposal because it relies on a reticulated water supply that Sydney Water Corporation advises is not available to the site and effluent treatment areas close to waterways that may give rise to adverse impacts to waterways and adjoining lands.

12. Bushfire Hazard Management

The applicant has failed to demonstrate that the design of all driveways in the development are in accordance with the requirements of the NSW Rural Fire Service document "*Planning for Bushfire Protection 2006*".

13. Easements

The applicant has failed to demonstrate that they have obtained written permission from Endeavour Energy to undertake development in the easement shown as thirdly in the 88B instrument of DP 866128.

14. Contaminated Land Management

The applicant has failed to demonstrate that the requirements of "*Guidelines for Consultants Reporting on Contaminated Site prepared by the NSW Office of Environment & Heritage*" have been satisfied.

15. Traffic Safety

The applicant has failed to demonstrate that the intersection of the access driveway with Jamberoo Road is safe and has not provided comprehensive engineering road design plans for road work proposed in the road reserve.

16. Flooding and Riparian Land and Watercourses

The applicant has failed to provide a flood assessment report and modelling in accordance with the requirements set out in Section 3 of Chapter 29 of Kiama Development Control Plan 2012.

The applicant has failed to provide a flood study and engineering plans in accordance with the requirements of Control C66 to C70 inclusive of Chapter 6 of Kiama Development Control Plan 2012 demonstrating:

- the location and floor levels for habitable dwellings and ancillary buildings;
- that the design does not adversely affect stream flow, riparian vegetation and water quality and shall include improvements of the riparian land in the vicinity of the crossing to restore its natural form and function; and
- details of elevated crossings for horse riding/walking trails through riparian lands/watercourses clear of the 1 in 100 year storm event levels.

The applicant has not demonstrated that the development is designed, sited and will

**MINUTES OF THE ORDINARY MEETING****21 AUGUST 2018**

be managed to avoid any significant adverse environmental impact on riparian land and watercourses.

The applicant has failed to demonstrate consistency with the requirements and objectives of Clauses 6.3 and 6.5 of Kiama Local Environmental Plan 2011.

17. Earthworks and Geotechnical

The proposal will lead to excessive and unnecessary cut and fill.

The applicant has failed to provide an earthworks plan demonstrating all proposed cutting and filling in the proposal.

The applicant has failed to provide a geotechnical report from a suitably qualified engineer which takes into account matters specified in Section 13 of Chapter 6 of Kiama Development Control Plan 2012 and Clause 6.2(3)(a) – (h) (inclusive) of Kiama Local Environmental Plan 2011.

The applicant has failed to demonstrate in the design consideration that the Reserved Roads 10.06 wide in Deposited Plan 866128 may be constructed as a formed road in the future.

The applicant has failed to demonstrate that the proposed access driveway has been designed in accordance with Council's Driveway and Footpath Procedures Manual.

18. Stormwater Management

The applicant has failed to demonstrate satisfactory stormwater management for the secondary dwelling, shed complex and access driveways

19. Soil and Water Management

The applicant has failed to demonstrate satisfactory soil and water management plans prepared for the proposed access driveways.

Landscaping Assessment

20. Vegetation Management

The applicant has failed to demonstrate satisfactory details concerning tree removal for the construction of the access driveway (Road 2 & 3) and for the secondary dwelling and other trees likely to be adversely impacted by the proposal.

21. Species Selection

The application proposes inappropriate plantings utilising plants listed as unsuitable for the Kiama Municipality in the Kiama Development Control Plan 2012 Chapter 8 - Appendix 1.

22. Nominated Integrated Development

The NSW Department of Primary Industry Water (DPI-Water) has not issued General Terms of Approval under Section 89, 90, or 91 of the Water Management Act 2000, and the Council is therefore prevented from favourably determining the application absent the General Terms of Approval and the application must therefore be refused.

23. Terrestrial Biodiversity and Environmental Impact

The site is affected by land mapped as terrestrial biodiversity pursuant to the Kiama Local Environmental Plan 2011. The applicant has failed to demonstrate that the development is designed, sited and will be managed to avoid any significant adverse environmental or ecological impacts. The development is likely to have a negative



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impact on the natural environment due to the intensity of the proposal , the dispersal of dwellings, buildings, roads and driveways on the site with excessive land take, the excessive cut and fill and the disruption to the rural landscape. The development application is not consistent with the objectives or requirements of clause 6.4 of the Kiama Local Environmental Plan 2011.

24. Insufficient information: access and manoeuvring

The Applicant has failed to provide consistent information and plans which demonstrate indicative sight distances to Jamberoo Road can be met.

(Councillors Brown and Steel)

For: Councillors Brown, Honey, Reilly, Rice, Sloan, Steel, Watson, Way and Westhoff

Against: Nil

**10.4 10.2018.65.1 - Lot 22 DP 9760, Lot 1510 DP 1204286 - 110 Charles Avenue Minnamurra - Construction of watercraft storage facility, deck and rock revetment works**

It was moved by Councillor Brown and seconded by Councillor Watson that Council:

1. defer development application 10.2018.65.1 until such time that Council develops a position regarding public access to the foreshore along the Minnamurra River and the eastern boundary of properties on the eastern side of Charles and request a further report on the history of approvals and acquisition plans in the area and the range of matters that would need to be considered (e.g. native title, public liability, coastal zone management plan etc) for Council to confirm a position.
2. arrange a meeting/meetings with relevant government agencies, such as Lands, Planning, RMS and Fisheries, to determine the viability of creating public access along the foreshore, including the incorporation of structures already built and associated issues regarding liability.

The **Motion** on being Put was **Lost**.

For: Councillors Brown and Watson

Against: Councillors Honey, Reilly, Rice, Sloan, Steel, Way and Westhoff

**OC-18/282**

A **foreshadowed motion** was moved by Councillor Way and seconded by Councillor Reilly that Council approve Development Application 10.2018.65.1 under Section 4.16 of the Environmental Planning and Assessment Act 1979, and delegate Council Officers to issue all necessary consent conditions as appropriate to the site.

The **Motion** on being Put was **Carried**.

The **foreshadowed Motion** became the Motion and was **Carried**.

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**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

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For: Councillors Brown, Honey, Reilly, Rice, Sloan, Steel, Watson, Way and Westhoff

Against: Nil

**9 REPORT OF THE GENERAL MANAGER**

**9.1 Local Government NSW Annual Conference 2018**

*OC-18/283*

**Committee recommendation** that Council endorse the attendance of Councillors Honey, Reilly and Westhoff at the Local Government NSW Annual Conference 2018 and that these Councillors be registered as voting delegates for the Conference.

(Councillors Sloan and Brown)

**9.2 Delivery Program/Operational Plan Report - April to June 2018**

*OC-18/284*

**Committee recommendation** that Council receives the Delivery Program 2017-21 and Operational Plan 2017-18 progress report for the period April to June 2018.

(Councillors Brown and Reilly)

**9.3 Sponsorship request: 2018 South Coast Sevens - Football Tournament**

*OC-18/285*

**Committee recommendation** that Council, through Destination Kiama:

1. sponsor the 2018 South Coast Sevens to the value of \$1,500 (Gold Sponsorship)
2. meet with the event organisers to discuss additional leveraging and partnership opportunities, payment and reporting milestones.

(Councillors Watson and Brown)

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**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

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**9.4 Sponsorship request: Lions Club of Gerringong - Sports Stars of Gerringong calendar**

**Disclosure of Interest - Councillor Westhoff**

Councillor Westhoff declared a non-significant non-pecuniary interest in this matter as he is the Secretary of the Lions Club of Gerringong.

**OC-18/286**

**Committee recommendation** that Council provide sponsorship of \$1,000 towards the production of the "Sports Stars of Gerringong" calendar.

(Councillors Watson and Rice)

**10 REPORT OF THE DIRECTOR ENVIRONMENTAL SERVICES**

**10.1 Joint Regional Planning Panel - Council membership**

**OC-18/287**

**Committee recommendation** that Council endorse the nomination of Councillor Andrew Sloan as Kiama Council Member and Michael Forsyth as Alternate Council Member on the Southern Joint Regional Planning Panel and that the Panel Secretariat be advised accordingly.

(Councillors Way and Steel)

**10.3 10.2018.21.1 - Lot 80 DP 1168560 – 29 Saddleback Mountain Road Kiama – Proposed dwelling alterations & additions**

**OC-18/288**

**Committee recommendation** that Council refuse Development Application No 10.2018.21.1 under Section 4.16 of the Environmental Planning and Assessment Act 1979 for the following reasons:

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

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5. The proposed development does not comply with the objectives and controls of Chapter 2 Section 5 of Kiama DCP 2012 – Maintenance of views and vistas and as such will impact unreasonably on views from properties to the west.
6. The proposal is not in the public interest.

(Councillors Way and Rice)

For: Councillors Brown, Honey, Reilly, Rice, Sloan, Steel, Watson, Way and Westhoff

Against: Nil

**COMMERCIAL SERVICES**

**11.1 Revotes of Expenditure into 2018/19**

**OC-18/289**

**Committee recommendation** that Council revoke the expenditure items as listed to the 2018/2019 budget year.

(Councillors Westhoff and Brown)

**11.2 Statement of Investments - July 2018**

**OC-18/290**

**Committee recommendation** that Council receive and adopt the information relating to the Statement of Investments for July 2018.

(Councillors Sloan and Watson)

**11.3 Lease Renewal for Riding for the Disabled Association**

**OC-18/291**

**Committee recommendation** that Council renew the lease agreement with Riding for the Disabled Association (NSW) Illawarra Centre for the continued use of Lot 40 DP 841082, Mount Brandon Road, Jerrara as a riding school subject to the following:

1. lease term of five (5) years
2. rental of \$1.00 per annum
3. lessee to be responsible for outgoings including all rates, taxes and charges for electricity and gas consumption, excess water usage and building insurance
4. delegate authority to the Mayor and the General Manager to sign under seal or on behalf of Council as required.

(Councillors Steel and Way)

**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

Councillor Steel requested the Director Corporate and Commercial Services provide details on the area of Lot 30 DP841082 that the Riding for the Disabled Association actually utilise.

**11.4 Licence Agreement - Jamberoo Markets**

**OC-18/292**

**Committee recommendation** that Council:

1. Advertise the proposed licence for the Jamberoo Markets being on community land as required under the Local Government Act 1993
2. Enter into a licence agreement with the Australian Red Cross – Jamberoo Branch for the running of the Jamberoo Markets in accordance with development consent 10.2018.56.1 and licence conditions for a period of three (3) years.
3. Delegate all authority to the Mayor and General Manager to sign all documentation associated with the licence agreement.

(Councillors Brown and Rice)

**11.5 Hardship rate relief for drought affected farmers**

**Disclosure of Interest - Councillor Honey**

Councillor Honey declared a significant pecuniary interest in this matter as he is a dairy farmer operating a farm within the Local Government Area. Councillor Honey took no part in discussion or voting on this matter.

Councillor Honey left the meeting at 6.11pm.

**OC-18/293**

**Committee recommendation** that Council approve the implementation of a temporary Emergency Drought Relief Application form, which includes no interest charged on overdue farmland rates for farms that meet the criteria, until May 2019 with a further review in June 2019.

(Councillors Way and Sloan)

Councillor Honey returned to the meeting at 6.13pm.

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**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

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**12 REPORT OF THE DIRECTOR ENGINEERING AND WORKS**

**12.1 Pesticide Notification Plan - adoption**

**OC-18/294**

**Committee recommendation** that Council adopt the Pesticide Notification Plan 2018 with the following amendments:

1. Item 4.0 How notification will occur – the addition of this sentence at the end of the paragraph, *“All signage will carry the information required by item 10 of this plan”*.
2. Item 4.2 Playgrounds – the first sentence to read: *“Whenever a pesticide is applied by Kiama Council staff to a public playground, the playground will be closed and notice will be provided by:”*

(Councillors Rice and Sloan)

**13 REPORT OF THE DIRECTOR BLUE HAVEN**

Nil

**14 REPORTS FOR INFORMATION**

**OC-18/295**

**Committee recommendation** that the following Reports for Information listed for the Council's consideration be received and noted

- 14.1 Letter of appreciation: Bega Valley Shire Council - Tathra Bush Fire Appeal
- 14.2 2018-2019 NSW Environment Protection Authority Better Waste Funded Projects
- 14.4 Low Rise Medium Density Code for the Kiama Local Government Area
- 14.5 Local Government Week 2018 - 30 July to 5 August
- 14.6 Working Space and Community Hub to open in Kiama
- 14.7 Minutes: Kiama Central Precinct - meetings 22 May 2018 and 24 July 2018
- 14.8 Minutes: Gerroa Sand Resource Community Consultative Committee meeting held on 26 July 2018
- 14.9 Minutes: Country Mayors' Association meeting held on 3 August 2018
- 14.10 Minutes: North Kiama Community Forum held 11 July 2018
- 14.11 Minutes: Jamberoo Valley Ratepayers and Residents Association meeting held 3 July 2018 and Annual General Meeting held 1 August 2018
- 14.12 Minutes: Minnamurra Progress Association meeting held 7 August 2018
- 14.13 Questions for future meetings register as at 14/08/18
- 14.14 Regional Illegal Dumping Investigations Officer's Quarterly Report – 1 April

**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

2018 to 30 June 2018

14.15 Regional Illegal Dumping Investigations Officer's Annual Report - 1 July 2017 – 30 June 2018

14.16 Parking Statistics - July 2018.

(Councillors Westhoff and Rice)

**14.3 NSW State Government's 20-Year Economic Vision for Regional NSW -**

**OC-18/296**

**Committee recommendation** that Council write to the NSW State Government and the Local Member to:

1. object to Kiama's categorisation in the Economic Vision Report as a Metro Satellite
2. state Council's concerns that there was no consultation regarding this categorisation
3. request that the Kiama area be re-categorised as a Coastal functional economic region.
4. seek confirmation that the green space existing between the Gerringong and Gerroa boundaries be retained.

(Councillors Brown and Sloan)

**RESUMPTION OF ORDINARY BUSINESS**

**OC-18/297**

**Committee recommendation** that at this time, 6.27am, Council resume the ordinary business of the meeting with all Councillors and Staff present at the adjournment of the meeting being present.

(Councillors Brown and Sloan)

**ADOPTION OF COMMITTEE OF THE WHOLE REPORT**

**OC-18/298**

**Resolved** that Council formally confirm, adopt and endorse the Committee recommendations made by Council sitting as a Committee of the Whole as detailed in the Committee recommendations numbered OC-18/280 to OC-18/297 above.

(Councillors Reilly and Way)

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**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

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**15 ADDENDUM TO REPORTS**

Nil

**16 NOTICE OF MOTION**

**16.1 Kiama Harbour mini breakwall grant funding**

It was **moved** by Councillor Way and seconded by Councillor Sloan that Council:

1. formally resolve to seek grant funding for future business cases, design, construction and delivery of a mini-breakwall at Kiama Harbour.
2. write to the Member for Kiama seeking information on possible NSW Government Grants for a mini-breakwall at Kiama Harbour.
3. write to the Member for Gilmore seeking information on possible Commonwealth Grants for a mini-breakwall at Kiama Harbour.

**OC-18/299**

An **amendment** was **moved** by Councillor Sloan and seconded by Councillor Westhoff that Council:

1. formally resolve to seek grant funding for preliminary investigation, developing concept plans, undertaking preliminary costings, preparing a business case and carrying out community consultation for a mini-breakwall at Kiama Harbour
2. write to the Member for Kiama seeking information on possible NSW Government Grants for a mini-breakwall at Kiama Harbour
3. write to the Member for Gilmore seeking information on possible Commonwealth Grants for a mini-breakwall at Kiama Harbour.

The amendment on being Put was Carried.

The amendment became the motion and was Carried.

**17 QUESTIONS FOR FUTURE MEETINGS**

**17.1 Pheasant Point Heritage Precinct controls**

Councillor Reilly requests that the controls that have been developed for the Pheasant's Point Heritage Precinct be included in our Development Control Plan as a matter of urgency.

The Mayor referred this matter to the Director Environmental Services for investigation and report.



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**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

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**17.2 Kiama Local Traffic Committee - 15 minute parking zones**

Councillor Sloan requests that the Kiama Local Traffic Committee give consideration to the installation of 15 minuted parking zones at the shops at the top of Manning Street and along Terralong Street.

The Mayor referred this matter to the Director Engineering and Works for investigation and report.

**17.3 CCTV Kiama Downs Shops**

Councillor Way requests investigation into providing CCTV at the satellite shopping centres.

The Mayor referred this matter to the Director Environmental Services for investigation and report.

**17.4 Community Consultation Policy -**

Councillor Brown requests a report on Council's policy regarding notifying the community in regard to community consultations and provide a clear policy as to where upcoming public meetings will be consistently presented for the community for eg, Council website and/or a notice in The Bugle under a heading Community Meetings/Consultations.

The Mayor referred this matter to the General Manager for investigation and report.

**17.5 Request NSW State Government reimbursement of Electoral Commission fee -**

Councillor Brown requests a report on the NSW State Government's response to Council's request for reimbursement of the Electoral Commission fee resulting from the amalgamation plebiscite.

The Mayor referred this matter to the General Manager for investigation and report.

**18 CONFIDENTIAL SUMMARY**

**Public Representations:**

The Mayor called for representations regarding issues which had been proposed to be disclosed in Confidential Committee of the Whole. No such representations were received.

**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

**18.1 Exclusion Of Press And Public:**

*OC-18/300*

**Resolved** that in accordance with Sections 10 and 10A of the Local Government Act, 1993 as amended, Council close the meeting of the Confidential Committee of the Whole to the Press and Public to deal with the following matters on the grounds as detailed below.

**19.1 EXPRESSIONS OF INTEREST FOR KIOSK/CAFE AT BLOWHOLE POINT RESERVE**

**Reason for Confidentiality:** This matter deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business as per Section 10A(2)(c) of the Local Government Act. .

**19.2 MINUTES: KIAMA CULTURAL BOARD MEETING HELD ON 12 JULY 2018 AND ARTS HONOUR ROLL**

**Reason for Confidentiality:** This matter deals with personnel matters concerning particular individuals (other than councillors) as per Section 10A(2)(a) of the Local Government Act. .

**19.3 NORTH KIAMA NEIGHBOURHOOD CENTRE - TERMINATION OF CONTRACTURAL RELATIONSHIP**

**Reason for Confidentiality:** This matter deals with personnel matters concerning particular individuals (other than councillors) as per Section 10A(2)(a) of the Local Government Act. .

**19.4 LOT 200 DP1017091, LOT 100 DP1211384, PT LOT 1 DP506764 AND LOT 1 DP50193 BETWEEN TERRALONG, AKUNA AND SHOALHAVEN STREETS, KIAMA**

**Reason for Confidentiality:** This matter deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business as per Section 10A(2)(c) of the Local Government Act. .

(Councillors Sloan and Steel)

*OC-18/301*

**Resolved** that at this time, 6.49pm, Council form itself into a Confidential Committee of the Whole to deal with matters listed in the recommendations as set out below subject to the consideration of any representations relating to such action.

(Councillors Way and Steel)

MINUTES OF THE ORDINARY MEETING

21 AUGUST 2018

**19 CONFIDENTIAL REPORTS**

**19.1 Expressions of Interest for Kiosk/Cafe at Blowhole Point Reserve**

*OC-18/302*

**Committee recommendation** that Council

1. endorse North Kiosk Pty Ltd (trading as Diggies) as the successful tenderer for the operation of the Kiosk/Café at Blowhole Point (R87397) Crown Reserve for a minimum lease term of 5 years and minimum rental from Year 2 of \$91,000 excl GST.
2. commence negotiations with North Kiosk Pty Ltd to establish; a) Year 1 rental having regard to existing tenant obligations, end of current lease and new lease fit out works, b) lease renewal/option periods, and c) lease commencement date.
3. provide delegated authority to the Mayor and General Manager to sign any documentation associated with the new lease.
4. note that M Dignam and E Lewis (Milk & Honey) withdrew their Expression of Interest for a new lease on 30 July 2018 and chose not. to participate in the process.

(Councillors Brown and Way)

**19.2 Minutes: Kiama Cultural Board meeting held on 12 July 2018 and Arts Honour Roll**

*OC-18/303*

**Committee recommendation** that Council:

1. note the minutes of the July Cultural Board meeting held on 12 July 2018
2. approve Bert Flugelman as the 2018 inductee for the Kiama Arts Honour Roll
3. not approve the concept design by Hannah Dewitt for the Kiama Surf Club
4. any future consideration of urban artwork for this site be undertaken only through a Council commissioned process.

(Councillors Reilly and Watson)

**19.3 North Kiama Neighbourhood Centre - Termination of Contractual Relationship**

*OC-18/304*

**Committee recommendation** that Council note the content of this report.

(Councillors Westhoff and Way)

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MINUTES OF THE ORDINARY MEETING

21 AUGUST 2018

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**19.4 Lot 200 DP1017091, Lot 100 DP1211384, Pt Lot 1 DP506764 and Lot 1 DP50193 between Terralong, Akuna and Shoalhaven Streets, Kiama**

**OC-18/305**

**Resolved** that Council:

1. Formally reject the offer to purchase Council land Lot 200 DP1017091, Lot 100 DP1211384. Pt 1 DP506764 and Lot 1 DP50193 from Nicolas Daoud & Co Pty Ltd dated 23 July 2018.
2. Not enter into any further form of direct negotiation with any party at this time.

(Councillors Reilly and Sloan)

**Motion**

**OC-18/306**

**Committee recommendation** that at this time 7.06pm, Council bring forward and deal with matters pertaining to the Confidential Addendum to Reports.

(Councillors Honey and Steel)

**19.5 Blue Haven Advisory Committee membership**

**OC-18/307**

**Resolved** that Council:

1. endorse the following community membership of the Blue Haven Advisory Committee:
  - Sandra McCarthy
  - Kay Cope
  - Michael Forsyth
  - Ian Wilson
  - Julie Bartlett
  - Lynette Kuskey
  - Michael Preston
2. write to all those persons who submitted an expression of interest notifying them of their success or otherwise, and thanking them for their interest in Blue Haven.

(Councillors Brown and Sloan)

**MINUTES OF THE ORDINARY MEETING**

**21 AUGUST 2018**

**Motion**

**OC-18/308**

**Committee recommendation** that the terms of reference for the Blue Haven Advisory Committee be reviewed, together with all other Council Committee terms of reference, at the September 2018 Council meeting.

(Councillors Reilly and Sloan)

**Close of Confidential Committee of the Whole:**

**OC-18/309**

**Committee recommendation** that at this time, 7.14pm, the Confidential Committee of the Whole revert to Open Council.

(Councillors Westhoff and Brown)

**Adoption of Report**

The General Manager formally reported the recommendations of the Confidential Committee of the Whole more particularly set out above.

**OC-18/310**

**Resolved** that that the Confidential Committee of the Whole recommendations numbered OC-18/302 to OC-18/309 be confirmed and adopted.

(Councillors Westhoff and Brown)

**20 CLOSURE**

There being no further business the meeting closed at 7.15pm

These Minutes were confirmed at the Ordinary Meeting of Council held on 18 September 2018

.....  
Mayor

**4 BUSINESS ARISING FROM THE MINUTES**

**5 PUBLIC ACCESS SUMMARY**

## 6 MAYORAL MINUTE

### 6.1 Doreen Woods - Gerringong Senior Citizens Club

#### Attachments

Nil

#### Enclosures

Nil

#### **RECOMMENDED**

That Council formally congratulate Mrs Doreen Woods for her dedication and years of service to the Gerringong Senior Citizens Club and the local community.

#### **REPORT**

Doreen Woods has been involved in the Gerringong Senior Citizens Club for over 30 years and has for most of that time performed the duties of Club Secretary. Doreen's involvement in the Club has included organising the monthly meetings and fortnightly bingo, arranging outings and bus trips for members. One particular event she organised that will remain in the memory of club members was when the group was stuck for hours in a scenic railway train hovering over the Blue Mountains.

For her wonderful work in the community Doreen was awarded the Commonwealth Recognition Award for Senior Australians in 1991 and was the recipient of the Kiama Council award for service to the aged in 2009.

Doreen's outstanding commitment and dedication to the Club was invaluable and at the age of 88 she is a shining example of one of our celebrated community volunteers.

This acknowledgement comes as the Gerringong Senior Citizens Club winds up at the end of September, and I thank Doreen for her service.

**6.2 Kiama Country Women's Association - celebrates 80 years****Attachments**

- 1 Kiama Country Women's Association article - Kiama Independent  
10/01/1948 [↓](#)

**Enclosures**

Nil

**RECOMMENDED**

That Council formally congratulate the Kiama Country Women's Association on 80 years of service to the community.

**REPORT**

The Kiama Country Women's Association (CWA) is celebrating 80 years of constant presence in Kiama since it was established in September 1938 and will be holding its 80<sup>th</sup> year birthday meeting on 18 September 2018.

The first committee comprised the President, Kiama Mayoress, Mrs CS Boyd, Honorary Secretary, Mrs PW Murphy and Honorary Treasurer, Mrs HO McClelland.

An impetus for a CWA Kiama Branch was the movement at the time to strengthen the support of Baby Health Centres throughout NSW and there was a need for a Branch to be located between the well-established CWA Nowra and CWA Wollongong branches. Original membership of CWA Kiama Branch was drawn from women across the wider local area.

During World War II Kiama Branch also worked for the war effort alongside Red Cross. Following World War II CWA NSW South Coast Group and Kiama Branch purchased Dalmeny House in Shoalhaven Street to accommodate the CWA Kiama rest room, Kiama Baby Health Centre and to provide country people with affordable seaside holidays. The building was sold in the 1950s retaining a portion of the property on which the current CWA Hall was built.

Since its inception on 23 September 1938 the CWA have played a prominent part in the Kiama community. Attached is an article of interest from the 10 January 1948 edition of the Kiama Independent which illustrates the amount of work that was carried out by the Association in that era, and continues today.

The 2018 committee comprises the President, Mrs Cheryl Pearce; Honorary Secretary, Miss Penelope Gray and Honorary Treasurer, Mrs Maureen Baker OAM. Presently there are eighteen registered members. The longest registered member (44 years) is Mrs Lorna Unsworth, a former CWA Kiama President.

The CWA is the largest women's organisation in Australia. It aims to improve the conditions for country women and children and to make life better for women and their families, especially those women living in rural and remote Australia. In addition to this the CWA supports many charities and local community projects as well as providing material aid to Asia Pacific countries.



Mayoral Minute

6.2 Kiama Country Women's Association - celebrates 80 years (cont)

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The Kiama CWA's efforts in holding endless fundraising events, catering, cake stalls, fashion parades, raffles, etc have assisted countless members of our community and those in regional Australia. CWA Kiama Branch as part of the CWA NSW State network maintains vigorous programs and social support on behalf of Australian women and families. Programs include lobbying on social issues, agricultural and environmental issues, hospital support, international studies, cultural studies, handicraft and *Land* cookery, something for everybody.

The Kiama CWA are to be commended for their efforts in helping families through the current drought conditions.

I would like to acknowledge the hard work and dedication of all the Association members over the past 80 years, and sincerely thank those current members for continuing this fine tradition and for making a difference in this community.

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## KIAMA C.W.A.

The Kiama Branch of the C.W.A. held a meeting on 16th December. This meeting marked the ninth annual meeting of the Association. The President, Mrs. Knight, occupied the chair with an attendance of 50 members.

Apologies were received from Mesdames Moore, Batty, James, Dawes, Blattman, R. Walker, Solomons, Bodey, McNamara, Scott, Hillman and Miss Moore.

Congratulations were extended to Mrs. Phillips on the birth of a son. Welcome was extended to Mesdames Swan, Gillespie, Scott and Madden. Handicraft Class was left in abeyance for three months. Return thanks were received from Mrs. T. W. Johnson, Mrs. W. Walker and Mrs. T. Weir in recent bereavements. Best wishes and Christmas Greetings received from Group President (Mrs. Tucker), members of Balgownie Branch and Mrs. Beale and Mrs. Griffiths. Return thanks for donations received from Mt. Hope Bush Nursing Association, Keira House and Kiama School of Arts.

The Treasurer's statement showed a credit balance of £112/14/5. £50 of this amount transferred to Baby Health Centre Reserve Fund. The Organising Secretary thanked the members for their assistance during the month.

Hostesses for next meeting, Mesdames Tongue and Boyce.

A roster was drawn up for members who will be in attendance at a Variety Stall to be held on the 26th and 27th December.

The annual meeting was then pro-

ceeded with.

### PRESIDENT'S REPORT

"It is a pleasure to present the following report of the activities of our Branch during the past year. Our Secretary has a comprehensive report of the actual work and the benefits derived therefrom, I shall therefore, with your permission only enlarge upon various points. Catering has been the main source of income, in addition to the money raised working for the various functions has given us the opportunity of furthering one of our aims of the C.W.A., that is promoting the friendliness among our members. This is perhaps the corner stone of the success of any branch and I think the happy atmosphere that prevails has attracted some members to join our branch. We owe a tremendous amount to Mrs. Young for her organising all catering. She has been a splendid head and we are also indebted to the steady band of workers and all those who have given so generously through the year. Bridge has been a source of pleasure to many of us, and also means of raising fund. Our thanks are due to Mrs. Lyons and Committee for keeping this going so steadily. We are sorry Euchre has not met with such success. As you know the building of the new Baby Health Centre is our main objective, but we cannot proceed with this until more funds are available, this being controlled by Head Office. We shall continue working until we have two-thirds of the total cost. In November issue of the Magazine you will have seen we are urged to support the Food for Britain Appeal not only by

<http://nla.gov.au/nla.news-article100751791>

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Food for Britain Appeal not only by sending individual parcels, but also the main fund. Looking back over the year I feel we could have given this more support, although the Health Centre is our main objective. I hope we shall give a good donation to the Food for Britain early in the New Year, or perhaps adopt an Institute as some other branches have done. You will hear in the Secretary's report of our Annual Ball, International Day, other special days, and I do appreciate very highly the loyal support of all members to all functions particularly the continual work of the catering. Also our thanks are due to those who have so readily represented our branch at conferences and Council meetings. This helps to give a broader outlook to our branch. I am deeply grateful for the friendly support and loyalty you have given me during my term

of office. It reminded me very much of a report I read in an overseas paper of the French, one of whom said at the time of the Abdication, "How amazing are the British people, even when their King abdicates, they carry on just the same," and as you gave me the splendid support as you gave to my predecessor, so I am sure you will give the same to your newly elected President. I am also indebted to Mrs. Brown, of the Brighton Hotel, for her generous hospitality to our guests during the year, Mrs. Walker for placing a wreath on our behalf on Anzac Day; the Press, not will, Mr. Watkins, our honorary legal advisor; Mr. Fryer, honorary auditor, the Church of England for loan of tables, etc; the School of National Library of Australia

loan of tables, etc; the School of Arts for loan of chairs etc; the Returned Soldiers for loan of cutlery, plates etc; the Younger Set for their co-operation and splendid financial support and lastly to the public for their goodwill and support of our efforts."

#### SECRETARY'S REPORT

"It is with regret we report during the year one of our members, the late Mrs. Sproule, passed away and has been greatly missed. This year has been most successful from a social and financial aspect and we appreciate the support and the co-operation of the members in helping us to achieve these results. Church Services on Jubilee Sunday in April were attended by members. The branch has been represented on the various committees in the town and given any support possible.

"During the year catering has kept the members continually busy. Many weddings have been catered for. Our sincere thanks and appreciation to Mrs. Young, our Organising Secretary, who has on all occasions carried out her duties most capably and one cannot speak too highly of her organising. Catering for suppers for Manchester Unity, Masonic Lodge, luncheon for sales and officials of Agricultural Show have all been successfully undertaken. From this source £823-1-3 has been raised. We are indebted to Mrs. Lyons and her committee for the income derived from Bridge, which has been enjoyed for some years now and the amount raised for the year was £71/19/6 and allocated to various organisations. We regret that Mrs. Hillman resigned as Euchre Organ-  
<http://nla.gov.au/nla.news-article100751791>

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Hillman resigned as Euchre Organiser as these evenings were both pleasant and enjoyable and we hope increased interest will be taken during the New Year.

"In April a Musicale Afternoon was held proceeds given to the Food for Britain Appeal, also a special gift in the way of food was brought along by members on this occasion and donated to the same appeal. The annual Ball held in May was an outstanding social success and was officially opened by the Dutch Consul, Mr. Zylstra and a floor show staged as a special attraction. Half the proceeds from this ball was donated to the Seaside Homes Appeal. Our candidate in connection with this appeal is Mrs. Tongue and we wish her every success. On 19th July, International Day was celebrated by an address by the High Commissioner of New Zealand, Mr. Barclay, which proved both interesting and educational. Members assisted with the selling of buttons on Legacy Button Day Appeal in July, also assisted local Council by acting as attendants when the Art Exhibition was held. In September we celebrated our 9th birthday and had with us on this occasion Mrs. Satchell, Hon. State Secretary, who outlined the main objectives of the C.W.A. and also cut the birthday cake made by Mrs. McClelland. Mrs. Maddison, a former secretary of the branch, lit and extinguished the candles of the cake. Musical items were also presented at this gathering and our sincere thanks to the artists who contributed same. At our November meeting we had present Miss Foskett from the Agricultural Department, and addressed members on topic "What to Wear" National Library of Australia

members on topic "What to Wear" and was indeed most interesting and enlightening. We thank the various members who gave to the branch

donations to be disposed of. Also wish to include in our thanks Mrs. Walker for making and placing a wreath on the arch on our behalf on Anzac Day. We are indebted to the Brighton Hotel for their generosity and hospitality extended to our guests and to the executive who attended luncheon. The Younger Set has given us very great support and we are grateful for their co-operation. Mesdames Young, Martin and Walker were delegates at the annual Group Conference held at Nowra in October and Mrs. Tory together with the representatives attended the annual State Conference last June. Representatives who attended Council meetings at Moss Vale in February and August were the President and Secretary.

The proposed Baby Health Centre and Rest Room which is still our main centre of interest and our main objective cannot be commenced until half the capital cost of building estimate is at hand and at this stage no indication can be given when such amount will be available.

Donations have been made to the following:—Red Cross Association, Seaside Homes Appeal, Food and Fat for Britain, Girl Guides Association, Mt. Hope Bush Nursing Association, Kiama Hospital Maternity Unit, Kiama School of Arts and Keira House. Our membership is now 151 and the credit balance in the bank £145/5/11 In closing this report I would like to

<http://nla.gov.au/nla.news-article100751791>

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in closing this report I would like to thank all members for the assistance during the year, making my work as secretary a pleasure."

The following officers were elected:

Patroness: Mrs. Beale.

President: Mrs. Geo. Young.

Secretary: Mrs. C. Raison.

Treasurer: Mrs. H. O. McClelland.

Vice-Presidents: Mesdames Tongue, Reid, Graham, Boniface, Knight and Ryan.

Committee in connection with Organising: Mesdames Tongue, Reid, Martin and Keevers.

Official Pianistes: Mesdames Walker and Oakes.

Magazine Secretary: Mrs. Blattman.

Committees: Trading Table, Mesdames Leggett and Graham; Hospital Visiting, Mesdames King, Boyce and Ryan.

The Bridge and Baby Health Committees were re-elected.

Afternoon tea served by hostesses concluded meeting.

National Library of Australia

<http://nla.gov.au/nla.news-article100751791>

Item 6.2

Attachment 1

## 7 MINUTES OF COMMITTEES

### 7.1 Minutes: Access Committee meeting held on 3 August 2018

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.1 Developing and implementing services and programs that promote social cohesion, healthy and active lifestyles for residents of all ages, abilities and interests

Delivery Program: 1.1.1 Improving the liveability of Kiama for those with diverse backgrounds and abilities

#### Summary

This report provides the minutes of the Access Committee meeting held 3 August 2018. Contained within the minutes is a motion for Council's endorsement.

#### Finance

Nil

#### Policy

Nil

#### Communication/Community Engagement

N/A

#### Attachments

1 Access Committee minutes from meeting held 3 August 2018 [↓](#)

#### Enclosures

Nil

### **RECOMMENDATION**

That Council note the minutes and refer the issue of a safe accessible route from Blue Haven Bonaira to the 'top shops' on Manning Street, to Engineering & Works for investigation with feedback to be reported to the Access Committee when completed.

### **BACKGROUND**

At the Access Committee meeting on 3 August, a motion was moved recognising the need for a safe accessible route from Blue Haven Bonaira to the 'top shops' on Manning Street. The committee requests a report on planning for this route to date.

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**MINUTES OF THE KIAMA ACCESS COMMITTEE MEETING HELD AT KIAMA COUNCIL COMMITTEE ROOM 1 ON 3 AUGUST 2018**

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**PRESENT:** Clr. Kathy Rice, Graham Fairbairn, Dr George Puris, Chris Cassidy, Beryl Batten, Nick Guggisberg, Janelle Burns. Anthony Randal joined the meeting for 20mins around 11:20am.

**1 Apologies:** Clr. Neil Reilly, Merryn Joske, Darren Brady, Mel Gorman.

**2 Minutes of previous meeting**

**Moved** – Clr. Kathy Rice    **Seconded** – Chris Cassidy                      **Carried**

**3 Business Arising from the minutes**

*3.1 Advertising around bollards in front of the General Store – Manning Street*

Nick Guggisberg reported to the meeting that the Rangers are in the process of addressing this matter, but the shop owner is challenging Councils authority to direct him to remove the advertising.

*3.2 Driverless Bus*

Janelle Burns reported that Councils bid was not successful. Coffs Harbour and Armidale were the successful bidders.

*3.3 Fall risks in Collins Street, near Bombo Clothing*

Held over due to Darren Brady's apology.

*3.4 Correspondence with Paul Dopper*

Nick Guggisberg reported he sent Mr Dopper copies of the maps showing accessible parking spots in Kiama and Gerringong, plus outlined the sequence of correspondence regarding this issue.

*3.5 Railing outside Terralong Street Surgery near stone gardens*

Clr. Rice reported that she has observed that the railing has been installed.

*3.6 Library Drop-off*

Darren Brady to report on progress at the next meeting.

*3.7 Traffic at Blue Haven*

Merryn Joske has written to the committee and her letter has been acknowledged and they are considering installing boom gates.

*3.8 Footpath in front of Terrace Houses on Collins Street*

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MINUTES OF THE ACCESS COMMITTEE – 3 AUGUST 2018

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**MINUTES OF THE KIAMA ACCESS COMMITTEE MEETING HELD AT KIAMA COUNCIL COMMITTEE ROOM 1 ON 3 AUGUST 2018**

---

Held over to next meeting.

*3.9 Lighting out the front of the Pavilion*

This issue has been addressed.

*3.10 Lot 100 Old Saddleback Road*

- Anthony Randall will share the Access and Compatibility Report with the committee.
- Next meeting Anthony will attend and speak to the DA.

**Action** Nick Guggisberg to invite Anthony Randall to the next meeting.

**4 General Business**

*4.1 Kiama Post Office Steps*

Beryl Batten reported that the steps are an issue for people with a vision disability due to them blending in with each other.

**Action** Nick Guggisberg to follow up and clarify who can address this matter.

*4.2 Kiama Harbour – ramp between road and lift and change facility*

Clr. Reilly asks that the matter be referred to Engineering & Works for investigation.

**Action** Darren Brady to follow up.

*4.3 Beach Access Walkways*

Council received an invitation to apply for free beach mats and wheelchairs.

**Action** Nick Guggisberg to apply with the Access Committees endorsement.

*4.4 Tourism After hours*

Nick Guggisberg informed the committee of his talk at the recent Tourism after hours event on encouraging Disability Accessible Business. Chris Cassidy suggested that council write to the Chamber of Commerce regarding encouraging them to include a category in their business awards around Disability Access.

**Action** Chris Cassidy to draft a letter.

*4.5 Accessible route from Blue Haven Bonaira to 'top shops' on Manning Street*

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MINUTES OF THE ACCESS COMMITTEE – 3 AUGUST 2018

[18/63564]

Page 2

Item 7.1

Attachment 1



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**MINUTES OF THE KIAMA ACCESS COMMITTEE MEETING HELD AT KIAMA COUNCIL COMMITTEE ROOM 1 ON 3 AUGUST 2018**

---

**Motion** this committee recognises the need for a safe accessible route from Blue Haven Bonaira to the 'top shops' on Manning Street, therefore requests a report on planning for this route to date.

**Moved** - Clr. Rice

**Seconded** – Graham Fairbairn

**Carried**

*4.6 Social Work Student*

Nick Guggisberg informed the committee of the 3<sup>rd</sup> year Social Worker student who is working on the provision of Accessible Information by Council.

**5 Next meeting**

The next meeting of the Kiama Access Committee will be held on Friday 5 October 2018.

**There being no further business the meeting closed at 11.43am**

Item 7.1

Attachment 1

**7.2 Minutes: Destination Kiama Tourism Advisory Committee meeting held 23 August 2018**Responsible Director: Office of the General Manager

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**Attachments**

- 1 Minutes - Destination Kiama Tourism Advisory Committee - 23/08/18 [↓](#)
- 2 Sponsorship - South Coast Sevens - 23 September 2018 [↓](#)
- 3 Sponsorship - Kiama Rugby Sevens 2019 [↓](#)
- 4 Post Event Report - Kiama Coastal Classic 2018 - Elite Energy [↓](#)
- 5 Post Event Report - KLC Gold - Country Music Festival [↓](#)
- 6 Post event report - The Winter Wine Festival - Crooked River Winery [↓](#)
- 7 Agreement - Surfing NSW & Kiama Municipal Council Partnership - 2018-2021 [↓](#)

**Enclosures**

Nil

**RECOMMENDED**

That the Minutes of the Destination Kiama Tourism Advisory Committee meeting held on 23 August 2018 be received and accepted.

**BACKGROUND**

The Minutes of the Destination Kiama Tourism Advisory Committee meeting held on 23 August 2018 are attached for Councillors' information.



**DRAFT Minutes**  
**Destination Kiama Tourism Advisory Committee**  
**Meeting held 23 August 2018**  
**Kiama Council RSL meeting room**  
**Meeting commenced – 3.30pm**

---

**Present:** Councillor Matt Brown, Councillor Warren Steel, Sue Thorley, Rob Sciacchitano, Perrie Croshaw, Kerry McMurray (General Manager), Karen Ronning (Manager Tourism and Events)

**1. Welcome to Country**

**2. Apologies**

Nil received.

The Manager Tourism and Events was asked to contact Liz Lewis via email to ask if she is still interested in being on the Tourism Advisory Committee, seeking a response within seven days. If a replacement representative is needed, this will be determined at the next meeting.

Due to the relocation and resignation of James Cook, the following recommendation was made:

**Recommendation:**

That as per the Tourism Advisory Committee Terms of Reference, that Council seek applications to fill casual vacancies.

**Moved:** *Clr Warren Steel, Sue Thorley*

**3. Business arising from the previous Minutes**

**Best photography spots** - Clr Steel to document where these positions are and bring them to the next meeting. Destination Kiama staff will be available to assist Clr Steel.

**Entry signs** – The Economic Development Committee have discussed town entry signs. Destination Kiama will further discuss the prioritisation of tourism related signage, and the development of a (tourism) signage style guide (where appropriate). This will also need to be considered as part of the Town Centre Study and any 'placemaking' activity.

**Recommendation:**

That the proposed Shoalhaven Heads directional sign at Belinda St Gerringong, be referred to the Traffic Committee seeking consideration of this to be placed instead at Fern St. A copy of this recommendation is to be forwarded to TASIC.

**Moved:** *Perrie Croshaw, Rob Sciacchitano*

**4. Item 4 - Destination Kiama Membership / Partnership**

The Chair thanked the Tourism Advisory Committee for their work on developing the revised Destination Kiama Partnership (membership) structure for 2018/19.

The Partnership Prospectus has recently been distributed and to date 64 business and events have joined.

The Destination Kiama staff will soon be following this up with partners/members past, present and potential in coming weeks.

**5. Kiama Tourism and Events Strategy / Priority Projects**

**5.1 Kiama Tourism Opportunity Plan (TOP) – implementation**

Clr Neil Reilly's Motion was discussed re: the TOP. It was noted that the executive summary addresses most of the issues that Clr Reilly raised and that the TOP is not a delivery document but rather one that has identified and prioritised opportunities which the community and council may investigate further should that be their wish. Much effort and time was taken to ensure the accuracy and professionalism of the report.

The Kiama Tourism Opportunity Plan is available online, has been included in our last (August) industry e-news and with copies distributed to key government and partner agencies and representatives. Meetings regarding these tourism infrastructure priorities are to follow. Current State Government tourism infrastructure funding programs were noted.

The implementation of the Tourism Opportunity Plan priorities is as follows:

<b>Beach and Foreshore Activation - Next Steps</b>	<b>Lead</b>	<b>Action/update / outcome</b>
Council to approach Surf Club Committees with overview of the market opportunity to assess interest.	Destination Kiama / KMC	Destination Kiama is to invite the three Surf Clubs to a meeting to discuss the Tourism Opportunity Plan.  Surfing NSW have expressed an interest in working with Destination Kiama on this proposal and they will also be invited to this meeting.
Council to support Surf Clubs in developing concepts and investigating regulatory /management approvals with Crown Land and other relevant agencies.	Destination Kiama / KMC / Surf Clubs	This will progress depending on the outcome of the above.

<b>Headland, Harbour and Foreshore Activation – Next Steps</b>	<b>Lead</b>	<b>Action/update / outcome</b>
Firming up concepts to a level of detail sufficient to engage Crown Lands in consultation.	Economic Development / KMC	To be discussed and actioned by the Economic Development Committee

<b>Activating Walking and Trail Experiences - Next Step</b>	<b>Lead</b>	<b>Action/update / outcome</b>
Formal engagement with key stakeholders to investigate the feasibility of progressing with the identified walks (incl. relevant landowners, NPWS, Roads and Maritime service, neighbouring councils, private landowners and Crown Lands).	Director of Engineering and Works	A meeting is to be organised with the Illawarra Shoalhaven Joint Organisation (ISJO), the Cycleway and Walkways Committee and Mr Neville Fredericks to discuss the Illawarra Escarpment Walking Trail.  Additional discussions to be progressed regarding the extension of the Coastal Walk from Gerringong to Gerroa.  The Tourism Advisory Committee will endeavour to experience these sites/walks first hand in coming weeks.

<b>Jerrara Dam Activation Options - Next Steps</b>	<b>Lead</b>	<b>Action/update / outcome</b>
Conduct a site audit to clarify development potential and identify constraints.	Economic Development / KMC	To be discussed and actioned by the Economic Development Committee.
Prepare a site prospectus outlining the principal investment opportunities as a means of testing the market, consisting of: - Eco-accommodation - Nature-based recreation opportunities - Health and wellness - Events	Economic Development / KMC	To be discussed and actioned by the Economic Development Committee.

<b>Visitor Accommodation - Next Steps</b>	<b>Lead</b>	<b>Action/update / outcome</b>
Consideration of visitor accommodation policy within the Local Environment Plan review.	Director of Environmental Services	The Director of Environmental Services is to be invited to the next Tourism Advisory Committee meeting to discuss: <ul style="list-style-type: none"> <li>• LEP Plan, relative to visitor accommodation</li> <li>• The Town Centre Study</li> </ul>
Development of prospectus /guide to accommodation development opportunities as a means of promoting region-wide opportunities.	Economic Development / Planning / KMC	To be discussed by the Economic Development Committee and the Planning Committee.

**5.2 Develop and promote a year round events calendar**

**5.2.1 Events seeking support:**

**Recommendation:**

That Destination Kiama provide the following support for Destination Events dependant on the appropriate milestone payments, deliverables and post event reporting be agreed to and supplied:

2019 Kiama Rugby Sevens:

- Use of The Pavilion from Friday 22 to Sunday 24 February 2019
- Waste and recycle management
- Restroom cleaning
- Ground maintenance
- \$,6000

**Moved:** *Clr Warren Steele, Sue Thorley*

The Committee discussed and noted that due to a short lead time, Council has considered and approved Destination Kiama's recommendation that we sponsor the South Coast Sevens Tournament (Gerringong) to the value of \$1,500.

5.2.2 Post Event Reports

The following post event reports (from Destination events that were funded / supported) were received and tabled:

- 2018 Kiama Coastal Classic
- 2018 Kiama Country Music Festival
- 2018 The Winter Wine Festival

5.2.3 The Pavilion

The operation of The Pavilion was discussed.

A Marketing Plan for The Pavilion has now been completed and is being implemented.

Improvements have recently been made to The Pavilion entry and work will commence shortly on an Operations Manual.

Spring is a busy time for The Pavilion, for weddings, conferences and community events.

5.2.3 Events Strategy

Copies of the following DRAFT documents were distributed to the Tourism Advisory Committee for their feedback and input:

- Events Strategy Discussion Paper
- Guidelines for Destination Events funding, including timelines
- Destination Event funding application form

Once feedback has been received and any revisions made, further internal discussions regarding these documents and the associated processes and responsibilities will be progressed.

5.2.4 2018 Kiama Bodyboard King Pro (30 July – 9 August).

The 2018 Kiama Bodyboard King Pro event was very successful, (despite the small swell) and the meeting acknowledged the work and support of the following organisations:

- Association of Professional Bodyboarders (APB)
- Surfing NSW
- Destination NSW

This event held in our off-season (winter) attracted competitors from across the globe.

This event has a younger demographic which is important for our destination as is the content created and the associated distribution. The reach of this content was significant.

The event activation in Coronation Park and additional activities, were trialled successfully.

An event debrief is being held shortly with our event partners and a post-event report will be compiled and tabled. The Committee acknowledged the efforts of all involved in delivering this event, and the work of the Destination Kiama and Council staff.

#### 5.2.5 The Local Government Week Community Awards

The Local Government Week Community Awards were successfully delivered on Friday 3 August 2018 and congratulations to all recipients.

#### 5.2.6 Events Boot Camp / Mentoring

Our first Event Boot Camp held for local event organisers was well attended and well received. Planning will commence shortly on this 2019 industry development activity.

#### 5.2.7 NSW Regional Events Conference (Port Macquarie) – 29 to 31 August 2018

Event Co-ordinator Keryn Calcraft will be attending this event.

#### 5.2.8 Local Government Events Network Meeting – 17 September 2018

We are pleased to have pursued and secured the opportunity to host a meeting of the Local Government Events Network.

#### 5.2.9 New Year's Eve Celebrations

The New Year's Eve Working Group has started regular meetings. This is a major event for the Destination Kiama team and for our area.

The Sponsorship prospectus will be developed and distributed shortly.

#### 5.2.10 2019 Australia Day

Preparations for the Australia Day events, activities and ceremonies have also commenced.

### **5.3 Market and Promote the Kiama area**

#### 5.3.1 UNSPOILT Destination Marketing Campaign

The second phase of the 2018 UNSPOILT Destination Marketing campaign is about to commence.

The new campaign creative was shared with the Committee.

The additional (Kiama area only) 'conversion' opportunity with HomeAway (Stayz) which was successfully secured, has delivered some excellent results via Destination NSW.

#### 5.3.2 2019 UNSPOILT Destination Marketing Campaign

The meeting discussed the merits of participating in the 2019 UNSPOILT Destination Marketing Campaign. Data to assist this decision has been requested from Destination NSW.

#### 5.3.3 Kiama I Do – 28 April 2019

The second annual 'Kiama I Do' collaborative destination wedding promotion is scheduled for 28 April 2019.

Destination Kiama was the primary sponsor of the inaugural event held earlier this year and there was agreement that this support be continued for 2019.

#### 5.3.4 2019 Visitor Guide

Work has commenced on the 2019 Visitor Guide, which is our primary promotional publication and a major project. The graphic designer and copywriter have been appointed and the print and photography quotes are currently being received. Destination Kiama partners (members) will receive a free listing in this publication, as per the Partnership Prospectus.

Advertising in the Guide will open on 1 September and close on 29 October 2018.

#### 5.3.5 New website

The current (consumer) website was discussed and it was agreed that we proceed with obtaining quotes for new and improved site. As this will be a major project, this work is anticipated to commence in early 2019.

#### 5.3.6 'Pitchfest'

It was agreed to progress the concept of operating a 'Pitchfest' tourism program which will be open to our partners (members) to pitch their ideas to other Destination Kiama partners (members) to seek co-investment. This will be done at our Tourism After Hours events. This concept will be further developed in readiness for a 2019 commencement.

### **5.4 Community and Industry Engagement**

#### 5.4.1 Tourism After Hours

The Winter Tourism After Hours event was held on Tuesday 24 July 2018 at the Kiama Bowling Club. Guest speakers included Mayor Honey, Alex Leon (CEO of the APB), and Nick Guggisberg talking about the importance of inclusive tourism. An update on Destination Kiama activities is provided at each of these functions.

The Spring Tourism After Hours event is being held at the BIG4 Easts Beach Holiday Park on Thursday 20 September.

The Christmas Tourism After Hours event is being held at the Gerringong Bowling Club on Tuesday 4 December.



These functions are open to all, registrations are essential. Destination Kiama partners (members) receive free entry.

5.4.2 Founding Member Name badges

Name badges for founding members of Destination Kiama have been received and are now in use.

5.4.3 Above and Beyond Award

The Advisory Committee considered and reviewed the submissions for the Spring Above and Beyond Award.

**Recommendation:**

That the Destination Kiama 'Above and Beyond Award' for Spring 2018 be awarded at the next Tourism After Hours Event to the selected winner.

**Moved:** *Sue Thorley, Seconded Perrie Croshaw*

**5.5 Industry Development**

5.5.1 Australian Tourism Data Warehouse Workshop (ATDW)

Over the past twelve months we have offered and run several ATDW Workshops which have been well received.

The next workshop will be held in early November at the Kiama Community College. Information will be distributed shortly to our partners (members).

5.5.2 Destination NSW Industry Events

Destination NSW has assigned two workshops for our region being held in Gerringong on 16 & 17 October 2018. This includes a Tourism Development Workshop and a Tourism Managers Forum. Information on the workshops is available from the Destination NSW website and has been shared with our partners (members).

5.5.3 Additional Industry Development activities

To be discussed at the next meeting.

**5.6 Tourism Development and Strategic Partnerships**

5.6.1 Surfing NSW Partnership

Negotiations on a new three year Partnership Agreement with Surfing NSW have been progressing, with the proposal discussed and considered at the meeting.

**Recommendation:**

That Destination Kiama proceed with the 2018-2021 Partnership Agreement with Surfing NSW as tabled.

**Moved:** *Sue Thorley, Perrie Croshaw*

5.6.2 Destination Sydney Surrounds South (DSSS)

A meeting with Destination Sydney Surrounds South has been requested and will be held on Monday 28 August 2018 to discuss tourism and event activities, projects, plans and priorities.

5.6.3 Department of Premier and Cabinet - Marine Tourism Strategy

A discussion on the Marine Tourism Strategy was held in Kiama on Monday 21 August. The release of this Strategy by the NSW Government is anticipated in coming months.

5.6.4 Regional Economic Development Plan

The Kiama Regional Economic Development Plan has been completed, with implementation via the Economic Development Manager.

**5.7 Visitor Servicing**

The team have continued work on upgrading in house publications in line with our Style Guide. This includes a refreshed Kiama Coastal Walk as well as undertaking ongoing website changes and improvements. Work will commence shortly on updating our Chinese language DL brochure.

A review of retail stock and visual merchandising is ongoing.

Our ticketing contract / policy is currently being reviewed.

Work has commenced on reviewing our Volunteer and Ambassador program, with an outline to be discussed at the next Tourism Advisory Committee meeting. A trial 'pop up' Visitor Information stand accompanied by event merchandising was successfully trialed at the Kiama Bodyboard King Pro.

Improving the external appearance of the Visitor Information Centre will be progressed once the outcome of the grant to update the toilets is known.

First aid training for the Visitor Services, Pavilion and Events team was recently completed.

The next staff and volunteer familiarisation tour of our area's tourism products and experiences will be held the first week of September.

**6. General Business**

**Recommendation:**

That a letter be sent to the Jamberoo Bowling Club congratulating them on recently winning the State Championships and inviting them to the next Tourism After Hours event.

**Moved:** *Clr Steele, Sue Thorley.*

**7. Next Meeting/s**

- Wednesday 10 October – Tourism Advisory Committee Meeting (Gerringong)
- Tuesday 6 December – Tourism Advisory Committee Meeting

**Meeting closed at 5.45pm**

**Item 7.2**

**Attachment 1**

# South Coast Sevens

Item 7.2

Attachment 2



**SOUTH COAST**  
SEVENS

[South Coast Sevens Sponsorship]



## Vision

In 2018, the tournament will be held on Saturday 23rd and Sunday 23rd of September. We anticipate the tournament will be an annual event played at the conclusion of football season, attracting hundreds of participants along. In 2018, we anticipate between 200-300 participants alone, with many more spectators and visitors to the area.

Initially the tournament will be played in the Men's Over 35, All Age Men and All Age Women with anticipated growth.

## Mission

South Coast Sevens' aim is to create an annual football tournament, that promotes the South Coast, the Gerringong community and healthy lifestyles through the participation of football.

In establishing the annual 'South Coast 7's Cup' we hope to:

- Promote tourism to Gerringong and surrounding areas
- Engage football teams from around NSW and the ACT to Gerringong
- Engage the local community
- Promote local businesses and services including cafes, accommodation and recreational areas
- Develop football and encourage year round participation
- Grow the tournament so it is sustainable and provides ongoing financial assistance to improve shared facilities and amenities at Gerry Emery Reserve and Athol Noble Oval
- To support and lead the Breakers footballing community and corporate partners with professionalism, integrity and honesty.

Please contact Javid on 0422 639 356 if you would like further details.



## What's in it for you?

We are looking for financial support to assist in hosting a successful and established annual tournament. 2018 Sponsorship packages:

### Gold Sponsor - \$1500

1. Business logo and Business name on Facebook page and website
2. 1 x Main field naming Rights e.g. field 1 or 2 named after sponsor
3. 3 x Signs around venue (logo provided by Business)

### Silver - \$1000

1. Business logo on media platforms
2. 1 x Field naming Rights (field 3 or 4)
3. 1 x Sign (logo provided by Business)

### Bronze - \$500

1. Minor (outer field) field naming Rights
2. Business/company logo on Facebook and website

### Field Sponsors - \$200 per field

1. Minor (outer field) field naming rights of 1 x field



Contact Kiama Sevens  
Mail: PO Box 229, Kiama NSW 2533  
Mark Bryant: Kiama Sevens Tournament Director M: 0439 640 896  
Email: kiamasevens@kiamarugby.com - Web: www.kiamarugby.com

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**Celebrating 47 Years of Great Sevens Rugby • Kiama Showground • 23 February 2019**

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Clearly itemise and identify your request/s of Destination Kiama / Kiama Municipal Council.

- Event details – date/s, highline program and key event features etc.

Kiama Sevens 2019. Tournament date - 23<sup>rd</sup> February 2019.  
2019 will be the 47<sup>th</sup> consecutive year for the Kiama Sevens tournament.  
2019 will see 8 women's teams and 32 men's team compete.  
The 2018 Kiama saw 4 indigenous men's sides compete.  
The Kiama Sevens retains its title of the largest one-day domestic senior tournament in Australia.

- Anticipated number of attendees and their origin (Local/Regional/Interstate)

2018 saw over 3,500 people attend the event not including players and supporters. In addition to this, the 2018 event was live-streamed, and the event received over 30,000 views.

- Any information you have on the economic value of this event to our Municipality

After attending the Kiama Tourism bootcamp, a number of ideas were put forward as to how economic value has changed with regards to how attendance numbers, overnight stays and game figures are recorded. This will be an ongoing process leading up to the 50<sup>th</sup> Kiama Sevens in 2022. The module that was employed, calculated that the event bought over \$200,000 to the Municipality for the one-day event, Kiama Sevens believe that this figure is conservative.



**MORGANS KIAMA SEVENS | MORGANS KIAMA SEVENS | MORGANS KIAMA SEVENS**



Contact Kiama Sevens  
Mail: PO Box 229, Kiama NSW 2533  
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Item 7.2

- A copy/ outline of the event marketing plan – if one is available

**MARKETING PLAN 2019**

Media Launch Sebel – 14<sup>th</sup> February 2019 - confirmed  
Fairfax – Print - confirmed  
i98 – Radio - confirmed  
WIN TV – free to air - confirmed  
7Mate and Fox coverage – tbc  
Kiama 7's TV commercial – November 2018 - confirmed  
Social media campaign – to commence November - confirmed  
Shute Shield Grand Final programme – advertisement - confirmed  
Live streaming on both fields – confirmed  
Photographic Exhibition – Little Blowhole Art Bar 6<sup>th</sup> February 2019-3<sup>rd</sup>  
March 2019 – confirmed  
Kiama “Rugby Town” 15<sup>th</sup> February 2019 – 23<sup>rd</sup> February 2019 in conjunction  
with the Kiama Business Chamber - tbc  
Kiama Sevens Launch Party 22<sup>nd</sup> February 2019 – Kiama Inn Hotel - confirmed

- Budget outline

Please see attached 2018 Profit and Loss Statement  
2018 Media spend - \$23,000  
2018 Sponsorship expenses - \$27,000 (including media launch)

- How the event will assist with the promotion of the destination, as well as encouraging pre and post visitation

Attachment 3



**MORGANS KIAMA SEVENS | MORGANS KIAMA SEVENS | MORGANS KIAMA SEVENS**





Contact Kiama Sevens  
Mail: PO Box 229, Kiama NSW 2533  
Mark Bryant: Kiama Sevens Tournament Director M: 0439 640 896  
Email: kiamasevens@kiamarugby.com - Web: www.kiamarugby.com

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Kiama Sevens showcases the LGA to not only at a local, regional and interstate level but also at an international level via social media, live game-day streaming and the rugby community telegraph. Pre and post tournament accommodation is booked out in Kiama. The post tournament celebration is the biggest night of the year for both Kiama Inn hotel and the Grand Hotel.

- How would you see Destination Kiama / Kiama Municipal Council be recognised for any support/funding.

2018 Kiama Sevens recognised Kiama Municipal Council and Destination Kiama with logo placement on print and visual media. Time is allocated for a Mayoral welcome at the media launch along with a full-page welcome in the tournament programme. Hospitality marquee access. 2018 recognition included advertisements for The Pavilion, Kiama Municipal Council caravan parks, Destination Kiama and Kiama Municipal Council in the programme, big screen and streaming.

However, if Destination Kiama requires anything additional Kiama Sevens is open to ideas.

- Any additional information that you feel would support the application.

Kiama Sevens is continually evolving. It works within the local community for the benefit of the local community. However, the Kiama Sevens is on the



**MORGANS KIAMA SEVENS | MORGANS KIAMA SEVENS | MORGANS KIAMA SEVENS**



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**Celebrating 47 Years of Great Sevens Rugby • Kiama Showground • 23 February 2019**

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world stage as a pathway to the Olympics. 2018 live-streaming of the event saw over 30,000 views and work has already begun on the 2022 tournament which will see Kiama Sevens celebrate its 50<sup>th</sup> year.

To help with the successful running of the 2019 Kiama Sevens I would like to ask for the following assistance from Destinations Kiama and Kiama Municipal Council:

- 1) Use of the Pavilion from Friday 22<sup>nd</sup> to Sunday 24<sup>th</sup> of February 2019;
- 2) Waste and Recycle management; Recycling of cans became an issue with recyclers turning up after the event and making a mess;
- 3) Restroom cleaning;
- 4) Ground maintenance;
- 5) \$7,500.00 financial assistance which will be used directly for marketing purposes.

I look forward to discussing the request.

Yours faithfully,

**Mark Bryant**  
Kiama Sevens Tournament Director



**MORGANS KIAMA SEVENS | MORGANS KIAMA SEVENS | MORGANS KIAMA SEVENS**



# EVENT REPORT



## KIAMA COASTAL CLASSIC

24 June 2018

[www.eliteenergy.com.au](http://www.eliteenergy.com.au)

Item 7.2

Attachment 4



# Kiama Coastal Classic

## THE EVENT



### **Kiama Coastal Classic: 14k**

The Kiama Coastal Classic, the main event of the day. Running or walking from Gerringong SLSC to Kiama. This breathtaking course will mesmerise runners with rolling green hills on one side and incredible ocean views to the other. For those not as serious, the views will make the kms disappear with ease as participants are welcome to run, jog or walk the entire course.

### **Blowhole Dash: 10k**

10km the classic distance to test yourself, runners will take in the coastal views along this fast rolling course. If the winds are at bay it could be the perfect opportunity to smash that PB in this 2 lap out and back course from Black Beach Reserve to Kiama Surf Club. Perfect for those runners and walkers that are still working their way up to the 14km Kiama Coastal Classic, or those that really want to pit themselves off against their mates.

This event can also be entered as a two person team event consisting of two separate 5km laps of the course.

### **Lighthouse Bolt: 2.5k**

The 2.5km dash is an out and back run from Black Beach reserve Kiama. This is the perfect opportunity to get the little ones involved. This run sees participants from the small to the tall take in the iconic vista of the Kiama blowhole. For the big and little kids, this fast and flat course is an easy course to run or walk.

## EVENT SPONSORS



[www.eliteenergy.com.au](http://www.eliteenergy.com.au)



# Kiama Coastal Classic

Item 7.2

## FESTIVAL SCHEDULE AND STATISTICS:

### Sunday 24<sup>th</sup> June 2018

- 10am 10k Blowhole Dash
- 10.30am 14k Kiama Coastal Classic – Gerringong to Kiama
- 10.45am 2.5k Lighthouse Bolt
- 1.00pm Presentation 10k and 14k age group podium medals.

## PARTICIPANTS

Total number of participants: 406 (Plus 19 on the day registrations)  
26 interstate and international athletes attended the event, with 17 from the ACT, 2 from QLD, 2 from London, 2 from USA, 2 from Singapore and 1 from Malaysia.  
There were over 380 (94%) of competitors from outside the Postcodes of 2533 & 2534, with many visitors traveling from Sydney, Wollongong and the Shoalhaven as well as the ACT, Sussex/ Ulladulla and the highlands.

## DEMOGRAPHICS

From information gathered at registration we can determine the following demographics information:



EVENT SCHEDULE

Attachment 4

[www.eliteenergy.com.au](http://www.eliteenergy.com.au)

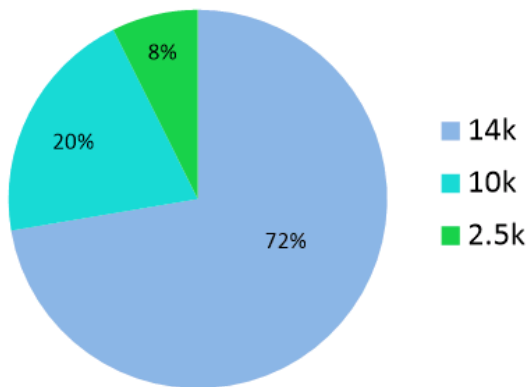


# Kiama Coastal Classic

Item 7.2

## DEMOGRAPHICS

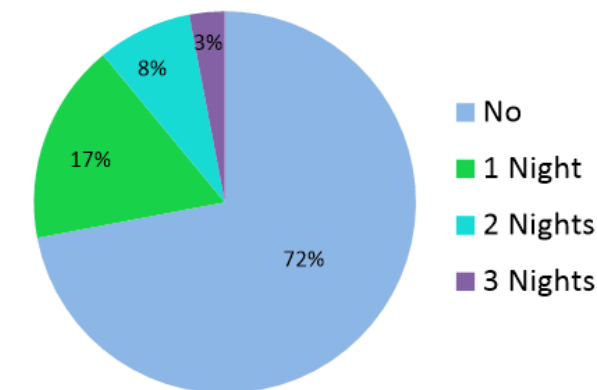
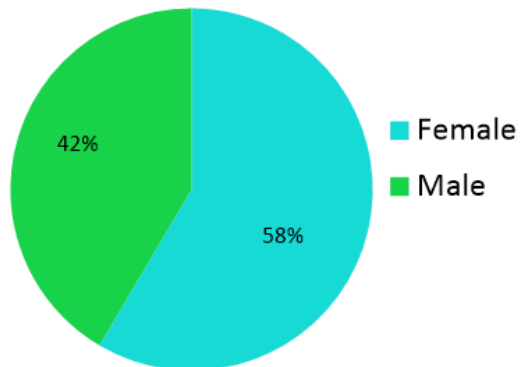
Competitors were aged from 6 to 76  
78% of athletes were aged between 25 to 55 yrs



**DISTANCE:** The largest group of competitors took part in the Kiama Coastal Classic, with 292 (72%) competitors.

Attachment 4

**GENDER:** 58% of athletes across all distances were female



**OVERNIGHT STAYS:** 28% of athletes stayed overnight in Kiama and surrounds

EVENT SCHEDULE



# Kiama Coastal Classic

## MARKETING & PROMOTION

Marketing plan and event spend:

Weeks Out Date	Campaign	Campaign	Campaign	Platform	Spend	
10 weeks	15-04-18	Kiama Coastal Video				
	16-04-18	Kiama Coastal Video	Gong Gym Posters	Poster	\$0.00	
	17-04-18	Kiama Coastal Video	Gong Gym Posters			
	18-04-18	Kiama Coastal Video	Gong Gym Posters			
	19-04-18	Kiama Coastal Video	Gong Gym Posters			
	20-04-18	Kiama Coastal Video	Gong Gym Posters			
	21-04-18	Kiama Coastal Video	Gong Gym Posters			
9 weeks	22-04-18	Kiama Coastal Video	Gong Gym Posters			
	23-04-18	Kiama Coastal Video	Gong Gym Posters			
	24-04-18	Kiama Coastal Video	Gong Gym Posters			
	25-04-18	Kiama Coastal Video	Gong Gym Posters			
	26-04-18	Kiama Coastal Video	Gong Gym Posters			
	27-04-18		Gong Gym Posters			
	28-04-18		Gong Gym Posters			
8 weeks	29-04-18		Gong Gym Posters			
	30-04-18	Scenic Run	Gong Gym Posters	Facebook	\$100.00	
	01-05-18	Scenic Run	Gong Gym Posters			
	02-05-18	Scenic Run	Gong Gym Posters			
	03-05-18	Scenic Run	Gong Gym Posters			
	04-05-18	Scenic Run	Gong Gym Posters			
	05-05-18	Scenic Run	Gong Gym Posters			
7 weeks	06-05-18	Scenic Run				
	07-05-18					
	08-05-18					
	09-05-18	Running Season	Run the Coast	Facebook	\$150.00	
	10-05-18	Running Season	Run the Coast	Google Display	\$273.96	
	11-05-18	Running Season	Run the Coast			
	12-05-18	Running Season	Run the Coast	Post your Training Pic 2 Vln	Instagram	\$50.00
6 weeks	13-05-18	Running Season	Run the Coast	Post your Training Pic 2 Vln		
	14-05-18	Running Season	Run the Coast	Post your Training Pic 2 Vln		
	15-05-18	Running Season	Run the Coast	Post your Training Pic 2 Vln		
	16-05-18	Running Season	Run the Coast	Post your Training Pic 2 Vln		
	17-05-18	Running Season	Run the Coast	Post your Training Pic 2 Vln		
	18-05-18	Running Season	Run the Coast	Post your Training Pic 2 Vln		
	19-05-18	Running Season	Run the Coast	Post your Training Pic 2 Vln		
	20-05-18	Running Season	Port Stephens Posters	Post your Training Pic 2 Vln	Poster	\$0.00
5 weeks	21-05-18	Running Season				
	22-05-18	Running Season	1st Release ending	Facebook	\$40.00	
	23-05-18	Running Season				
	24-05-18	Running Season				
	25-05-18					
	26-05-18					
4 weeks	27-05-18		Running Calendar	Running Calendar	\$90.00	
	28-05-18		Running Calendar			
	29-05-18	Easy Drive Search	Easy Drive from Shire	Running Calendar	Google Adwords	\$175.40
	30-05-18	Easy Drive Search	Easy Drive from Shire	Running Calendar	Google Display	\$132.22
	31-05-18	Easy Drive Search	Easy Drive from Shire	Running Calendar		
	01-06-18	Easy Drive Search	Easy Drive from Shire	Running Calendar		
	02-06-18	Easy Drive Search	Easy Drive from Shire	Running Calendar		
3 weeks	03-06-18	Easy Drive Search	Easy Drive from Shire	Running Calendar		
	04-06-18	Easy Drive Search	Easy Drive from Shire	Running Calendar		
	05-06-18	Easy Drive Search	Easy Drive from Shire	Running Calendar		
	06-06-18					
	07-06-18					
	08-06-18		Running Calendar	Running Calendar	\$100.00	
	09-06-18		Running Calendar			
2 weeks	10-06-18		Running Calendar			
	11-06-18		Running Calendar			
	12-06-18		Running Calendar			
	13-06-18	Running Buddies		Facebook	\$150.00	
	14-06-18	Running Buddies				
	15-06-18	Running Buddies				

Platform	Platform Total Spend
Facebook	\$660.00
Instagram	\$50.00
EDM	\$0.00
Radio	\$0.00
TV	\$0.00
Poster	\$0.00
Pole Poster	\$0.00
Magazine	\$0.00
Spotify	\$0.00
Snapchat	\$0.00
Google Adwords	\$175.40
Google Display	\$406.18
Running Calendar	\$190.00
Other Website	\$0.00
Connections	\$0.00
Other	\$0.00
<b>TOTAL SPEND</b>	<b>\$1,481.58</b>



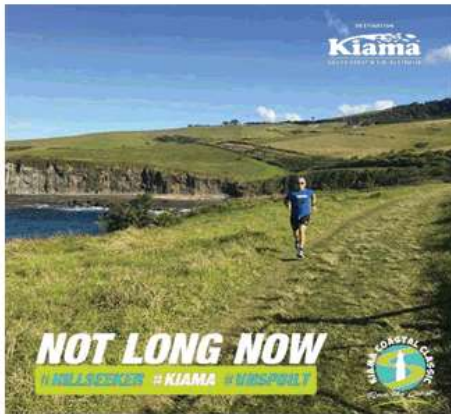
Item 7.2 Attachment 4



# Kiama Coastal Classic

## MARKETING & PROMOTION

Kiama Coastal Classic was promoted extensively via social media and internet coverage, plus the Elite Energy Database via emails.



**Elite Energy Events**  
Published by Sebastian Gallery [7] · 15 June at 14:34 · [3]

Some things are better with a buddy, like enjoying a glass of wine, going to the movies and running together. Kiama Coastal Classic, June 24. 14k, 10k or 2.5k. bit.ly/kiamacoastalclassic #unspoll #kiama #runningseason #hillseeker



5,680 people reached [Progress bar] [Boost Again](#)

**Elite Energy Events**  
Published by Bec Morris [1] · 22 May · [3]

Beat the price rise! First release for the Kiama Coastal Classic closes tomorrow!  
REGISTER NOW! bit.ly/kiamacoastalclassic



3,847 people reached [Progress bar] [Boost](#)

Published by Bec Morris [1] · 24 May · [3]

There are 4 weeks until Kiama Coastal Classic! Who's excited?



Your video is popular with women aged 35-44 [Boost Post](#)

352 Views

Like Comment Share

Elite Energy Events, Tracey Emerton, FITBOD and 8 others · Most relevant

Calling all hill seekers!  
Do you love running through the countryside? Across undulating hills, pristine valleys and breathtaking cliffsides?  
Then Kiama Coastal Classic is for you! We have a distance for everyone from the 14km Coastal Classic to the 10K blowhole dash, 5K relay and the 2.5K Lighthouse bolt... See more



**Elite Energy Events**  
Event planner [Send Message](#)

12,035 people reached [Progress bar] [Boost Again](#)

[www.eliteenergy.com.au](http://www.eliteenergy.com.au)



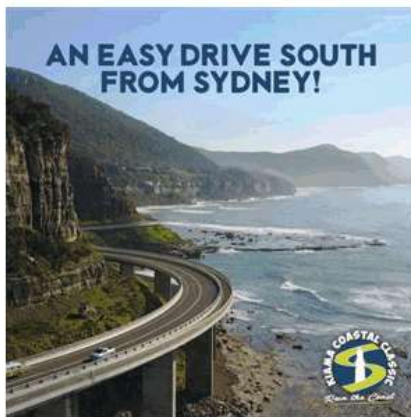


# Kiama Coastal Classic

## ONLINE

Via our Website (Logos and more) <http://www.eliteenergy.com.au/event/kiama-coastal-classic>

Google impressions : 59,076



**Elite Energy Events**  
Published by Sebastian Gallery (7) · 15 May · 🌐

The temperature has dropped and the fires are on. This means one thing Running Season!!! Warm up with the Kiama Coastal Classic 2.5K, 5k, 10k & 14K. Only 5 weeks! bit.ly/kiamacoastalclassic



[www.eliteenergy.com.au](http://www.eliteenergy.com.au)

Item 7.2

Attachment 4



## Kiama Coastal Classic

Item 7.2

### COUNCIL/ DESTINATION FUNDING

Elite Energy displayed council/ destination signage at the Finish Line, on the competitor emails (sent to ALL competitors prior to the event) and in our social media via numerous posts and on our website under accommodation and the top 10 things to do [here](#)

The area was also promoted for 'Things to do' in the area via this link <http://www.visitnsw.com/destinations/south-coast/kiama-area/kiama> on athlete registration confirmation emails.

### COMPETITOR FEEDBACK

Elite Energy conducts competitor surveys. The information collected via our athlete surveys determines future planning and also allows us to report on competitor demographics. We also collect data at registration through our online system.

- Total Competitors 406
- Total Visiting Competitors 380 (from out of area)
- According to statistics gathered by Elite Energy in previous years, visitors to an event spend the following average amounts per day:  
\$150 per person per over night stay and \$57 per person per day competitor

### ECONOMIC BENEFIT TO THE COMMUNITY

Our surveys suggest that each visiting athlete will bring 2.2 people with them to this event, 28% of all athletes indicated staying a minimum of 1 night - within this athletes also reported staying longer, but conservatively we prepare the following statistics.

#### Estimated Economic Impact to Kiama

- 99 visiting overnight athletes x 1 nights x \$150.00 = \$14,850
- 99 athletes x 2.2 overnight guests x 1 nights x \$150.00 = \$32,670
- 307 day visiting athletes x 1 day @ \$57.00 = \$17,499
- 307 day visiting athletes guests x 1 day x 2.2 @ \$57.00 = \$38,497.80
- Estimated Total Return to the Kiama Economy = \$103,516.80



Attachment 4

[www.eliteenergy.com.au](http://www.eliteenergy.com.au)



## Kiama Coastal Classic

### CONCLUSION

The event also engaged over 41 local volunteers, including our community Illawarra pathfinders and Gerringong Netball Club along with individuals who helped make the day such a wonderful community event. The Kiama Power Australian Rules Football Club also had a fundraising BBQ at the event. Over \$2,050 of direct community donations resulted from the festival, along with over \$850 of prizes and giveaways.

Local contractors and 4 casual employees were required and directly involved with set up and hire of equipment injecting over \$1,000 in to the local economy.

The directors of Elite Energy would like to take this opportunity to sincerely thank all the sponsors of the event who have shown that with a vision and support major events bring an outstanding outcome to the wider community. Thank you to Kiama Municipal Council and Destination Kiama, the dedicated volunteers, local race directors, residents of Kiama and the wider community who supported the event and for their patience.

Without this continued generosity the festival simply could not be held.

We look forward to  
The Kiama Coastal  
Classic in 2019

**Prepared by:**  
Elite Energy  
90 North Street  
NOWRA NSW 2541  
02 4423 7775  
[www.eliteenergy.com.au](http://www.eliteenergy.com.au)



[www.eliteenergy.com.au](http://www.eliteenergy.com.au)



Venue	Incoming Funds	Outgoing Costs	Total Profit	Approx Attendance Fri-Sun
Kiama Council Show Hindmarsh Park Rained Out Indoor Concert Kiama Leagues	\$2200	\$2200 – Artists/GST	\$0	45 (Rain)
Kiama Golf	\$2420	\$2170 – Artists/GST	+\$250	650+
Kiama Leagues Club	\$11999	\$10,930 – Artists/Riders Sound/GST	+\$1070	1550+
Art Bar	\$990	\$990/GST	\$0	40
JJ'S Indian 9/6/18 Only	\$385	\$335 ARTIST/GST	\$50	100
Zia's Pizza 10/06/18 Only	\$385	\$335 Artists/GST	\$50	100
Gerringong Bowlo	\$2200	\$2100 Artists/Production/GST	\$100	400
Sponsorship KiamaCabs/ Mini Busses	\$500 Sponsor	\$528 Circus Monoxide Promo	-\$28	N/A
South Coast Experiences	\$250 Sponsor	Accomodation \$300	-\$50	N/A
LP Entertainment & Gerringong Cleaning	\$1350	\$1350 Accomodation/Artists Travel Expenses /Excess of other expenses	\$0	N/A
	Total Incoming	Total Outgoing	Total Profit	Total Attendance
	\$22,329	\$20,888	\$1441	2840
<b>Incubator Fund</b>				
NSW GOV	\$22,000	\$22,000  Radio/Custom KLC Gold Marquees/Newspaper Add/KLC Gold Shirts/ DigitalDesign/Posters/Flyers / Survey Forms/ Stickers/Magnets/Printing Production Hire/GST	\$0	

Item 7.2

Attachment 5



**Kiama Municipal Council community event sponsorship \$2200 inc gst**

Thanks to Kiama Municipal Council and Destinations Kiama, we were able to host an outdoor concert. Receiving the help from NSW Government providing Production meant every cent of the councils donation could be spent on entertainment. It was unfortunate that the weather wasn't on our side with torrential rain forcing the planned outdoor concert inside.

The sponsorship helped us host, A taste of KLC Gold with a whopping 8 piece band including Golden Guitar winner Stuart French and renown fiddle player Penelope Somerville. The band backing 6 fantastic singers, including 8 time Golden Guitar winner Luke O'Shea and many of our amazing local talent rising up among the ranks of Australian country artists. Plus Kevin Sullivan and his talented 8 piece Band and Poetry by Colin DeFies. Plus Circus monoxide provided roving street performances.

A giant celebratory cake with the sponsors printed with food color was a real treat for the audience, gifted by LP Entertainment. Matt Brown made a few words declaring KLC Country Gold open and cut the cake. Over 200 people got a slice of it's deliciousness, over the course of the afternoon and evening.



**Survey**

The figures are based on the venue's estimate for each show that was held at the times they were on. A survey was taken throughout the whole event with 105 people completing the questions. A percentage was worked out from the figures. The volunteers tried to find unfamiliar faces to them from the local region to get an indication on how far people had travelled. Each person was asked on average how much they spent per day at eateries and venues. They were also asked how much they spent on accommodation.

The image contains four hand-drawn tables, each titled "Mixed Venues Collected". Each table has columns for Name, Location, Venue Type, Cost/Performance, Performance Attraction, Show and time, and KLC Gold Arts Fee. The tables are organized by day: Thursday, Friday, Saturday, and Sunday. The data is handwritten and includes names of venues and their respective details.

**Why was it a success?**

The festival had an excellent line up of quality Country Musicians. Kiama is the perfect spot for a country festival to grow into a full-scale festival much like Tamworth. Venues really embraced the festival and worked ahrd on promotion as well. Next year has already had plenty of interest with venues approaching me to use them as well. Existing venues have said it has proven itself and offered larger budgets. The visitors were very impressed that the South Coast now had a country festival of it's own. I involved a lot of people who felt part of the team helping promote the event further.

**Marketing**

Through targeted Facebook posts we had a great response. We concentrated on advertising mostly in NSW targeting country music and festival lovers. We targeted - ACT, Central Coast, South Coast and Shoalhaven, Local regions Illawarra/Wollongong plus with in Kiama Municipality.

KIX Country Radio across South Coast and The Wollongong Networks targeting country music fans. ABC and Several country and mixed genre radio station Interviews WIN News TV Media Interview.

Destination NSW and Destination Kiama Posts  
Several stories in Kiama local papers (Kiama Independent and Bugle)

We had Circus Monoxide roving entertainment and stilt walkers handing out flyers and giveaways. Letterbox drops. Posters put up in local hotspots (Butchers, Bakery, Gyms, Venue's) Banners hanging up on Highway fences in several locations. Pull up banners in Venues near stages.

Venues posting entertainment rosters on facebook pages.  
KLC Country Gold facebook page & LP Entertainment facebook page

Performers own personal facebook page

Emails and text messages sent out to list.  
Artists all advertised on their artist website and Social/Facebook pages  
Printed Marquees made and used in outdoor events  
Magnets and Stickers printed with KLC Country Gold June Long Weekend - See You Next year on them

**KLC GOLD COUNTRY MUSIC FESTIVAL**  
KIAMA • LOVES • COUNTRY • MUSIC • FESTIVAL

**Girls IN COUNTRY**  
JUNE LONG WEEKEND  
WITH CELEBRITY GUEST BAND  
SUN 9TH JUNE 3PM  
EMMA JENE CHLOE CHRISTENE TARA FAVELL  
AUDREY HERNANDEZ EMILY MARKHAM  
BACKED BY THE KLC COUNTRY GOLD HOUSE BAND (THE MISSING LINK BAND)

**FESTIVAL PROGRAM**  
JUNE LONG WEEKEND

<b>KIAMA LEAGUES CLUB</b>	<b>HINDMARSH PARK</b>
08 8pm Been Guin Band FRI (supported by Jack Leigh)	09 1pm A mixup of KLC Country Gold see a selection of our artists joining The KLC Country Gold House band. The Missing Link Band for a dose of some talent on offer this year plus poetry by Colin DeFries.
09 4pm Great Country Sing Along 5pm Chloe Christene 6pm Emma Jene 7pm Tara Favell 8pm Emily Markham 9pm Christie Lamb	10 12pm Pearl Note SUN
10 12pm Amber Lawrence SUN (supported by Emily Markham & Tara Favell)	<b>KIAMA GOLF CLUB</b>
4pm Emma Jene 7.30pm Luke O'Shea 9pm Colin DeFries	08 8pm Emily Markham FRI
<b>ART BAR</b>	09 6pm Kevin Sullivan SAT
09 6.30pm Luke O'Shea SAT (open poetry by Colin DeFries, \$65 +BF (includes dinner)	10 3pm Jay Seoney SUN
<b>J.J.'S RESTAURANT</b>	<b>ZIA'S PIZZA CAFE</b>
09 6pm Chloe Christene SAT 7.45pm Kara Naughton	10 12pm Jacqui Leigh SUN 1.45pm Kara Naughton
<b>GERRINGONG BOWLO</b>	<b>CROOKED RIVER WINES</b>
10 3pm Girls in Country SUN	09 & 10 Wines Wine Festival with Live Music \$15 + BF SAT SUN

Public Access, 2001 Beach NSW  
PH (002) 9224 1414  
gerringongbowlo.com.au

**KLC COUNTRY GOLD**  
KIX  
LP

### **DNSW Funding**

The festival had a change of direction. In most ways the funds was used as described initially but some changes where made.

The funding made it possible for us to partake in a heavy radio advertising campaign, which saturated the country market. If you listen to KIX Country, then you couldn't miss the advertising campaign what so ever.

A sophisticated digital design across the board with each one of the events designed for individual venues to advertise their own events individually as well as the festival on a whole. Including design packages for individual posters, flyers, Facebook, banners, stickers, magnets,

The Custom Marquees enables the Festival to host several out door stages and information/merchandise desks with personal and equipment covered against the elements

Beautifully designed Shirts for those involved including musicians. Wearing the shirts with pride and people asking about the shirts.

A professional production company was hired to stage the event and resulted in exceptional sound and lighting for the concert.

### **Learning from Marketing 2018**

It has helped me develop a strategic plan for next years marketing. Learning what was the best form and confirming the strength social media plays for events. The targeted marketing by using country radio was certainly very affective, yet many non specific country lovers commented they love country music but didn't know anything about it. A percentage of radio marketing could be delivered to more commercial radio stations engaging those who don't mind country music and may be tempted to come along to future events.

### **3 x Operational Learnings from 2018**

Further engaging with more volunteers to take the stress from myself. There was lot's of little things I took ownership of that really I could have trusted others with.

I can't rely on the weather. The one outdoor concert during the festivals multiple events, would have been hugely successful had it not rained. Next years outdoor event will involve be more family orientated and as an indoor event.

I need more financial backing to grow the event so have already started to try and attract large multinational businesses to back the event. Thus enabling the event to grow significantly.

### **3 x Key Marketing Learnings**



To promote the event on other commercial networks besides the country networks. Many families are still interested in taking a look, even if country music is not their usual chosen genre.

The competitions run were very successful in reaching audiences. Definitely worth running more of these social media share to win promotions.

The venue's each getting their own design for the posters was very successful promoting venues individually so that each venue was given a fair chance to draw a crowd.

### Result & Future of the event

This was the first year the festival had spread out among the local venues in Kiama. Each venue agreeing to smaller amounts this year to get their toes wet and see how it went. I'm pleased to say each venue had a terrific response and bumper patronage. Committing to further funding next year increasing the available budget spends for each of their events.

The musicians all felt looked after and well promoted. We are super excited for next year with preparation well and truly already on the way.



**DNSW Incubator Fund Expenditure - \$22,000 inc GST**

ATO	GST	\$2000
Krakovska Design	1000 x Stickers/Magnets	\$559
Krakovska Design	Digital Design, Posters, Banners, Marquee Dsigns, Surveys, Passes, programs	\$2155
Dynamic Promotions	Custom Marquees 8x4m Two 3x3m	\$8301.70
Jenna Marsh	Festival Production Hire	\$2950
Office Works	Banner Printing	\$1290
DSC Services	Website Design	\$385
Net registry	Website Hosting	\$191.70
The Bugle	Advertising	\$264
Tablelands Broadcasting	Radio Adverts	\$1227.6
Grant Broadcasting	Radio Adverts	\$1227.6
Gerringong Printing	Printing	\$347.9
Shoalhaven Embroidery	Embroidery Festival Logo Shirts	\$1183.60
Social Media Sponsored Ads	Social Media Ads	\$40
TOTAL		\$22,220.1



**POST EVENT REPORT**

Winter Wine Festival 2018

Crooked River Wines

**Item 7.2**

**Attachment 6**

CROOKED RIVER WINES PRESENTS

UNCLE **Joe's**

*The Winter Wine Festival 2018*

Crooked River Wines, Gerringong NSW  
**SAT 9 JUNE • SUN 10 JUNE**

**GEMMA LYON + MR PERCIVAL  
JOE MUNGOVAN + PLENTY MORE**

**ONLINE TICKETS \$15.00**  
[crwwinterwinefestival.eventbrite.com.au](http://crwwinterwinefestival.eventbrite.com.au)

*\*Limited Tickets available.*

Item 7.2

Attachment 6

The Winter Wine Festival at Crooked River Wines was held June 9 & 10, 2018. Event attendance was 1,400 guests each day.

The event this year had a major focus on more closely supporting and involving our local community and businesses. All produce was sourced as locally as possible in a conscious effort to support our region's small businesses and economy. Our neighbors where all invited to join us for breaky on the Sunday morning where they were treated to a beautiful B&E Roll with free range bacon and beautiful organic eggs from Crooked River Farm.

Our Entertainment was a mix of local artists and select artists from Sydney and beyond. The idea being to draw an out of region following, at the same time supporting the incredible talent we have in the region. Saturday focused on out of region entertainers, and the Sunday was 100% local artists. We also where lucky to partner with a few high profiles. Christie Hayes, i98FM radio presenter hosted our first day of entertainment. The Illawarra Hawks also joined in the action – coming in to shoot a promotional video for the event. Dan Ewing, Home and Away Star also shared details of the festival on his socials!

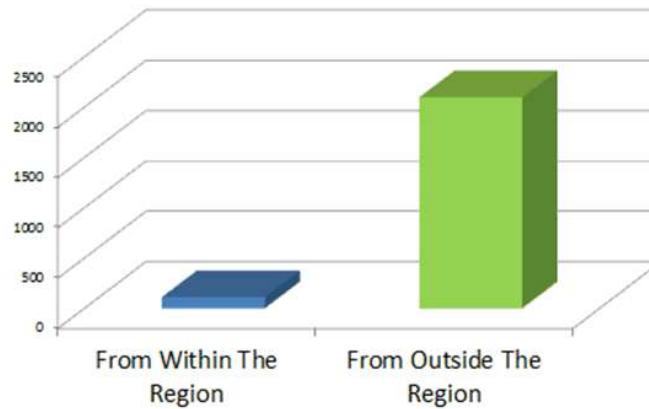
The extended impact on the local economy from the festival would also have been appreciated by our local party hire and staging company, audio visual, food and beverage suppliers, transport providers, accommodation providers, local restaurant and businesses who benefited from overnight visitors and thus spend, and beyond. Our festival expenses injected in to our local economy where around \$50,000. This figure does not take in to consideration products and services from outside of the Illawarra region.

Here is a breakdown of our local expenses:

- <b>Staffing</b>	<b>\$8,000*</b>
<i>* this cost is staff hired in specifically for the event and does not include our usual full-time, part-time or casual staff members wages. With full wages, this figure is \$23,000.</i>	
- <b>Hire Items</b>	<b>\$13,000</b>
- <b>Advertising</b>	<b>\$3,000</b>
- <b>Local Entertainment</b>	<b>\$5,000*</b>
<i>*out of area entertainment brings this figure to \$18,000.</i>	
- <b>Locally Sourced Food &amp; Beverage</b>	<b>\$20,000</b>
- <b>Security Services</b>	<b>\$1,200</b>

This year we implemented a ticketed event. Tickets where \$15 and included a souvenir glass which was filled with wine on arrival and entry to the festival for one day. Ticketing the event allowed us complete control of numbers coming in and abled us to prepare more effectively for catering and staffing. The event was a sell out on each day. Having a ticketing system in place has also allowed us to collect data on attendees. We have attached a detailed report outlining where all ticket holders purchased tickets from, the majority being out of area.

Figures collated from Eventbrite show 2097 of the 2208 tickets sold via this platform were from outside of the region, this excludes internal sales. Only 5-6% of people attended the festival where from the Illawarra region. Despite gathering an influx of calls & requests from locals we could not sell any further tickets as this was a sold out event. In addition to this we gathered a number of international & interstate guests residing from Canada, Vietnam, New Zealand, Fiji, UK, SA, QLD & VIC.



Graph showing number of Winter Wine Festival attendees from within and outside of the region.

Figures compiled via Eventbrite.



Majority of our marketing was via our social platforms; Facebook and Instagram. Our event page for the festival had a reach of 295,305 as shown below. We attribute the far-reaching nature of social media marketing for the massive out of area attendance.



*Statistics for the Winter Wine Festival 2018 and Crooked River Wines event page via Facebook.*

The funding provided by Kiama Council toward the event is much appreciated. We hope you found value in your contribution and that we can develop a continued relationship with Kiama Council as a Winter Wine Festival Partner for future events.



**SATURDAY**  
11 - 12pm Ellie Drennan  
12:30 - 1:30pm Dardi Shades  
2 - 3pm Mr. Percival  
3:30 - 4:30pm Gemma Lyon



**SUNDAY**  
10:30 - 11:30am The Getups  
12 - 1pm Sandy Feet  
1:30 - 2:30pm Estelle  
3 - 4pm Joe Mungovan



**MONDAY**  
12 - 3pm Pockets Full of Dust  
(indoors our Restaurant)







Surfing NSW & Kiama Municipal Council

Letter of Agreement

Partnership 2018 - 2021

This document brings together an agreement for Surfing NSW & Kiama Municipal Council from the dates of 1<sup>st</sup> July 2018 through to 30<sup>th</sup> June 2021. The information below details a schedule of benefits for each party to deliver. Annual meetings will be organized to review progress.

**Surfing NSW to provide Kiama Municipal Council**

- **Events - the following events will run in the region annually:**
  - NSW Bodyboard State Titles – State wide bodyboard event
    - 3 day event with 80+ competitors scheduled May annually
  - Warri Boardrider & Jones Boardriders events
    - Direct marketing and social media support for these community based groups
  - Woolworths Surfer Groms Comp – junior shortboard event
    - 2 day event with 100+ competitors scheduled October/November annually
  - NSW Junior Regional Surfing Titles - Junior shortboard event
    - 1-2 day event with 70+ competitors scheduled October/November annually
  - Australian Boardriders Battle – Boardriders Club event
    - 1 day event with 100+ competitors scheduled October/November annually
    - Surfing NSW to provide quarterly partnership updates as well as post event reports to Kiama Municipal Council

address / 'The Pavilion',  
Marine Pde, Maroubra  
Beach NSW 2035

mail / PO Box 4005,  
Maroubra South  
NSW 2035

phone / (02) 9349 7055  
fax / (02) 9349 7344  
web / [www.surfingnsw.com.au](http://www.surfingnsw.com.au)

- **Programs - based in the region annually;**
  - 2x Indigenous Surfing Program days per annum
  - 1x Level 1 Bodyboard Judging Courses per annum
  - 2x Surfers Rescue 24/7 program days per annum
  - 2x High Performance Coaching days integrated into Office Of Sport South Coast Surfing Academy Program and online coach support for local surfers in the program
- **Media**
  - Pursue over two partnership opportunities with leading related media agencies to profile Kiama as a surfing destination as well as the Surfing NSW events
  - Pursue two destination and surfing ambassadorial partnership opportunities, with leading local identities
  - Apply Kiama Municipal Council and Destination Kiama branding in event and program media releases
- **Tourism**
  - Surfing NSW to liaise with Destination Kiama in producing destination content, inclusive of:
    - Surfing information and copyright free, images and vision (from events and programs listed above) for [kiama.com](http://kiama.com), to assist Destination Kiama in positioning Kiama as a leading Australian surfing destination.
    - The provision of at least one new piece of copyright free raw unedited content every two months (6 times per year) for use by Destination Kiama to edit as they wish and use online and on social media. For example, each winner of the Kiama competitions to create a 15/30 sec clip of 'my time in Kiama'.
    - Integrate Kiama destination surfing stories as Surfing NSW news on webpage
    - To feature the Kiama surfing events via Direct Marketing to the Surfing NSW entire database, social channels as well as the NSW Boardriders clubs and surf school contacts, inclusive of any special deals and offers.
    - To profile Kiama as a Surfing Destination (in addition to events) via Direct Marketing to the Surfing NSW entire database, social channels and NSW Boardriders clubs, twice annually inclusive of a tourism call to action (website)

- To continue to discuss off peak (winter) opportunities
- To work with Destination Kiama on destination development opportunities, such future surfing precinct development
- Alongside Destination Kiama, pursue additional tourism partnership opportunities
- Deliver 'event activation' ideas and opportunities together, to grow attendance and visitation to the area from non-event participants

**Kiama Municipal Council to Provide Surfing NSW**

- \$4000 + GST paid per quarter upon receipt of Surfing NSW invoice
- Fully paid accommodation of up to four cabins per event in non NSW School holiday periods for 16 Surfing NSW staff and officials for 10 nights per year – Surfing NSW staff to be placed in Council accommodation at Kiama Beach but if not available Kendall's or Werri Beach also available options
- Kiama Municipal Council to provide marketing opportunities for all Surfing NSW events, programs, indigenous courses and more
- Provide space for Surfing NSW in EDMs, digital and social media of Surfing NSW events and programs
- Local support and assistance and a central point of contact with Council
- Opportunities to raise the profile of Surfing and the work of Surfing NSW across council

**Agreement**

- I have read and understood all Surfing NSW and Kiama Municipal Council Items above. If one party does not meet commitments as stated above the opposing party can call a meeting to discuss and review. If commitments are not met post meeting the agreement can be altered or discontinued. If both parties are not happy with the ongoing relationship due to a lesser commitment by one party to the other, the agreement can be terminated from February 2019 providing a 6-month notice period. For termination both parties do need to sign off on what will be discontinued.

**Kiama Municipal Council Representative**

Name.....

Signed.....

**Surfing NSW Representative**

Name.....

Signed.....

**Key Surfing NSW Contacts:**

Luke Madden [luke@surfingnsw.com.au](mailto:luke@surfingnsw.com.au) CEO

Adam Huban [adam@surfingnsw.com.au](mailto:adam@surfingnsw.com.au) Event Manager

**7.3 Minutes: Catchment and Flood Risk Management Committee meeting held on 21 August 2018**

Responsible Director: Environmental Services

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**Attachments**

- 1 Catchment and Flood Risk Management Committee - Minutes - 21 August 2018 [↓](#)

**Enclosures**

Nil

***RECOMMENDED***

That the Minutes of the Catchment and Flood Risk Management Committee Meeting held on 21 August 2018 be received and accepted.

**BACKGROUND**

Attached for Councillors' information are the minutes of the Catchment and Flood Risk Management Committee meeting held on 21 August 2018.

**Catchment and Flood Risk Management Committee Meeting**

Kiama Council RSL Room – Tuesday 21 August 2018, 3pm – 4:00pm

Attendance: Clr Mark Westhoff, Darren Brady (KMC), Byron Robinson (KMC), Ben Pinch, Andrew Willams (OEH), Barry Mahoney, Nathan Pomfret (OEH)

Apology: Clr Andrew Sloane, Aimee Beardsmore (OEH), John Murtagh (OEH), Leonie Walsh, Graham Pike, Andrew Monk (RMS).

1. Minutes of previous meeting	Minutes of the previous meeting held on 20 May 2018 were accepted as accurate by the committee.  Moved MW, Seconded DB
2. Kerrylee Rogers (UoW) presentation to committee	Kerrylee Rogers, an Associate Professor from the UoW, presented a synopsis of the research she has been involved with for the last 20 years in the Minnamurra River. Her research has particularly focused on sediment accretion in saltmarsh / mangrove areas and the predicted impacts of sea level rise on these communities. Kerrylee also talked about the honours program and its links to industry to try to provide relevant research to partners and provide industry experience to students. AW and BR to liaise with KLR to try to work up a research project which can be looked at for an honours student.
3. Flood study related issues	DB updated the committee on the current status of the Ooaree Creek / Werri Lagoon flood study. The project is still on track to provide the report by the end of the year. The consultant has indicated that the Ooaree Creek floodplain has unique characteristics due to the close proximity of the escarpment to the flat floodplain area which has a thick peat layer of which absorbs and stores runoff and changes the dynamics compared with other similar catchments. The consultant is hoping to observe a rainfall event in the catchment and collect data to further calibrate the model they have developed. This is likely to be part of the future Flood Risk management Study & Plan phase.  DB introduced Nathan Pomfret from the OEH. Nathan is taking over the role coordinating flood studies in the Illawarra and will be working with John Murtagh on the hand over the projects in the area.
4. Update on progress of Minnamurra and Crooked River CZMP actions	BR provided a quick update of the current projects and grants associated with the actions in the Minnamurra and Crooked River CZMPs. The Minnamurra headland erosion control project is hoped to be undertaken in October, when favourable tide conditions allow, once the heritage conservation permit is finalised.  It is expected that the two grants which were applied for under the NSW Coast and Estuary Grants implementation program are to be announced this week and we are expecting that the grants will be awarded. The grants are for the weed control program in the Minnamurra wetlands at the end of Charles Avenue and a bank erosion control options assessment and design for Blue Angle Creek.

	<p>The leachate pumping program is almost ready to begin pumping. A solution has been found for reducing the pumping rates however a recent IT upgrade has meant the communication between the pumps and the software has been affected. We are currently working on this to get the program up and operating and expect to be pumping and monitoring in the next month.</p>
5. Update on progress of Minnamurra River boardwalk / walkway	<p>DB informed the committee that 2 public consultation sessions were held on 1 August and 15 August at the Kiama Golf Club in Minnamurra. Both sessions had been well attended with approximately 60 people at the first session and 50 people at the second session. Those attending the meeting generally appeared to be in favour of the boardwalk. Council is still accepting submissions and consultant is preparing to finalise the preferred route report.</p> <p>The consultant is undertaking detailed surveying and some geotechnical investigations this week. They are also preparing the REF for the project concurrently. There is also an issue arising in terms a native title claim spanning all Crown Land from Sydney south to the Victorian border. Council's have been given the management responsibility for all Crown Land along with responsibility of negotiating native title claims on Crown Land. Before any construction could commence the native title claim needs to be resolved or an exemption given for the project. Council and its consultants are currently working through this issue.</p>
6. Kiama LGA Coastal Management Program	<p>BR updated the committee on the status of the CMP. AW explained that as Kiama is one of the first councils to develop a CMP under the new legislation and coastal manual, it is important to spend time getting the brief right to go to tender. AW and BR are currently working up the brief in consultation with senior conservation team officers within the OEH. It is expected that the brief will be ready to go to tender before the end of the year, given BR will be away for 6 weeks.</p>
7. Other business	<p>No further issues raised. Meeting closed 4:10pm</p>
8. Next Meeting	<p>The next meeting was set for Tuesday 20 November 2018, 3:00pm in the RSL Room.</p>

**7.4 Minutes: Kiama Local Traffic Committee meeting held on 4 September 2018**

Responsible Director: Engineering and Works

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**Attachments**

- 1 Minutes of Kiama Local Traffic Committee Meeting - 4 September 2018 [↓](#)

**Enclosures**

Nil

***RECOMMENDED***

That the Minutes of the Kiama Local Traffic Committee Meeting held on 4 September 2018 be received and accepted.

**BACKGROUND**

The Minutes of the Kiama Local Traffic Committee meeting held on the 4 September 2018 are attached for information.





**MINUTES OF THE  
KIAMA LOCAL TRAFFIC COMMITTEE  
MEETING**

commencing at 9.05am on

**TUESDAY 4 SEPTEMBER 2018**

Council Chambers  
11 Manning Street, KIAMA NSW 2533

**Item 7.4**

**Attachment 1**

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**MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE 4 SEPTEMBER 2018**

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**MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE OF THE MUNICIPALITY OF KIAMA HELD IN THE COUNCIL CHAMBERS, KIAMA, ON TUESDAY 4 SEPTEMBER 2018 AT 9AM**

**PRESENT:** Councillor M Honey (Mayor) (Chairman), Councillor Mark Way (Alternative Delegate), Amy Thomson (RMS Representative), Sarah Cross (RMS Representative), Craig Gray (NSW Police Representative), Darrell Clingan (Local Member's Representative), Gino Belsito (Director Engineering and Works), Darren Brady (Manager Design and Development), Janelle Burns (Kiama Council Road Safety Officer), Chris Balzarano (Council Ranger) and Mallory McLennan (Minutes)

1 Apologies  
Nil

**2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

The Mayor declared the meeting open and acknowledged the traditional owners:

*"On behalf of those present, I would like to show my respect and acknowledge the traditional owners of the Land, of Elders past and present, on which this meeting takes place, and extend that respect to other Aboriginal and Torres Strait Islander people present."*

**3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**3.1 Kiama Local Traffic Committee held electronically on 7 August 2018**

**Resolved** that the Minutes of the Kiama Local Traffic Committee Meeting held electronically on 7 August 2018 be received and accepted.

(Councillor Honey and Darrell Clingan)

**4 BUSINESS ARISING FROM THE MINUTES**

**Motion**

**Resolved** that Committee approves Item 5.1 from the previous meeting for the installation of a 'STOP' pavement message at the intersection and installation of a "Stop Sign Ahead" (W3-1) sign.

(Councillor Honey and Amy Thompson)

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**MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE 4 SEPTEMBER 2018**

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**5 REPORT OF RMS DELEGATED FORMAL ITEMS**

**5.1 Fern Street, Gerringong - Proposed Street Parade - Gerringong Rotary Sunrise Club Inc**

**Resolved** that Committee approval be given to holding this parade subject to organisers and suitably qualified traffic controllers complying with the following conditions:

- 1) The road closures to be undertaken by organisers by suitably qualified traffic controllers in compliance with the traffic management plan No. AS11855 prepared by Traffic Logistics Pty Ltd;
- 2) notification of this closure be given to Police, Local Emergency Services, businesses and residents effected by the closure;
- 3) an advertisement be placed in the local media advising of the closure.
- 4) organiser are made aware that they are fully responsible for any injury or incident that occurs as a result of the parade

(Councillor Honey and Darrell Clingan)

**5.2 Pedestrian refuge crossing point – Terralong Street, Kiama (Ambulance station)**

**Resolved** that approval be given to the amended plans for the pedestrian refuge crossing point and associate regulatory signage and linemarking in Terralong Street, Kiama in accordance with RMS standards.

(Councillor Honey and Amy Thompson)

**6 GENERAL BUSINESS**

**6.1 Mayflower Development – Croft Place**

The Committee discussed concerns regarding the proposed development at Mayflower, Gerringong and the impact of increase traffic in Croft Place. Croft Place is a no-through street that has a primary school and preschool which inundates the street during peak hours.

Once received, the Committee will review the situation as part the Development Consent.

**6.2 Traffic Study Funding**

The Mayor asked the RMS if there was any available funding for local traffic studies for the Kiama and Gerringong CBD areas. The RMS informed the Committee that Black Spot funding has closed and Active Transporting

**MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE 4 SEPTEMBER 2018**

funding should open soon and is suitable for traffic study projects.

The Mayor asked Council’s road safety officer Janelle Burns to apply once the funding opportunities open.

**6.3 Fern Street “No Stopping” Signs**

Darrell Clingan has been approached by the Minister of the Gerringong Uniting Church to investigate moving the “no stopping” signs. The signs are too close to the driveway and parked vehicles are limiting the vision of drivers exiting the church.

The matter was referred to Darren Brady to have the signs repositioned further from the driveway.

**6.4 Bong Bong Street and Thompson Street Intersection**

The Mayor raised concerns over the proximity of the “no stopping” on Bong Bong Street with the Thompson Street intersection. When vehicles are parking within the currently allocated parking area, vehicles travelling west are forced onto the painted island. The Mayor believes that moving the “no stopping” further east will mean vehicles no longer restrict vehicles queued at the intersection.

The matter was referred the Darren Brady for investigation.

**6.5 Possible abandoned vehicle – Fern Street, Gerringong**

Darrell Clingan raised concerns over a vehicle parked on Fern Street, Gerringong for over 12 months. The vehicle is a white Toyota station wagon with Queensland registration (374 WGB). The vehicle has not been moved since parking in this location. Councils Ranger Services are unable to determine registration status of interstate vehicles.

The matter was referred to Senior Constable Craig Gray to investigate.

**7 CLOSURE**

There being no further business the meeting closed at 9.34am

These Minutes were confirmed at the Ordinary Meeting of Council held on 2 October 2018

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.....  
Mayor

Director Engineering & Works

**7.5 Minutes: Walking Tracks and Cycleways Committee meeting held on 8 August 2018**

Responsible Director: Engineering and Works

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**Attachments**

- 1 Kiama Walking Tracks and Cycleway Committee Meeting minutes 8 August 2018 [↓](#)

**Enclosures**

Nil

***RECOMMENDED***

That the Minutes of the Walking Tracks and Cycleways Committee meeting held on 8 August 2018 be received and accepted.

**BACKGROUND**

The minutes of the Kiama Walking Tracks and Cycleways Committee meeting held on the 8 August 2018 are attached for information.

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**MINUTES OF THE KIAMA WALKING TRACKS AND CYCLEWAY COMMITTEE MEETING HELD IN COMMITTEE ROOM 2, COUNCIL ADMINISTRATION BUILDING ON WEDNESDAY 8 AUGUST 2018 COMMENCING AT 4.00PM**

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**Present:** Clr Mark Honey (MH), Peter Stuckey (PS), Gwyneth Rhys (GR), Darren Brady (DB), Fiona Wilmot (FW), Barry Booth (BB), Karen Ronning (KR).

**Apologies:** Neil McLaren (NM), Clr Mark Way (MW), Alan Pomeroy (AP)

**1 Minutes of the previous meeting**

DB advised that as the previous meeting in May did not have a quorum, no meeting minutes were taken. The minutes of the previous meeting held on 14 February 2018 were received as accurate.

Moved: PS/BB - Vote: Unanimous.

**2 Business arising from Minutes**

**2.1 Illawarra Escarpment Walking Track**

FW advised that she had been contacted by a group interested in this project and was seeking contact details for Mr Fredericks.

Action: 1) KR to contact Wingecarribee Council's Tourism officer to provide the information.

**2.2 Swamp Road to Jamberoo shared pathway**

DB advised that all construction works in Browns Lane have been completed. The boundary survey along Jamberoo Road has also been completed by the consultant. Scoping and investigation planning of the future route along Jamberoo Road to Jamberoo Village will be undertaken throughout the year.

**2.3 Tourist signage information**

KR clarified the previous minutes that a tourism signage report is not being prepared, however a placemaking study is currently occurring utilising grant funding received. KR is unsure if there is any budget available to implement the study's recommendations at this stage.

**2.4 Walker's Beach pathway**

MH advised that this is an ongoing matter that appears to be at an impasse. The club want Council to pay for any fencing work to reduce risks of pedestrians being hit by golf balls. Council consider that as the risk is emanating from the course users, the Club should be responsible for any costs. MH indicated queries had been raised regarding ownership of the walkway land.

Action: 1) DB to investigate the ownership of walkway land.

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**MINUTES OF THE KIAMA WALKING TRACKS AND CYCLEWAY COMMITTEE MEETING HELD IN COMMITTEE ROOM 2, COUNCIL ADMINISTRATION BUILDING ON WEDNESDAY 8 AUGUST 2018 COMMENCING AT 4.00PM**

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**2.5 Minnamurra Bends walkway – Riverside Drive**

DB advised that following a tendering process, consultants Cardno (Wollongong) P/L had been awarded the contract to undertake the investigations, route planning, consultations, approvals and detailed design. A draft preferred route alignment has been identified and the first of 2 community information sessions was held on the 1 Aug and was well attended with the majority in support of the project. The second session is scheduled for 15 Aug at Kiama Golf Club and all committee members are encouraged to attend.

FW queried on the funding arrangement for the project. MH advised that Council funded the initial concept designs (\$30K) while a state government grant of \$4.5M will fund the investigation, design and construction phases. FW raised concerns over access for kayakers to the river. MH advised that this was part of the design considerations by the consultants.

**2.6 Coastal Walk to Boat Harbour**

FW requested that signage be installed from Werri Lagoon to Boat Harbour to identify the Coastal Walking Track route. This is particularly important at the southern end of Werri Beach where no signage currently exists.

**Committee Recommendation:**

1. *That Council install standardised brown signage directional from Werri Lagoon to Boat Harbour to identify the route of the Coastal Walking Track.*

Moved: PS/FW – Vote: unanimous

**2.7 Coastal Walk - Gerringong (Boat Harbour) to Gerroa**

DB advised that this project has been listed in the Tourism Opportunity Plan which will be discussed further in New Business arising.

PS advised that this matter has been on the Committee's agenda for a number of years with no progression. PS tabled a submission (copy Attachment) requesting Council commence the planning and investigation of the extension of the track to Gerroa.

**Committee Recommendation:**

1. *That Council be requested to provide a report from the Director of Engineering & Works on the progress of the extension of the Coastal Walking Track from Boat Harbour to Gerroa.*

Moved: PS/BB – Vote: unanimous

**2.8 Bombo Headland Coastal Pathway subsidence**

DB advised that Council had previously contacted State Rail about this matter and are awaiting a response. State Rail had undertake some repairs in the past, however as the

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**MINUTES OF THE KIAMA WALKING TRACKS AND CYCLEWAY COMMITTEE MEETING HELD IN COMMITTEE ROOM 2, COUNCIL ADMINISTRATION BUILDING ON WEDNESDAY 8 AUGUST 2018 COMMENCING AT 4.00PM**

area is still suffering subsidence issues they have been reluctant to undertake large scale repairs until a decision is made on the long term stabilisation method.

**2.9 Council pathway maintenance.**

DB advised that the previous matters raised had been attended to. BB advised that the shared pathway asphalt at the entrance to Minnamurra bridge is in poor condition and needs to be resurfaced. PS advised that the recent repainting of the cycleway symbols on various pathways had already worn off and needs to be repainted.

Action: 1) DB to raised concerns with Council's Work's section.

**3 New business arising**

**3.1 Tourism Opportunity Plan**

KR gave an overview of the recently exhibited Tourism Opportunity Plan (TOP). The focus of the plan is not to simply increase overall visitors to Kiama, but to increase overnight visitations that has a greater input to the local economy. Initially 150+ ideas were put forward and these were distilled down to 5, with nature based destinations having a high priority. Of the 5 ideas listed, 2 will of high interest to the Committee being:

- Extension of the Coastal Walking Track between Gerringong & Gerroa
- The Illawarra Escarpment Walking Track

The TOP provides a good opportunity to prioritise future projects and to seek grant funding when opportunities arise in future.

There being no further business, the meeting closed at 5.25pm.

***Next Meeting will be held on Wednesday 14 November at 4.00pm***



MINUTES OF THE KIAMA WALKING TRACKS AND CYCLEWAY COMMITTEE MEETING HELD IN COMMITTEE ROOM 2, COUNCIL ADMINISTRATION BUILDING ON WEDNESDAY 8 AUGUST 2018 COMMENCING AT 4.00PM

ATTACHMENT

**Kiama Coast Walking Track -Gerringong to Gerroa**

The Walking Tracks and Cycleways Committee request Council:

1. To undertake the planning and preparatory works required to establish the final stage of the Coastal Walking Track between Gerringong and Gerroa by December 2019.
2. To complete these investigations and preparatory works so that the project is ready to be established as soon as funding is available .
3. That the Director of Engineering and Works provide a written report on the progress of these matters to the Walking Tracks Committee at its quarterly meetings and to Council for its endorsement.

That this planning and investigations include the following :

- Identification of the safe route for the walking track along the foreshore
- Detailed property surveys to identify any lands required to be acquired to provide a safe route with full public access along the route
- Preparation of the design plans for the track
- The design of interpretative and directional signs for users of the track
- Identification of access points to the track
- Preparation of a Management Plan based on the same principles as detailed in the Management Plan for the Coastal Walking Track from Loves Bay to Werri Lagoon.
- Identification of funding sources from State Government and Council to acquire and establish the track.

Peter Stuckey

8th August 2018

## 8 PUBLIC ACCESS REPORTS

### Committee Of The Whole

#### *RECOMMENDATION*

That Council form itself into a Committee of the Whole to deal with matters listed in the reports as set out below:

- Report of the General Manager
- Report of the Director Environmental Services
- Report of the Director Corporate & Commercial Services
- Report of the Director Engineering and Works
- Report of the Director Blue Haven
- Reports for Information
- Addendum to Reports

## 9 REPORT OF THE GENERAL MANAGER

### 9.1 Interstate Conference (Townsville) - Global Eco Asia-Pacific Tourism Conference - 26 to 28 November 2018

CSP Objective: 3.0 A diverse, thriving economy

CSP Strategy: 3.3 Promote and support tourism in the local area

Delivery Program: 3.3.2 Maximise the tourism economy through the promotion of the Kiama Municipality as a destination and the provision of product options and experiences for all visitors

Item 9.1

#### Summary

This report recommends the attendance of Council's Manager Tourism and Events, Karen Ronning, and a Councillor at the Global Eco Asia-Pacific Tourism Conference in Townsville on 27-29 November 2017.

#### Finance

The conference cost, as well as estimated travel and accommodation costs, is \$2,200 which will be covered by the 2018/19 Tourism budget and the Councillor conference budget.

#### Policy

All interstate conference attendance requires Council approval.

#### Communication/Community Engagement

A post-conference report will be provided to Council.

#### Attachments

- 1 2018 Global Eco Asia-Pacific Tourism Conference - Program [↓](#)
- 2 2017 Post-conference report to Council [↓](#)

#### Enclosures

Nil

### **RECOMMENDATION**

That Council:

1. grants approval for Council's Manager Tourism and Events, Karen Ronning, and a Councillor to attend the Global Eco Asia-Pacific Tourism Conference in Townsville on 26-28 November 2017
2. determine the Councillor to attend.

### **BACKGROUND**

The Global Eco Asia-Pacific Tourism Conference, the premier event of Ecotourism Australia, will be held 26-26 November 2018 in Townsville. The conference theme is "Ecotourism – it's time..." and focuses on the evolving role of ecotourism in the

## Report of the General Manager

## 9.1 Interstate Conference (Townsville) - Global Eco Asia-Pacific Tourism Conference - 26 to 28 November 2018 (cont)

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world. It is estimated that ecotourism represents 25% of the Australian tourism industry, and continues to grow.

The program for the conference is attached for Councillors' information together with a copy of Karen Ronning's post-conference report to Council from last year.

Key selected conference papers cover topics such as: overtourism, indigenous tourism, developing green destinations, planning and development, financing clean energy and eco and sustainable building design.

Ecotourism focuses on the unique values of an area, its natural heritage, its culture and its people. In this sense ecotourism offers the opportunity for local areas to shine, not to be imitations of other destinations, but to present its unique values. Collectively, if local councils co-operate with their neighbours, they can construct strong and complementary ecotourism attractions, well suited to the drive and fly-in market.

This conference provides an excellent opportunity to learn about other successful ecotourism events, strategies and projects, and provides many opportunities to develop relationships with other like-minded communities who are implementing ecotourism as well as how to integrate ecotourism into a sustainable destination such as Kiama.

Main Menu

Townsville, Queensland  
26–28 November 2018

Item 9.1

Attachment 1



## Program

**Day 1: Monday, 26 November, 2018**

**Registration 7:30am–5:00pm**

**Opening Session 8:30am–9:45am**

8:30am–8:50am	Welcome to Country
8:50am–8:55am	Convenor Welcome Tony Charters AM, Convenor, Global Eco Asia-Pacific Tourism Conference
8:55am–9:20am	Keynote Speaker <a href="#">Dr Claire Ellis</a> , Deputy Chair, Ecotourism Australia
9:20am–9:45am	Keynote Speaker

## Inspire 9:45am–10:30am

9:45am–10:30am	Keynote Speaker <a href="#">Michael Groom</a> , Renowned Adventurer and Mountain Climber
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## Morning Tea 10:30am–11:00am

## Parallel Plenary Sessions 11:00am–12:30pm

### Session A: Ecotourism and the Great Barrier Reef

11:00am–11:20am	Keynote Speaker <a href="#">Dr Wendy Craik AM</a> , Chair, Climate Change Authority
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11:20am–11:40am	Keynote Speaker Senior Executive, GBRMPA
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### Session B: Ecotourism - Meeting the Market

11:00am–11:25am	Keynote Speaker <a href="#">Nithee Seeprae</a> , Executive Director of Product Promotion Department, Tourism Authority of Thailand
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11:25am–11:50am	Keynote Speaker <a href="#">Jeff Ellison</a> , Chief Executive Officer and Managing Director, Sealink
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11:40am–12:00pm

Keynote Speaker

[Anna Marsden](#), Managing Director,  
Great Barrier Reef Foundation

12:00pm–12:20pm

Keynote Speaker

[Andy Ridley](#), Chief Executive Officer,  
Citizens of the Great Barrier Reef

12:20pm–12:30pm

Q & A

11:50am–12:15pm

Keynote Speaker

[Dana Nikanpour](#), Group Manager,  
Sales & Marketing, Northern Escape  
Collection

12:15pm–12:30pm

Q & A

## Lunch 12:30pm–1:30pm

## Parallel Plenary Sessions 1:30pm–3:00pm

### Session A: Ecotourism - Protected Areas and Overtourism

1:30pm–1:55pm

Keynote Speaker

[Anna Pollock](#), Founder, Conscious  
Travel, Canada

1:55pm–2:20pm

Keynote Speaker

[Prof. Ken Hughey](#), Professor,  
Department of Environmental  
Management, Lincoln University, New  
Zealand

2:20pm–2:45pm

### Session B: Ecotourism and Philanthropy

1:30pm–1:50pm

Keynote Speaker

1:50pm–2:10pm

Keynote Speaker

[Amanda Martin](#), Chief Executive  
Officer, Australian Environmental  
Grantmakers Network

2:10pm–2:40pm

Panel Session

Keynote Speaker  
[Jason Jacobi](#), General Manager,  
Tasmania Parks and Wildlife Service

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2:45pm–3:00pm

Q & A

- [Ben O'Hara](#), General Manager, Land and Environment at Turner Family Foundation
  - [Dana Nikanpour](#), Group Manager, Sales & Marketing, Northern Escape Collection
  - [Darrell Wade](#), Managing Director, Intrepid Travel
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2:40pm–3:00pm

Keynote Speaker

## Afternoon Tea 3:00pm–3:30pm

## Parallel Plenary Sessions 3:30pm–5:00pm

### Session A: Heads of Agencies Forum

3:30pm–3:50pm

Keynote Speaker  
[Leanne Coddington](#), Chief Executive  
Officer, Tourism and Events  
Queensland

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3:50pm–4:10pm

Keynote Speaker

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4:10pm–4:30pm

Keynote Speaker

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4:30pm–5:00pm

Discussion

### Session B: Global and Regional Ecotourism

3:30pm–3:50pm

Keynote Speaker  
[Kauahi Ngapora](#), General Manager,  
Kaikoura Whale Watch, New Zealand

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3:50pm–4:10pm

Keynote Speaker  
[Darrell Wade](#), Managing Director,  
Intrepid Travel

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4:10pm–4:30pm

Keynote Speaker  
[Peter Gash](#), Managing Director, Lady  
Elliot Island Eco Resort

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4:30pm–4:50pm

Keynote Speaker

[Ross McLennan](#), Owner, Hidden Valley Cabins

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4:50pm–5:00pm

Q & A

## Welcome Cocktail Civic Reception 5:30pm–7:30pm

## Day 2: Tuesday, 27 November, 2018

### Registration 7:30am–5:00pm

### Emerging Leaders in Ecotourism 8:30am–10:00am

8:30am–8:55am

Keynote Speaker

[Hon Kate Jones MP](#), Minister for Innovation and Tourism Industry Development (TBC)

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8:55am–9:20am

Keynote Speaker

[Natalie Saunders](#), Director of Human Resources & Training, Coee Traveller

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9:20am–9:45am

Keynote Speaker

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9:45am–10:00am

Q & A

### Ecotourism in Protected Areas 10:00am–10:25am

10:00am–10:25am

Keynote Speaker

[Hon Leeanne Enoch](#), Minister for Environment and the Great Barrier Reef, Minister for Science, and Minister for the Arts (TBC)

## Morning Tea 10:30am–11:00am

## Inspire 11:00am–11:25am

11:00am–11:25am      Keynote Speaker  
[Molly Steer](#)

## Indigenous Ecotourism 11:25am–12:30pm

11:25am–11:50am      Keynote Speaker  
[Jacob Cassidy](#), Traditional Owner & Director, Mungalla  
Aboriginal Business Corporation

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11:50am–12:15pm      Keynote Speaker  
[Shirley Hollingsworth](#), General Manager, Tjapukai  
Aboriginal Cultural Park  
[Corinne Brimm](#), Deputy General Manager, Tjapukai  
Aboriginal Cultural Park

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12:15pm–12:30pm      Q & A

## Lunch 12:30pm–1:30pm

## Parallel Workshop Sessions 1:30pm–5:00pm

1:30pm–5:00pm      *Choose to attend one of the three workshops:*

- Ecotourism and Protected Areas
- Ecolodge Design and Quality
- Sustainable Townsville Workshop on Community Engagement on Ecotourism

## Ecotourism and Protected Areas 1:30pm–5:00pm

Location	TBC
Description	Coming soon.
1:30pm–1:50pm	Ecotourism in National Parks: what is leading practice? <a href="#">Laura Hahn</a> , Conservation Officer, National Parks Association of Queensland <a href="#">Graeme Bartrim</a> , President, National Parks Association of Queensland
1:50pm–2:10pm	Provision of Public Mooring Facilities to Support Coral Reef Conservation and Facilitate Sustainable Visitor Access: a case study of the Whitsundays <a href="#">Nicole Hitchcock</a> , Senior Ranger, Queensland Parks and Wildlife Service
2:10pm–2:30pm	Identifying Experts' Opinion on Conservation Behaviours Protecting the Great Barrier Reef <a href="#">Karen Hofman</a> , PhD Student, University of Queensland
2:30pm–2:50pm	A Visionary Model: International Koala Centre of Excellence, Cleland Conservation Park <a href="#">Meg Barker</a> , NBT Coordinator, Department for Environment and Water
2:50pm–3:00pm	Discussion
3:00pm–3:30pm	Afternoon Tea
3:30pm–5:00pm	TBC

Item 9.1

Attachment 1

## Ecology Design and Quality 1:30pm–5:00pm

Location	TBC
Description	Coming soon.
1:30pm–1:50pm	It's Time to Stand Out from the Crowd: let your buildings do the talking

	<a href="#">Daniel Smedley</a> , Director and Architect, Studio S2 Architects
1:50pm–2:10pm	An Eye on the Future <a href="#">Matthew Flynn</a> , Design Director, VIDA Planners and Landscape Architects <a href="#">Louise Custance</a> , VIDA Planners and Landscape Architects
2:10pm–2:30pm	Ecodge Design and Master Planning: where to start <a href="#">John Cameron B.Arch, FRAIA</a> , Director, John Cameron Architects Pty Ltd
2:30pm–3:00pm	Discussion
3:00pm–3:30pm	Afternoon Tea
3:30pm–3:50pm	Thailand Tourism Awards <a href="#">Nithee Seeprae</a> , Executive Director of Product Promotion Department, Tourism Authority of Thailand
3:50pm–4:10pm	State of Nature-based Tourism in Bhutan - A case Study of Ecotourism Project in Bumdeling Wildlife Sanctuary <a href="#">Kuenzang Tshering</a> , Monitoring & Evaluation Officer, Bhutan Trust Fund for Environmental Officer <a href="#">Kezang Dema</a>
4:10pm–5:00pm	Discussion

**Item 9.1**

**Attachment 1**

## Sustainable Townsville Workshop on Community Engagement on Ecotourism 1:30pm–5:00pm

Location	TBC
Description	Coming soon.
1:30pm–5:00pm	TBC

## Conference Dinner 7:00pm–11:00pm

## Day 3: Wednesday, 28 November, 2018

Registration 7:30am–5:00pm

### Parallel Workshop Sessions 9:00am–12:30pm

- 9:00am–12:30pm *Choose to attend one of the three workshops:*
- Ecotourism and Conservation
  - Destination Development and Marketing
  - Evolving Ecotourism

### Ecotourism and Conservation 9:00am–12:30pm

Location	TBC
Description	Coming soon.
9:00am–9:20am	Conservation Tourism in Practice: invitation to an eradication event <a href="#">Darcelle Matassoni</a> , Project Communications Coordinator, Lord Howe Island Board
9:20am–9:40am	Citizen Science in Tourism: Lord Howe Island <a href="#">Ian Hutton</a> , Manager, Lord Howe Island Nature Tours
9:40am–10:00am	The Conservation Contributions of Ecotourism in Australia: how far we've come, and where to from here <a href="#">Cassandra Wardle</a> , PhD Student, Griffith University
10:00am–10:20am	Nature in the Driver's Seat: sustainable contributions to the visitor economy <a href="#">Chris Thomas</a> , Parks and Partnerships Manager, Department for Environment and Water
10:20am–10:30am	Discussion
10:30am–11:00am	Morning Tea
11:00am–11:20am	

	<p>Understanding Tourists' Attitudes Toward Interventions for the Great Barrier Reef  <a href="#">Prof Brent Ritchie</a>, Professor, UQ Business School  <a href="#">Dr Michelle Thompson</a>, Lecturer - Tourism, Central Queensland University</p>
11:20am–11:40am	<p>Changes in the State of Great Barrier Reef Tourism from 2013 to 2017 and Challenges for its Future  <a href="#">Dr Matt Curnock</a>, Social Scientist, CSIRO</p>
11:40am–12:00pm	<p>Financing Clean Energy in Ecotourism and the Great Barrier Reef  <a href="#">Tracey Lines</a>, Director Reef Development, Clean Energy Finance Corporation</p>
12:00pm–12:30pm	Discussion

## Destination Development and Marketing 9:00am–12:30pm

Location	TBC
Description	Coming soon.
9:00am–9:20am	<p>Target Markets, Global Trends and what it all Means for Ecotourism  <a href="#">Carl Solomon</a>, Director, Destination Marketing Store  <a href="#">Charlotte Prouse</a>, Destination Marketing Store</p>
9:20am–9:40am	<p>Ecotourism: it's everyone's business  <a href="#">Gary Kerr</a>, Executive Officer, Douglas Shire Council  <a href="#">Tara Bennett</a>, Executive Officer, Tourism Port Douglas Daintree</p>
9:40am–10:00am	<p>Trade Marks and Intellectual Property: The Three Capes Experience  <a href="#">Jen Fry</a>, Manager, Visitor Strategy, Tasmania Parks and Wildlife</p>
10:00am–10:30am	Discussion
10:30am–11:00am	Morning Tea

11:00am–11:20am	<p>Full-Steam Ahead: tourism development in an environmentally sustainable way</p> <p><a href="#">Sophie Teede</a>, Operations Supervisor (Marine), Busselton Jetty Incorporated</p>
11:20am–11:40am	<p>Inclusive Access in Nature-Based Tourism Experiences</p> <p><a href="#">Yvette Eglinton</a>, Senior Project Officer, Environmental Science and Information Unit, Department for Environment and Water</p>
11:40am–12:00pm	<p>Ecotourism: a sustainable prospective</p> <p><a href="#">Dr Jitendra GC</a>, Executive Chairperson, Sajha Foundation</p> <p><a href="#">Maya Tamang</a>, PhD Pursuant, MSc Environmental Science, Working with Ministry of Environment</p>
12:00pm–12:30pm	Discussion

## Evolving Ecotourism 9:00am–12:30pm

Location	TBC
Description	Coming soon.
9:00am–9:20am	<p>From Nature-Based Tourism to Nature-Based Solutions: towards a new era in ecotourism</p> <p><a href="#">Leonie Bowles</a>, Associate Lecturer, University of Queensland</p> <p><a href="#">Dr Anna Phelan</a>, Research Fellow, UQ Business School</p>
9:20am–9:40am	<p>Putting the 'Eco' into Productive Government-Led Tourism Activation</p> <p><a href="#">Barry Hayden</a></p>
9:40am–10:00am	<p>Ecotourism and Nature Play: because no one ever remembered their best day of television</p> <p><a href="#">Innes Larkin</a>, Owner, Mt Barney Lodge</p>
10:00am–10:20am	TBC
10:20am–10:30am	Discussion
10:30am–11:00am	Morning Tea

11:00am–11:20am	Keeping up with the Times: the evolution of experience development and delivery in Seal Bay Conservation Park, Kangaroo Island, South Australia <a href="#">Alana Binns</a> , Site Manager, Seal Bay Conservation Park, Department for Environment and Water <a href="#">Melanie Stonill</a> , Seal Bay Conservation Park, Department for Environment and Water
11:20am–11:40am	Community Mangrove Ecotourism: climate change adaptation and risk reduction measure <a href="#">Violeta Imperial</a> , Founder/CSR Provider, Nature Awareness and Conservation Club, Inc
11:40am–12:00pm	Planetary Reflections <a href="#">Marnie Ogg</a> , Director, Travel Ogg Pty Ltd
12:00pm–12:30pm	Discussion

## Lunch 12:30pm–1:30pm

## Parallel Plenary Sessions 1:30pm–3:00pm

### Session A: Ecotourism in Protected Areas

1:30pm–1:55pm

Keynote Speaker

[Katherine Zischka](#), Director, Australian Committee for IUCN Inc.

1:55pm–2:20pm

Keynote Speaker

[Lizzie Corke](#), Chief Executive Officer, Conservation Ecology Centre

### Session B: Ecotourism Destinations

1:30pm–1:55pm

Keynote Speaker

1:55pm–2:20pm

Keynote Speaker

[Deborah Dickson-Smith](#), Travel Writer and Co-Founder of Diveplanit Travel

2:20pm–2:45pm



2:20pm–2:45pm  
Keynote Speaker  
[Andrew Flannery](#), Eco-Active  
Business Leader, Spicers Group &  
Turner Family Foundation

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2:45pm–3:00pm  
Q & A

Keynote Speaker  
[Albert Teo](#), Managing Director,  
Borneo Eco Tour, Malaysia

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2:45pm–3:00pm  
Q & A

## Afternoon Tea 3:00pm–3:30pm

## Inspire 3:30pm–3:55pm

3:30pm–3:55pm      Keynote Speaker  
[Darren Jew](#), Wildlife Photographer

## Innovation and Ecotourism Futures 3:55pm–4:45pm

3:55pm–4:20pm      Keynote Speaker

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4:20pm–4:45pm      Keynote Speaker  
[Jason deCaires Taylor](#), Sculptor, Environmentalist and  
Professional Underwater Photographer, United Kingdom

## Closing 4:45pm–5:00pm

4:45pm–5:00pm      Announcement of 2019 Conference Host & Close

**ORDINARY MEETING**

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**14.13 The 2017 Global Eco Asia-Pacific Tourism Conference**

Responsible Director: Corporate, Commercial & Community Services

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The 2017 Global Eco Asia-Pacific Tourism Conference was held 27-29 November 2017 in Adelaide, South Australia. Kiama was represented at the conference by Councillor Brown and Manager Tourism and Events, Karen Ronning.

The definition of eco-tourism (by Ecotourism Australia) is as follows:

"Ecotourism is ecologically sustainable tourism with a primary focus on experiencing natural areas that fosters environmental and cultural understanding, appreciation and conservation."

Key Themes and Presentations at this year's Conference included:

**1. Ecotourism and private conservation**

- Atticus Fleming, Chief Executive Australian Wildlife Conservancy
- Brendan Bevan, Manger Arkaba Conservancy

**2. Tourism and the Chinese dream**

- Professor David Simons, Lincoln University NZ

**3. Tourism in protected areas**

- Dr Russell Reichelt, Chairman and CEO Great Barrier Reef Marine Park Authority
- Cameron Miller, CEO, Ngurratjura/Pmara Ntjarra Aboriginal Corporation

**4. Tourism and protected area management**

- Sandy Pitcher, Chief Executive, Department of Environment, Water and Natural Resources, South Australia
- Hayden Bromley, Presiding Member, Aboriginal Lands Trust

**5. Wildlife and ecotourism**

- Dr Jenny Gray, CEO of Zoos Victoria and President of the World Association of Zoos and Aquariums
- Elaine Bensted, Chief Executive, Zoos South Australia
- Andrew Wright, General Manager, Calypso Star Charters
- Cameron Kerr, CEO, Taronga Conservation Society

**6. Community ecotourism and social license**

- Alfred Wellington and Delia Lowe, Jerinja Local Aboriginal Council
- Joselito Costas, Provincial Tourism Officer, Cebu
- Shu Tan, Founder and Director, Sapa O'Chau

**ORDINARY MEETING**

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14.13 The 2017 Global Eco Asia-Pacific Tourism Conference (cont)

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**7. Ecotourism Australia report**

- Rod Hillman, Chief Executive, Ecotourism Australia

**8. Ecotourism and philanthropy**

- Andrew Fairley AM, Chairman, The Sir Andrew and Lady Fairley Foundation
- Hiran Cooray, Owner, Jetwing
- Keith Sproule, Executive Director, Abercrombie and Kent Philanthropy
- Anthea Hammon, Managing Director, Scenic World
- Atticus Fleming, Chief Executive, Australian Wildlife Conservancy

**9. Geotourism**

- Dr Young Ng, Standing Committee Member, Geological Society of Australia
- Derek Tse, General Manager, Hong Kong Ecotourism and Travel Professionals Training Centre

**10. Sustainable tourism development**

- Dr. Chuwit Mitrchob, Deputy Director-General, Thailand

**11. Innovation and ecotourism futures**

- Joep Koster, Managing Partners, Soel Yachts
- Karl Plunkett, Eco Structures Australia
- Keith Sproule, Executive Director, Abercrombie and Kent

**12. Building and Marketing ecotourism experiences**

- Janet Mackay, Director TRC Tourism – Niue's Approach
- Nicholas Bishop, Nature Theatre Manager, Zoo's SA
- Claire Sim, South Australian Tourism Commission
- Russell Boswell, Manager, Savannah Guides
- Julie Bishop, Director, Visitor Experiences NSW National Parks and Wildlife Services
- Charlotte Prouse, Partner, Destination Marketing Store

**13. Indigenous ecotourism**

- Renata Lowe, Director Destination Development and Projects, Western Australia Tourism

**14. Community involvement and strategic partnerships**

- Chris Thomas, Program Manger
  - Innes Larkin, Owner, Mt Barney Lodge
  - Stuart Ord, Director Tourism NT
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**ORDINARY MEETING**

**19 DECEMBER 2017**

Reports for Information

14.13 The 2017 Global Eco Asia-Pacific Tourism Conference (cont)

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- Randall Owens, Manager Reef Guardians, Great Barrier Reef Marine Park Authority

**15. Destination planning and development**

- Matthew Flynn, Design Director, VIDA Planners and Architects
- Fiona McKenzie, Director, Superpod Pty Ltd

**16. Ecotourism operators – raising the bar**

Key take outs for Kiama:

1. The natural world (globally) is experiencing significant pressures. The existing model of natural resource management is considered by many conference speakers to be inadequate, hence the rise of private conservation.
2. As the world becomes more urbanized, there is increasing demand for nature based (and non-urban) experiences. As Kiama is located close to Australia's most urbanized city which is also an International gateway, we are well placed to capitalize on this trend. Continuation of the UNSPOILT Campaign is thereby very important.
3. To capitalize on this growing demand, destinations need to be well organized, strategic and innovative.
4. Consumers are more discerning than ever before. They demand quality service, information, interpretation and experiences. It's not simply a matter of offering or creating experiences, its ensuring they are exceptional in every aspect
5. There is global growth in 'localhood' and the importance of community engagement was stressed
6. Wildlife encounters need to be managed in accordance with best practice
7. There is both a growth in demand and growth in offerings of indigenous owned and operated tourism businesses
8. Partnerships are key – private/public, inter-regional, educational etc.
9. Interpretation of the natural environment is important. The Savannah Guides training program is one that should be promoted to our tourism industry.
10. Organisational culture, is king
11. Architecture and Design are critically important for:
  - Aligning the look and feel of infrastructure to the destination 'unique selling proposition' and locale, and delivering on a destination promise
  - Good environmental management
  - Delivering exceptional experiences
  - Standing out in a very crowded market

**ORDINARY MEETING**

**19 DECEMBER 2017**

Reports for Information

14.13 The 2017 Global Eco Asia-Pacific Tourism Conference (cont)

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12. The Kiama Strategic Tourism and Events Plan has already identified many of the above opportunities, which we will continue to work towards achieving in coming years.

Thank you to Council for the opportunity to attend, this very valuable and interesting conference. The full conference papers will soon be available from ([www.globaleco.com.au](http://www.globaleco.com.au))

**Item 9.1**

**Attachment 2**

## 9.2 Election of Mayor

CSP Objective: 4.0 Responsible civic leadership that is transparent, innovative and accessible

CSP Strategy: 4.3 Council and the community working together

Delivery Program: 4.3.1 Foster positive community relationships through open communication, opportunities for participation and sharing information

### Summary

This report advises of the procedure for the election of the Mayor.

### Finance

Not applicable

### Policy

Schedule 7 of the Local Government (General) Regulation 2005

### Communication/Community Engagement

N/A

### Attachments

- 1 Schedule 7 Local Government (General) Regulation 2005 - Election of Mayor by Councillors [↓](#)
- 2 Nomination form for position of Mayor - 2018/2020 - pro forma [↓](#)
- 3 Office of Local Government fact sheet - Election of Mayor and Deputy Mayor by Councillors [↓](#)

### Enclosures

Nil

## **RECOMMENDATION**

That Council:

1. Receive written nominations for the Office of Mayor for the period to September 2020.
2. Determine the form of election, if required.
3. Thereafter, proceed with the election of the Mayor.

## **BACKGROUND**

Under section 230(1) of the *Local Government Act 1993*, mayors elected by councillors hold office for 2 years.

Schedule 7 of the *Local Government (General) Regulation 2005* (a copy of which is attached) sets out the procedures for the election of a Mayor by Councillors. The General Manager is appointed as the Returning Officer for such an election.

Report of the General Manager

9.2 Election of Mayor (cont)

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Nominations can be made without notice, but must be made in writing by two or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

A “pro forma” nomination form has been prepared and circulated with this business paper (enclosed) for Councillors. The nomination forms must be delivered to the General Manager and can be so delivered at any time up to consideration of this item. Further pro forma nomination forms will be available at the Council meeting.

If only one Councillor is nominated, that Councillor is elected as Mayor. If more than one Councillor is nominated, Council must determine the form of election to be held, viz:

- Preferential balloting (voting “1”, “2”, “3” in order of preference – secret ballot)
- Ordinary ballot (“First Past the Post” by secret ballot)
- Open voting (“First Past the Post” by show of hands)

Where at any time in such an election there is equality in votes for the remaining two candidates, a draw by lot is undertaken with the candidate first drawn being taken to be elected. If at any time there is equality for two or more candidates when three or more candidates remain in the count (ie when a draw by lot will not decide the election), a draw by lot is undertaken and the candidate first drawn is excluded.

A fact sheet prepared by the Office of Local Government provides further information regarding procedure.

**Schedule 7 - Election of Mayor by Councillors**

**Part 1 Preliminary**

**1 Returning officer**

The general manager (or a person appointed by the general manager) is the returning officer.

**2 Nomination**

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

**3 Election**

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause:  
*ballot* has its normal meaning of secret ballot.  
*open voting* means voting by a show of hands or similar means.

**Part 2 Ordinary ballot or open voting**

**4 Application of Part**

This Part applies if the election proceeds by ordinary ballot or by open voting.

**5 Marking of ballot-papers**

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

**6 Count—2 candidates**

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

**7 Count—3 or more candidates**

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.



**Part 3 Preferential ballot**

**8 Application of Part**

This Part applies if the election proceeds by preferential ballot.

**9 Ballot-papers and voting**

- (1) The ballot-papers are to contain the names of all the candidates. The Councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

**10 Count**

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. That candidate is elected.
- (4) In this clause, "absolute majority", in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

**11 Tied candidates**

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

**Part 4 General**

**12 Choosing by lot**

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

**13 Result**

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- a) to be declared to councillors at the council meeting at which the election is held by the returning officer, and
- b) to be delivered or sent to the Departmental Chief Executive and to the Chief Executive of Local Government New South Wales.

18 September 2018

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

Dear Sir

**Nomination for Position of Mayor – 2018/2020**

Please note that the Councillors whose signatures appear below formally nominate Councillor \_\_\_\_\_ for the position of Mayor of Kiama Council for the 2018/2020 period.

Signed:

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

\*\*\*\*\*

I, Councillor \_\_\_\_\_ formally consent to this nomination being made on my behalf.

Dated \_\_\_\_\_ Clr signature: \_\_\_\_\_

Item 9.2

Attachment 2

## Fact Sheet

ELECTION OF MAYOR AND DEPUTY  
MAYOR BY COUNCILLORS

### Summary

Councillors must elect a mayor from among their number every two years unless they have a popularly elected mayor.

Councillors may also elect a deputy mayor. The deputy mayor may be elected for the mayoral term or a shorter term.

The election of the mayor and the deputy mayor must be conducted in accordance with clause 394 and Schedule 7 of the *Local Government (General) Regulation 2005* (the Regulation).

The purpose of this document is to assist councils to conduct mayoral and deputy mayoral elections in accordance with these requirements. It includes scripts for key activities to help returning officers exercise their functions. These scripts are provided in the text boxes inserted in the relevant parts of this document.

### How can councils use this document?

Electing a mayor is an important activity. It is vital that the process is smooth, open and easy to follow and not rushed or confusing. Where necessary, it may be appropriate to stop and provide clarification for the benefit of councillors, staff or the gallery.

Returning officers can circulate this document prior to the meeting to help councillors understand the election process.

### Election of a mayor after an ordinary election of councillors

An election for mayor must be held within three weeks of the declaration of the ordinary election at a meeting of the council.

The returning officer is to be the general manager or a person appointed by the general manager.

As no mayor or deputy mayor will be present at the start of the meeting, the first business of the meeting should be the election of a chairperson to preside at the meeting. Alternatively, the returning officer may assume the chair for the purpose of conducting the election.

### Mid-term election of a mayor

A mayor elected by councillors holds office for two years. A mid-term mayoral election must be held in the September two years after the ordinary election of councillors or the first election of a new council following its establishment.

### Procedures

#### Prior to the meeting

Before the council meeting at which the election is to be conducted, the returning officer will give notice of the election to the councillors.

The notice is to set out how a person may be nominated as a candidate for election as chairperson.

*As returning officer, I now invite nominations for the position of mayor/deputy mayor for [name of council] for a two year period.*

*In accordance with the Local Government (General) Regulation 2005, two or more councillors may nominate a councillor (one of whom may be the nominee) for the position of mayor/deputy mayor. Nominations must be in writing and the nominee must consent to their nomination in writing.*

A councillor may be nominated without notice for election as mayor or deputy mayor. The nomination is to be made in writing by two or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

The returning officer checks the nomination forms and writes the nominees' names on a candidates' sheet.

#### At the meeting

At the start of the first meeting after an ordinary election, in the absence of a chairperson, the returning officer assumes the chair and announces that the first item of business is to be the election of a mayor.

If a chairperson is present, they announce that the first item of business is the election of the mayor then vacates the chair for the returning officer who will then conduct the election.

The returning officer reads out the names of the nominees and seeks confirmation that the nominee has accepted the nomination.

If only one councillor has been nominated for the position of mayor/deputy mayor, the nominee is elected.

*As there is only one nominee for the role of mayor/deputy mayor, I declare that [name of successful candidate] is elected as mayor/deputy mayor for the ensuing two years.*

If more than one candidate has been nominated, the council must determine by resolution, the method of voting for the position of mayor/deputy mayor, by way of one of the following methods:

- Open voting – i.e. by show of hands
- Ordinary ballot – i.e. a secret ballot (place an "X" against the candidate of their choice)
- Preferential ballot – i.e. place 1, 2, 3 etc. against each candidate.

The returning officer must ask for a motion to be put to the meeting by one of the councillors on the preferred method of voting for the election of a chairperson. This must then be seconded and voted on by the councillors.

**Note:** In the event of a tie, if there is a chairperson, they may use their casting vote. If there is a tie and no chairperson, an election for the role of chairperson should be conducted. Then the election for mayor resumes.

### Open voting (show of hands)

Open voting is the most transparent method of voting. It is also the least bureaucratic method and reflects normal council voting methods.

The returning officer will advise the meeting of the method of voting and explains the process.

*It has been resolved that the method of voting for the position of mayor/deputy mayor will be by show of hands.*

*Each councillor is entitled to vote for only one candidate in each round of voting.*

*I will now write each candidate's name on a slip of paper and deposit it in a barrel. The first name out of the barrel will be written first on the tally sheet, with second name out being written second on the tally sheet, etc.*

When all candidates' names have been written on the tally sheet, the returning officer announces the names of the candidates and, commencing with the first candidate, states the following:

*Would those councillors voting for [name of candidate] please raise your hand.*

The returning officer records the number of votes for each successive candidate on the tally sheet and announces the number of votes received for each candidate.

The minute taker records the vote of each councillor.

The returning officer should check with the minute taker that each councillor has voted. If a councillor has not voted it should be confirmed that they are abstaining (an informal vote).

#### Two candidates

If there are only two candidates for the position of mayor/deputy mayor and the voting is higher for one candidate than another (number of formal votes recorded on the tally sheet), the returning officer then announces the result.

*[Name of candidate] has the higher number of formal votes and as a result I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.*

In the event of a **tied vote**, the returning officer will advise the meeting of the following process.

*In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the*

*names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

*I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

#### Three or more candidates

If there are three or more candidates, the candidate with the lowest number of votes for the position of mayor/deputy mayor is excluded.

*[Name of candidate], having the lowest number of votes, is excluded.*

The voting continues as above until there are only two candidates remaining (see voting for **two candidates** above).

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

*In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

*I declare that [name of candidate] is excluded.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

**Ordinary ballot – (secret ballot)**

The returning officer advises the meeting of the method of voting and explains the process.

*It has been resolved that the method for voting for the position of mayor/deputy mayor will be by ordinary ballot, in other words by placing an "X" against the candidate of the councillor's choice.*

The returning officer announces the names of the candidates for mayor/deputy mayor and writes each name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

It will be necessary to have a number of blank papers as this process may require more than one round of voting.

The returning officer writes the names on one set of the ballot papers and initials the front of each ballot paper.

A staff member distributes the ballot papers and collects them into the ballot box when completed and gives it to the returning officer who counts the votes and records them on the tally sheet.

The returning officer announces the results.

*[Name of candidate], having the lowest number of votes, is excluded.*

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

*In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

*I declare that [name of candidate] is excluded.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

The returning officer writes the names of the remaining candidates on a further set of the ballot papers and initials the front of each ballot paper.

The staff member distributes ballot papers listing the remaining candidates and collects them into the ballot box when completed and gives it to the returning officer who again counts the votes and records them on the tally sheet and announces the results.

The process continues until two candidates remain, where a final vote takes place.

*[Name of candidate] has the higher number of votes and I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.*

In the event of a **tied vote** between the two remaining candidates, the returning officer makes the following statement and announces the process.

*The votes are tied between [name of candidate 1] and [name of candidate 2] having received [number] votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel.*

*Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

*I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

**Preferential ballot**

The returning officer explains the process.

*It has been resolved that the method for voting for the position of mayor/deputy mayor will be by preferential ballot, i.e. placing 1, 2 and so on against the candidate of the councillor's choice in order of preference for all candidates.*

The returning officer announces the names of the candidates for mayor/deputy mayor and writes each candidate's name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

The returning officer writes the names on the ballot papers and initials the front of each ballot paper. This method of voting requires only one set of ballot papers.

A staff member distributes the ballot papers and collects them when completed and gives them to the returning officer who counts the first preference votes and records them on the tally sheet.

If a candidate has an absolute majority of first preference votes (more than half), the returning officer declares the outcome.

*[Name of candidate], having an absolute majority of first preference votes, is elected as mayor/deputy mayor for the ensuing two years.*

If no candidate has the absolute majority of first preference votes, the returning officer excludes the candidate with the lowest number of first preference votes.

*[Name of candidate], having the lowest number of first preference votes, is excluded.*

The preferences from the excluded candidate are distributed. This process continues until one candidate has received an absolute majority of votes, at which time the returning officer announces the result.

*[Name of candidate], having an absolute majority of votes, is elected as mayor/deputy mayor for the ensuing two years.*

In the event of a **tied vote** where there are only two candidates remaining in the election, the returning officer explains the process.

*The votes are tied between [name of candidate 1] and [name of candidate 2] having received [number] votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel. The returning officer then draws a name out of the barrel and shows the meeting.

*I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

In the event that the **lowest number of votes are tied** and where there are three or more candidates remaining in the election, the returning officer advises the meeting of the process.

*In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded and their preferences distributed.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

*I declare that [name of candidate] is excluded and any votes cast for them will be distributed by preference.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

### 9.3 Election of Deputy Mayor

CSP Objective: 4.0 Responsible civic leadership that is transparent, innovative and accessible

CSP Strategy: 4.3 Council and the community working together

Delivery Program: 4.3.1 Foster positive community relationships through open communication, opportunities for participation and sharing information

#### Summary

This report advises of the procedure for the election of the Deputy Mayor.

#### Finance

Not applicable.

#### Policy

Section 231 of the Local Government Act 1993

#### Communication/Community Engagement

N/A

#### Attachments

1 Nomination form for position of Deputy Mayor - pro forma [↓](#)

#### Enclosures

Nil

### **RECOMMENDATION**

That Council:

1. determine the term of the Deputy Mayor.
2. proceed with the election of a Deputy Mayor for the determined term and that such election be conducted in the same manner as that which applied to the election of the Mayor.

### **BACKGROUND**

Section 231 of the *Local Government Act 1993* (the Act) provides that Council may elect one of its members as the Deputy Mayor for the Mayoral term or for a shorter term if so resolved.

The Deputy Mayor may act in the Office of the Mayor on the Mayor's request or during such time (if any) as the Mayor is prevented by absence from so doing, or during such time as a casual vacancy exists in the Office of Mayor.

While acting in place of the Mayor, the Deputy Mayor may exercise any function of that office. Section 249(5) of the Act provides that Council may pay a fee to the Deputy Mayor where that person acts in the Office of Mayor. Any such fee must be approved and determined by Council, and is deducted from the Mayor's fee.

Report of the General Manager

9.3 Election of Deputy Mayor (cont)

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Council may determine the manner of election for the position of Deputy Mayor as detailed in the item dealing with the Mayoral election.

**Item 9.3**



18 September 2018

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

Dear Sir

**Nomination for Position of Deputy Mayor**

Please note that the Councillors whose signatures appear below formally nominate  
Councillor \_\_\_\_\_ for the position  
of Deputy Mayor of Kiama Council.

Signed:

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

\*\*\*\*\*

I, Councillor \_\_\_\_\_ formally consent to  
this nomination being made on my behalf.

Dated \_\_\_\_\_ Clr signature: \_\_\_\_\_

Item 9.3

Attachment 1

**9.4 Council Committees - appointment of committees and memberships**

CSP Objective: 4.0 Responsible civic leadership that is transparent, innovative and accessible

CSP Strategy: 4.3 Council and the community working together

Delivery Program: 4.3.1 Foster positive community relationships through open communication, opportunities for participation and sharing information

Item 9.4

**Summary**

This report requests Councillors to determine the Committee structure for 2018/19 and nominate Councillor membership of those committees.

**Finance**

Not applicable

**Policy**

Not applicable

**Communication/Community Engagement**

Committee delegations are published on Council's website

**Attachments**

1 List of Council Committees - Councillor delegates - 2017/2018 [↓](#)

**Enclosures**

Nil

***RECOMMENDATION***

That Council determine the committee structure for 2018/19 and nominate the Councillor membership of those Committees.

**BACKGROUND**

The list of committees Council has previously established and which are still relevant is attached for reassessment by Council. The list includes proposed dates and times at which meetings will be held.

This report gives Council the opportunity to review and examine its committee structure. Several matters should be critically examined – firstly the continuing need for the committees, and secondly, the membership thereof.

**LIST OF COUNCIL COMMITTEES – 2017/2018**

<b>Committee</b>	<b>Council Membership</b>	<b>Meeting Times</b>	<b>Membership Nos.</b>
Committee of the Whole	All Councillors	3 <sup>rd</sup> Tuesday every month (except January), 5pm	All Councillors
Access	Clr Rice Clr Sloan	1 <sup>st</sup> Friday every 2 <sup>nd</sup> month, 10am	1 Councillor (Chair) and 1 alternate
Audit, Risk and Improvement Committee	Clr Reilly Clr Sloan	At least 4 times per year	2 Councillors
Australia Day	Clr Honey Clr Reilly Clr Westhoff	As required.	Mayor and 2 Councillors (including Chair)
Blue Haven Advisory	Clr Watson Clr Rice	1 <sup>st</sup> Wednesday, quarterly, 6pm Blue Haven	2 Councillors
Catchment and Flood Risk Management	Clr Sloan Clr Westhoff	As required	2 Councillors
Companion Animals Management Advisory	Clr Way	Every 6 months or as required.	1 Councillor
Destination Kiama Tourism Advisory	Clr Brown Clr Steel	Bi-monthly	2 Councillors and General Manager
Economic Development	Clr Steel Clr Watson Clr Honey	4 <sup>th</sup> Tuesday every month, 5.30pm	3 Councillors (including Chair)
Hoi An Friendship	Clr Brown Clr Rice Clr Reilly Clr Way	As required	4 Councillors and General Manager
Kiama Cultural Board including Art Centre and Grants	Clr Honey Clr Reilly Clr Rice	Last Thursday every month, 5.30pm	Mayor, 2 Councillors and General Manager
Kiama Health and Sustainability Advisory	Clr Kathy Rice Clr Andrew Sloan	Bi-monthly	2 Councillors
Kiama Local Traffic Committee	Clr Honey Clr Way	1 <sup>st</sup> Tuesday every month, 9am	1 Councillor (Mayor as Chair) and 1 alternate
Kiama Walking Tracks and Cycleways	Clr Honey Clr Way	As required	1 Councillor (including Chair) and Mayor ex-officio

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**List of Council Committees Contd**

<b>Committee</b>	<b>Council Membership</b>	<b>Meeting Times</b>	<b>Membership Nos.</b>
Long Term Financial Planning and Revenue	Clr Reilly Clr Rice Clr Sloan Clr Steel	As required	4 Councillors
Performance Review	Clr Honey Clr Rice Clr Sloan Clr Way	Every 12 months	Mayor, Deputy Mayor and 2 Councillors
Planning Committee	Clr Honey Clr Rice Clr Sloan Clr Way Clr Westhoff	As required.	Mayor, Deputy Mayor and 3 Councillors
Seniors' Week	Clr Rice	As required	1 Councillor (including Chair)
Staff Consultative	Clr Honey	Monthly, no set date, 11.30am	Mayor (ex officio)
Streets and Reserves Naming	Clr Westhoff Clr Sloan	As required.	1 Councillor and 1 alternate
Work Health and Safety	Clr Honey	Quarterly	Mayor (ex officio)
Youth Advisory	Clr Rice Clr Westhoff	1 <sup>st</sup> Thursday every month, 10.40am at Kiama High School	2 Councillors

**Item 9.4**

**Attachment 1**

**9.5 Councillor delegates to other bodies 2018/2019**

CSP Objective: 4.0 Responsible civic leadership that is transparent, innovative and accessible

CSP Strategy: 4.2 Council embraces good governance and better practice strategies

Delivery Program: 4.2.4 Develop strategic partnerships with regional and other organisations to advance local community priorities

Item 9.5

**Summary**

This report requests that Councillors determine representatives to outside organisations for 2018/2019.

**Finance**

Not applicable.

**Policy**

Not applicable.

**Communication/Community Engagement**

Committee delegations are published on Council's website

**Attachments**

1 List of delegates to other bodies - Councillors - 2017/2018 [↓](#)

**Enclosures**

Nil

**RECOMMENDATION**

That Council determine its representatives to outside organisations for 2018/2019.

**BACKGROUND**

Attached to this report is a list of the outside organisations to which Council has appointed delegates or is represented on for 2017/2018.

LIST OF DELEGATES TO OTHER BODIES – 2017/2018

Committee/Association	Meetings	Councillors Elected	Nature of Appointment	Delegates
Civic Risk Mutual	Quarterly	Clr Honey	Council	1 Councillor and General Manager
Cleary Bros Community Consultative Committee	As required	Clr Sloan Clr Westhoff (Alt)	Council	2 Councillors
Friends of Kiama Library	Monthly	Clr Rice Clr Way (Alt)	Council	1 Councillor and 1 Alternate
Healthy Cities Illawarra Management Committee and International Healthy Cities Alliance (including Australian Chapter)	Quarterly and as required	Clr Honey Clr Rice (Alt)	As Mayor	Mayor and 1 Alternate
Illawarra Academy of Sport	Bi-monthly	Clr Way (Alt)	Delegate	Director Community Services and 1 Councillor Alternate
Illawarra Bush Fire Management Committee	Quarterly	Clr Watson	Councillor Delegate, Staff	1 Councillor and Director Engineering and Works
Illawarra Connection		Clr Steel	Council	1 Councillor
Illawarra District Weeds Authority Committee	Quarterly	Clr Rice	Council	1 Councillor and 1 Alternate being Landscape Officer
Illawarra Landcare Co-ordinating Committee	Monthly	Clr Rice	Council	1 Councillor
Illawarra Regional Airport Management Advisory Committee	As required	Clr Honey	As Mayor	Mayor
Illawarra Regional Information Service	Quarterly	Clr Steel	Delegate	1 Councillor
Illawarra Rural Fire District Service Agreement Committee	Quarterly	Clr Watson	Councillor Delegate, Staff	1 Councillor and Director Engineering and Works

Item 9.5

Attachment 1

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List of Delegates to Other Bodies Contd

Committee/Association	Meetings	Councillors Elected	Nature of Appointment	Delegates
Illawarra Shoalhaven Joint Organisation	2 <sup>nd</sup> Friday alternate month	Clr Honey Clr Reilly Clr Sloan (Alt)	Councillor delegate	Mayor, 1 Councillor, 1 Alternate, General Manager
Joint Regional Planning Panel	As required	Clr Honey Clr Sloan (Alt)	Council delegates	Mayor, General Manager and 1 Alternate
Kiama & District Sports Association	Bi-monthly	Clr Way	Council	1 Councillor and Director Engineering & Works
Kiama Liquor Accord	As required	Clr Watson Clr Brown	Council delegate	2 Councillors and Road Safety Officer
Mutual Management Services Limited	Quarterly	Clr Honey	As Mayor	Mayor
NSW Public Library South East Zone Committee	Quarterly	Clr Rice	Council delegate	1 Councillor, Director Corporate and Commercial Services and Manager Library Services
South Coast Co-operative Library Service	Bi-monthly	Clr Rice	Council	1 Councillor
Sydney Catchment Authority's Local Government Reference Panel	As required	Clr Sloan Clr Westhoff (Alt)	1 Councillor, 1 Staff	1 Councillor, 1 Alternate and Director Environmental Services

Item 9.5

Attachment 1

**9.6 Delegation of functions of the Council - review of delegations to the Mayor**

CSP Objective: 4.0 Responsible civic leadership that is transparent, innovative and accessible

CSP Strategy: 4.3 Council and the community working together

Delivery Program: 4.3.1 Foster positive community relationships through open communication, opportunities for participation and sharing information

Item 9.6

**Summary**

This report recommends endorsement of delegations as listed.

**Finance**

Not applicable.

**Policy**

Council policy has been for delegations to be reviewed from time to time. They are normally reviewed annually each September.

**Communication/Community Engagement**

Not applicable.

**Attachments**

Nil

**Enclosures**

Nil

**RECOMMENDATION**

That Council review and endorse the delegations as detailed in this report.

**BACKGROUND**

Section 377 of the Act provides that Council may, by resolution, delegate to the General Manager or another person or body (not including another employee of the Council) any of the functions of the Council other than those specifically prohibited in Section 377. There are some delegations to Council from outside bodies which require the approval of both Council and the General Manager under Section 378(3) of the Local Government Act.

Set out below are the statutory roles and functions for the Mayor together with the current delegations which require endorsement by Council.

Delegations to the General Manager normally included in this report were approved by Council at the 18 June 2018 Council meeting.

**Role of the Mayor**

Section 226 of the Act provides that the role of the Mayor is as follows:



## Report of the General Manager

9.6 Delegation of functions of the Council - review of delegations to the Mayor  
(cont)

- 
- to exercise, in case of necessity, the policy making functions of the governing body of the council between meetings of the council
  - to exercise such other functions of the council as the council determines
  - to preside at meetings of the council
  - to carry out the civic and ceremonial functions of the mayoral office.

**Delegations to the Mayor**

In addition to the powers conferred in Section 226 of the Act, the following delegations have been previously approved and are again recommended for the Mayor:

- (a) To supervise and advise the General Manager in the exercise of that officer's powers, duties and functions;
- (b) To review (in conjunction with the Council's review panel) the performance agreement for the General Manager, and report at least annually thereon to Council;
- (c) To authorise any work which in the opinion of the Mayor is urgent at a cost not to exceed \$5,000; and
- (d) To alter the order of business of Council meetings (in conjunction with the General Manager) as required.

**9.7 Donation request: LP Entertainment - Rural Aid Concert - 15 November 2018**

CSP Objective: 4.0 Responsible civic leadership that is transparent, innovative and accessible

CSP Strategy: 4.3 Council and the community working together

Delivery Program: 4.3.1 Foster positive community relationships through open communication, opportunities for participation and sharing information

Item 9.7

**Summary**

Council has received a request from LP Entertainment for consideration of a \$1,000 donation plus in-kind support of accommodation, reserve hire and possible traffic control for the Rural Aid Concert being held on 15 November 2018.

**Finance**

To be funded from Council's Donations Fund.

**Policy**

Not applicable

**Communication/Community Engagement**

If approved, Council and Destination Kiama would be acknowledged in any media releases, on social media, on promotional material, during the concert and on signage at the event.

**Attachments**

1 LP Entertainment - Rural Aid Concert - request in-kind donation - 15/11/18 [↓](#)

**Enclosures**

Nil

**RECOMMENDATION**

That Council provide LP Entertainment for the Rural Aid Concert on 15 November 2018 with:

1. a \$1,000 donation
2. free reserve hire for a local sporting ground
3. assistance with traffic control if needed.

**BACKGROUND**

Local business LP Entertainment is seeking Council support to hold a Buy a Bale Concert being on Thursday 15 November 2018 to aid our farmers.

The concert would start at 5pm and finish at 9.30pm and the venue is yet to be confirmed. Attendance is estimated to be approximately 500 persons.

Report of the General Manager

9.7 Donation request: LP Entertainment - Rural Aid Concert - 15 November 2018 (cont)

---

LP Entertainment is requesting a financial donation of \$1,000 to cover the costs of artists, petrol, food and incidental costs.

LP Entertainment is also seeking the following in-kind support from Council:

- 5 x Holiday Park cabins free of charge
- free reserve hire of a sporting ground or showground
- possible traffic control, should ticket sales grow to a large scale patron volume.

Additional assistance from other companies, local businesses and providers is being sought.



**LP Entertainment**  
Lincoln Piper  
PO Box 434  
Gerringong  
NSW 2534  
Mob:0431992142  
ABN: 68594629155



**Item 9.7**

**Attachment 1**

To whom it may concern

My name is Lincoln Piper. I own the award winning LP Entertainment. Due to the dire needs of our Aussie farmers, I thought there was an opportunity for musicians in our region to help. Asking the likes of award winning musicians such as Amber Lawrence, Luke O'Shea, Christie Lamb, Melinda Schneider, Mark Gable and many more. I was fortunate enough for them to all say yes. I had a huge out cry by local musicians; all wanting to be part of this massive Buy a Bale Concert to aid our farmers. This has grown to epic proportions.

The date is planned for Thursday 15<sup>th</sup> of November. I will be looking for a venue to host it at, possibly a local sporting complex. Thus giving me the ability to host a large outdoor concert. I would start it at 5pm and finish 9.30pm. I would start the afternoon evening off with family entertainment and jumping castles, also calling on the local lions club to cook a BBQ, further raising funds. I may also open up to several food vendors should the event grow. I will secure sponsorship for as many of the expenses as possible. So far there are very few expenses involved due to the support of all involved.

I have secured radio advertising from KIX Country and been offered an extremely cheap price on advertising on WAVE FM. I'm in the process of negotiating with a local sound production company for a large Truck Stage and Production. I have committed the musicians all for free but need to secure sponsorship to help with travel and accommodation costs.

I seek in-kind support from Kiama Council for the following

- 5 cabins free of charge
- Free Use of a sporting ground or showground
- Possibly traffic control, should tickets grow to a large scale patron volume

I also seek

- Financial Donation of \$1000 to cover the costs of artists, Petrol, Food and incidental costs

In return Kiama Council and Destination Kiama will receive mentions at the concert, plus signage rights at the event. Your logo will also be included on all posters and online social media marketing. A meet and greet for 4 people with our celebrities in our VIP Area

I have most of the event in place. I will seek further assistance from other companies, local businesses and providers. LP Entertainment is working at no charge and wishes to deliver a high profitable event to aid our farmers via The Buy a Bale charity through Rural Aid, who's support and permission has been granted for this event.

I will be speaking with several venues today to possibly host it at their venue putting security, alcohol, and responsibility on to the venues. Still utilizing an outdoor space.

My major concern is the travel expenses of our celebrities. If Kiama Council can assist, this will make a big difference on the profits of the event.

There's a chance this may end up at Gerringong Bowling Club. The concert will go ahead, to what scale will depend on the level of sponsorship I can secure from local enterprises.

Many thanks for taking the time to read this. I will provide more information asap. Please don't hesitate to ask for any further information.

Kind Regards

Lincoln Piper

**Item 9.7**

**Attachment 1**

**9.8 Re-endorsement of the Kiama Tourism Opportunities Plan**

CSP Objective: 3.0 A diverse, thriving economy

CSP Strategy: 3.3 Promote and support tourism in the local area

Delivery Program: 3.3.2 Maximise the tourism economy through the promotion of the Kiama Municipality as a destination and the provision of product options and experiences for all visitors

Item 9.8

**Summary**

In accordance with Council resolution OC-18/269 to have the Council re-endorse the Kiama Tourism Opportunities Plan (TOP) with the changes outlined in the report.

**Finance**

Not applicable.

**Policy**

Strategic Tourism and Events Plan

**Communication/Community Engagement**

The document will be published on the Kiama Council and the Destination Kiama websites.

**Attachments**

1 Kiama Tourism Opportunities Plan for re-endorsement [↓](#)

**Enclosures**

Nil

***RECOMMENDATION***

That Council re-endorse the Kiama Tourism Opportunities Plan which incorporates the changes detailed in the report that were made to the document since its adoption on 17 July 2018.

**BACKGROUND**

Council, at its meeting held on 21 August 2018, resolved:

“that Council revisit and re-endorse the Kiama Tourism Opportunity Plan in September 2018 and, as changes have been made to this Plan following its endorsement, add the following proposed disclaimer:

The Kiama Municipal Council makes no claim as to the accuracy of the information contained in the Kiama Tourism Opportunity Plan. The document is not a prospectus and the information provided is general in nature. The document should not be relied upon as the basis for financial and investment related decisions and further, no commitment to the infrastructure projects listed should be inferred.”

Report of the General Manager

9.8 Re-endorsement of the Kiama Tourism Opportunities Plan (cont)

Since the adoption of the Kiama TOP, an ongoing review has been conducted which has resulted in the following changes, details below. In the interests of good governance these are now being presented to Council for their information and for re-endorsement of the Plan:

**Changes to Draft Kiama Tourism Opportunities Plan**

Draft TOP states	TOP 20 July states
"Creation of major visitor experience on the site occupied by the cabins...."	"Creation of major visitor experience in the vicinity of the sites occupied by the cabins...."
"Preparation of a master plan for the harbour/headland area;"	"Preparation of a master plan for the harbour/headland area – engaging with communities and stakeholders to determine a planned solution which balances economic, social and environmental objectives;"

Item 9.8

**Additional and/or changed information in the Kiama Tourism Opportunities Plan that was not contained in the Draft.**

1. Page 24:

*"Creation of major visitor experience in the vicinity of the sites occupied by the cabins...."*

Compared to Draft TOP:

*"Creation of major visitor experience on the site occupied by the cabins...."*

2. Page 47:

Includes a "Figure 5: An indicative diagram of numbered opportunities on Kiama headland" that was not in the Draft TOP.

3. Page 48:

*"Development of a new signature tourism experience for Kiama in the vicinity of the sites currently occupied by the cabins;"*

Compared to Draft TOP:

*"Development of a new signature tourism experience for Kiama in the location currently occupied by the cabins;"*

4. Page 51:

*"Preparation of a master plan for the harbour/headland area – engaging with communities and stakeholders to determine a planned solution which balances economic, social and environmental objectives;"*

5. Pages 62 and 66:

Contain a number of potential opportunities for activating Jerrara Dam. The following additional dot points were not in the Draft TOP:

## Report of the General Manager

## 9.8 Re-endorsement of the Kiama Tourism Opportunities Plan (cont)

- 
- Page 62: *“Activation of the area as a space for appropriate scale outdoor events”*.
  - Page 66: *“There is potential for Jerrara Jam (sic) to become an outdoor events space”*.
6. Page 71:  
Contains half a page on “Holiday Parks” that was not in the Draft TOP.
7. Page 76:  
Contains information about the Kiama Local Environmental Plan 2011 and the Kiama Development Control Plan 2012 that was not in the Draft TOP.
8. Pages 76-81  
The definitions have been re-worked for:
- Farmstay
  - Glamping/pods/other demountable accommodation
  - Basic Campground
  - Lodges
  - Boutique Hotels
  - Resort Parks
9. Page 109  
*“Appendix Five: Consultation List”* - there have been changes to the “Consultees” with some examples being:
- “Gareth Ward MP” has been omitted even though he was the first person listed in the Draft TOP. A meeting was held with Gareth Ward MP to advise of the development of the TOP in advance of the work commencing and to seek his support.
  - “Members of the communities who attended workshops at Gerringong, Jamberoo and Kiama
  - The “NSW Property Council” was not listed in the Draft TOP.
10. Grammatical changes and corrections on multiple pages.
11. In accordance with resolution OC-18/269 a further disclaimer has been added to page 2 of the document. This disclaimer is in addition to one already included in the document by EarthCheck, the consultants who were engaged to prepare the document.



# Tourism Opportunities Plan

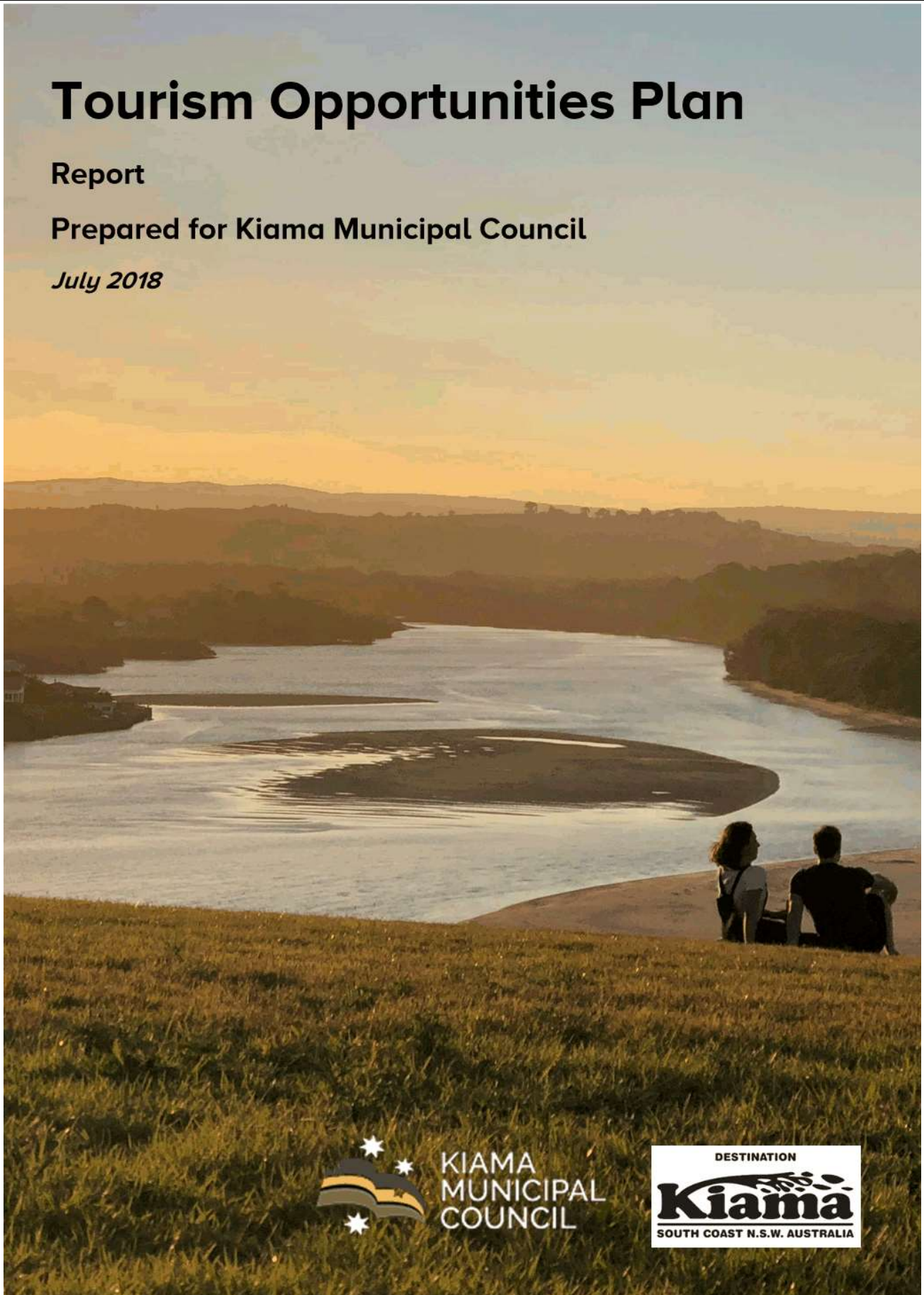
Report

Prepared for Kiama Municipal Council

*July 2018*

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KIAMA  
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**DISCLAIMER**

The information and recommendations provided in this Tourism Opportunities Plan are made on the basis of information available at the time of preparation and the assumptions outlined throughout the document. While all care has been taken to check and validate material presented in this report, independent research should be undertaken before any action or decision is taken on the basis of material contained in this report. This report does not seek to provide any assurance of project viability and EarthCheck accept no liability for decisions made or the information provided in this report.

Kiama Municipal Council has taken all reasonable due care and diligence in the preparation of the Kiama Tourism Opportunities Plan. The document is not a prospectus and the information provided is general in nature. The document should not be relied upon as the basis for financial and investment related decisions and further, no commitment to the infrastructure projects listed should be inferred.

**ACKNOWLEDGEMENT**

Images used throughout this document are courtesy of Destination New South Wales and Destination Kiama.

Cover photo courtesy Karen Ronning.



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## **Glossary of Terms**

ALOS	Average Length of Stay
DNSW	Destination New South Wales
DSSS	Destination Sydney Surrounds South
LEP	Local Environmental Plan
MICE	<b>Meetings, Incentives, Conventions and Exhibitions</b>
NPWS	National Parks and Wildlife Service
OVE	Overnight Visitor Expenditure
RMS	Roads and Maritime Service
TOP	Tourism Opportunity Plan
TRA	Tourism Research Australia
VFR	Visiting Friends and Relatives

## Executive Summary

### Purpose of the Tourism Opportunity Plan

Great tourism destinations thrive on experiences – the all-important ‘reasons to visit’. Without investment or reinvestment in these experiences, the Kiama region will not achieve its potential as a destination.

The Kiama Tourism Opportunity Plan (TOP) provides direction on the public and private sector investment and activation opportunities which will be instrumental for Kiama in achieving its economic, community and environmental ambitions over the next decade.

The Tourism Opportunity Plan seeks to:

- Identify and prioritise new and improved tourism experiences that add to quality of life and amenity for communities;
- Identify infrastructure requirements that support the ongoing sustainable development of tourism in the Kiama area;
- Facilitate and encourage investment which protects and enhances our high quality environments; and
- Provide a framework for tourism development in the Kiama area.

The focus of the Plan is on growing tourism value, rather than growing outright visitor numbers. This will be achieved through experiences which encourage more visitors in off peak and shoulder periods, increasing expenditure by visitors, and supporting activity which encourages growth in twilight and evening economies.

Effective partnerships with businesses and communities are essential in leading to activation and investment which deliver experiences that complement and add value to Kiama’s landscapes, precincts and existing tourism experiences.

### Hero Tourism Experiences

A set of four hero experiences have been established as part of the plan preparation process. The hero experiences define what is special about the destination – what makes it stand out from its competitors. They reflect the reality of what visitors and communities can experience at present as well as an aspirational ‘developmental’ component. In the context of this study, definition of the hero experiences is important - if development opportunities do not complement, improve or address deficiencies in the destination’s current offering they have not been prioritised.

## Hero Experience 1.

**Hero 1:** The traditional seaside lifestyle of Kiama gives residents and visitors an opportunity to rejuvenate, nourish and reconnect, where locals swim, bodyboard, surf and walk to the thundering sound of the blowhole, before the day’s work begins. Natural beauty and the region’s rich heritage are reflected in the region’s art and events, year-round.

## Hero Experience 2.

**Hero 2:** Kiama's dramatic coastline and emerald backdrop delights and invigorates locals and visitors as they enjoy the iconic Coast Walk, spotting wildlife in the water, land and air.

## Hero Experience 3.

**Hero 3:** Saddleback Mountain walks and lookouts provide unparalleled panoramic views across the Illawarra Escarpment, Jamberoo Valley, lush Kiama region dairy-country and stunning coastline. The awe-inspiring view entices visitors to experience the diversity of the townships, villages and natural landscape below.

## Hero Experience 4.

**Hero 4:** Kiama region is the perfect destination for families, from the beaches to adventure parks, trails, and variety of family-friendly dining and accommodation.

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The Plan identifies the following priorities:

### Beach and Foreshore Activation Program

The region's beaches and beach life represent a core part of its appeal as a destination – sensitive activation which builds yield (average daily visitor expenditure) and encourages greater volumes of visitation in shoulder seasons and in twilight/ evening periods provides a great opportunity for continued growth in the visitor economy.

Elsewhere in Australia, surf life saving clubs are often focal points for visitor activity in coastal destinations – the business model is especially common throughout Queensland.

The region's surf lifesaving clubs (Kiama, Kiama Downs and Gerringong) are located at sites that provide prime opportunities to grow the visitor experience and create opportunities to generate expenditure by visitors. The clubs offer potential for tourism activation – in practical terms, this means offering opportunities such as:

- Food and drink / dining;
- Entertainment; and
- Services i.e. equipment hire, recreation opportunities.

The services can be offered directly by the club, or via contractual relationships with commercial partners. The benefits of successful implementation would be twofold - revenue to support club operations, and supporting growth in the region's visitor economy.

A range of additional opportunities are also potentially available to support activation of the Kiama area's beaches and beachfront areas:

- Lighting of identified foreshore areas in Kiama, Gerringong and Gerroa, providing welcoming and safe environments which encourage twilight and evening visitation;
- Foreshore activation to provide the opportunity for temporary food and drink vendors, food trucks etc;
- Potential opportunities for businesses (via EOI processes) to run service and activity concessions on beaches;
- Investment in infrastructure and amenities which supports the Kiama area's beaches and beachfront areas as event venues and destinations. This could include temporary/demountable event infrastructure which can be used for a range of beach-based events such as street dressing collateral, temporary staging/ seating etc;
- Adaptive reuse or conversion of the Kiama Showground stables offers potential as a functions space which is suitable for activities such as 'sunset' drinks, food stall events etc.

**If all visitors who participate in coastal and aquatic activities increased their daily average expenditure by \$15 per capita, in 2023, an additional direct economic value of \$11.4M and \$8.8M<sup>1</sup> of indirect benefit could be generated for the Kiama area's economy. These economic benefits have the potential to support 155 direct jobs and 61 indirect jobs.**

#### Headland, Harbour and Foreshore Activation

The harbour and foreshore are attractive environments at the heart of Kiama. The vision is that it should be recognised as one of the South Coast's premier visitor precincts, driving awareness and perception of the Kiama area as a great place to visit. Implementation of a master-planned approach has the opportunity to deliver an experience mix which:

- Builds visitor yield through providing spending opportunities;
- Encourages greater average length of stay by visitors;
- Appeals to a broad mix of leisure visitors;
- Drives visitation into shoulder and off-peak periods; and
- Attracts and provides options for visitors during twilight and evening period as well as during the daytime.

It is envisaged that projects will be planned through a comprehensive site and precinct plan. Given the central location, assets which appeal to a wide range of visitor audiences, and the need to more effectively monetise experiences provided to visitors, are priorities. Considerations include:

- A new design-led 'signature' visitor attraction on the headland;
- Nature-based tourism - activation of the Blowhole;
- Visitor information, wayfinding and interpretation;

<sup>1</sup> NSW State Regional Tourism Satellite Accounts, Deloitte

- Food and drink / dining options which appeal to a range of audiences
- Place-making, streetscaping and amenity improvements, including infrastructure which facilitates events, pop-up experiences, and connecting the headland to Kiama CBD, arts precinct and Hindmarsh Park;
- Reinvigorating existing infrastructure and facilities; and
- Re-purposing some of the current elements of the site to create new community and visitor experience opportunities.

**If 15% of day visitors extend their stay by 1 hour, and 10% additional spend is generated from domestic overnight visitors (50% of the OVE market) due to the increased attractions in the headland and foreshore, in 2023, an additional direct economic value of \$9.26M and \$7.13M<sup>2</sup> of indirect benefit could be generated for the Kiama area's economy. These economic benefits have the potential to support 126 direct jobs and 49 indirect jobs.**

### Activating Walking and Trail Experiences

Stakeholder consultation and market research identified a range of walking and trail development opportunities as being important components in the ongoing development of the Kiama area as a destination. Priority game-changer projects by Council's Walking Tracks and Cycleways Committee were:

1. Expansion of the Kiama – Gerringong Coastal Walk to Gerroa. This project would build on the success of the current walk, and new initiatives such as the Minnamurra Boardwalk. It would **transform** the current experience into a multi-day activity, encouraging length of stay and the growth of additional support services and experiences, including guided walks.
2. Saddleback Mountain Iconic Walk – this trail is a proposed 29km multi-day walk from the iconic Saddleback Mountain Lookout across to Macquarie Pass, passing through spectacular scenery, forest and with views of waterfalls and lush green farmland; crossing through multiple jurisdictions.

**If average daily expenditure of day visitors who currently participate in walking activities is grown by \$10 per capita; and the region is successful in growing its share of the Destination Sydney Surrounds South area's walking market from 16.8% to 18% in 2022 an additional direct economic value of \$5.43M and \$4.18M<sup>3</sup> of indirect benefit could be generated for the Kiama area's economy. This expenditure has the potential to support 74 direct job and 29 indirect jobs.**

### Jerrara Dam Activation Options

The Jerrara Dam site provides an interesting tourism activation opportunity for the Kiama area - the Dam's location between Kiama and Jamberoo/ Minnamurra opens up a range of opportunities for adaptive reuse of the site, with potential to link up with trail networks in the surrounding areas and complement nearby visitor experiences at Minnamurra Rainforest, Jamberoo Action Park, Illawarra Fly and in Kiama.

Given the rural surroundings, a range of potential opportunities for activating the site are available including:

<sup>2</sup> NSW State Regional Tourism Satellite Accounts, Deloitte

<sup>3</sup> NSW State Regional Tourism Satellite Accounts, Deloitte

- Further development of low-impact nature-based opportunities (trails, interpretation, nature-based activities, linking with trails in the surrounding area);
- A focus on soft adventure, including the opportunity for an outdoor sport and recreation centre type of operation (family, school group markets);
- Eco-accommodation - light frame builds that are suited to the character of the site, linking with the nature based opportunities on site; and
- Health and wellness activation – either operating as a day facility or provided in conjunction with onsite accommodation.

Analysis indicates that the optimum opportunities for site activation are most likely to be via:

- Outdoor recreation provision, linked with eco-accommodation provision;
- Investigating opportunities to attract modest scale health and wellness business operations to the site.

### **Visitor Accommodation**

As part of encouraging sustainable tourism growth, Kiama needs to expand its commercial accommodation offering to visitors, providing the opportunity to attract larger volumes of overnight staying visitors. There is a need to expand the region's accommodation stock through attracting new investment in:

#### ***Larger scale hotel accommodation***

Strategically, Kiama would benefit from at least 1 additional large-scale hotel property, providing the opportunity for the destination to grow its overnight visitor market and easily provide accommodation for larger groups.

Based on current understanding of the marketplace, investment/market fundamentals are not ideal to attract the type of investment necessary in the short-term, however it should remain a strategic opportunity for Council to consider.

A specific site has not been identified for this type of opportunity, however a CBD or close to CBD site would be preferred.

#### ***Boutique hotel accommodation***

As per the commentary on larger-scale hotel accommodation, similar rationales can be applied to seeking new boutique hotel accommodation in Kiama, however, given the smaller scale of development and capital required, this is potentially a more investible opportunity.

#### ***Farmstay accommodation***

Adding additional farmstay accommodation presents an achievable means for the Kiama area to incrementally grow its commercial accommodation stock throughout the region. Type and scale of accommodation would vary on a site by site basis but would typically be in the form of farmhouse B&B or farm-based units and cabins.

Dependent on location, these opportunities will typically be linked to other nature-based opportunities including trails, walking and touring trips.

#### ***Eco-accommodation***

Eco-accommodation has been mentioned at a number of junctures throughout this report, including the Jerrara Dam opportunity and the concept being pursued by Crooked River Winery and the Flash Camps opportunity at Saddleback. As per the commentary on farmstay



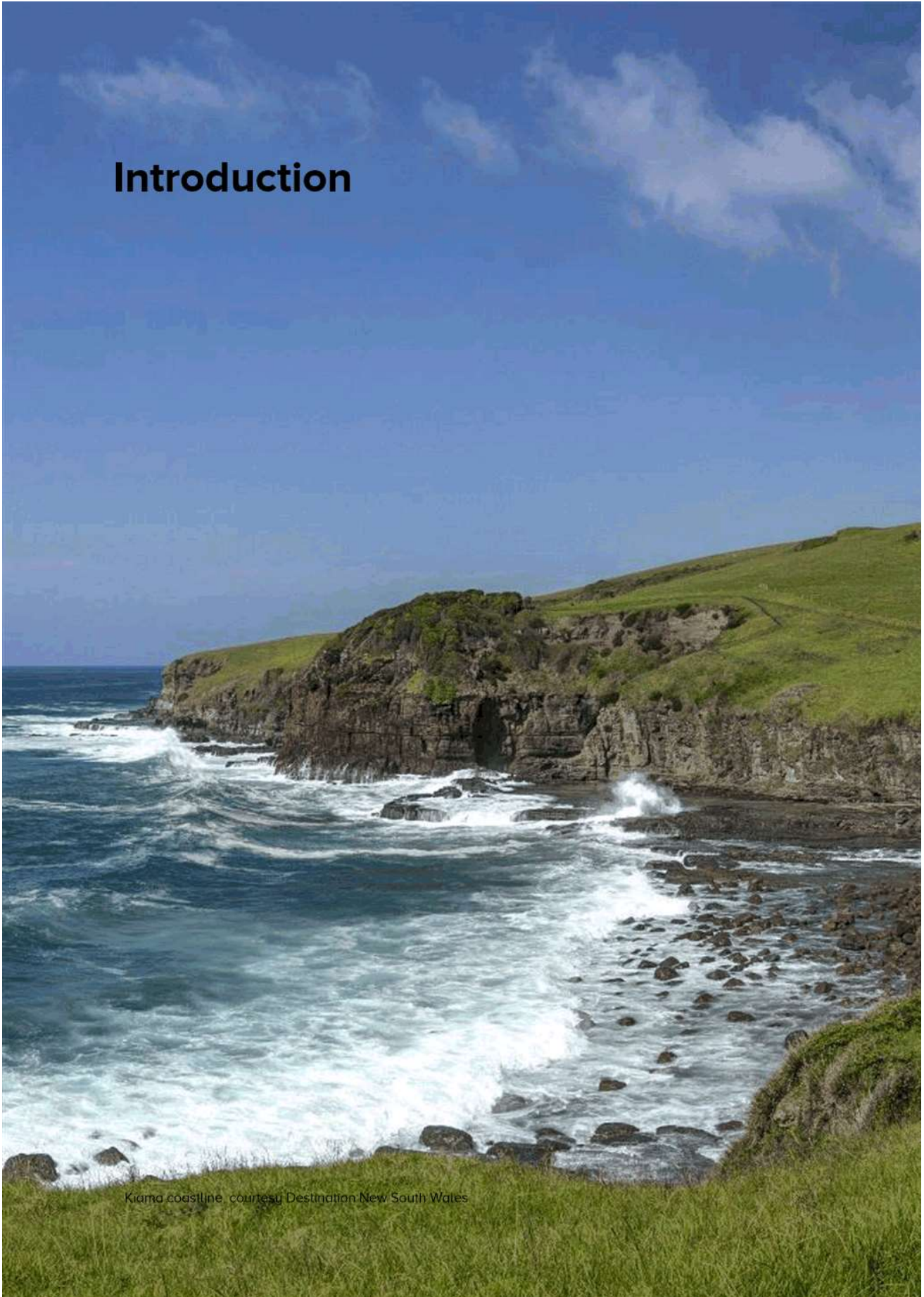
accommodation, dependent on location, these opportunities will typically be linked to other nature-based opportunities including trails, walking and touring trips.

Subject to successful development of trail and walking opportunities identified in this report, specific eco-accommodation opportunities on these trails will be important as part of their full activation.

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# Introduction



Kiama coastline, courtesy Destination New South Wales

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## Introduction

The Kiama Tourism Opportunity Plan (TOP) is intended to provide focus, a strong direction and associated actions to promote the sensitive development of tourism in the Kiama region over the next 10 year period. The project was identified as a priority in the 2018-2021 Strategic Tourism and Events Plan adopted by Kiama Municipal Council in late 2017. The TOP will sit alongside the upcoming events strategy and the Kiama Destination Marketing Plan.

The Plan has been prepared within the context of the visions held by Kiama Municipal Council and Destination Kiama.

Kiama Municipal Council Vision:

*Working together for a healthy, sustainable and caring community.*

Destination Kiama Vision:

*The Kiama areas will welcome and inspire visitors year-round to experience our distinctive natural landscapes, relaxed lifestyle, arts, culture and events.*

The TOP seeks to:

- Identify and prioritise new tourism products that grow overnight visitor expenditure (OVE), grow yield (increased visitor expenditure per day), and meet future visitor expectations and demand;
- Identify infrastructure requirements that support the ongoing sustainable development of tourism in the Kiama area;
- Bring forward new experiences which improve liveability for communities;
- Facilitate and encourage investment which protects and enhances the Kiama region's high-quality environments; and
- Provide a focal document for tourism development in the Kiama region.

Tourism destinations thrive on experiences – the all-important 'reasons to visit'. Without investment or reinvestment (either private or public sector) in these experiences, destinations are unlikely to generate the market cut-through that they are seeking.

The TOP is not a tourism strategy. The intent with the plan and the preparation process behind it is to engage businesses and communities, leading to investment which complements and adds value to Kiama's landscapes, precincts and existing tourism experiences.

## Methodology

The project has been prepared following a number of key steps, as described in Figure 1.

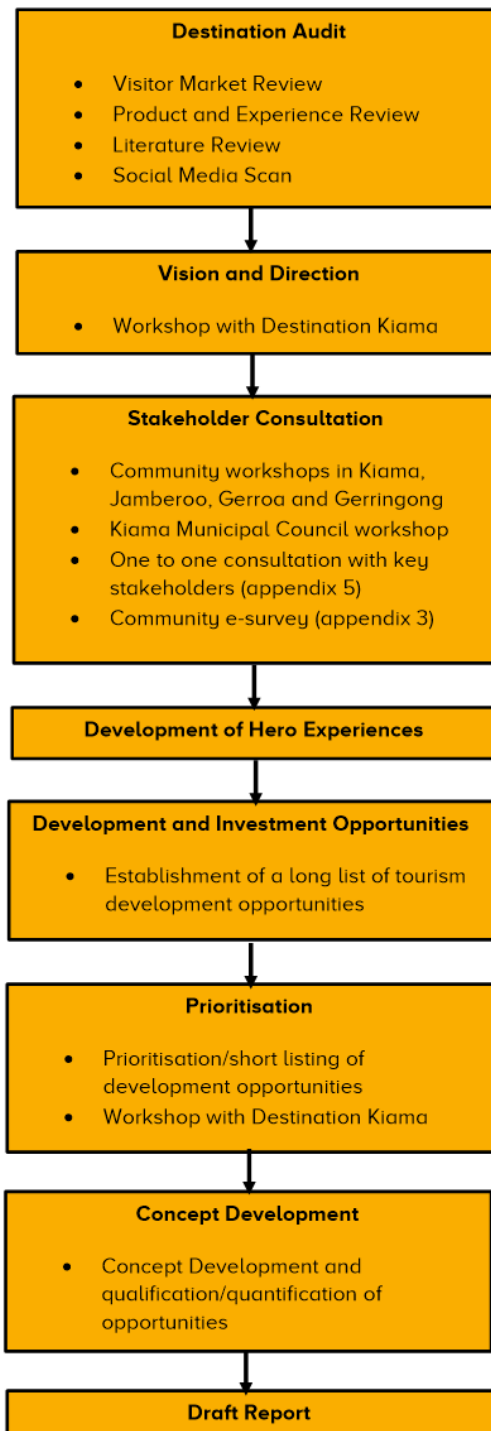


Figure 1: Project Methodology

## Project Area

The Tourism Opportunity Plan covers the entire area within Kiama Municipal Council's boundaries.

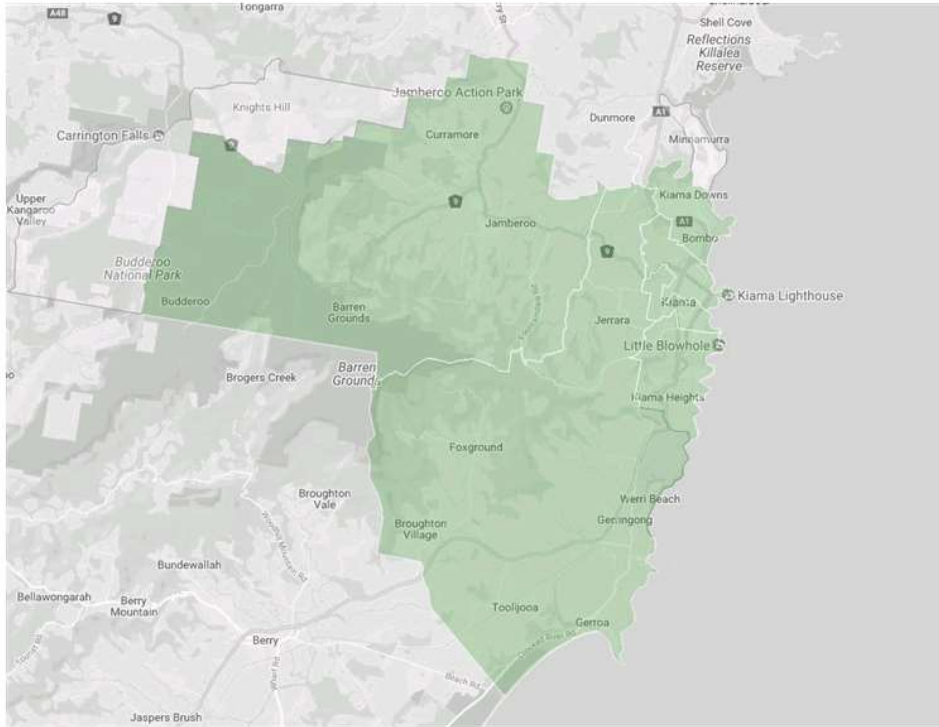
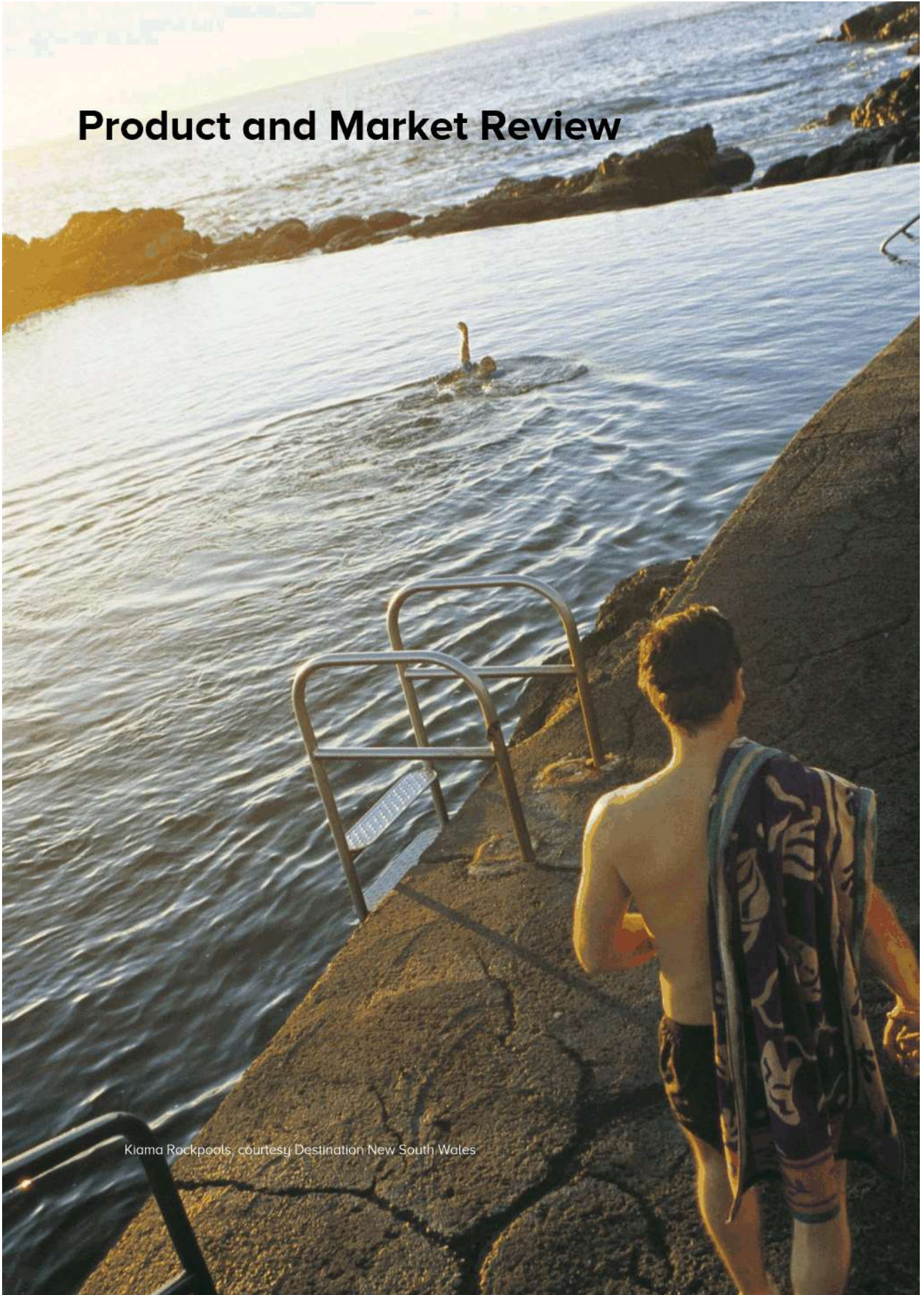


Figure 2: Kiama Municipal Council area, economy.id

# Product and Market Review



Kiama Rockpools, courtesy Destination New South Wales

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## Tourism Market Review

Figure 3, below provides an overview of the Kiama area’s visitor market characteristics<sup>4</sup>.



Figure 3: Visitor Market Overview

Looking to the future, if the Kiama area achieves expected growth (in line with national Tourism Forecasting Panel forecasts), total visitation is expected to exceed 1.36 million in 2023, with associated visitor expenditure expected to exceed \$237 million.

<sup>4</sup> All statistics relate to the calendar year ending December 2017. Tourism Research Australia has advised that publication of international visitor data for the quarter ending March 2018 has been delayed. All statistics will be updated to the March 2018 quarter when this data is published.

From a tourism development and investment perspective, review of the Kiama area's visitor market highlights a number of key considerations;

- 1. Dominance of the day visitor market, driven by proximity to Sydney.** The Greater Sydney market is Australia's largest source market for domestic trips, opening up a wide range of opportunities for the Kiama area. Lack of potential demand is not a problem in this sense.
- 2. Holiday and Visiting Friends and Relatives (VFR) markets dominate.** Analysis of visitors' primary purpose of visit provides a clear picture - leisure is the dominant demand driver at present. However, the low-key nature of business activity is also important to note. This is especially important for hotels, who look to the business market for mid-week trade.
- 3. Seasonality.** In common with most NSW coastal destinations, the Kiama area exhibits marked seasonality in visitor numbers. Peaks and troughs in trading levels are important determinants when new private investment opportunities are being considered.
- 4. Mid-week/weekend variation.** The variation in visitor volumes is significant with mid-week periods tending to be quiet, especially outside the main holiday periods.
- 5. Age profile.** Analysis of TRA data suggests that older (55+) age groups are important to the Kiama area. Family groups also remain a core audience. This sort of demographic profile for the visitor market is an important consideration in terms of likely demand for new experiences.
- 6. International visitors.** The Kiama area's international visitor market is small at present – driven by VFR trips and day trips from Sydney. However, rapid and sustained growth from Asian market is set to be a primary demand driver over the next decade. Products and experiences which fit the expectations of these markets will be a consideration.
- 7. Length of stay.** The Kiama area has a relatively short average length of stay at 2.4 nights. It can be inferred that this is a function of location (proximity to Sydney and a range of competitor destinations nearby) as well as lack of depth in terms of experiences.
- 8. Visitor activities.** As would be expected, coastal and aquatic, and nature-based activities are especially popular with visitors, with going to the beach being the number one activity.
- 9. Visitor market trends.** The volume of millennial visitors to the Kiama area is relatively low at present, however, forecasts suggest that this will grow to be the dominant segment over the next decade. Destinations' ability to meet this market's expectation for authentic and personalised experiences will be essential.
- 10. Accessibility.** Proximity and easy access to Sydney is a notable strength in relation to the regions' largest visitor market. Access by train and upgraded infrastructure such as the Albion Park bypass will further reduce journey times.



## Product and Experience Review

Appendix 2 contains an analysis of the Kiama area's current tourism products and experiences and provides, assessing the level of significance (local, regional, state) from a visitor perspective.

The region has obvious strengths in beach, coastal and nature-based experiences.

From the perspective of attracting new investment, analysis highlights a number of considerations;

- 1. Lack of 'Wow' factor.** Increasingly destinations are judged by their standout or signature experiences - the experiences that the destination is known for which act as key motivators for trips. The Blowhole is the feature most closely associated with Kiama, with the supporting experiences generally having a lower profile. New investment is needed to create new reasons to visit.
- 2. Visitor accommodation.** The profile of the Kiama's commercial accommodation stock is distinct – beds available from sharing accommodation out number commercial beds. Hotel stock is limited at present. The relatively low level of hotel stock is a function of a number of factors - large day visitor market, low level of MICE activity and the seasonal nature of the destination. From a longer-term perspective, increasing the depth and range of experiences is essential in terms of improving Kiama's appeal from an investment perspective
- 3. Trading patterns.** Kiama's visitor economy is strongly focused on day time activities, with twilight and evening experiences being limited at present. Consultation with stakeholders suggests that one of the challenges is that longer opening periods for shops and restaurants would need to be sustained by local demand as well as visitor markets. Anecdotal evidence suggests that local demand has traditionally been 'soft'. Demonstrating the scale of opportunity from the visitor economy to local traders is one element in addressing the challenges in this area.
- 4. Retail.** Kiama's high-quality environment and proximity to Sydney offers the expectation of a strong boutique retail offering which is attractive to communities and visitors. However, the retail offering is largely functional rather than a standout attractor for the destination.
- 5. Food and drink.** Visitor expectations in terms of authentic food and drink experiences have risen significantly over recent years - a base level of provision is an essential destination component, not an option. While the region has a number of artisan providers and larger businesses such as Crooked River Winery, lack of depth in service offerings means that it cannot currently be regarded as a 'foodie' destination.
- 6. Adventure.** The Kiama area has a strong set of 'soft adventure' experiences, including Jamberoo Action Park and Illawarra Fly as well as surf breaks and beaches to suit all tastes.
- 7. Family-friendly.** One of the region's core strengths is in its range of family-friendly experiences – ranging from soft adventure to beaches. A gap in the current offering is a lack of indoor experiences.
- 8. Nature-based experiences.** The Kiama area's coastline and hinterland provide nature-based options for visitors, including a network of trails and walkways. Ongoing development at Minnamurra will complement existing provision.

- 
- 9. Monetisation.** The majority of activities enjoyed by visitors to the Kiama area at present are relatively low value – informal walking, beach etc. While the Kiama area’s average daily expenditure compares favourably with most of its south coast neighbours, more can be done to grow daily visitor yield.
  - 10. Arts, culture and music.** Kiama has an established arts, culture and music scene which forms an integral part of community culture as well as forming an important part of the overall visitor experience. Kiama’s local indigenous experiences allow engagement with cultural heritage and insights into the local landscape.
  - 11. Events.** A strong program of events plays an important role in the Kiama area’s overall offering to visitors. Leisure events such as the Jazz and Blues Festival, Bodyboard Slam, KISS Arts Festival, Jamberoo Music Festival, Gerringong Surf Music Festival, Rugby Sevens, Artisan Festival, Folk by the Sea leverage Kiama’s culture and natural advantages. The weddings market is increasingly important to Kiama – the “Kiama I Do” initiative launched in 2018 was designed to position Kiama as a preferred South Coast wedding destination. Business Events also play an important role in Kiama’s visitor economy, built around venues such as The Pavilion and hotels and other commercial conferencing facilities.
  - 12. Accessibility and Inclusion.** Kiama Municipal Council’s Disability Inclusion Action Plan promotes equal rights for those from diverse backgrounds to participate in community life. This premise extends to visitor accessibility, and the Plan has committed to delivering training for business and community in order to both develop and promote Kiama as a leading accessible community and holiday destination for those with disabilities. A Kiama Mobility map highlights accessible services and experiences available across the region.
  - 13. Indigenous experiences.** While an extensive range of indigenous experiences are not currently easily accessible by visitors, the Wadi Wadi and Yuiu tribes’ heritage offers a rich range of stories and opportunities. Destinations such as Gerringong and Bombo were good sources of ochre used in ceremonies, and many of the region’s Aboriginal place names live on today i.e. Kiama, Bombo and Gerringong.

# Defining Kiama's Hero Experiences



Werri Beach, Gerringong, courtesy of Jon Harris Photography and Destination Kiama

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## Hero Experiences

Based on product and experience analysis and input provided by Destination Kiama, a set of four hero experiences have been established. The hero experiences define what is special about the destination – what makes it stand out from its competitors. They reflect the reality of what visitors and communities can experience at present as well as an aspirational ‘developmental’ component.

In the context of this study, definition of the hero experiences is important - if development opportunities do not complement, improve or address deficiencies in the destination’s current offering they should not be prioritised.

### Hero Experience 1.

**Hero 1:** The traditional seaside lifestyle of Kiama gives residents and visitors an opportunity to rejuvenate, nourish and reconnect, where locals swim, bodyboard, surf and walk to the thundering sound of the blowhole, before the day’s work begins. Natural beauty and the region’s rich heritage are reflected in the region’s art and events, year-round.

**Supporting, Emerging & Aspirational:**

*Year-round seasonal produce, dairy, and paddock-to-plate experiences. Wellness activities - including spas, classes, lifestyle / fitness activities. Art / creative immersive experiences – masterclasses & workshops. Events throughout the year along with a vibrant but relaxed retail / shopping experience.*



Beach, Kiama, courtesy of Destination New South Wales

## Hero Experience 2.

**Hero 2:** Kiama's dramatic coastline and emerald backdrop delights and invigorates locals and visitors as they enjoy the iconic Coast Walk, spotting wildlife in the water, land and air.

**Supporting, Emerging & Aspirational:** A network of Signature trails suitable for walking and cycling throughout the Kiama region. Actively experiencing the destination, slowing down to experience the region's beauty.



## Hero Experience 3.

**Hero 3:** Saddleback Mountain walks and lookouts provide unparalleled panoramic views across the Illawarra Escarpment, Jamberoo Valley, lush Kiama region dairy-country and stunning coastline. The awe-inspiring view entices visitors to experience the diversity of the townships, villages and natural landscape below.

**Supporting, Emerging & Aspirational:** An iconic, multi-day walk from Saddleback Mountain to Macquarie Pass, with options for guided tours, unique accommodation and supported transport & dining experiences. Boutique, glamping / eco-accommodation linked to the Saddleback Mountain Lookout site. A trail of dairy-oriented farmgate and agritourism experiences, where visitors can taste, experience production and 'know the farmer' – connecting with the place and people. Minnamurra (Budderoo NP), Cathedral Rocks and Bombo Quarry offer a diversity of walking and nature-based experiences throughout the area.



## Hero Experience 4.

**Hero 4:** Kiama region is the perfect destination for families, from the beaches to adventure parks, trails, and variety of family-friendly dining and accommodation.

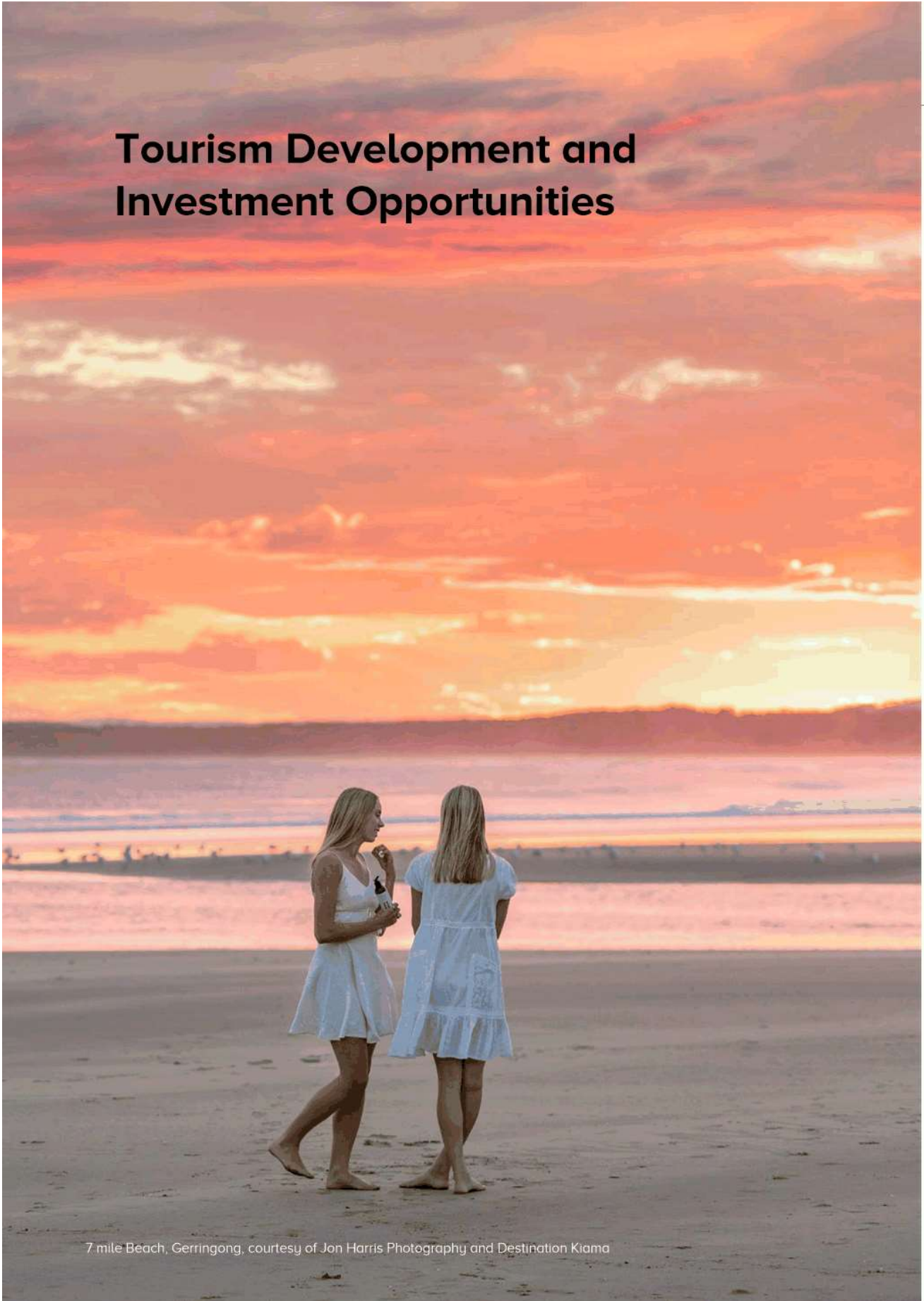
**Supporting, Emerging & Aspirational:** Active adventure, nature-based experiences including the Kiama Area's trails and Minnamurra Rainforest Centre, and evolving experiences on offer at the Jamberoo Action Park and Illawarra Fly. Agritourism and farmstay experiences will offer families interactive, immersive experiences, and activation of Surf Club precincts will add new opportunities as part of the traditional beach-going experience.



# Tourism Development and Investment Opportunities

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7 mile Beach, Gerringong, courtesy of Jon Harris Photography and Destination Kiama

## Long List of Development Opportunities

As the first stage in identifying development opportunities for the Kiama area, a long-list of concepts was compiled from desktop research and stakeholder consultation. In addition to a series of one to one meetings with key stakeholders, community workshops in Kiama, Jamberoo, Gerroa and Gerringong, a workshop with Council, a community e-survey was also carried out.

A summary of the community survey results is included in Appendix 3.

Table 2: Longlist of Tourism Development Opportunities (Precinct and Place Building)

Opportunity	Opportunity Description	Status of Development Opportunity	Barriers to Implementation
<b>Precinct/ Place Building</b>			
Activation of Kiama Harbour and Headland precinct	<p>A master-planned approach to activating and delivering the full tourism and community potential of Kiama Harbour, foreshore and Headland. Comprehensive activation has the potential to incorporate;</p> <ul style="list-style-type: none"> <li>• Review of space/ usage allocation including VIC, tennis courts, scout hut, cabins</li> <li>• Consideration of new opportunities that monetise visits</li> <li>• Mooring and berth capacity in the harbour is constrained - focus on foreshore activation</li> <li>• Creation of a major visitor experience in the vicinity of the sites occupied by the cabins - opportunity for a building design which is iconic in its own right</li> <li>• Upgrading the blowhole experience (interpretation, lighting)</li> <li>• Opportunities for activation could include; gallery, interpretative centre telling the story of Kiama, aquarium, signature restaurant, museum etc</li> <li>• Creation of twilight and night-time experiences - lighting/evening water shows in the harbour, activation via use of pop-up experiences, creation of events/performance spaces etc</li> </ul>	General concepts based on previously discussed opportunities	<p>Crown Land permission required</p> <p>Existing leases</p> <p>Business merit of individual proposals</p>



*Table 3: Longlist of Tourism Development Opportunities (Arts and Culture)*

Opportunity	Opportunity Description	Status of Development Opportunity	Barriers to Implementation
<b>Arts and Culture</b>			
Orry Kelly permanent collection & fashion festival	Display of Orry Kelly fashion and artworks to celebrate his connection to Kiama, fashion festival inviting stars	Initial concept	Venue, access to collection, investment required to stage the event / house collection; ACMI have held an Orry Kelly Exhibition however do not own any display items - all returned to owners after the exhibition.
Public art program	Themed bollards or alternative structures throughout the region	Initial concept	Program funding - public sector, commercial sponsorship, philanthropy
Johnny Warren - permanent exhibition	Opportunity to establish a permanent exhibition, telling the story of Johnny Warren - potentially in Jamberoo	Initial concept	A site not yet identified; Details of collection unclear
New Kiama Arts Precinct	Development of new arts precinct at Hindmarsh Park location. To deliver from a tourism perspective, opportunities include; <ul style="list-style-type: none"> <li>• Flexible performance events space</li> <li>• Creation of an indoor space - currently lacking in Kiama</li> <li>• Iconic design which in itself can be an attractor</li> <li>• Programming and collections which are attractive to visitors</li> </ul> Programming based on active engagement - opportunities for active participation	Development concept which has previously sought funding	Resources

Table 3: Longlist of Tourism Development Opportunities (Precinct and Place Building) cont.

Opportunity	Opportunity Description	Status of Development Opportunity	Barriers to Implementation
<b>Arts and Culture</b>			
Public art program, sculpture trail	Investment in public art to create points of interest/ iconic design that's associated with Kiama. The UK's 'angel of the north' is a large scale example of public art that has played a demonstrable role in perception change <a href="http://www.bbc.com/news/uk-england-tyne-42426028">http://www.bbc.com/news/uk-england-tyne-42426028</a> . Sculpture by the sea provides another approach to using public art as an attractor <a href="http://sculpturebythesea.com/">http://sculpturebythesea.com/</a>	Initial concept	No formal sites or programs yet developed council-owned sites provide straightforward options, but roadside locations would require RMS approval
Visitor immersive art experiences	Visitor itineraries / programs featuring art classes on offer by local artists / groups. Links to wellbeing and food and beverage, local produce and active challenges. Wellness and creativity links.	Partially developed concept. Classes available, but not coordinated itineraries and promoted experiences.	Resourcing, partnerships need to be in place and marketing initiatives.

Table 4: Longlist of Tourism Development Opportunities (Beach life)

Opportunity	Opportunity Description	Status of Development Opportunity	Barriers to Implementation
<b>Beach life</b>			
Surf club activation	Development of the region's surf clubs to become visitor hubs restaurant, bars, entertainment venue, potentially onsite accommodation	Initial concept	From a business perspective the opportunities are dependent on the Clubs' interest in this type of initiative

Table 5: Longlist of Tourism Development Opportunities (Nature-based Experiences)

Opportunity	Opportunity Description	Status of Development Opportunity	Barriers to Implementation
<b>Nature-based Experiences</b>			
Saddleback Mountain walking track	29km walk from the iconic Saddleback Mountain lookout site to Macquarie Pass, multi-day walk primarily traversing National Park and incorporating overnight stops	Partially developed concept	NPWS involvement / priorities - yet to be determined
Expanding Kiama - Gerringong coast walk to Gerroa	Expanding Kiama - Gerringong coast walk to Gerroa	Fully developed concept	Private land ownership / inability to procure easement
Leverage the potential of NSW Parks investment at Minnamurra Rainforest	Concept opportunities include; <ul style="list-style-type: none"> <li>• Position Jamberoo as the rest and recovery point for visitors on walking treks in the region</li> <li>• Examine opportunities with Parks for guided/managed program of night-time activities</li> <li>• Continued development to link the cycleway fully into Jamberoo</li> <li>• Explore new activity options including electric bicycles at Minnamurra</li> </ul>	Initial concepts	Explicit support of NSW Parks required/ matched with entrepreneurial opportunities
Developing the tourism potential of Bombo Quarry	Leveraging the improved access to Bombo Quarry via the cliff stairs. Activation could include; trails/ eco-walk, informal recreation, building on photography opportunities	Initial concept	Permissions may be a challenge
Flying fox- activity development	Concept of establishing a flying fox experience - from Minnamurra to Jamberoo	Initial concept	Land ownership, exact site unclear Permissions likely to be challenging
Great South Coast Walk	Development of large scale south coast walk proposition - connecting existing trails	Proponent is National Parks Association	TBC - resources, permissions

*Table 5: Longlist of Tourism Development Opportunities (Nature-based experienced) cont.*

Opportunity	Opportunity Description	Status of Development Opportunity	Barriers to Implementation
<b>Nature-based Experiences</b>			
Positioning Kiama as the premier whale watching spot on the south coast	Identify a site and develop an iconic whale watching lookout. Considerations include: <ul style="list-style-type: none"> <li>• Iconic design</li> <li>• Supporting amenities: parking and toilets</li> <li>• Monetising the experience-ensuring experience and spending opps (food and drink, guiding/interpretative opportunities etc)</li> </ul>	Initial concept	Resourcing, identifying a site
Minnamurra Boardwalk and Cycleway project	Seek resources to continue implement the vision for the precinct. Activate by securing business partners - recreation activities/hire, food and drink vendors, restaurant, guided tours	Ongoing implementation	Prospectus and secure business partner engagement
Kiama Cycleway Plan	Continue to implement the Kiama Cycleway, building network connections with tourist hubs and assets. To deliver tourism potential, marketing, packaging and itineraries can add value	Ongoing implementation	Resources
Berry Estate Trails project - rail trail between Bomaderry and Gerringong	Berry Estate Trails project - rail trail between Bomaderry and Gerringong	Proponent developing concept	Resources, identifying a suitable site
Create a new dark skies observatory on the headland	Capitalise on opportunities for stargazing, further building 'reasons to visit' the headland	Initial concept	Resources

*Table 6: Longlist of Tourism Development Opportunities (Health and Wellbeing)*

Opportunity	Opportunity Description	Status of Development Opportunity	Barriers to Implementation
<b>Health and Wellbeing</b>			
Immersive spa experience	Identifying potential suitable locations for a high-end spa development, and encouraging Expression of Interest for private investment / development, Gerringong is a likely fit for this type of development	New concept	<p>Site availability TBC</p> <p>Reliant on commercial case for investment - potentially challenging for high-end developments</p> <p>National park locations likely to be challenging - utilise national park proximity rather than location in-park</p>

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*Table 7: Longlist of Tourism Development Opportunities (Food and Drink)*

<b>Opportunity</b>	<b>Opportunity Description</b>	<b>Status of Development Opportunity</b>	<b>Barriers to Implementation</b>
<b>Food and Drink</b>			
Community Hall dinners -new concept	Reinstate Community Hall dinners at Gerringong Town Hall	Initial concept	Resourcing
Kiama Dairy Country	Increase profile and experiences associated with the region's premium dairy produce including farmgate, dining, cooking / immersive on-farm experiences	Initial concept, with some existing activity	Business partnership/ assessment of business interest required
Home hosted dinners - new concept	Program of 'home hosted' dinners linking visitors and locals in Gerringong - share economy  Concept is a potential extension of the sharing economy concept and personalisation of experiences that millennials are seeking	Initial concept	Business/proponent led concept Permissions/ approvals - potential planning and environmental health considerations
Craft brewery development	Crooked River has plans to further develop craft beer via on onsite brewery	Business-led concept	Commercial business decision Planning permission, licensing approvals
Foreshore activation to offer an increased range of spending/ food & drink opportunities at key beaches	Opportunities could range from regular food truck events, to regular markets to licensing which enables pop up/mobile vendors during peak periods	General concept - implement via prioritising implementation across beach locations	Potential limitations on activities if Crown Land  Clarify regulations relating to landing and selling fresh fish - fish co-ops  CBD businesses may raise objections

*Table 8: Longlist of Tourism Development Opportunities (Commercial Accommodation)*

Opportunity	Opportunity Description	Status of Development Opportunity	Barriers to Implementation
<b>Commercial Accommodation</b>			
Farm-based accommodation: Farmstay / eco accommodation	Growing bespoke accommodation options through encouraging small scale accommodation options on-farm	General concept	Potential barriers in current LEP includes limits on numbers of rooms/units (review is an opportune time to address)  Business-led activation
Touring caravan/RV site	Jamberoo's location and facilities offers potential for development as a touring base - an appropriate scale camping/RV site has the potential to add value	Initial concept	Unclear if the community would welcome the concept
New boutique hotel development - 4/5 star	Kiama lacks an appropriate-scale boutique hotel property	General concept	No specific site or business concept yet
New pop-up/temporary accommodation	Glamping, 'character' accommodation - most suited to national parks sites, sites linked to walks and trails	General concept	Opportunities could relate to trail opportunities - Saddleback, etc.  Parks dept are open to the concept of temporary accommodation - concept currently being trialled in Vic
Jerrara Eco Accommodation	Expression of interest seeking private sector proposals for small scale ecotourism accommodation. Proposals may be for Glamping or eco cabin development providing sustainable, nature based immersive experience, boutique tourism development.	Partially developed concept	Feasibility of providing services to the site at the scale required (power, water, sewer). Potential need to review access constraints (small bridge on the access road).
New beach house style accommodation	General concept	General concept - potentially best captured via AirBnB opportunities	No specific site or business concept yet

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Sports, adventure packages (Jamberoo and coast)	Opportunity to package and promote recreation programs incorporating footgolf, surfing, walking, cycling etc	Initial concept	Resourcing, market demand to be proven
Support business/ conference facility provision in existing venues	Support business/conference facility provision in existing venues- the Sebel has investment plans in place	General concept	Business/ proponent led concept Permissions/ approvals - potential planning and environmental health considerations

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*Table 9: Longlist of Tourism Development Opportunities (Other)*

<b>Opportunity</b>	<b>Opportunity Description</b>	<b>Status of Development Opportunity</b>	<b>Barriers to Implementation</b>
<b>Other</b>			
Development of wedding market opportunities	Active engagement in developing the economic potential of the wedding marketing, packaging, ceremony locations, supplier businesses (wellness, beauty, event organisers etc), accommodation, reception venue	Building on existing initiatives - Kiama I Do	Competition  Limited larger scale venue and accommodation capacity
Major new play park	Development of a major new play park; - community and tourism asset - potential for distinctive design - option to be temporary/ pop-up asset	Initial concept	Site Resources

**Attachment 1**



*Table 10: Longlist of Tourism Development Opportunities (Business and Conference)*

Opportunity	Opportunity Description	Status of Development Opportunity	Barriers to Implementation
<b>Business/ Conference</b>			
Refresh the Pavilion's business and conference facilities	Invest in a comprehensive refresh of facilities in line with demand for a flexible meeting space venue	Initial concept	Local business trade is relatively low, limiting day to day MICE demand
Repurposing the Pavilion's Stables as a hospitality venue/small MICE facility	Repurposing the Pavilion's Stables as a hospitality venue/small MICE facility	Initial concept	Resources, partnerships
Attract a new centre of excellence to site in Kiama	Attract a new centre of excellence to site in Kiama, leveraging our strengths - surfing, water safety etc	General concept	Dependent on promoting opportunity to market

*Table 11: Longlist of Tourism Development Opportunities (Heritage)*

Opportunity	Opportunity Description	Status of Development Opportunity	Barriers to Implementation
<b>Heritage</b>			
Showcasing the region's heritage in Cedar and Quarry mining	Identify and share stories via interpretative information/experiences on the townships' stone walls and mining heritage	Initial concept	Initial concept that requires development. Venue required
Connecting heritage precinct with arts and harbour/headland	As part of precinct and CBD development and management, link the town centre heritage precinct with the Harbour / blowhole site.	General concept.	Connecting planning and implementation
Public art program	Incorporation of heritage themes and stories within implementation of a public art program	General concept	Initial concept that requires development

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## Project Prioritisation

Appendix 4 contains an assessment matrix used to inform opportunity prioritisation. The scoring was based on an objective set of scoring criteria, prepared by the consultant team. Final project prioritisation reflects the output of the prioritisation workshop held with Destination Kiama. Table 12, below, identifies the selected development and investment opportunities.

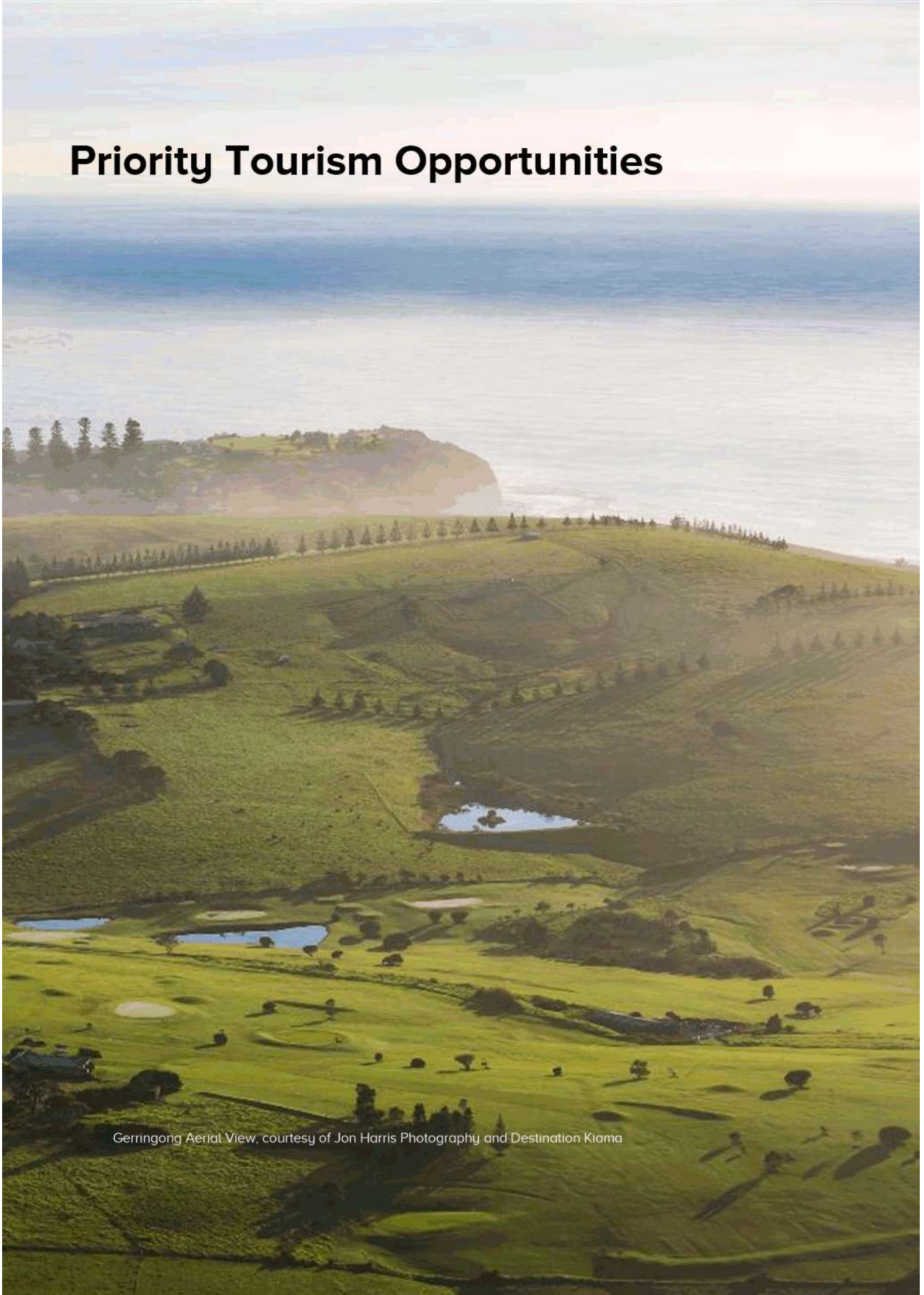
Table 12: Project Prioritisation

Priority Opportunities	Fit with Hero Experiences	Recommended Outputs	Application of Outputs
Headland/ Harbour activation concept development - potentially including: dining/entertainment, iconic new building (multi-use facility – potentially interpretative centre, gallery, events space etc), all-weather blowhole facility, stargazing facility, blowhole lighting etc	Depending on the chosen activation, the harbour and foreshore precincts have the potential to be a backdrop for all four heroes.	<ul style="list-style-type: none"> <li>• Concept development</li> <li>• Visitation/expenditure scenarios</li> <li>• Potential use of case study to illustrate opportunity</li> <li>• Due diligence consultation with Crown Lands to assess development scope</li> <li>• Opportunity to consider the arts precinct (and related opportunities including events space/platform etc), sculpture ideas as part of the networked series of precincts</li> </ul>	<ul style="list-style-type: none"> <li>• Informing discussions with Crown Lands</li> <li>• Shaping scope for master plan – identifying optimal opportunities/ low-hanging fruit</li> <li>• Optimal identification of potential commercial opportunities</li> <li>• Linkages with surrounding precincts</li> </ul>
Commercial accommodation opportunities <ul style="list-style-type: none"> <li>• Larger scale hotel</li> <li>• Boutique hotel accommodation</li> <li>• Farmstay accommodation</li> <li>• Eco-accommodation</li> </ul>	Supports all four hero experiences – opportunity to link to wellness.	<ul style="list-style-type: none"> <li>• Analysis to identify market opportunities</li> <li>• Review of planning policy to identify constraints/opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Information to support promotion of investment opportunities</li> <li>• Information which supports the business cases for site identification/ LEP amendments (if required)</li> </ul>

<p>Activating Walking and Cycle Tracks - The Walking Tracks and Cycleways Committee have advised that their priorities are:</p> <ul style="list-style-type: none"> <li>• Construction of the Bombo Headland Walk and Viewing Platform – funding secured</li> <li>• Minnamurra Cycleway – funding secured and project estimated to be completed by end of 2020</li> <li>• Extension of Coastal Walk to Gerroa</li> <li>• Development of the Illawarra Escarpment Walking Track</li> </ul> <p>Beach Activation Program</p> <ul style="list-style-type: none"> <li>• Surf Clubs</li> <li>• Activation of Foreshores</li> <li>• Events</li> </ul>	<p><b>Hero 2:</b> Kiama's dramatic coastline and emerald backdrop delights and invigorates locals and visitors as they enjoy the iconic Coast Walk, spotting wildlife in the water, land and air.</p>	<ul style="list-style-type: none"> <li>• Prioritisation of opportunities - short and longer term opportunities</li> <li>• Economic analysis/ visitation/ expenditure scenarios</li> <li>• Utilise case studies to illustrate opportunities</li> <li>• Due diligence consultation with National Parks to assess development scope</li> <li>• Context of nature-based hero experiences</li> </ul>	<ul style="list-style-type: none"> <li>• Informing discussions with National Parks to prioritise investment</li> <li>• Identifying scale of market/ economic opportunities</li> <li>• Identifying private sector engagement opportunities/ public sector infrastructure requirements</li> </ul>
	<p><b>Hero 1:</b> The traditional seaside lifestyle of Kiama gives residents and visitors an opportunity to rejuvenate, nourish and reconnect, where locals swim, bodyboard, surf and walk to the thundering sound of the blowhole, before the day's work begins. Natural beauty and the region's rich heritage are reflected in the region's art and events, year-round.</p>	<ul style="list-style-type: none"> <li>• Analysis to identify market opportunity/potential economic impact</li> </ul>	<ul style="list-style-type: none"> <li>• Information to support development opportunity</li> </ul>

<p>Jerrara Dam – ecotourism and nature-based development opportunities</p>	<p><b>Hero 2:</b> Kiama’s dramatic coastline and emerald backdrop delights and invigorates locals and visitors as they enjoy the iconic Coast Walk, spotting wildlife in the water, land and air.</p>	<ul style="list-style-type: none"> <li>• Analysis to identify market opportunity</li> <li>• Identification of preferred location/ site opportunities</li> <li>• Preferred/optimal usage</li> </ul>	<ul style="list-style-type: none"> <li>• Information to support promotion of investment opportunities/ business case for public investment</li> </ul>
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# Priority Tourism Opportunities



Gerringong Aerial View, courtesy of Jon Harris Photography and Destination Kiama

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## Beach and Foreshore Activation Program



Figure 3: Surf Beach, Kiama

### Opportunity for the Kiama Area

The region's beaches and beach life represent a core part of its appeal as a destination – sensitive activation which builds yield (average daily visitor expenditure) and encourages greater volumes of visitation in shoulder seasons and in twilight/ evening periods provides a great opportunity for continued growth in the visitor economy.

### Market Size and Characteristics

Beach and foreshore activation attracts a broader category of visitors beyond those who simply “go to the beach”. Termed by Tourism Australia as “coastal and aquatic” visitors, this segment of activities includes activities such as surfing, snorkelling, scuba diving, fishing, visiting a reef, using a charter boat/cruise/ferry, visiting or staying on an island and whale and dolphin watching.

The Kiama region attracted approximately **640,000 coastal and aquatic visitors** in 2017<sup>5</sup>; 79% of these visitors **were** “Go to the Beach” visitors, while a further 8% were those visited solely for “surfing” activities; this 87% majority represents direct-use visitors using beach areas. **Fishing** was the next most popular coastal and aquatic activity.

Sydney is a key source market for coastal and aquatic visitors to the area - 67% of all visitors to the region originate from Greater Sydney.

As an outbound visitor market, Sydneysiders make 8.3 million trips a year (to destinations within New South Wales) to participate in coastal and aquatic activities.

#### *Millennial Visitors*

Recent research by Tourism Research Australia on millennial visitors to regional NSW provides an interesting perspective. Millennials consider regional destinations as peaceful and relaxing, while providing authentic experiences. The research indicated regional NSW was capable of delivering a variety of unique experiences that allowed them to truly connect with the place, experience authenticity, and have a range of experiences in the one place. They expected to be able to rest on the beach or relax in beautiful scenery, have fresh country food and wine, go bush walking, or enjoy the snow or the outback.

Destination brands needs to be developed and associated with a ‘hook’ – that is, the main reason to visit. This could be based on something that is unique, notable or ‘instagrammable’, as long as it gives millennials a reason to visit. As the level of digital overload is only likely to

<sup>5</sup> All visitor market data is sourced from Tourism Research Australia, year ending December 2017 unless otherwise indicated

intensify in coming years, growth in people seeking relaxing and peaceful retreats is an opportunity for regional NSW.

An effective marketing strategy should build communications around the pull factors of 'Discovery', 'Brag', 'Escape' and 'Connect'. 'Discovery' in particular appeals to millennials and can be an important driver for a regional holiday. Experiences that offer 'discovery' within a regional context include:

- Events that allow discovery of the location in a unique way;
- Nature and landscapes – especially iconic landscapes or natural attractions, for example, the **Kiama blowhole** or Katoomba's Three Sisters;
- Experiences that are unique to the area or attractions the area is known for;
- Food and lifestyle – these are the only two aspects of culture that millennials believe varies across Australia; and
- History of the destination.

The Kiama area's existing visitor market, the ongoing potential of the outbound Sydney market and the ability to provide experiences which meet the needs of the millennial visitor segment represent tangible market opportunities.

### Challenges

The region's beaches and the activities which take place around them are recognised as destination strengths however, beach visitation is often characterised by being relatively low yield (low average spend per trip), with activity condensed into the summer and holiday periods. While events provide focal points for activity and our unspoilt coastline remains the principal attractor, neighbouring south coast destinations also lay claim to similar attributes. To stand out from the crowd and be a first-choice beach destination on the south coast we need to provide high quality and compelling experiences to our target visitor audiences.

### Hero Experience Alignment

Beach experiences support Hero Experiences 1 and 4.

## Hero Experience 1.

**Hero 1:** The traditional seaside lifestyle of Kiama gives residents and visitors an opportunity to rejuvenate, nourish and reconnect, where locals swim, bodyboard, surf and walk to the thundering sound of the blowhole, before the day's work begins. Natural beauty and the region's rich heritage are reflected in the region's art and events, year-round

**Supporting, Emerging & Aspirational:**

*Year-round seasonal produce, dairy, and paddock-to-plate experiences. Wellness activities - including spas, classes, lifestyle / fitness activities. Art / creative immersive experiences – masterclasses & workshops. Events throughout the year along with a vibrant but relaxed retail / shopping experience.*

## Hero Experience 4.

**Hero 4:** Kiama region is the perfect destination for families, from the beaches to adventure parks, trails and variety of family-friendly dining, and accommodation.

**Supporting, Emerging & Aspirational:** Active adventure, nature-based experiences including the Kiama Area's trails and Minnamurra Rainforest Centre, evolving experiences on offer at the Jamberoo Action Park and Illawarra Fly. Agritourism and farmstay experiences will offer families interactive, immersive experiences, and activation of Surf Club precincts will add new opportunities as part of the traditional beach-going experience.

### Primary Concept Opportunity

Elsewhere in Australia, Surf Life Saving Clubs are often focal points for visitor activity in coastal destinations – the business model is especially common throughout Queensland. Facilities such as Noosa's Surf Life Saving Club, provides a great example of an asset which is at the heart of tourism life on beaches, encouraging expenditure by visitors (food and drink, entertainment etc.) and providing reasons to visit in evening periods and in non-peak holiday periods.

The region's surf lifesaving clubs (Kiama, Kiama Downs and Gerringong) are located at sites that provide prime opportunities to grow the visitor experience and create opportunities to generate expenditure by visitors. The clubs offer potential for tourism activation – in practical terms, this means offering opportunities such as:

- Food and drink / dining;
- Entertainment; and
- Services i.e. equipment hire, recreation opportunities.

The services can be offered directly by the club, or via contractual relationships with commercial partners. The benefits of successful implementation would be twofold - revenue to support club operations, and supporting growth in the region's visitor economy.

### Implementation Considerations

- The decision to develop and evolve surf clubs' entertainment and dining services into more visitor-oriented facilities as a means of supporting their core lifesaving remit rests solely with individual surf club committees. These are business and operational decisions for each club to make.
- In practical terms, bringing this type of opportunity to life would involve renovation/ extension/ development of the surf clubs' premises (indoor/outdoor areas).
- Operationally, delivery could be undertaken directly by the surf clubs or via securing commercial partners. Both options have merits with varying levels of financial and operational risk and reward.
- Club activities are guided by a range of regulations and practice which differ from the Queensland model. Key issues to consider include:
  - No more than 50% of the building's floorspace may be given over to uses outside the core lifesaving role;



- Alcohol licensing is an option that can be considered;
- Gambling and gaming machines are explicitly prohibited;
- Permission is required from Crown Lands and its management agent – in this case, Kiama Municipal Council, to vary the standard lease contract; and
- The necessary planning, environmental health and licensing permissions are secured.

### Supporting Opportunities

A range of additional opportunities are also potentially available to support activation of the Kiama area's beaches and beachfront areas:

- Lighting of identified foreshore areas in Kiama, Gerringong and Gerroa, providing welcoming and safe environments which encourage twilight and evening visitation;
- Foreshore activation to provide the opportunity for temporary food and drink vendors, food trucks etc. Bringing this initiative to life could involve aspects such as:
  - Amendments, where appropriate, to licensing and planning regulations
  - Development of 'plug and play' infrastructure (utilities, storage, stalls etc) to provide for efficient bump in/out of vendors
  - Development of boardwalks and precincts/spaces which provide for these types of opportunities.
- Potential opportunities for businesses (via EOI processes) to run service and activity concessions on beaches;
- Investment in infrastructure and amenities which supports the Kiama area's beaches and beachfront areas as event venues and destinations. This could include temporary/demountable event infrastructure which can be used for a range of beach-based events such as street dressing collateral, temporary staging/ seating etc;
- Adaptive reuse or conversion of the Kiama Showground stables offers potential as a functions space which is suitable for activities such as 'sunset' drinks, food stall events etc. This type of initiative could be Council-led as part of the emerging Events strategy or licencing, or delivered by a private vendor via an expression of interest process.

### Potential Economic Impact

With an appropriate experience mix that aligns with our visitor markets, this type of activation can play a leading role in driving:

- Increase yield per visitor;
- Improved satisfaction levels with the experience which drives repeat visits and word of mouth referrals; and
- Increased volume of visits in shoulder season periods.

The activation opportunities identified will provide the opportunity to increase visitor average length of stay and expenditure related to food and beverage, activity hire, or events.

Table 13, below shows the potential expenditure impact for the Kiama area if all visitors who participate in coastal and aquatic activities increased their daily average expenditure by \$15 per capita. **If this was achieved, in 2023, an additional direct economic value of \$11.4M and**

**\$8.8M<sup>6</sup> of indirect benefit could be generated for the Kiama area’s economy. These economic benefits have the potential to support 155 direct jobs and 61 indirect jobs.**

Table 13: Expenditure impact of increased expenditure by visitors who participate in coastal and aquatic activities

Year	2018	2019	2020	2021	2022	2023
Coastal and Aquatic Visitors to the Kiama area	654,700	677,620	697,870	718,500	739,660	781,740
Estimated additional expenditure if per capita spend of coastal and aquatic visitors was raised by \$15 per head	\$9.8M	\$10.1M	\$10.4M	\$10.7M	\$11M	\$11.4M

Table 14: Direct and Indirect Economic Benefits Accruing from Increased Expenditure by Coastal and Aquatic Visitors to the Kiama Area

Estimated Direct Value	1 Job created for every....	Estimated Direct Jobs	\$1 Direct value creates ... indirect	Estimated Indirect Value	1 indirect job created for every....	Estimated Indirect Jobs
\$11,400,000	\$73,562	155	0.77	\$8,778,212	\$145,088	61

### Enablers

- Securing interest from surf club committees in the opportunity; and
- Crown Lands approval, where appropriate to changed land uses and management regimes in foreshore/beach areas.

### Synergies and Added Value

- Beach and foreshore activation concepts offer clear synergies with other opportunities identified in this plan, particularly in relation to precinct and public realm works in the Kiama CBD and foreshore areas in Gerringong and Gerroa.

<sup>6</sup> NSW State Regional Tourism Satellite Accounts, Deloitte

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**Next Steps**

- Council to approach surf club committees with an overview of the market opportunity to assess interest;
- If interest is firmed up, Council to support surf clubs in developing concepts and investigating relevant regulatory/ management approvals with Crown Land and other relevant agencies.

## Headland, Harbour and Foreshore Activation Concept



Figure 4: Harbour and Headland, Kiama

### Opportunity for the Kiama Area

The harbour and foreshore are attractive environments at the heart of Kiama – the area is home to Kiama’s most well-known feature, the Blowhole, and is directly adjacent to the CBD.

The harbour/ foreshore/ headland area is already Kiama’s primary visitor hub. In addition to the Blowhole, it contains a range of visitor attractions and amenities including the Visitor Information Centre, Pilots Cottage Museum, visitor accommodation (cabins), dining/ food and drink, marine/boating activities and opportunities for informal enjoyment.

The project has identified a major opportunity to take a master planned approach to revitalising and fully activating the precinct from visitor and community perspectives.

The vision for the area is that it should be recognised as one of the South Coast’s premier visitor precincts, driving awareness and perception of the Kiama area as a great place to visit. Implementation of a master-planned approach has the opportunity to deliver an experience mix which:

- Builds visitor yield through providing spending opportunities;
- Encourages greater average length of stay by visitors;
- Appeals to a broad mix of leisure visitors;
- Drives visitation into shoulder and off-peak periods; and
- Attracts and provides options for visitors during twilight and evening period as well as during the daytime.

A Master Plan for Blowhole Point Headland and the Harbour was adopted in 2015. The content of this plan is acknowledged, however based on up to date market research and stakeholder feedback, the TOP has sought to take a fresh perspective on experience opportunities for the area.

### Market Size and Characteristics

Given the nature of the harbour, foreshore and headland precinct, the experience mixes on offer relates directly to the Kiama area's overall visitor market - day visitors, domestic overnight visitors and international visitors, rather than a discrete market segment. Nature-based, culture and heritage, and city-based visitor activity segments all have close alignments with the experiences which the precinct can provide. No data is available to accurately identify the number of visitors who visit the headland, harbour and foreshore areas at present, however, given the central location and range of experiences, it is reasonable to assume that at least 50% of total visitation are likely to have a touchpoint in the area during visits.

The Kiama area already attracts over 800,000 day visitors, approximately 330,000 domestic overnight visitors and 13,000 international visitors. The Kiama area's visitor market is dominated by the holiday and VFR sectors. If the region achieves growth in line with overall forecasts (Tourism Forecasting Panel), total visitation could rise to over 1.3 million in 2023 which generates direct visitor expenditure of over \$135M.

The Kiama area's location within easy day visitor reach of Sydney and its 5 million+ population provides ready opportunities for further economic benefits to be accrued from this market. However, outright visitor number growth in peak periods is not the over-riding priority. Providing a range of compelling experiences which drive increased yield (per day spending), and greater visitation in shoulder/off-peak periods are the key destination management drivers.

### Challenges

Development of the headland, harbour and foreshore area has evolved incrementally, with a mix of land uses, including tennis courts, parking for Blowhole visitors and a range of business activations.

In implementing a master planned approach to the area, challenges include:

- Creating a new 'wow' factor and reason to visit the Kiama area which complements the Blowhole as a renowned feature or experience;
- More effectively monetising the harbour, headland and foreshore area - providing visitors with opportunities to spend;
- Harbour capacity (moorings and berths) is constrained. Consultation with Crown Lands and RMS suggests that expanding harbour capacity in the immediate future is unrealistic. While works can and should be undertaken to improve management, amenity and access, the limited opportunity to extend capacity suggests that initial activation opportunities should focus on foreshore activation;
- Crown Lands is the primary land owner, with permission being required to bring about any substantive changes;
- A previous masterplan was able to be progressed on an incremental basis – significant resources as well as partner commitment are required to secure implementation;
- The precinct contains a mix of existing tenants and lease-holders;
- Any new development needs to be sensitive to the environment, complementing and adding value to the environment;
- Respecting community perspectives on use and development of the headland; and

- To fully leverage available opportunities, the precinct also needs to be considered within the context of its connections to the town centre and adjoining precincts, including the well-advanced proposals for development of a new arts precinct at Hindmarsh Park.

### Hero Experience Alignment

Precinct activation experiences support Hero Experiences 1, 3 and 4.

## Hero Experience 1.

**Hero 1:** The traditional seaside lifestyle of Kiama gives residents and visitors an opportunity to rejuvenate, nourish and reconnect, where locals swim, bodyboard, surf and walk to the thundering sound of the Blowhole, before the day's work begins. Natural beauty and the region's rich heritage are reflected in the region's art and events, year-round

**Supporting, Emerging & Aspirational:**

*Year-round seasonal produce, dairy, and paddock-to-plate experiences. Wellness activities - including spas, classes, lifestyle / fitness activities. Art / creative immersive experiences – masterclasses & workshops. Events throughout the year along with a vibrant but relaxed retail / shopping experience.*

## Hero Experience 3.

**Hero 3:** Saddleback Mountain walks and lookouts provide unparalleled panoramic views across the Illawarra Escarpment, Jamberoo Valley, lush Kiama region dairy-country and stunning coastline. The awe-inspiring view entices visitors to experience the diversity of the townships, villages and natural landscape below.

**Supporting, Emerging & Aspirational:** *an iconic, multi-day walk from Saddleback Mountain to Macquarie Pass, with options for guided tours, unique accommodation and supported transport & dining experiences. Boutique, glamping / eco-accommodation linked to the Saddleback Mountain Lookout site. A trail of dairy-oriented farmgate and agritourism experiences, where visitors can taste, experience production and 'know the farmer' – connecting with the place and people. Minnamurra (Budderoo NP), Cathedral Rocks and Bombo Quarry offer a diversity of walking and nature-based experiences throughout the area.*

## Hero Experience 4.

**Hero 4:** Kiama region is the perfect destination for families, from the beaches to adventure parks, trails and variety of family-friendly dining and accommodation.

**Supporting, Emerging & Aspirational:** *Active adventure, nature-based experiences including the Kiama area's trails and Minnamurra Rainforest Centre, evolving experiences on offer at the Jamberoo Action Park and Illawarra Fly. Agritourism and farmstay experiences will offer families interactive, immersive experiences, and activation of Surf Club precincts will add new opportunities as part of the traditional beach-going experience.*

### Primary Concept Opportunity

There are several elements to this proposed initiative, varying in scale, resourcing required and possible timeframes for implementation.

#### Master planned approach - Optimal experience mix

It is envisaged the project will be planned through a comprehensive site and precinct plan. The area is the region's principal tourism precinct. Given the central location, assets which appeal to a wide range of visitor audiences, and the need to more effectively monetise experiences provided to visitors are priorities. Figure 5, below, is a high level diagrammatic overview of how the following considerations could fit together on the site. Please note that is highlights areas for consideration and is indicative only; it is intended as an illustration. Considerations include:

- A new design-led 'signature' visitor attraction on the headland (*see number 1 below*);
- Nature-based tourism - activation of the blowhole (*see number 2 below*);
- Visitor information, wayfinding and interpretation (*across whole site*);
- Food and drink/ dining options which appeal to a range of audiences (*see number 3*);
- Place-making, streetscaping and amenity improvements, including infrastructure which facilitates events, pop-up experiences, and connecting the headland to Kiama CBD, arts precinct and Hindmarsh Park (*this would be across the whole site*);
- Reinvigorating existing infrastructure and facilities (*site-wide*); and
- Re-purposing some of the current elements of the site to create new community and visitor experience opportunities (*see number 4 below*).

The concepts identified in this report are designed to inform a master planning brief, as well as identifying short term opportunities.



Figure 5: An indicative diagram of numbered opportunities on Kiama headland

**A new design-led 'signature' visitor attraction on the headland**

- Development of a new signature tourism experience for Kiama in the vicinity of the sites currently occupied by the cabins;
- The building design, as well as being functional and in-keeping with the environment should create 'wow' factor, generating interest in the Kiama area; and
- Experience options are based on creating a multi-purpose building with the ability to cater for multiple target markets / segments, including interpretation experiences (story of the Kiama area), hosting business events, weddings, provision of visitor information, arts events – gallery/ display space, break out venue in connection with the proposed CBD Arts Precinct.

**Nature-based tourism - activation of the blowhole**

- Creation of an all-weather blowhole viewing building. This would create a paid blowhole experience, enabling delivery of an appealing experience year-round, regardless of weather;
- If designed in a manner which allows access to the sky (glass-ceiling, roof opening), opportunities to offer star-gazing experiences are opened up – providing reasons to visit in the evenings and outside peak holiday periods; and
- Lighting of the blowhole, creating a reason to repeat visit/ visit in evening periods, and providing opportunities for imagery which grows awareness of the Kiama area.

**Visitor information, wayfinding and interpretation**

- Successful implementation of a master plan would ensure that the precinct remain the Kiama area's key focal point - a 'heavy footfall' location provides the VIC with the best opportunity to influence visitors. Review of land uses, provides a potential opportunity for the VIC to co-locate with another facility, further maximising the opportunity to be a 'visitor inspiration centre';
- The VIC should be at the heart of wayfinding and interpretative plan for the headland.

**Food and drink / dining options which appeal to a range of audiences**

- Foreshore activation to provide the opportunity for temporary food and drink vendors, food trucks etc. Bringing this initiative to life could involve aspects such as:
  - Amendments, where appropriate, to licensing and planning regulations;
  - Development of 'plug and play' infrastructure (utilities, storage, stalls etc) to provide for efficient bump in/out of vendors; and
  - Development of boardwalks and precincts/spaces which provide for these types of opportunities.

**Place-making, Streetscaping and amenity**

- Attractive evening / night lighting along the CBD, Hindmarsh Park, Harbourfront and headland area. This will extend the appeal of the area into evening hours and enable evening events;
- Developing a distinctive series of local artworks that can form a trail throughout the precinct, featuring local artists, interesting interpretive information (either displayed or via an App). Linking the whole precinct, bringing to life stories and highlighting the



region's artistic communities. The artworks could be extended to all villages and localities including beaches and trails, throughout the Kiama region;

- Place-making and precinct building to facilitate special event activation in the CBD area would be covered by the Precinct Plan, including consideration of how some precincts could be closed to traffic during events, and 'event enabling' infrastructure including strategically located power points, permanent or temporary locations for street platforms; and
- Adventure playground development in one of the park areas linking to the headland, with the location to be informed by the detailed Precinct Plan. This would provide activities for all ages, could also be complemented by an inflatable playground in the Harbour area during summer months.

#### **Reinvigorating use of existing infrastructure and facilities**

- Review the lease arrangements for the existing water front (fish & chip) restaurant, and build in performance requirements, opportunities to co-locate events and pop-up experiences/ providers at this prime location, particularly during peak season and as part of community events. Priority should be given to encouraging a business model that will deliver a high quality, modern take on "fish & chips" enabling the nostalgic connection with traditional Kiama / seaside village experiences. Build in requirements for opening hours to grow evening activity and support event strategy, and encouraging the operator to offer live music; and
- Identify adjacent locations for complementary local food and drink offerings (food-van style) to be sold during events or peak season, building atmosphere and encouraging the night time economy and longer stays.

#### **Re-purposing current elements of the site**

- Identifying an alternative location for the tennis courts and developing the site into an amphitheatre-style venue for community and visitor activities, including a stage and seating, firepit, mural space. This could assist with delivery of hero experiences by providing a venue for open-air health and wellbeing activities (group fitness classes, dance, yoga), delivery of an indigenous experience when this is developed, showcasing local art and music / drama performance; and
- Work with stakeholders to investigate the feasibility of using the harbourside location occupied by the scout-hut for an alternative use. This location offers commercial potential for adaptive re-use.

#### **Potential Economic Impact**

With an appropriate experience mix that aligns with our visitor markets, this type of activation can play a leading role in driving:

- Increased length of stay by day visitors; and
- Increased expenditure by visitors being attracted to new foreshore and headland experiences

The activation opportunities identified will provide the opportunity to increase visitor average length of stay and expenditure related to food and beverage, activity hire, or events.

The following scenarios illustrate estimates of visitation and resulting visitor spend that are possible via successful activation. Given the complexity of precinct planning and the need to

factor in planning and construction phases, visitation and spend are extrapolated from 2020 onwards.

Table 15, below shows the potential expenditure impact for the Kiama area if:

- 15% of day visitors extend their stay by 1 hour due to the increased attractions in the headland and foreshore, and
- 50% of all domestic overnight visitors visit the Headland, Harbour and Foreshore Precinct, and experiences result in an additional 10% additional spend from these visitors during their trips.

**If this was achieved, in 2023, an additional direct economic value of \$9.26M and \$7.13M<sup>7</sup> of indirect benefit could be generated for the Kiama area’s economy. These economic benefits have the potential to support 126 direct jobs and 49 indirect jobs.**

*Table 15: Expenditure impact if 15% of day visitors to the headline extend their stay by 1 hour*

Year	2020	2021	2022	2023	2024
Day visitors	1.25 M	1.29 M	1.32M	1.36M	1.4M
15% of the total visitor market spend an additional hour in the Kiama area	133,090	137,000	141,130	145,180	149,070
Estimated additional spend from visitor retention	\$1.55M	\$1.62M	\$1.69M	\$1.76M	\$1.8M

*Table 16: Expenditure impact of if 50% of Domestic Overnight Visitors who visit the Headland, Harbour and Foreshore Precinct, spend an additional 10%*

Year	2020	2021	2022	2023	2024
Baseline Overnight Visitors	352,330	361,080	369,880	378,730	387,630
50% visitation of Precinct	176,170	180,540	184,940	189,360	193,810
Estimated additional spend from visitation	\$6.6M	\$6.9M	\$7.2M	\$7.5M	\$7.8M

*Table 17: Potential Direct and Indirect Economic Benefits Accruing from Harbour, Foreshore and Headland Activation*

ECONOMIC IMPACT OF VISITOR SPEND	Estimated Direct Value	1 Job created for every....	Estimated Direct Jobs	\$1 Direct value creates ... indirect	Estimated Indirect Value	1 indirect job created for every....	Estimated Indirect Jobs
	\$9,260,000	\$73,562	126	0.77	\$7,130,372	\$145,088	49

<sup>7</sup> NSW State Regional Tourism Satellite Accounts, Deloitte

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### Implementation Considerations and Enablers

- Preparation of a master plan for the harbour/headland area – engaging with communities and stakeholders to determine a planned solution which balances economic, social and environmental objectives;
- Consultation with Crown Lands indicates that expansion of the harbour for boating (casual moorings/ berths, servicing small scale cruise vessels) is constrained without major infrastructure investment. Initial opportunities are most readily available through foreshore activation;
- Crown Lands agreement to proceed with preparing a new master planned approach to the harbour, headland and foreshore; and
- Consultation with Crown Lands indicated an in-principle willingness to consider options for revisiting land use and activation. Issues included;
  - Reiteration that any future uses must be driven by the purposes of the reserve;
  - Willing to consider options for alternative uses for the land currently occupied by the tennis courts and cabins - sunset clauses on these elements were previously removed;
  - Opportunity to formalise road layout.

### Synergies and Added Value

- A co-ordinated approach to place-building in the CBD, harbour, foreshore and headland areas.

### Next Steps

- Firming up concepts to a level of detail sufficient to engage Crown Lands in consultation.

## Activating Walking and Trail Experiences

### Opportunity for the Kiama Area

Stakeholder consultation and market research identified a range of walking and trail development opportunities as being important components in the ongoing development of the Kiama area as a destination, priority game-changer projects by Council's **Walking Tracks and Cycleways Committee** were:

1. Expansion of the Kiama – Gerringong Coastal Walk to Gerroa. It would convert the current experience into a multi-day activity, encouraging length of stay and the growth of additional support services and experiences, including guided walks.

This project would build on the success of the current walk, and new initiatives such as the Minnamurra Boardwalk. Minnamurra River Boardwalk and Cycleway is a 1.6km long shared boardwalk and cycleway alongside the Minnamurra River on Riverside Drive. Work is currently being carried out on a detailed design and environmental impact assessment, with development scheduled to be completed in 2019. The shared boardwalk will be an important new asset for the tourism industry in the municipality, as well as providing an important and unique link for local communities.

2. Saddleback Mountain Iconic Walk – this trail is a proposed 29km multi day walk from the iconic Saddleback Mountain Lookout across to Macquarie Pass, passing through spectacular scenery, forest and with views of waterfalls and lush green farmland. Crossing through multiple jurisdictions.

### Market Size and Characteristics

#### Positive global trends

Walking is a part of the global 'adventure travel' trend, which the United Nations World Tourism Organisation (UNWTO) estimated to have doubled in size between 2009 and 2014. According to a study by Allied Market Research (2018) the global adventure tourism market was valued at \$444,850 million in 2016, and is projected to grow by 17.4 % per annum from 2017 to 2023 to reach a market value of \$1,336 billion in 2023. Soft adventure segment generated the highest revenue to the global market in 2016, and is similarly expected to grow at 17.8%.

Adventure tourism, in particular 'soft adventure' tourism such as walking and kayaking, is not only a growth sector but seen as major contributors to: well-being, the sharing of economic benefits to more remote area, and building awareness of the environment and the importance of environmental protection.

The global walking market includes a wide-variety of users, seeking an even greater diversity of walking experiences from short walks to multi-day adventures, referred to as 'extended walks'. Based on the UNWTO estimates of the walking market globally, it is clear that Australia captures less than 1% of the global trade in extended walks (multi-day), whereas our neighbours in New Zealand have nearly twice that share. This includes a growing trend towards 'destination' walks where an individual location becomes the primary reason for travel to a country (e.g. The Camino Way).

#### Continued growth forecasted for domestic markets

The proportion of Australians who go hiking/bushwalking has continued to show strong growth. Roy Morgan Research shows that between October 2010 and September 2015, the

proportion of Australians aged 14 years or over who reported going hiking/bushwalking on a regular basis grew from 2.9% to 5.2%, while those who participated either regularly or occasionally increased from 15.6% to 27.3% (or more than 5.3 million Australians).

Walking and 'green exercise' was identified as a lifestyle choice that people undertake for health benefits - the research shows that people who hike/bushwalk tend to take outdoors-based holidays.

When asked what activities they did on their last trip, regular/occasional hikers/bushwalkers were consistently more likely than the average Australian to nominate active, outdoor pursuits. For example, they are 84% more likely than the average Australian to have visited wilderness of some kind on their last trip, 81% more likely to have gone to a National Park or forest and – of course – 135% more likely to have gone bushwalking. When asked to nominate a description that best summarised their last holiday, hikers came in well above average for 'Nature holiday' and 'A real ecotourism experience'.

Destinations which offer scenic wilderness and high-quality landscapes hold greater appeal for hikers and bushwalkers than for the average Australian considering a holiday.

### Challenges

The opportunities for development, completion or extension of the identified walks are reliant on a number of factors;

- The need to gain permission from landowners to extend **and/or** make the connections necessary to extend existing trails;
- The support of the NSW Government - NSW National Parks and Wildlife Service where they are in whole or in part the landowner/manager; and
- Resources (capital and operational) to develop/establish the routes.

### Hero Experience Alignment

Walking and trail experiences support Hero Experiences 2 and 3.

## Hero Experience 2.

**Hero 2:** Kiama's dramatic coastline and emerald backdrop delights and invigorates locals and visitors as they enjoy the iconic Coast Walk, spotting wildlife in the water, land and air

**Supporting, Emerging & Aspirational:** a network of Signature trails suitable for walking and cycling throughout the Kiama region. Actively experiencing the destination, slowing down to experience the region's beauty.

## Hero Experience 3.

**Hero 3:** Saddleback Mountain walks and lookouts provide unparalleled panoramic views across the Illawarra Escarpment, Jamberoo Valley, lush Kiama region dairy-country and stunning coastline. The awe-inspiring view entices visitors to experience the diversity of the townships, villages and natural landscape below.

**Supporting, Emerging & Aspirational:** an iconic, multi-day walk from Saddleback Mountain to Macquarie Pass, with options for guided tours, unique accommodation and supported transport & dining experiences. Boutique, glamping / eco-accommodation linked to the Saddleback Mountain Lookout site. A trail of dairy-oriented farmgate and agritourism experiences, where visitors can taste, experience production and 'know the farmer' – connecting with the place and people. Minnamurra (Budderoo NP), Cathedral Rocks and Bombo Quarry offer a diversity of walking and nature-based experiences throughout the area.

### Primary Concept Opportunities

#### Expansion of the Kiama – Gerringong Coastal Walk to Gerroa



Figure 6: Expansion of the Kiama – Gerringong Coastal Walk to Gerroa

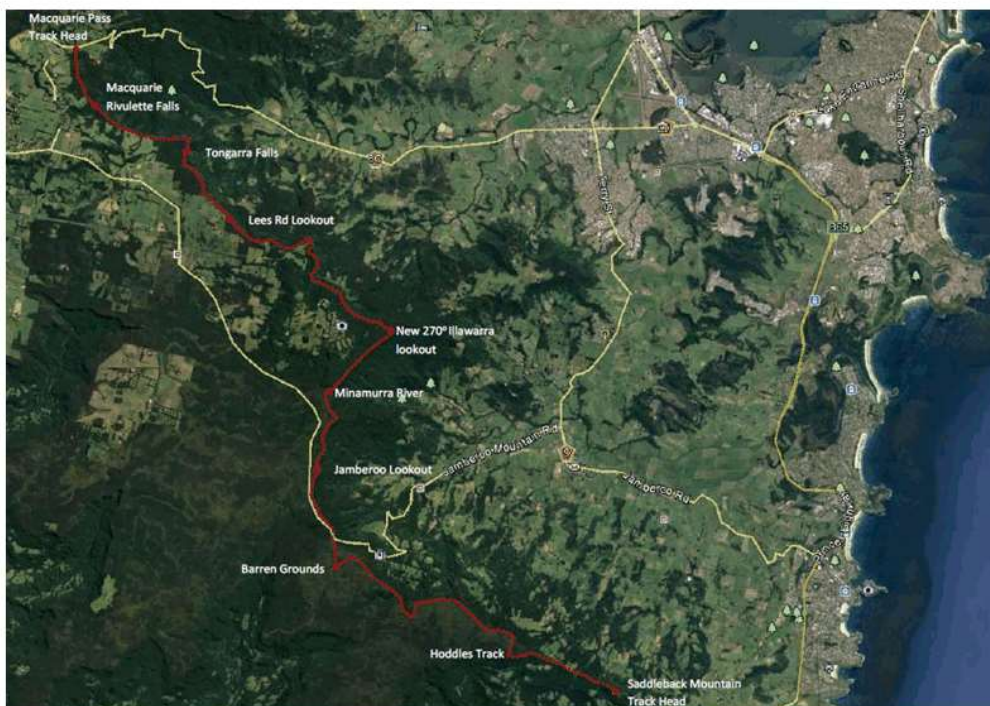
This project seeks to extend the existing Kiama Coast Walk. The current walk runs from Minnamurra River to Gerringong, a total of 22km. It is loved for the route's dramatic coastal setting, and highlights including Cathedral Rocks, Bombo Headland, the Kiama township and Blowhole, as well as Werri Beach. Depending on the season, walkers can watch whales, birds and other wildlife. The walk is readily accessible by car or train, and can be walked in sections, depending on the timeframes / ability of the walkers. There are no figures on current numbers of people walking the track each year, but it is a well-recognised and promoted feature of the region.

The expansion of the Coastal Walk from Gerringong to Gerroa would see the current walking trail extended south to the township of Gerroa. At present the walk from Gerringong to Gerroa is a 4.1km walk via municipal roads. This project would see the current trail extended along the coast via Gerringong Harbour, Walkers Beach, Shelly Beach,

Black Head to Seven Mile Beach. It would join existing sections of walk (Walkers Beach, Blackhead and Stafford St, Gerroa).

This project would contribute to the Kiama area’s priorities of growing overnight visitation, delivering experiences that will grow visitation outside of current peak-season. It would build on a current strength and leverage the existing walking infrastructure. It will enhance the tourism outcomes throughout the Kiama area. The extension of the Coastal Walk is strongly supported by the Kiama Walking Tracks & Cycleways Committee as one of their priority projects for the region.

**Saddleback Mountain to Macquarie Pass Iconic Walk**



*Figure 7: Saddleback Mountain to Macquarie Pass Iconic Walk*

This trail is a proposed 29km, multi-day walk from the iconic Saddleback Mountain Lookout across to Macquarie Pass, passing through spectacular scenery, forest and with views of waterfalls and lush green farmland. The trailhead would be located at the Saddleback Mountain lookout which offers unparalleled views of the Kiama region, and is attracting interest from private sector proponents who are looking to develop boutique accommodation options on private land nearby the public site.

The Saddleback Mountain to Macquarie Pass walk could create an iconic new experience. It is a year-round experience, encouraging extended stays in shoulder and off-peak times of the year. The walk would deliver on Kiama region’s hero experiences, and expand on the visitor experience at the Saddleback Mountain Lookout. There are opportunities for significant commercial development associated with the project – such as unique accommodation at overnight stop locations, guided / supported tour options, and support services such as transport and catering. This project is also a priority of the Kiama Walking Tracks & Cycleways Committee.

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## Implementation Considerations

### Expansion of the Kiama – Gerringong Coastal Walk to Gerroa

#### *Infrastructure Required*

The detailed infrastructure requirements are yet to be identified and will need to be derived from more detailed feasibility analysis and community engagement. It is expected that the walk would need surfacing and infrastructure at a level consistent with the existing walk. This could include hardened surfaces, if there are environmental risks in some locations. The proposed route will require negotiations with numerous landowners to secure access and resolve any concerns in relation to public liability, biosecurity, safety and risk management.

Infrastructure investment may also be needed if services such as toilets, water and signage are found to be required. Ongoing maintenance and servicing costs for the track and infrastructure will also be required.

#### *Business development requirements*

Market research and development of business plans will help determine the potential market appeal, capital and operating costs, charges and price point 'willingness to pay' for the walk experience, if a cost-recovery approach is to be considered.

Given the potential benefits of this project, it warrants the need for more detailed investigation into the route, cost estimates for construction and operation, market research and preparation of a business case to clearly identify funding models (public and private investment).

The feasibility study can consider in more detail the opportunities for guided experiences. At present, the extension of the trail offers a compelling set of strategic tourism benefits:

- Extension of the current Coast Walk, encouraging those undertaking the Coast Walk to stay for longer and spend more time within the Kiama region;
- Extending the benefits of the Coast Walk through to the Gerroa community;
- Creating new interest in the existing walk encouraging previous walking visitors to return; and
- Capacity to deliver on the Kiama region's hero experiences, particularly in relation to nature, beach life, wellness and (subject to supporting experience development) agritourism experiences.

The concept of extending the Coastal Walk to Gerroa has existed as a priority project among passionate walkers and advocates of walking experiences in the Kiama region for a number of years. Extending the walk would require acquisition of a number of private properties.

Development of the existing Coast Walk also required acquisition of private property, and the process took approximately 12 years. It was ultimately enabled through a NSW government grant program that helped to fund property acquisition. The grant program is not currently in place, so in the current circumstances, this project would require Kiama Municipal Council to fund the trail development, including land acquisition.



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**Saddleback Mountain to Macquarie Pass Iconic Walk**

*Infrastructure required*

The infrastructure requirements of developing this walk require definition through detailed feasibility analysis and community engagement. It is understood that a significant part of the proposed track exists in the form of unofficial or illegal trails, of varying quality and suitability. The walk would need varying levels of surfacing and infrastructure, including hardened surfaces, elevated pathways and specific solutions for addressing environmental / sustainability concerns in some locations. The proposed route will require negotiations with at least one landowner to secure access and resolve any concerns in relation to public liability, biosecurity, safety and risk management.

In addition to the trail and associated safety railing, infrastructure required would include toilets, water, signage, camp sites or overnight accommodation options. Ongoing maintenance and servicing costs for the track and infrastructure would need to be identified and funded.

*Business development requirements*

A detailed analysis of existing relevant market research and the development of a business plan will help to determine the potential market for this walk, costs associated with establishing and operating / maintaining the track, and any potential for cost-recovery or commercially based activities, such as guided or supported walks and accommodation and other services (transport, catering).

A feasibility study would investigate at a detailed level, the route, costs, understanding of options and timeframes for addressing ecological and legislative concerns, barriers and consultation requirements.

It may be possible to develop this walk in stages, depending on funding and stakeholder support / demonstrated market demand.

Saddleback Mountain Lookout is one of the Kiama region's most popular visitor attractions, and there are plans for nearby boutique / novelty accommodation (on private property) that will enhance the current visitor opportunities.

The Saddleback Mountain to Macquarie Pass Walk has been documented and advocated for over a long period of time, by passionate local advocates. NSW NPWS advise that the project was investigated in some detail approximately 20 years ago and was not pursued. The following points are of note:

- A large proportion of the walk already exists via informal / illegal trails of varying quality;
- The Barren Grounds National Park section of the walk would require an amendment to the existing Plan of Management. This is a statutory process that can take some time. Plans of Management (PoM) are supposed to be revisited every 5 years however there is currently no timeframe for the revision of the Barren Grounds PoM, which was amended 6 – 7 years ago;
- An Environmental Assessment of the proposed walking trail was undertaken 20 years ago, which identified environmental and safety concerns. Barren Grounds has an endangered population of ground parrots which are susceptible to predators including foxes and cats which get greater access through improved trails. There were also concerns about visitor use of fire, and safety concerns around the escarpment terrain;

- Part of the proposed walk in the Macquarie Pass area goes through a private property where the current owner actively seeks to prevent access to the public; and
- Some of the trail passes through a section of land that is subject to Aboriginal land claim, to progress the walk on this land would require separate negotiations.

### Supporting Opportunities

Bombo Headland Walk and Viewing Platform will create a new visitor experience, adding to the visitor experience at this popular and iconic destination within the Kiama area. The Bombo Headland is popular with independent visitors, and increasingly popular with filming crews for its unusual ‘moonscape’ setting in a readily accessible destination.

The Minnamurra River boardwalk and cycleway will fill add a northern section linking Minnamurra village and the Kiama – Gerringong Cycleway. This project will improve safety and visitor / local experience, and has the opportunity for ‘activation’ and developing value-add visitor experiences – such as pop up food and drink stalls, nature-based recreation opportunities, and even the potential to create a rustic experience at the old Oyster Shed.

### Potential Economic Impact

Successful activation of the two identified trails provides the opportunity to influence nature-based and walking visitor markets on a number of levels:

- Increasing the average length of stay of international experience seeker visitors who are already participating in walking activities; and
- Conversion of existing visitors to the Kiama area who participate in walking activities from day visitors to overnight stays.

Tables 18, 19 and 20, below show the potential expenditure impact for the Kiama area if:

- Average daily expenditure of day visitors who currently participate in walking activities is grown by \$10 per capita; and
- Additional day visitors who will participate in walking activities are attracted to the Kiama area - growing its share of the DSSS region’s walking market from 16.8% to 18% in 2024.

**If this was achieved, in 2024, an additional direct economic value of \$5.43M and \$4.18M<sup>8</sup> of indirect benefit could be generated for the Kiama area’s economy from 30,319 new visitors and 13,591 nights spent in region. These economic benefits have the potential to support 74 direct job and 29 indirect jobs.**

Table 18: Visitor Number Projections for The Identified Walking Opportunities

Visitors	2020	2021	2022	2023	2024
International Experience Seekers - Walking	8,691	9,108	9,545	9,994	10,463
Estimated conversion of existing walking day visitors to overnight Visitors	2,510	2,585	2,663	2,740	2,814
New walking day visitors					17,042
<b>Total Additional Visitors</b>	<b>11,200</b>	<b>11,693</b>	<b>12,207</b>	<b>12,733</b>	<b>30,319</b>

<sup>8</sup> NSW State Regional Tourism Satellite Accounts, Deloitte

*Table 19: Visitor Nights Projections for the Identified Walking Opportunities*

<b>Visitor Nights</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Additional visitor nights from Internationals	2,673	4,289	6,049	7,954	9,185
Additional Overnight Visitors	3,918	4,035	4,156	4,281	4,405
<b>Total Visitor Nights (incl. part trail)</b>	<b>6,591</b>	<b>8,324</b>	<b>10,205</b>	<b>12,235</b>	<b>13,591</b>

*Table 20: Visitor Expenditure Projections for The Identified Walking Opportunities*

<b>Additional Tourism Expenditure Generated to Region</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Experience Seeking Internationals - increased average length of stay	\$220,622	\$376,134	\$563,219	\$786,337	\$963,901
Additional domestic overnight nights	\$633,371	\$666,724	\$699,773	\$733,748	\$767,123
Additional \$10 Day Spend by walkers (18% of total market take part)	\$1,504,931	\$1,549,671	\$1,595,771	\$1,643,213	\$1,690,413
New walking day visitors					2,017,367
	<b>\$2,358,923</b>	<b>\$2,592,529</b>	<b>\$2,858,763</b>	<b>\$3,163,299</b>	<b>\$5,438,805</b>

*Expansion of the Kiama – Gerringong Coastal Walk to Gerroa*

Specifically, regarding the Kiama-Gerringong coastal walk to Gerroa, if the walk is presented and delivered as part of a commercial (guided) and packaged 3-day experience, including accommodation and food, economic impact would be greater. Table 21, below shows a scenario based on attracting an average of 4 groups of 5 walkers per week over the course of a 12 month period.

*Table 21: Visitation and Expenditure Scenario if the Kiama to Gerroa Walk is Presented as a Commercial Guided Package*

<b>Coastal Walk Kiama – Gerroa</b>	<b>Potential Impact of Guided Walk Experience</b>
No of Walkers	1040 (4 groups of 5 per week)
Cost per day	\$600
Nights	3
Cost per walker	\$1800
Total spending	\$1,872,000

*Saddleback Mountain to Macquarie Pass Iconic Walk*

Economic impact of this project could be significant, if completed to the level of an iconic, Great Walk.

The walk would highlight and showcase the region's diversity of natural features, and could also create links with cultural heritage and local Aboriginal stories. The proposed route offers views and interaction with the Illawarra escarpment, a number of waterfalls, the emerald green farmland, rainforest and dramatic coastline.

Market research conducted for a proposed Kangaroo Island multi-day walk indicated that walkers likely to consider a commercially guided experience prefer moderately challenging walks of longer duration, which the Saddleback Mountain to Macquarie Pass could fulfil.

### **Enablers**

#### **Expansion of the Kiama – Gerringong Coastal Walk to Gerroa**

##### *Stakeholder Governance*

- Kiama Municipal Council would be the primary driver for implementation of this project.
- The extension of the Coastal Walk to Gerroa requires a feasibility assessment, including an assessment of the route, landowner and community engagement, market research, cost estimates and a business case. This should form the basis for initially seeking government funding or partnership support for funding.

##### **Investor interest**

Investor interest in the Coast Walk extension will be better known following the results of the feasibility assessment. Given that this project is to extend an existing walk, it is unlikely that the extension would attract private sector funding. However, investors may be attracted to develop experiences and activate the infrastructure (guided tours, dining and accommodation options) associated with the walking track.

The reality is that there are numerous Great Walk products that have recently come online or are being progressed around Australia e.g. Three Capes Walk, Grampians National Park Walk, Kangaroo Island Multi-Day Walk, Alpine Crossing, Kakadu National Park, South Coast Track, Walls of Jerusalem. Further investment in the Coast Walk will need to be based on the potential to position it differently to all other walk experiences, and a strong and clear business case to ensure ongoing success and impact in the market.

#### **Saddleback Mountain to Macquarie Pass Iconic Walk**

##### *Stakeholder Governance*

- This walk requires cooperation and management arrangements to be reached between Kiama Municipal Council and adjacent councils, NSW National Parks and Wildlife Service, and other landholders.
- The first step towards progressing this project would involve the completion of a comprehensive feasibility study, and assessment of stakeholder interest / willingness and other barriers or support to developing the walking trail. The feasibility study would also identify market potential, cost estimates for developing the trail and associated infrastructure, and a business case.
- Depending on the outcomes of the feasibility study, the business case would be used as the basis for seeking funding (public or private). A staged approach to addressing constraints, such as securing NPWS commitment to review and amend the Barren Grounds Plan of Management, negotiations with the Aboriginal group responsible for the land claim, and the private landholder would also all need to be progressed.

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*Investor Interest*

Investor interest in this project is most likely to be in the form of accommodation at appropriate sites (including in the vicinity of the Saddleback Mountain trailhead), and in developing walking tours and support services (shuttle transport, food drops, etc). The principal investment in the walking trail is likely to involve public sector investment. At present this walk has not been identified as a priority development by NPWS.

**Next Steps**

- Formal engagement with key stakeholders to investigate the feasibility of progressing with the identified walks including relevant landowners, potentially including National Parks and Wildlife Service, Roads and Maritime Service, neighbouring local governments, private landowners and Crown Lands.

## Jerrara Dam Activation Options

### Opportunity for the Kiama Area



Figure 8: Jerrara Dam

The Dam is a picturesque reserve established on a nine hectare dam that was once the Kiama area's main water supply. Onsite there is a short trail to the dam, picnic tables, geocache and an arboretum with a collection of local native plants. From a flora and fauna perspective, the site offers a general birding experience with species such as Satin Bowerbird, Eastern Spinebill, Scarlet Honeyeater, Yellow-rumped Thornbill and Musk Duck.

The Jerrara Dam site provides an interesting tourism activation opportunity for the Kiama area - the Dam's location between Kiama and Jamberoo/ Minnamurra opens up a range of opportunities for adaptive reuse of the site, with potential to link up with trail networks in the surrounding areas and complement nearby visitor experiences at Minnamurra Rainforest, Jamberoo Action Park, Illawarra Fly and in Kiama.

Given the rural surroundings, a range of potential opportunities for activating the site are available including:

- Further development of low-impact nature-based opportunities (trails, interpretation, nature-based activities, linking with trails in the surrounding area);
- Activation of the area as a space for appropriate scale outdoor events;
- A focus on soft adventure, including the opportunity for an outdoor sport and recreation centre type of operation (family, school group markets);
- Eco-accommodation - light frame builds that are suited to the character of the site, linking with the nature based opportunities on site; and
- Health and wellness activation – either operating as a day facility or provided in conjunction with onsite accommodation.

Analysis indicates that the optimum opportunities for site activation are most likely to be via:

- Outdoor recreation provision, linked with eco-accommodation provision;
- Investigating opportunities to attract modest scale health and wellness business operations to the site.

Market Size and Characteristics

Health and Wellness

With wellness holidays gaining popularity, people of all interests are now looking to utilise their precious holiday time to prioritise health and fitness. Examples include yoga retreats, beach bootcamps, surf camps and hiking tours. A clean, green environment, indigenous plants and produce with health properties, and an emphasis on distinctive cultural traditions create a competitive advantage for Australia as a destination for wellness tourism.

The sector has developed into a \$3.2 trillion global industry, with wellness tourism growing twice as fast as tourism in general.



© Global Wellness Institute. Originally published in "The Global Wellness Tourism Economy," 2013

Figure 9: Scale of the Wellness Tourism Sector

People have become more health conscious and interested in how to lead healthy lifestyles, and are also willing to spend on their health and wellbeing. The focus on health is increasingly moving beyond just a superficial obsession with appearance to a need to escape from the increasingly fast pace of everyday life and high stress-levels resulting from constant working, driving growth in wellness tourism. From a supply perspective, wellness relates to three broad categories of service provision:

- Beauty - emphasis on body, facial and water-based treatments;
- Lifestyle and fitness - emphasis on detox, rejuvenation and behaviour change;
- Spiritual - emphasis on contemplation, reflection, meditation and learning.

Wellness tourism relies on experiences which directly relate to nourishing the body and soul including visiting a health spa, sanctuary or well-being centre. The enjoyment of spa-related activities with luxury leisure travel is also becoming increasingly common.

Application of these broad characteristics does not point to the supply of wellness tourism in any one location over another, although areas of high natural amenity are usually favoured. Destinations including Byron Bay and Daylesford have both grown in prominence as wellness destinations where the convergence of health, wellness and/or spiritual activities have attracted a unique and growing visitor type.

Locally, wellness tourists are largely female luxury travellers, seeking fitness holidays, yoga, weight loss and spa retreats, with a growing minority also seeking medical treatments as part of their wellness holiday. 8.5 million wellness tourism trips were made by Australians in 2016, a third of which originated from New South Wales .

At present, the Kiama area’s health and wellness sector is limited to relatively low-key local businesses. However, proximity to Sydney’s large visitor market and growth in the sector as a whole presents positive market opportunities.



VISITATION TRENDS

Taking time out to relax is acknowledged and revered as one of life’s true luxuries. Wellness tourism relies on experiences which directly relate to nourishing the body and soul including visiting a health spa, sanctuary or well-being centre. The enjoyment of spa-related activities with luxury leisure travel is also becoming increasingly common.

WELLNESS TOURISM IN REGIONAL AUSTRALIA BY THE NUMBERS:



Figure 10: Visitation Trends in Wellness Tourism (Tourism Research Australia and Tourism Australia)



### **Outdoor Recreation and Adventure**

Outdoor Recreation and Adventure Centres strongly appeal to schools for curriculum-based camps and outdoor learning activities, and also offer the opportunity for use by general leisure and holiday markets outside term-time.

In terms of source markets, the Greater Sydney Region has 779,144 school aged children (primary through secondary), providing a large potential target market for this type of business operation.

With regard to demand for eco-accommodation (linked with nature-based opportunities), Australia-wide the sector has been expressing strong growth, from glamping through niche styles of accommodation to larger groups of eco-cabins. The proposition is based around strong eco-credentials and links with nature-based opportunities.

### **Challenges**

#### **Sport and adventure**

- The NSW Government-operated Berry Sport and Recreation Centre is located a short driving distance from Kiama is an established operator in the sector - potentially being a direct competitor for an outdoor adventure operation targeted at the groups market;
- Although the region has a range of existing experiences which would complement this sort of offering, the schools group market is a new one for the Kiama area as a destination; and
- This type of opportunity would be best activated by a private enterprise - investor demand is currently untested.

#### **Eco-Accommodation**

- Activation would need to be led by private enterprise;
- The site is located in a rural environment, with usage currently characterised by low impact usage. While ecotourism is an acceptable site usage, the scope regarding numbers of units able to be accommodated on site is untested; and
- The Kiama area's commercial accommodation stock is limited at present, partially driven by proximity to Sydney for day visitors. A demand case for new accommodation of this type would need to be driven by the opportunity to tap into a general market trend for eco-accommodation and nature-based experiences.

#### **Health and Wellness**

- Levels of investor in interest in developing health and wellness businesses is untested; and
- While health and wellness is a supporting experience for the Kiama area which fits well with other hero experiences, it does not have a natural basis for sector development i.e. natural springs etc.

### Hero Experience Alignment

Jerrara Dam activation experiences support Hero Experience 4.

## Hero Experience 4.

**Hero 4:** Kiama region is the perfect destination for families, from the beaches to adventure parks, trails and variety of family-friendly dining and accommodation.

**Supporting, Emerging & Aspirational:** Active adventure, nature-based experiences including the Kiama Area's trails and Minnamurra Rainforest Centre, evolving experiences on offer at the Jamberoo Action Park and Illawarra Fly. Agritourism and farmstay experiences will offer families interactive, immersive experiences, and activation of Surf Club precincts will add new opportunities as part of the traditional beach-going experience.

### Primary Concept Opportunity

While the wellness sector is an interesting area to explore for the Kiama area, the market is untested and there is a certain 'hope value' in seeking the private investment necessary to activate. More ready opportunities are available in the ecotourism area.

While the region's overall commercial accommodation stock is limited, there is a potential market opportunity for a well-appointed group of ecotourism properties, which leverages ease of access from Greater Sydney and links with walking, trails and other nature based opportunities in the region.

### Implementation Considerations

#### All Opportunities

- A site audit is required to fully understand the scope for development – the scale and density of development, and any environmental considerations and other site development constraints.
- There is potential for Jerrara Jam to become an outdoor events space.

#### Health and Wellness

- The concept of a business investment opportunity to establish a health and wellness businesses is reliant in securing private sector interest. Based on analysis of existing data sourced through Tourism Research Australia, wellness visitation to Kiama and surrounds is negligible, with only 253 visitors having reported activities related to this market in 2017. This reflects the small-scale nature of local provision at present. Part of the investment attraction pitch could be a commitment from Council from a marketing perspective (including wellness as part of destination marketing) or the intent to support the development of a cluster of these type of businesses;
- With growing interest in health and wellness, there are opportunities for investors to capitalise on popular destinations through the creation of product that is orientated towards a wellness positioning. These are more likely to succeed when planned as a component of a broader service offering. Product can be differentiated to appeal to both baby boomers and millennials, both of whom are showing greater interest in the health and wellness segment as an influencer of holiday and leisure pursuits. In this sense, testing investor interest as part of a broader ecotourism proposition.

*Eco-accommodation/Outdoor Recreation*

- Berry Sport and Recreation Centre is nearby and provides nature based and recreational/adventure activities provided by the NSW Government Office of Sport. While this is an established centre, there may be an opportunity to approach Government regarding expanding provision of some recreation options to this site;
- Accommodation developments would most appropriately be led by private businesses, but maintaining an open mind regarding partnering arrangements which may also have merit; and
- In a similar light – consider approaching existing regional adventure providers (Jamberoo Action Park, Illawarra Fly) regarding interest in expansion of operations. These discussions would need to be informed by a site audit which clarifies which type of activity would be suitable for the site – i.e. ropes courses, abseiling, via ferrata, event infrastructure, watersports etc.

**Synergies and Added Value**

- The location between Kiama and Jamberoo/Minnamurra provides the opportunity for synergies with planned investment at Minnamurra Rain Forest and continued development at Jamberoo Action Park. A complementary additional set of experiences will add to the existing cluster of experiences.

**Enablers/ Next Steps**

- Conduct a site audit to clarify development potential and identify constraints;
- Prepare a site prospectus outlining the principal investment opportunities as a means of testing the market, consisting of:
  - Eco-accommodation;
  - Nature-based recreation opportunities; and
  - Health and wellness.

## Visitor Accommodation

### Opportunity for the Kiama Area

The Kiama area’s current accommodation stock is defined in large part by key characteristics as a destination including its proximity to Sydney, its large day visitor market, the dominance of the holiday and VFR segments (and relatively small business market), and the seasonal nature of tourism visitation.

As part of encouraging sustainable tourism growth, Kiama needs to expand its commercial accommodation offering to visitors, providing the opportunity to attract larger volumes of overnight staying visitors. There is a need to expand and improve the region’s accommodation stock through attracting new investment in:

- Larger scale hotel accommodation (new or expanded existing stock);
- Boutique hotel accommodation (new or expanded existing stock);
- Farmstay accommodation (new);
- Eco-accommodation (new); and
- Upgrading existing caravan/camping and holiday park accommodation.

### Market Size and Characteristics

The pattern of the Kiama area’s accommodation is notable in that the number of beds offered by the principal sharing economy providers (AirBnB and Stayz) is larger than the beds provided by commercial providers. The extent of commercial accommodation stock is lower than would be expected for a destination such as Kiama which has an established tourism economy.

Table 22: Kiama Area Commercial Accommodation Stock

Type of Accommodation	Number	Capacity/Rooms
Resort	1	52 rooms
Hotel	2	98 rooms
Motel	3	100 rooms
Retreat	1	30 rooms
Luxury Cabin	1	6 cabins
Caravan/Holiday Park	6	Unspecified, mixed offering
B&B	5	8 rooms, 1 cottage, 2 houses

Self-Contained Apartments	4	Unspecified number of 2 bedroom apartments
Serviced Apartments	1	Unspecified capacity
Stayz/ Airbnb	379/171	Approximately 1000 rooms

With regard to farmstay/rural and eco-accommodation, demand for smaller scale and small groups of properties remains strong throughout regional NSW. Demand for these types of properties is related closely to nature-based visitor experiences.

**Challenges**

- The investment case for new accommodation development and the destination offering a critical mass of reasons to visit creates a ‘chicken and egg’ scenario for the Kiama area - without creating reasons to visit (whether they are events, ecotourism experiences, MICE, sports etc), the investment case for new accommodation is less attractive, and vice versa, the desire to significantly build overnight accommodation markets through packaged experiences is difficult without a range of accommodation options being available. If a longer-term perspective is possible, building the range and depth of experiences throughout the destination (focused initially on day visitors) will ultimately build more compelling cases for investment in new or enhanced accommodation.
- Proximity to Sydney is a positive demand driver for tourism throughout the Kiama region, however, ease of access also limits demand for overnight accommodation.
- The seasonal nature of tourism in the Kiama area at present provides a challenge for investors, particularly for larger scale facilities - cashflow during off-peak periods as well as attracting and retaining staff are fundamental considerations.
- Kiama’s visitor market is dominated by leisure visitors. This provides demand for a range of holiday accommodation including apartments, caravan and camping and sharing economy properties. However, the relatively low volume of business visits is a constraint for hotel properties who in most destinations look to this sector to sustain trading in mid-week and in shoulder/off peak holiday periods.
- From a pure investment perspective, in most destinations (outside capital city CBDs and major tourism hubs), greater yields are available from other sectors compared with hotel investment.
- Business/ ROI opportunities from converting existing commercial accommodation stock to residential and other purposes.
- Awareness of accommodation development opportunities among farming and agribusiness providers is not widespread.
- Sharing economy properties are an important part of the Kiama area’s accommodation stock. The NSW Government has recently published the results of its review into sharing economy properties, providing guidance for local governments. For Kiama it

is important that these properties continue to be available for visitors, however the impact of the large number of properties on dedicated visitor accommodation performance/new investment needs to be kept under review.

### Hero Experience Alignment

Appropriately located and appointed commercial accommodation aligns with all four hero experiences.

### Primary Concept Opportunities

With regard to short and longer term commercial accommodation opportunities **it is recommended** that the following opportunities are prioritised:

#### ***Larger Scale Hotel Accommodation***

Strategically, Kiama would benefit from at least 1 additional large-scale hotel property, providing the opportunity for the destination to grow its overnight visitor market and easily provide accommodation for larger groups.

Based on current understanding of the marketplace, investment/market fundamentals are not ideal to attract the type of investment necessary in the short-term, however it should remain a strategic opportunity for Council to consider.

A specific site has not been identified for this type of opportunity, however a CBD or close to CBD site would be preferred.

#### ***Boutique hotel accommodation***

As per the commentary on larger-scale hotel accommodation, similar rationales can be applied to seeking new boutique hotel accommodation in Kiama, however, given the smaller scale of development and capital required, this is potentially a more investible opportunity.

#### ***Farmstay accommodation***

Adding additional farmstay accommodation presents an achievable means for the Kiama area to incrementally grow its commercial accommodation stock throughout the region. Type and scale of accommodation would vary on a site by site basis but would typically be in the form of farmhouse B&B or farm-based units and cabins.

Dependent on location, these opportunities will typically be linked to other nature-based opportunities including trails, **and** walking and touring trips.

#### ***Eco-accommodation***

Eco-accommodation has been mentioned at a number of junctures throughout this report, including the Jerrara Dam opportunity and the concept being pursued by Crooked River Winery and the Flash Camps opportunity at Saddleback.

As per the commentary on farmstay accommodation, dependent on location, these opportunities will typically be linked to other nature-based opportunities including trails, walking and touring trips.

Subject to successful development of trail and walking opportunities identified in this report, specific eco-accommodation opportunities on these trails will be important as part of their full activation.

### ***Holiday Parks***

Maintaining and improving the region's holiday parks in line with market demand and expectations is an important consideration.

Kiama Council is currently investing more than \$6 million in a major upgrade of the Werri Beach Holiday Park starting in 2020 to deliver a first-class holiday park for Gerringong, matching other iconic holiday destinations along the NSW coast. This investment complements the upgrades to holiday parks at Kiama Harbour, Kendalls Beach and Surf Beach. Key features of the upgrade are:

- A new main park entrance with entry lay-by, visitor car parking, accessible car parking and entry/exit lanes;
- Reconfigured and wider internal road network providing access to larger, flatter short-term sites;
- All new short-term sites connected to water, sewer and power;
- A new waterplay area, upgraded pool with shade and barbecue facilities and pool shack;
- Renovate and refurbish existing cabins;
- Six new cabins (two accessible, two 3-bedroom, one 1-bedroom, and one studio);
- Ten new ensuite sites;
- Six new safari tents;
- Upgraded and expanded camp kitchen;
- New children's playground and relocated jumping pillow;
- Additional amenities building; and
- Improved landscaping around the entry area, pool precinct and cabins.

These investments by Council sit alongside upgraded facilities and infrastructure in privately owned parks such as that recently completed at Big 4 Easts Beach Park.

### **Potential Economic Impact**

The most recent accommodation data for the Kiama region from the Australian Bureau of Statistics (ABS) confirm the seasonality pattern in room nights occupied. December and March quarters showed the highest occupancy, with room occupancy at its lowest during the September quarter.

Based on the current supply of 90,283 room nights available within the Kiama Region, occupancy for hotels, motels and serviced apartments in 2015/2016 was 53.45%.

Although the average occupancy rate for Kiama is marginally below the South Coast average (54.20%), it experiences more marked seasonality with December and March quarters recording more than 2% higher occupancy than the region average, whilst September and June quarters are 4.6% and 2.9% below the region average.

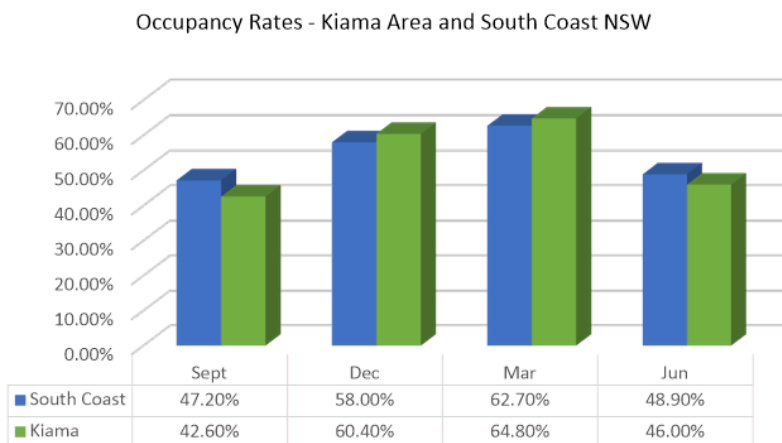


Figure 11: Accommodation Occupancy Rates

By 2024, if the Kiama area’s visitor numbers continue to grow in line with national averages, visitor nights in the region will reach 1.1 million. For overnight visitors this equates to 680,632 room nights.

Based on the percentage of visitors who currently choose commercial accommodation and current supply figures, this would mean an occupancy rate of 116.3%.

Using general occupancy rates of 65%-75% as a guideline for where investment in new stock is prudent, this would result in 37,712 to 58,684 additional room nights being needed to meet demand.

While this is a crude overall indicator that does not factor in seasonal trading levels, the overall result is clear – for the Kiama area to provide for the forecast increasing visitor demand, new stock is required. This would mean approximately 102 to 127 new rooms will be required by 2024, just to meet the market growing at ‘natural growth’.

If the destination is unable to provide for this demand, it equates to an estimated lost overnight visitor expenditure of **\$10.7M**. While a proportion of these visitors are still likely to be retained as day visitors, the net expenditure loss will still be significant.

### Implementation Considerations/ Enablers

- As part of the review of the LEP, consider a policy suite which protects existing commercial accommodation provision and proactively encourages new investment. While accommodation is required throughout the Kiama region, this issue is particularly important for Kiama town centre. Current B2 zoning provides for tourism and visitor accommodation however there is merit to consider a business and policy case for a dedicated tourism zone within the upcoming commercial market assessment for Kiama Town Centre. The benefits of this approach are twofold:
  - A clear policy stance that protects against loss of current visitor accommodation through conversion to alternative uses; and



- 
- A positive 'presumptive in favour' policy which would support the attractive and development of new accommodation in the town centre.
  - With regard to large scale accommodation, while the overall market statistics do not look to create a compelling case for investment in the short term, there are investors in the marketplace who are aggressively seeking to acquire properties to expand their portfolio. In this sense, there is value in Council identifying potentially suitable development sites and liaising with relevant agencies (Austrade, Destination NSW, Invest in NSW, and Destination Sydney Surrounds) to promote the investment opportunity.
  - Review of rural planning policy to raise awareness and determine a clear policy stance for tourism diversification opportunities and development of new rural tourism enterprises. A rural accommodation code or visitor accommodation code should seek to:
    - Define what is meant by terminology such as sustainable tourism, agritourism, ecotourism; and
    - Specify the types of opportunities that are appropriate to the Kiama area. For instance, the following type of considerations may be helpful (see following section of report).
  - Utilising/ resurrecting the Agribusiness project group as a sounding board for development policy in this area
  - Liaison with NSW Parks and Wildlife Service to identify locations with the national parks estate which are suitable for accommodation development, and work with them to proactively promote the opportunities to market.

*Defining Rural Tourism Activity*

**Rural Tourism** involves visiting rural areas with a focus on actively participating in or learning about a rural lifestyle. While there is no single definition of what rural tourism comprises, contemporary rural tourism activities are frequently positioned around providing unique opportunities to 'connect' with the personality of a destination through country pubs, boutique accommodation and retail facilities, farms or wineries. At its most basic, 'rural tourism' is tourism activity taking place in rural areas. Not all rural tourism activity is necessarily sustainable, nor can it automatically be defined as ecotourism.

**Nature-based tourism** can be defined as sustainable tourism activity or experience that relates to the natural environment, whether for relaxation, discovery or adventure. Nature-based tourism can include a range of activities including cycling, water-based activities, bushwalking, fishing, visiting botanical or other public gardens, state and national parks and other outdoor and adventure activities. Visits to National Parks, wildlife viewing and water activities are the most common forms of nature-based tourism undertaken by visitors in NSW.

**Ecotourism** is a niche segment within the broader category of nature-based and sustainable tourism. The ecotourism segment of consumers and experiences are those that seek to enhance a nature-based experience with both sustainable operating practices and engaging interpretation of the natural and cultural landscape. This educational element, mixed with sustainable practices, is what separates ecotourism from nature-based and mainstream sustainable tourism. It engages and informs visitors and is managed to be ecologically, economically and socially sustainable by contributing to the wellbeing of the natural areas and local communities where they operate.

The World Tourism Organisation defines ecotourism as:

1. All nature-based forms of tourism in which the main motivation of the tourists is the observation and appreciation of nature as well as the traditional cultures prevailing in natural areas.
2. It contains educational and interpretation features.
3. It is generally, but not exclusively organised by specialised tour operators for small groups. Service provider partners at the destinations tend to be small, locally owned businesses.
4. It minimises negative impacts on the natural and socio-cultural environment.
5. It supports the maintenance of natural areas which are used as ecotourism attractions by:
  - generating economic benefits for host communities, organisations and authorities managing natural areas with conservation purposes;
  - providing alternative employment and income opportunities for local communities; and
  - increasing awareness towards the conservation of natural and cultural assets, both among locals and tourists.

For a simpler definition, Ecotourism Australia defines ecotourism as 'ecologically sustainable tourism with a primary focus on experiencing natural areas that fosters environmental and cultural understanding appreciation and conservation.'

*Utilising case studies to illustrate opportunities*

Demountable Accommodation: Silk Pavilions (Mount Burrell, NSW)



**Facility Description:**

- 2x purpose built luxury safari-style bungalows featuring canvas ceilings and walls, with large fly windows.
- Balinese styled wooden furniture & features
- Includes adjoining ensuites and large deck (Total roofed area = 60m<sup>2</sup>)
- 2x permanent Thai Villas with hardwood floors and high ceilings (70m<sup>2</sup>), plus large patios overlooking the mountain ranges
- On-site café with farm-to-plate ethos, offers direct hamper deliveries.

**Location & Accessibility:**

- Set on 100 acres of native bush, lakes and rainforest.
- Sits in the Tweed Valley, approx. one hour inland from Byron Bay, and south east of Gold Coast.
- 21km from Border Rangers National Park, 30-km from Mount Warning
- Dirt roads for considerable distances

The following section of the report provides a commentary on a number of accommodation types that Kiama may be likely to consider as development applications. The content is based on typical market norms for these development types rather than a commentary on alignment with extant local or state planning policy.

Kiama Local Environmental Plan 2011 includes planning definitions for tourist and visitor accommodation which includes a range of accommodation types such as backpackers, farm stay, bed and breakfast, hotels and motels and serviced apartments. It also includes separate definitions for eco-tourist facilities, caravan parks and camping grounds. The LEP contains tables that explain the permissibility of any of these types of tourist accommodation uses within particular land use zones. The LEP also includes development standards and considerations for development that would need to be reflected in any proposal such as floor space ratios, building heights and conservation management.

The Kiama Development Control Plan 2012 provides more detailed guidance about performance standards and development requirements that need to be incorporated into any development proposal. These include matters such as car parking, waste and health requirements, tree management and design considerations.

Anyone interested in undertaking development is encouraged to contact Council and/or seek the services of a qualified planning consultant.

The following tables discuss the typical characteristics of some particular tourist accommodation types which would fall within a definition prescribed in the LEP.

<p><b>Farmstay</b></p> <p><b>Characteristics</b></p> <ul style="list-style-type: none"><li>• On a working farm</li><li>• Accommodation can either be in the farmhouse i.e. bed and breakfast style accommodation or in a purpose built building on the property</li><li>• Can provide an interactive experience involved broader farm-based visitor experiences – animal viewing etc</li><li>• Properties of this type are a common feature with sharing economy providers - AirBnB, Stayz etc.</li></ul> <p><b>Typical Locations</b></p> <ul style="list-style-type: none"><li>• Farms located in rural areas.</li></ul> <p><b>Typical Visitor Markets</b></p> <ul style="list-style-type: none"><li>• Leisure tourist market – primarily short breaks and touring visitors.</li></ul> <p><b>Typical operating hours</b></p> <ul style="list-style-type: none"><li>• By appointment/booking only. No drop-in visits</li></ul>
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**Glamping/pods/other demountable accommodation**

***Characteristics***

- Fusion of glamour and camping
- Not necessarily a tent. Typically, permanent/ semi-permanent cabin-like or 'stilted' structures
- Comfortable furnishings and access to amenities such as electricity and running water
- Generally private and secluded
- Can be delivered as temporary or demountable structures.

***Typical Locations***

- Glamping typically takes place in relatively secluded outdoor locations - beaches, forests, national parks etc.
- Located away from populated areas.

***Typical Visitor Markets***

- Varied visitor market, appeals to a number of demographics due to variety of locations and experiences on offer - relatively high price point makes the market distinct from camping.

***Typical operating hours***

- 9am-5pm – 365 days per year.

**Basic Campground**

**Characteristics**

- Predominantly low intensity use – some sites may include amenity buildings, cabins and manager’s facilities
- Often run by councils or the National Parks and Wildlife Services, or can be self-managed
- Predominantly unpowered sites/ sometimes a small number of powered sites dependent on location and market need
- Having basic communal facilities i.e. amenities, some have hot water, gas bbqs

**Typical Locations**

- Often located in scenic reserves and/or parks
- Usually located outside town limits

**Typical Visitor Markets**

- They attract guests looking for a camping experience
- Meet the needs of RVs (self-contained camping)
- Grey nomad and touring markets

**Typical operating hours**

- 9am-5pm – 365 days per year.

**Lodges**

***Characteristics***

- Can be discrete single properties or organised around a small number (less than 20) of units/ properties on a single site
- Often self-contained, but can also be presented as serviced properties with some central facilities – dining etc
- Can be integrated with associated leisure experiences – spa, walking, nature-based activities
- The Spicers Group of lodge properties in Queensland are typical of this category of development type.

***Typical Locations***

- At the luxury end of the market, lodges mostly favour rural locations.

***Typical Visitor Markets***

- Often positioned at the upper end of the leisure market – predominantly short break demand.

***Typical operating hours***

- 24/7 – 365 days per year

**Boutique Hotels**

***Characteristics***

- Quirky, unique, or themed design
- Design can be diverse – ranging from heritage property conversions to architect-designed new builds
- Design, scale and service are the features which distinguish this type of accommodation from mainstream hotels - in planning terms, the distinction is minimal

***Typical Locations***

- Initially, boutique hotels have developed as an urban proposition, but now extending to hinterland destinations

***Typical Visitor Markets***

- Varied visitor market, incorporating leisure and business trade

***Typical operating hours***

- 24/7 – 365 days per year

**Item 9.8**

**Attachment 1**



**Resort Parks**

***Characteristics/ Design Considerations***

- Central accommodation - hotel and self-contained units – properties can provide accommodation for a large number of guests – 500+
- Service is central to the self-contained resort offering
- Wide range of recreational activities available i.e. spa, sports,
- Large scale sites are required.

***Typical Locations***

- Scale of sites required necessitate out of town locations
- Coastal or rural locations are often an integral part of the business proposition – rural retreat, beachside luxury etc.

***Typical Visitor Markets***

- Leisure market
  - Often positioned at the luxury end of the market.

***Typical operating hours***

- 24/7 – 365 days per year.

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**Synergies and Added Value**

- Appropriate types of commercial accommodation support all hero experiences

**Next Steps**

- Consideration of visitor accommodation policy within the Local Environment Plan review
- Development of prospectus/ guide to accommodation development opportunities as a means of promoting region-wide opportunities.

## Activation of existing or planned infrastructure.

In addition to the opportunities outlined in this report for public and private sector investment in new experiences, there are also a wide range of opportunities to secure additional economic benefit through fully leveraging the benefits of existing destinations and experiences. This section of the report provides an overview.

### Precinct: Gerroa

Gerroa has the opportunity to deliver 'surf' and beach life experiences to the region's visitors at its iconic beach, local surf schools, café, and the Boat Fisherman's Club. The low-key and relaxed nature of Gerroa, and potential developments in agritourism in surrounding areas and potential extension of the Coastal Walk will grow the 'wellness' elements of the destination, as visitors benefit from the active and immersive experiences on offer. The local café currently acts as a year-around drawcard for the area.

### Precinct: Gerringong

Gerringong offers access to quintessential 'beach life' which could be enhanced through the activation of the local surf club. Presentation and further development of existing assets, services and infrastructure will play an important role in maximising economic opportunities. Assets such as the Bowling Club, Crooked River Winery, Mercure Hotel and other boutique retail, accommodation, and events can help to attract and provide experience opportunities for visitors. Events may capitalise on the town's premier surf breaks, and developing food and wine products and experiences. Gerringong delivers on the Kiama area's promise of a destination to 'reconnect' and recharge – a relaxed and scenic destination.

### Precinct: Jamberoo

Jamberoo's location in the hinterland and proximity to nature-based attractions at Minnamurra Rainforest and adventure attractions such as Illawarra Fly Treetops Adventures and Jamberoo Action Park provide a great opportunity to grow as a visitor hub. Jamberoo's existing assets and amenities including the Jamberoo Pub, Golf Club, Bowls Club and shops and services provide the basis for its appeal as a visitor destination. New opportunities also exist in the form of leveraging the NSW Government's investment at Minnamurra Rainforest, growing event-friendliness (big screen location), visitor/ community precinct development (BBQs, firepit etc), creating new interpretative display/exhibition on Johnny Warren's story, linking trails and cycleways into town, and positioning Jamberoo as the rest point/rest and recovery after walking the trails

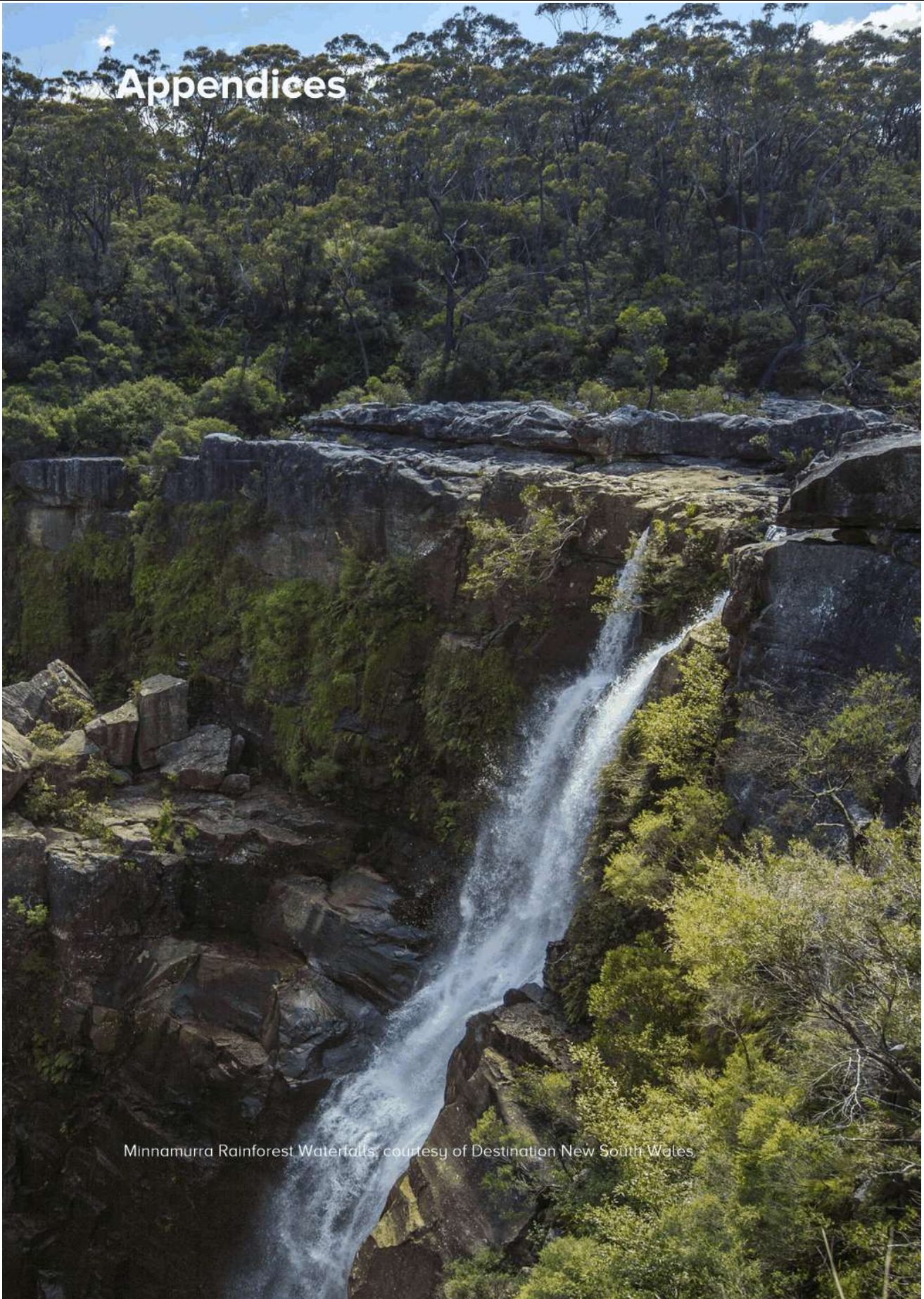
### Precinct: Minnamurra

Minnamurra township and beach precinct, is a hub of active, nature-based experiences. With the new boardwalk development and as the starting point of the Coastal Walk, it is the ideal location to identify appropriate and appealing 'activation' opportunities that will add to the visitor experience at this precinct. For example, pop up food and drink experiences, kayaking, guided activities, bike or paddleboard rentals.

### Ongoing Development of Existing Businesses

Consultation from stakeholders during preparation of the draft report identified a number of development priorities among existing businesses. Continued development of key existing attractions and tourism providers is an essential element to support sustainable tourism growth across the Kiama area. Current development priorities include:

- 
- The Sebel has ongoing development plans to refresh and update the facility;
  - Crooked River Winery is considering a range of options to support its growth as a visitor destination including eco-accommodation and expanding its current craft beer/brewery experience offering; and
  - Jamberoo Action Park has ongoing development plans for new experiences on site including a new water-based ride.



Item 9.8

Attachment 1

**Appendix One: Accommodation Audit**

Type of Accommodation	Number	Capacity/Rooms
Resort	1	52 rooms
Hotel	2	98 rooms
Motel	3	100 rooms
Retreat	1	30 rooms
Luxury Cabin	1	6 cabins
Caravan/Holiday Park	6	Unspecified, mixed offering
B&B	5	8 rooms, 1 cottage, 2 houses
Self-Contained Apartments	4	Unspecified number of 2 bedroom apartments
Serviced Apartments	1	Unspecified capacity
Stayz/ Airbnb	379/171	Approximately 1,000 rooms

**Item 9.8**

**Attachment 1**

Appendix Two: Product Audit by Tourism Australia Segment and Significance Rating

**VISITOR ATTRACTION INVENTORY**

**City-based Experiences** - theme parks, health spa/ well-being, pubs and clubs, shopping, eat out, sightseeing, movies/videos, cinema

**Kiama Area's Current Offer**

Asset	Local significance	Regional significance	State significance
Granties Maze	✓		
Jamberoo Action Park			✓
Jindaleespa Kiama, Ko Samui Thai Massage, Siam Balance Thai Massage, Synergy Beauty Therapy	✓		
Jamberoo Pub	✓		
Gerringong Surf Music Festival		✓	

**Coastal and Aquatic** - go to the beach, whale/ dolphin watching, fishing, scuba/snorkelling surfing, charter boat / cruise, island stays

**Kiama's Current Offer**

Asset	Local significance	Regional significance	State significance
Beaches - Jones Beach, Boneyard, Bombo Beach, Surf Beach, Werri Beach, Mystics Beach, Black Beach, Kendalls Beach, Easts Beach, Seven Mile Beach		✓	
Fishing – Charters - AAA Kiama Harbour Gamefishing and Reef Charters, Kiama Game Fishing Club	✓		
Dolphin and whale watching – Dolphin Watch Cruises, AAA Kiama Harbour Gamefishing and Reef Charters		✓	
Surf Camp Australia		✓	
Kiama Lighthouse		✓	

Kiama Harbour	✓		
Boat ramp – Kiama Harbour		✓	
Boat harbour - Gerringong	✓		
Boat ramp – Little Beach, Gerroa	✓		
Boat ramps – Minnamurra River – Trevethan Reserve, James Oates Reserve, James Holt Reserve	✓		

**Natural beauty/ nature-based** - visit national parks/state parks, botanical or public gardens, bushwalking and rainforest walks, other outdoor activities, visiting wildlife parks/zoos/aquariums

**Kiama Area's Current Offer**

Asset	Local significance	Regional significance	State significance
Minnamurra Rainforest Centre		✓	
National Parks - Royal National Park, Barren Grounds Nature Reserve, Seven Mile Beach National Park			✓
Soft Adventure - Illawarra Walks, Into the Wild Nature Tours Australia, Bigfoot Adventures, Eagle Rock Adventures, Illawarra Fly Tree Top Adventures, Kangaroo Valley Horse Riding, Kangaroo Valley Safaris & Canoe Hire		✓	
Kiama Blowhole			✓
Lookouts - Saddleback Mountain, Mount Pleasant		✓	



**History/ Culture** - theatre/ concerts/ performing arts, museums and galleries, festivals/ cultural events, heritage buildings, sites or monuments, indigenous experiences, tourist trains

**Kiama Area's Current Offer**

<b>Asset</b>	<b>Local significance</b>	<b>Regional significance</b>	<b>State significance</b>
Galleries and arts spaces - Gallery 19, Kiama Art Gallery, Old Fire Station Community Arts Centre, Robyn Sharp at Cedar Ridge Studio, Gerringong and District Historical Society Inc. and Museum, Aspiration Images, Kiama Art Workshops, Pottery at old Toolijooa School	✓		
Various local displays throughout year i.e. car shows, emergency services expos etc	✓	✓	
Gerringong Surf Music Festival	✓		
K.I.S.S Arts Festival	✓		
Jamberoo Music Festival	✓		
Folk by The Sea	✓		
Kiama Lighthouse		✓	
Red Hot Summer Concert		✓	

**Item 9.8**

**Attachment 1**

**Food and wine** - Visit farms, markets, wineries, breweries or distilleries, food markets, picnics or bbqs

**Kiama Area's Current Offer**

Asset	Local significance	Regional significance	State significance
Markets - Kiama Seaside Markets, Kiama Makers and Growers Market, Kiama Farmers Market, Jamberoo Village Markets, Gerringong Village Markets	✓		
Tours – South Coast Journeys	✓		
Winter Wine Festival	✓		

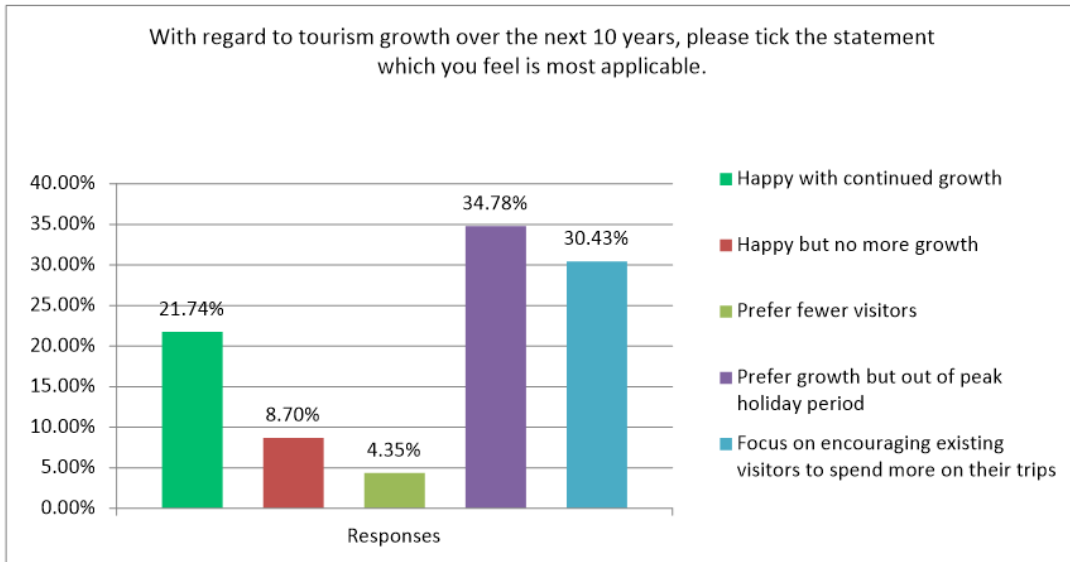
**Sports and Adventure** - golf, water activities / sports, cycling, exercise, gym or swimming, attend an organised sporting event

**Kiama Area's Current Offer**

Asset	Local significance	Regional significance	State significance
Kiama Leisure Centre, Jamberoo Pool, Continental Pool Kiama, Werri Pool Gerringong,	✓		
Kiama Bowling and Rec Club	✓		
Sports events - Kiama Fun Run, Kiama Coastal Classic Running Festival, Kiama Sevens	✓		
Australian Body Slam Bodyboarding			✓
Adventure - Bigfoot Adventures, Eagle Rock Adventures, Illawarra Fly Tree Top Adventures, Kangaroo Valley Horse Riding, Kangaroo Valley Safaris & Canoe Hire		✓	
WSL Surf Competition at Bombo			✓ Internationally significant

Appendix Three: Community Survey Summary

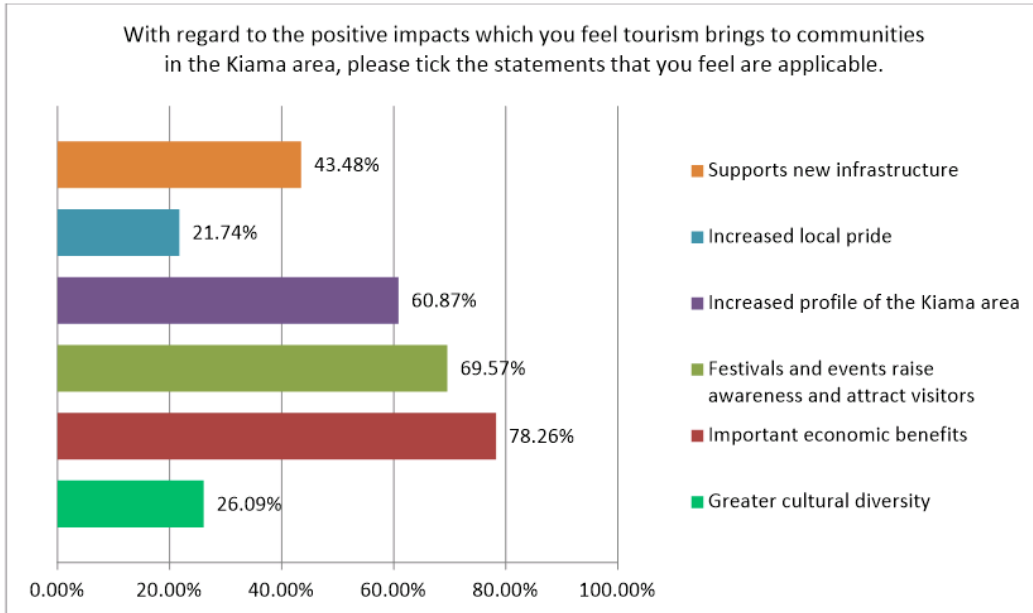
With regard to tourism growth over the next 10 years, please tick the statement which you feel is most applicable.



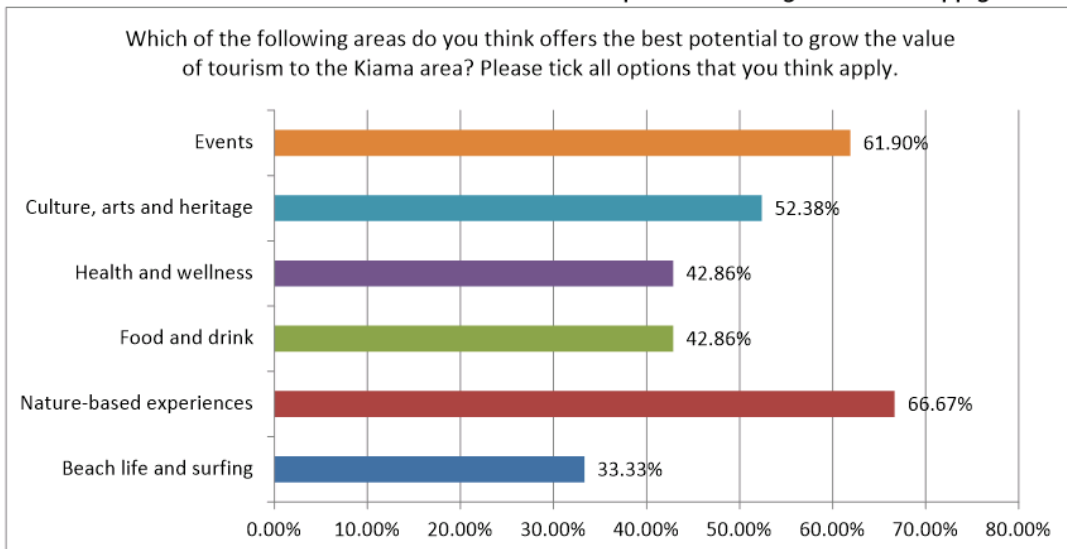
Comment themes:

- There is a need for community education regarding the importance of tourism/hospitality to the region's economy.
- Need to control tourism growth until relevant infrastructure is developed/upgraded.
- Current staff is under resourced as it is.
- Lack of perceived value of tourism to local economy, especially day trippers.
- Perception that day trippers add to workload **and** drain resources of Council (cleaning bbqs, amenities) and take up free parking without adding value.
- Would like focus to be increased spend and participation rather than more visitors.
- Would like to look at strategies for winter seasonality – perhaps focus more on encouraging local travel / exploration.

With regard to the positive impacts which you feel tourism brings to communities in the Kiama area, please tick the statements that you feel are applicable.



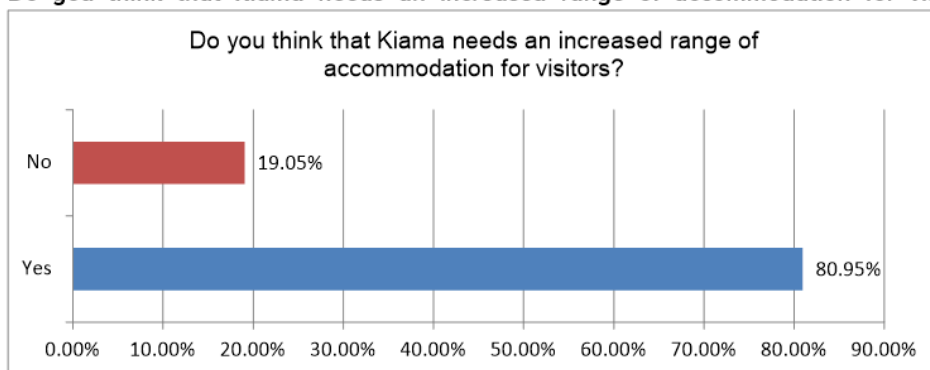
Which of the following areas do you think offers the best potential to grow the value of tourism to the Kiama area? Please tick all options that you think apply.



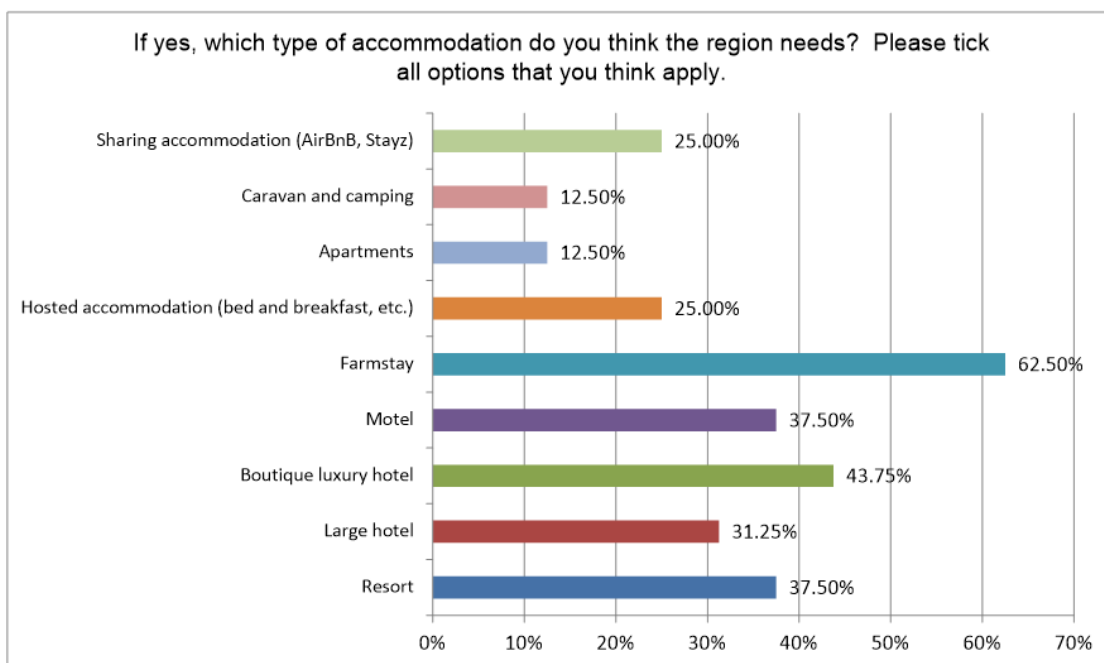
Comment themes:

- General belief that most of these categories do not carry significant tourism spend
- Caution to the number of events – “Too many will upset the locals!”
- Suggestion of *Shopping & Retail*

Do you think that Kiama needs an increased range of accommodation for visitors?



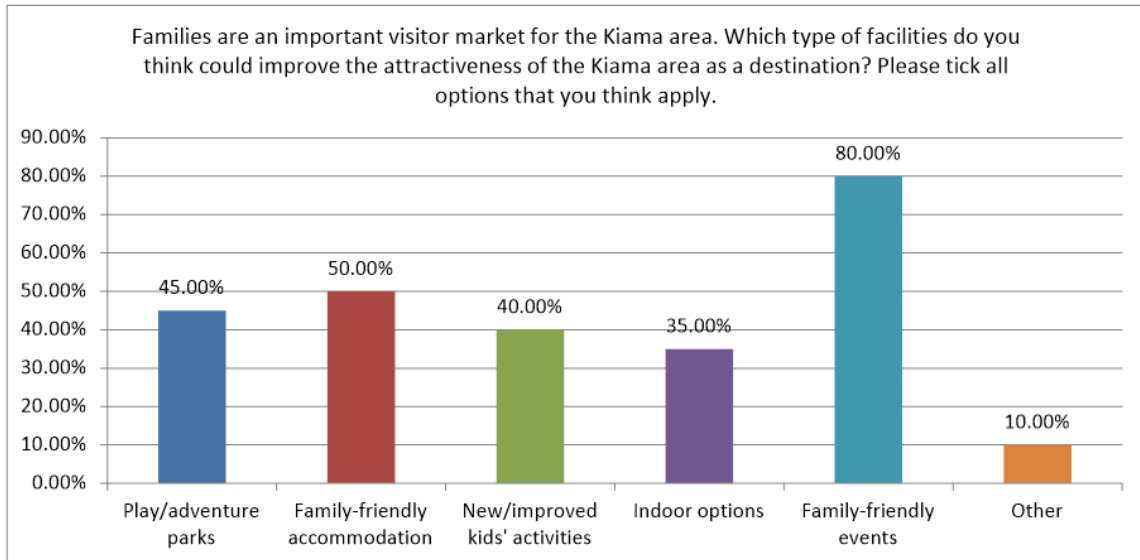
If yes, which type of accommodation do you think the region needs? Please tick all options that you think apply.



Comment themes:

- Cautious about the balance of private vs commercial. There is already a number of private accommodation providers and suggest limiting there from being too many in residential areas.
- Suggestion: *Backpackers*

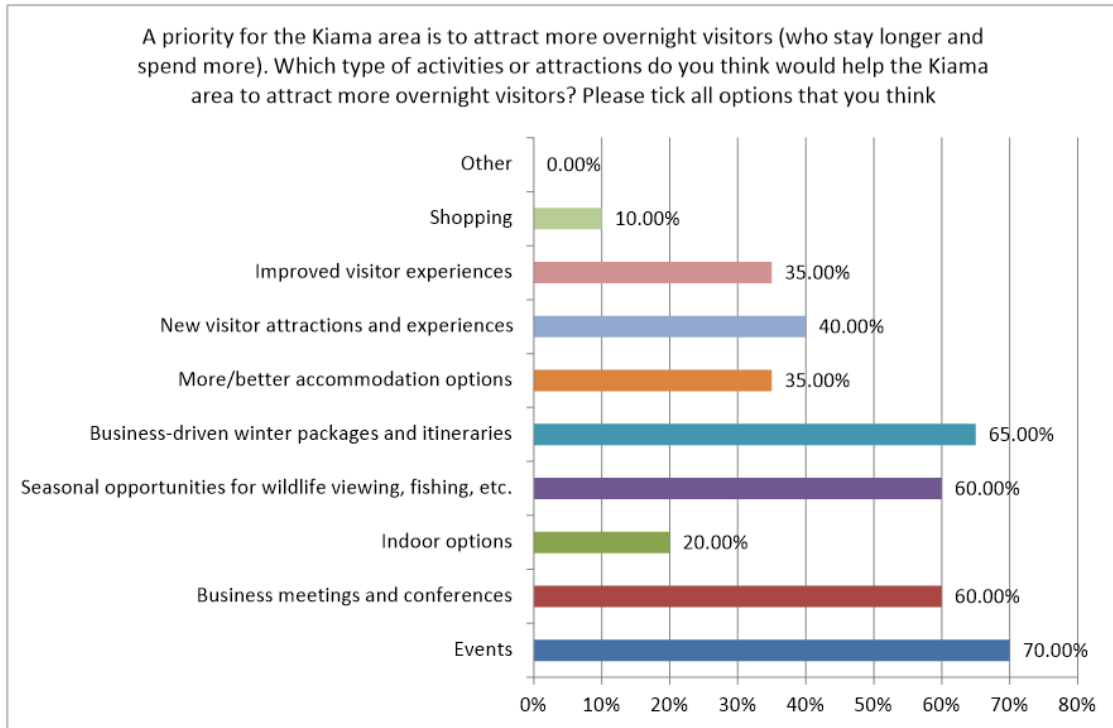
Families are an important visitor market for the Kiama area. Which type of facilities do you think could improve the attractiveness of the Kiama area as a destination? Please tick all options that you think apply.



Comment themes:

- The investment in product offerings need to be justified by the target market's spending capacity.
- Suggestion: *Footgolf – Unique to Jamberoo. Internationally rated course.*

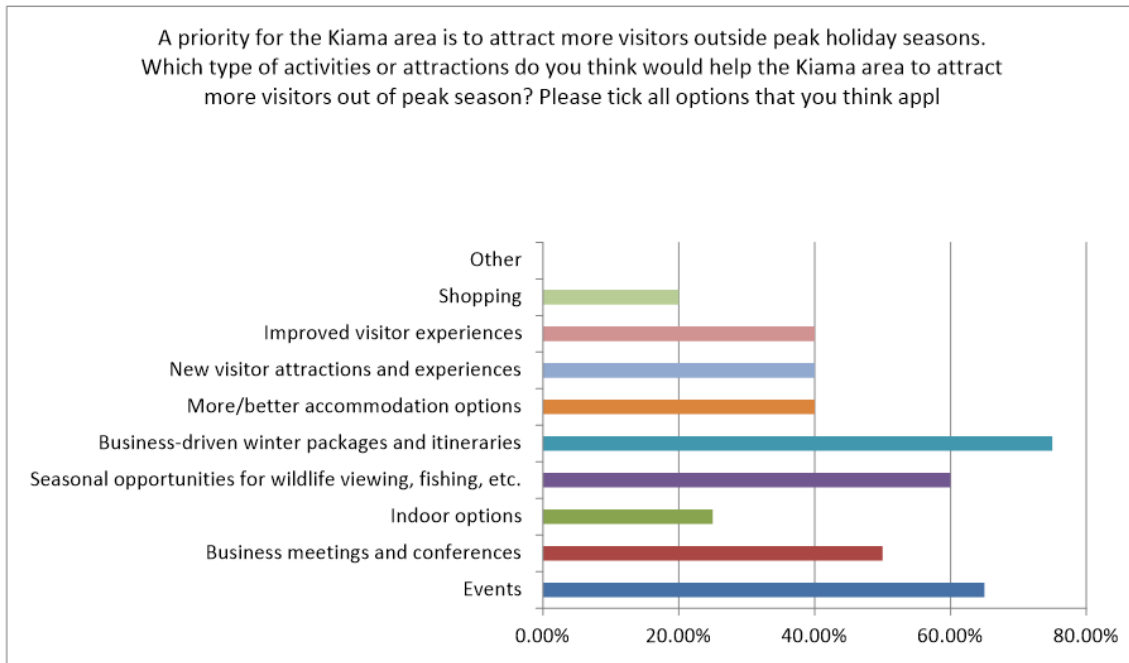
A priority for the Kiama area is to attract more visitors outside peak holiday seasons. Which type of activities or attractions do you think would help the Kiama area to attract more visitors out of peak season? Please tick all options that you think apply.



Comment themes:

- Selective events and limited number.
- Suggestion: *Create a nightlife*.
- A focus on economic development: business dollars flow more freely than others and well placed efforts in this area might produce good year-round results.

A priority for the Kiama area is to attract more overnight visitors (who stay longer and spend more). Which type of activities or attractions do you think would help the Kiama area to attract more overnight visitors? Please tick all options that you think apply.

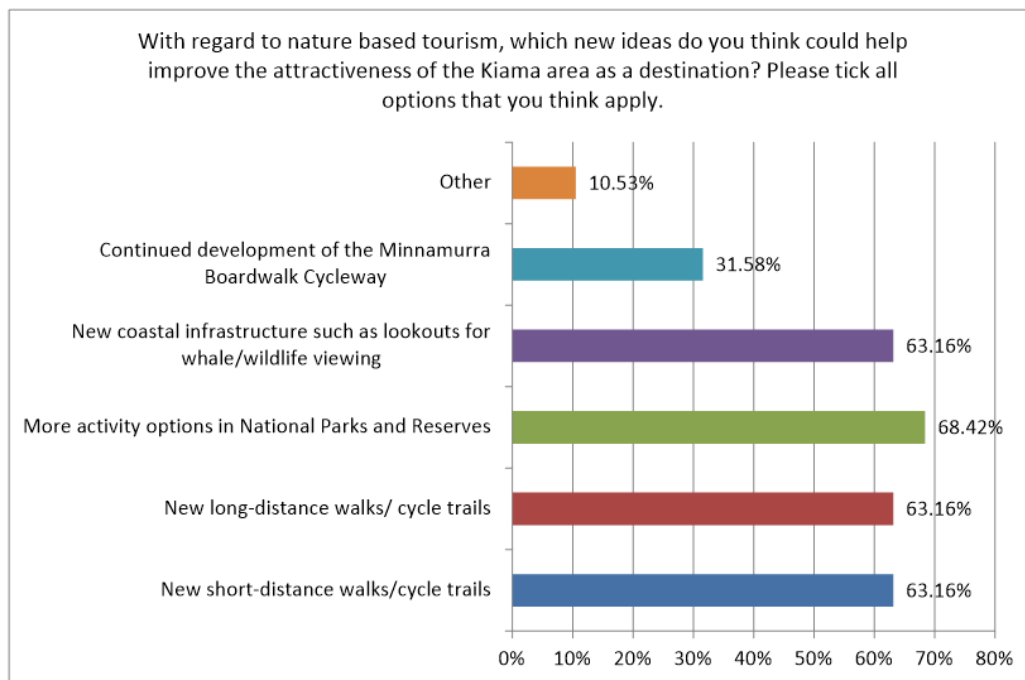


Comment themes:

- Converting day to overnight could be very tricky.
- Attracting from further afield has its challenges as those places have their own charm – difficulty in seeing Kiama’s selling point.
- Suggestion: *Improve current visitor element i.e. parking, retail precincts, pathways and signage.*



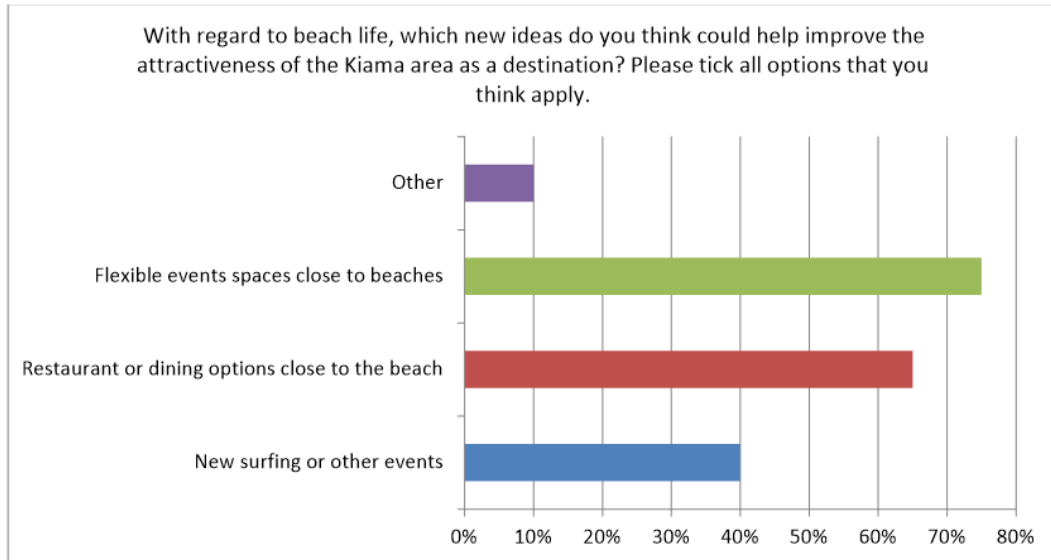
With regard to nature based tourism, which new ideas do you think could help improve the attractiveness of the Kiama area as a destination? Please tick all options that you think apply.



Comment themes:

- Suggest linking headland walks to an integrated walking trail, allowing pop up food and beverages along the walk eg coffee cart, champagne bars with themed walking events. Example: Tasmania and NZ with the multi day walking itineraries that are popular year round.
- Although some investment ideas appeal to the locals, these might not ultimately be successful in converting any day trippers.
- Promoting what there is with improved signage eg. Minnamurra Rainforest.
- Scavenger hunt along the coast using the nature based activities e.g. find 'x' number of 'x' along the coastal walk from Minnamurra to Kiama. take a photo and #Kiama to win a reusable coffee mug from the Kiama Visitor Centre.

With regard to beach life, which new ideas do you think could help improve the attractiveness of the Kiama area as a destination? Please tick all options that you think apply.

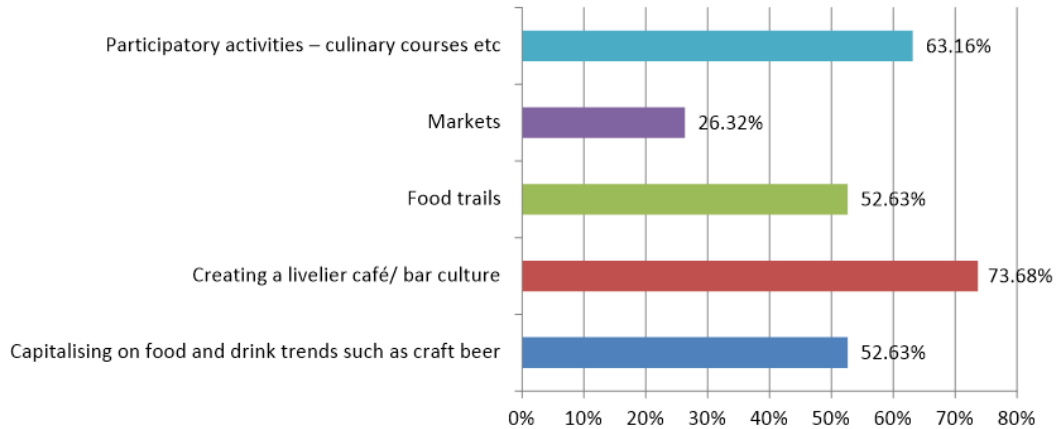


Comment themes:

- Create an 'Adopt A Beach' event.
- Easier access for visitors and locals with disabilities.
- Better use of waterfront: invest in viewing platforms. Equipment hire (stand up paddle boards, surfboards, kite surfing / and or surf school).
- Activate surf clubs: Café's and coffee shops – with beach chairs and umbrellas for hire.

With regard to food and drink, which new ideas do you think could help improve the attractiveness of the Kiama area as a destination? Please tick all options that you think apply.

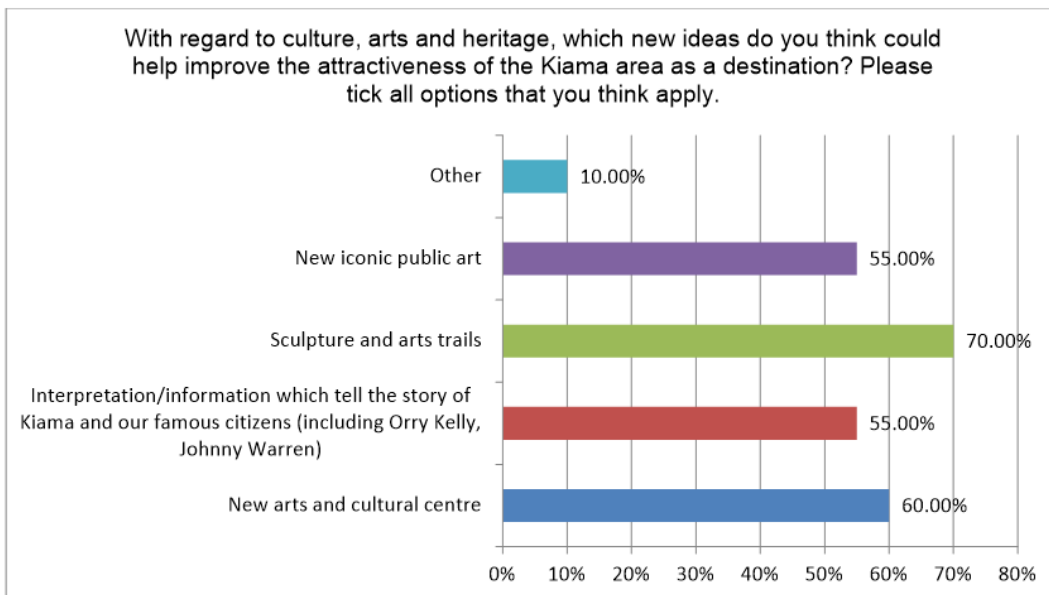
With regard to food and drink, which new ideas do you think could help improve the attractiveness of the Kiama area as a destination? Please tick all options that you think apply.



Comment themes:

- Create a quality seafood restaurant.
- Create a rooftop bar to capitalise on twilight / evening economy and venue.
- Increase the street appeal of existing Kiama restaurants.
- Some of the options have been tried previously – consult with those as to what worked / didn't.
- Cargo's Wharf Restaurant is in a prime spot for a lot of events or a top seafood restaurant. This place or location could be an icon in Kiama as we are a seaside town and should be well known for the best seafood or at least fish and chips – it's been run into the ground **and** should be reclaimed.
- Should investigate a brewery at the harbour **and** dining options on the water.

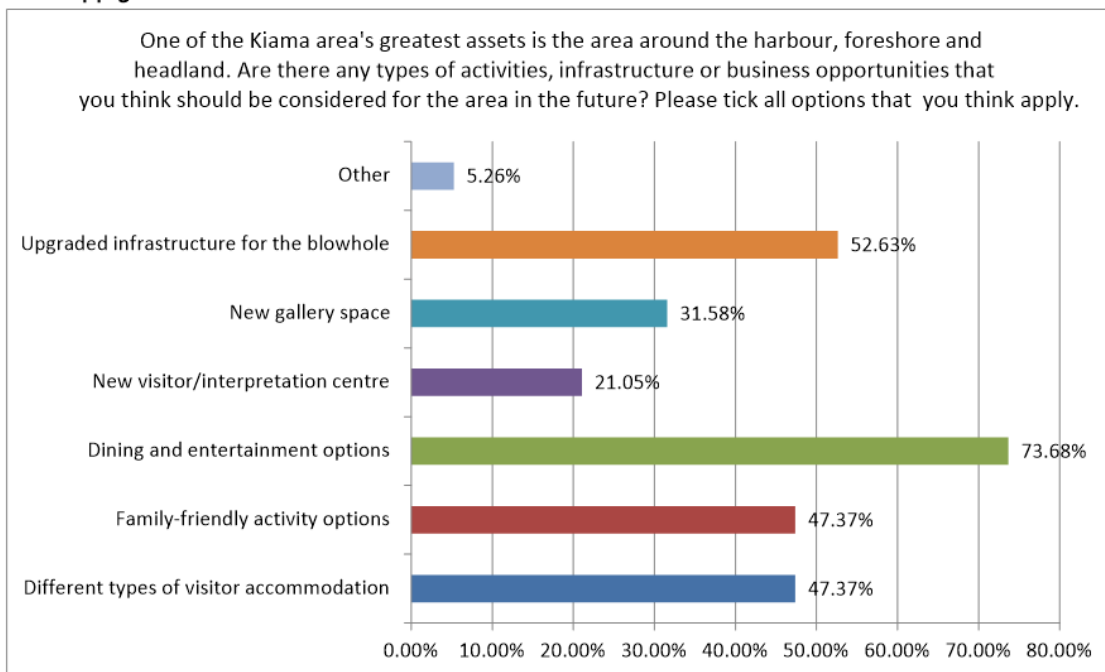
With regard to culture, arts and heritage, which new ideas do you think could help improve the attractiveness of the Kiama area as a destination? Please tick all options that you think apply.



Comment themes:

- Well promoted exhibitions and participatory arts experiences (possibly tied to events such as Rugby Sevens, surfing events etc)
- Aboriginal cultural experiences, improved local music scene - not just big events, growth of literature events and experiences (great for off season when it's cold outside.)
- Disbelief that art is a visitation driver in itself, but rather that it adds ambience to existing drivers / locations. Not considered a compatible element of beach side escape.

One of the Kiama area's greatest assets is the area around the harbour, foreshore and headland. Are there any types of activities, infrastructure or business opportunities that you think should be considered for the area in the future? Please tick all options that you think apply.



Comment themes:

- Paid parking at the Blowhole.
- An interpretative weatherproof centre that would provide a year round experience when the Blowhole is not active.
- An iconic gallery space with a marine theme on the land around the cabins, keeping the Pilots Cottage as part of the Centre.
- Sympathetic re-development of the area around the harbour to match expectations.
- Glassed in viewing platform looking out towards the Blowhole with a restaurant and bar.
- Short trips out on the water. Outdoor movies. Get rid of tacky fairground over summer.
- More adventure based activities for the 20-40 years age range.
- Kids water park, upgrade the Black Beach salt water pool to include concrete bottom and lanes (similar to Shellharbour salt water pool)

Appendix 4: Ranking and Prioritisation of Opportunities

Opportunity	Partnership Development Opportunities	Anticipated community support	Fit with Destination Priorities	Fit with Hero Experiences	Linkages / Value-Add to Existing Experiences	Fit with anticipated consumer demand	Potential to increase Average Length of Stay	Potential to address seasonal challenges	Potential to drive overnight visitation	Potential to drive new day visitor visitation	Potential to increase yield	Potential to Drive Destination Awareness	Potential Level of Economic Impact if successfully implemented	Deliverability?	Overall Rating
	Score from 5	Score from 5	Score from 5	Score from 5	Score from 5	Score from 5	Score from 5	Score from 5	Score from 5	Score from 5	Score from 5	Score from 5	Score from 10	Score from 10	
<b>Precinct and Place Building</b>															
Activation of Kiama Harbour and Headland precinct	4	4	5	5	5	4	4	4	4	3	4	5	10	6	67
New Kiama Arts Precinct	4	5	4	5	4	3	3.5	4	3.5	4	3	4	7	6	60
<b>Arts and Culture</b>															
Orry Kelly permanent collection & fashion festival	4	4	4	4	3	4	4	4	4	3	3	5	7	6	59
Public art program	4	5	5	5	5	3	3	4	3	4	3	4	4	6	58
Johnny Warren -	4	5	4	3	3	3	3	4	2	3	3	4	5	6	52



Developing the tourism potential of Bombo Quarry	3	4	4	4	4	4	4	4	4	3.5	3	3.5	4	3	3	5	6	54
Flying fox-activity development	3	2	4	3	4	4	4	4	4	3	3	3	4	4	4	6	3	50
Great South Coast Walk	4	3	4	4	3	4	4	4	4	3	3	4	3	3	3	6	4	51
Positioning Kiama as the premier whale watching spot on the south coast	4	4	5	4	4	4	4	4	4	3	3	3	4	3	4	6	6	57
Minnamurra Boardwalk and Cycleway project	4	4	4	4	5	4	4	4	4	3.5	3.5	3	3.5	4	3	6	9	61
Kiama Cycleway Plan	3	4	4	3.5	5	3.5	4	3.5	3.5	3	3	3.5	3	3	3	6	9	56.5
Berry Estate Trails project - rail trail between Bomaderry and Gerringong	4	4	4	3.5	4	3.5	4	3.5	3.5	3	3	3	2	3	2	6	6	52

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Create a new dark skies observatory on the headland	3	3	4	4	3	3	3	3	4	3	1	2	3.5	6	4	46.5
<b>Health and Wellness</b>																
Immersive spa experience	4	4	4	4	3.5	3	4	4	4	3.5	4	4	3	6	7	57
<b>Food and Drink</b>																
Community Hall dinners - new concept	3	4	4	3	4	3	2	3	3	3	2	3	4	4	8	51
Kiama Dairy Country	5	5	4	5	5	4	4	4	4	4	5	5	5	7	8	56
Home hosted dinners - new concept	3	3	3	4	3	4	4	4	4	4	2	3	3	3	8	50
Craft brewery development	2	4	4	3	5	3	4	4	4	3	4	4	3	6	7	57

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Foreshore activation to offer an increased range of spending/food & drink opportunities at key beaches	4	3	4	4	5	3	2	2	4	4	5	3	7	9	60
<b>Commercial Accommodation</b>															
Farm-based accommodation: Farmstay / eco accommodation	2	4	5	5	5	5	4	4	2	4	4	3	6	8	48
Touring caravan/RV site	4	2	3	4	3.5	4	2	4	1	3	2	5	8	35.5	
New boutique hotel development - 4/5 star	3	4	4	4	4	4	4	4	1	4	4	7	7	58	
New pop-up /temporary accommodation	4	4	4	4	3.5	4	3	4	1	4	4	6	8	43.5	

Jerrara Eco Accommodation	3	3	5	5	4	5	4	4	3	2	4	3	9	5	62
New beach house style accommodation	3	3	4	4	3	3	3	3	3	1	3	3	5	8	50
<b>Business and Conference</b>															
Refresh the Pavilion's business and conference facilities	3	4	4	3	3	3	4	3	3	3	3	2	7	6	51
Repurposing the Pavilion's stables as a hospitality venue/small MICE facility	3	3	4	3	3.5	3	4.5	3.5	3	4	4	3	6	6	53.5
Attract a new centre of excellence to site in Kiama	4	4	3	3	3	4	4	4	3	3	3	3	6	5	52
Development of wedding market opportunities	4	4	4	4	4	4	3	4	4	4	4	3	7	9	62

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<b>Other</b>															
Major new play park	2	5	4	3	3	4	3	3.5	2	4	2	3	6	7	51.5

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Kiama Tourism Opportunities Plan – Report

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**Appendix Five: Consultation List**

Consultees included;

- Kiama Municipal Council – Councillors
- Destination Kiama – Tourism Advisory Committee
- Destination Kiama – Staff
- Kiama Municipal Council – Directors
- Ann Sudmalis MP (Federal)
- Members of the community who attended workshops at Gerroa, Gerringong, Jamberoo and **Kiama**
- Create NSW
- Destination Sydney Surrounds South
- Illawarra Fly
- Illawarra Shoalhaven Joint Organisation
- Jamberoo Action Park
- Kiama Chamber of Commerce
- Mercure Gerringong
- Merlin Entertainment
- NSW Government - Department of Industry – Lands
- NSW Government – Department of Premier and Cabinet
- NSW Parks and Wildlife Service
- NSW Property Council
- Sebel Hotel, Kiama

**9.9 Question for Future Meeting: Terms of Reference Definitions**

CSP Objective: 4.0 Responsible civic leadership that is transparent, innovative and accessible

CSP Strategy: 4.3 Council and the community working together

Delivery Program: 4.3.1 Foster positive community relationships through open communication, opportunities for participation and sharing information

**Summary**

This report seeks Council endorsement of the standard definitions for the Terms of Reference for Council committees.

**Finance**

Not applicable

**Policy**

Not applicable

**Communication/Community Engagement**

Not applicable

**Attachments**

Nil

**Enclosures**

Nil

**RECOMMENDATION**

That Council adopt the glossary of terms detailed in the report.

**BACKGROUND**

At the meeting held on 26 June 2018 Councillor Reilly requested a report on defining specific terms that are used in our Terms of Reference for Committees.

The following terms have been identified as standard across each of Council's Terms of Reference for Committees.

<b>Word</b>	<b>Definition</b>
membership	body of individuals composing a group
member	one of the individuals composing a group
quorum	number of members required to transact a meeting
community	an interacting population of various kinds of individuals in a common location
representative	serving as a typical or characteristic example

## Report of the General Manager

## 9.9 Question for Future Meeting: Terms of Reference Definitions (cont)

local government area	administrative division of country wholly within the boundaries determined by the State Government
conflict of interest	a situation where a person's private interests can influence or be seen to influence public duty
guidelines	indication or outline of policy or conduct
dissemination of information	delivery or spreading of ideas, decisions or materials
termination	to discontinue or come to an end
voting rights	the right of a member to vote on matters of policy or decision
endorse	to recommend or approve
Council committee	formed for a specific function of council
Statutory committee	legislative requirement to form the committee
Sunset committee	formed for a specific period of time
non-councillor representative	selected for specific skills, knowledge or experience
representatives from the community	individuals drawn from the community who bring particular expertise and insight to the committee - their role does not extend to "representing" the community or being a conduit between the Committee and the Community
Expression of Interest (EOI)	method of requesting and showing interest in applying for a position

Item 9.9

Once these definitions have been adopted work will commence on standardizing all Terms of Reference. This work will involve reformatting all Terms of Reference to a standard template, establishment of a chronological listing of changes and ensuring a consistency of language and wording.

**9.10 Blue Haven Advisory Committee Terms of Reference**

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.2 Planning for and assisting specific needs groups

Delivery Program: 1.2.1 Operate Blue Haven Care

**Summary**

This report seeks endorsement of the amended Terms of Reference for the Blue Haven Advisory Committee following the implementation of the Blue Haven Board.

**Finance**

Not applicable

**Policy**

Not applicable

**Communication/Community Engagement**

Not applicable

**Attachments**1 Blue Haven Advisory Committee Terms of Reference [↓](#)**Enclosures**

Nil

**RECOMMENDATION**

That Council endorse the amended Terms of Reference for the Blue Haven Advisory Committee.

**BACKGROUND**

Following the recent implementation of the Blue Haven Board it has been necessary to amend the Terms of Reference for the Blue Haven Advisory Committee to reflect the modified objectives and responsibilities of the role of this committee.

Specific and objectives now included in the Terms of Reference are:

- Provide consumer feedback on the development of the Operational Plan for Blue Haven Bonaira
- Provide input into the implementation of new Aged Care Standards

Further the Committee no longer has the responsibility to promote and deliver information from the communities they represent.

Council is now requested to endorse the amended Terms of Reference for the Blue Haven Advisory Committee.





Terms of Reference

<b>Name of committee</b>	<b>Blue Haven Advisory Committee</b>
<b>Status</b>	Council committee <input checked="" type="checkbox"/> Statutory committee <input type="checkbox"/> Sunset committee <input type="checkbox"/> (specify the end date ..... )
<b>Purpose</b>	To monitor the operational activities of Blue Haven (comprising Blue Haven Village, Blue Haven Care Home and Blue Haven Care In Home Support) and provide relevant advice to the Blue Haven Board (Council).  To provide transparency in decision making relating to Blue Haven and encourage inclusive planning processes
<b>Objectives</b>	The Kiama Council's Blue Haven Advisory Committee forms part of the governance structure of Blue Haven, assisting the organisation to meet the aged care accreditation standards. The role of the committee will be to assist Blue Haven maintain a high quality service. The Committee will: <ul style="list-style-type: none"> <li>• Provide consumer feedback on the development of the Operational Plan for Blue Haven Bonaira</li> <li>• Have regard to the Aged Care Quality Standards provided by the Commonwealth Department of Health</li> <li>• Provide input into the implementation of new Aged Care Standards</li> <li>• Receive relevant reports from the Executive Officer/General Manager, Director Blue Haven, Manager Operations and Strategy, ILU Manager, ILU Residents Committee, Manager Community Programs and Chief Financial Officer and provide advice and feedback on issues raised including:                         <ul style="list-style-type: none"> <li>- Work health and safety issues</li> <li>- New and revised policies</li> <li>- Provide opportunity for consumer representation in decision making about service delivery, enhancement and coordination</li> <li>- Strategic planning - give consideration and provide advice regarding new service development and service expansion</li> <li>- Give feedback and recommendations based on information exchanged with relevant groups or community members represented by the Committee</li> </ul> </li> </ul>

Item 9.10

Attachment 1

	<ul style="list-style-type: none"> <li>- Consider management and practice issues, in accordance with Council policies and procedures</li> <li>• Matters to be considered may be referred to the Committee by the Blue Haven Board (Council). Committee members may raise any other matters of relevance to Blue Haven operations at Committee meetings</li> <li>• Unless authorised by the General Manager, Committee members have no authority to represent the Committee, Blue Haven, or Council (the Board), nor to expend funds or incur liabilities</li> <li>• Committee members have no authority to direct staff</li> <li>• While Committee members must act in accordance with the Committee's Charter and exercise due diligence, individual Committee members have no personal liability for the Committee's recommendations to Council</li> </ul>
<b>Committee Meetings</b>	Meetings are to be held bi-monthly on the 1 <sup>st</sup> Wednesday
<b>Venue</b>	Meetings will be held at the Blue Haven Terralong Independent Living Units meeting room
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Mayor plus minimum of two nominated Councillors</li> <li>• Up to seven non Councillor representatives</li> <li>• Staff representation from the following Council departments: Blue Haven and General Manager</li> <li>• Other Council officers as required.</li> </ul>
<b>Meeting Quorum</b>	A Quorum will be deemed to have been met under the following criteria: <ul style="list-style-type: none"> <li>i. Minimum of 50% plus 1</li> </ul>
<b>Meeting administration</b>	<ul style="list-style-type: none"> <li>• Meetings are to be chaired by a Councillor or Chairperson elected by the committee and endorsed by Council.</li> <li>• Minutes will be taken by a representative of Council.</li> <li>• Minutes are required to be submitted for the next Blue Haven Board (Council) meeting immediately following the committee meeting.</li> <li>• Minutes and agendas will be circulated no less than seven days prior to next scheduled meeting.</li> </ul>
<b>Selection of members</b>	When positions become vacant the selection of new committee members will be undertaken: <ul style="list-style-type: none"> <li>i. through a public invitation for EOI by applicants</li> <li>ii. by consideration of applications by Council</li> <li>iii. by Council approval of successful applicants</li> </ul>

	<p>The following factors will be taken into consideration when determining members:</p> <ul style="list-style-type: none"> <li>i. the person’s relevant experience and expertise</li> <li>ii. whether the person is a resident of the Kiama Local Government Area</li> <li>iii. there is a gender balance</li> <li>iv. there is representation from across the full Kiama geographical area</li> <li>v. cultural and age diversity is represented</li> <li>vi. committee members are able to demonstrate that they are “connected and representative” of the community</li> </ul>
<b>Responsibility</b>	<p>Committee members will:</p> <ul style="list-style-type: none"> <li>i. act in an advisory role to Council staff</li> <li>ii. provide strategic guidance on implementation of programs and initiatives</li> <li>iii. participate in working parties as needed</li> <li>iv. at all times comply with Councils Code of Conduct</li> <li>v. at all times contribute in a positive and respectful manner</li> <li>vi. avoid disruption, contrary conduct or being wasteful of time and resources</li> </ul>
<b>Term of membership</b>	<p>Non-Councillor membership of the Blue Haven Advisory Committee will for a four year term, commencing September, mid-term of the elected Council.</p> <p>NB: Committee members may reapply to serve on consecutive terms.</p>
<b>Termination of membership</b>	<p>Non Councillor member positions will be declared vacant/terminated when a member:</p> <ul style="list-style-type: none"> <li>i. completes their designated term and retires from the committee</li> <li>ii. competes their term and is not re appointed</li> <li>iii. resigns their membership, in writing, to the Chairperson</li> <li>iv. fails to attend more than 75% of scheduled meetings unless granted special leave of absence by the Chairperson</li> <li>v. acts in a way that is contrary to their responsibility as outlined (above).</li> </ul> <p>NOTE: Council on the recommendation of the committee chairperson reserves the right to terminate appointments in instances where behaviour is considered excessively disruptive and contrary, is a breach of the Code of Conduct, is deemed inappropriate or is regarded as failing to provide productive and valued input.</p>

<p><b>Process for termination</b></p>	<p>Where a (non-Councillor or staff) committee member's behaviour is considered unsatisfactory and contrary to their responsibilities (identified above), the Chairperson will draw this to the attention of the relevant committee member and reinforce the required level of conduct. The Chairperson will make a written record of this and provide to a relevant council officer for recording. The committee member will be able to sight and sign the written record.</p> <p>Where there is re-occurrence of unsatisfactory behaviour the committee member will be warned formally in writing by the Chairperson. Counselling (to be provided by the General Manager or Public Officer) will reinforce the standard of conduct expected as well as the implications of the behaviour on the committee members and Council. In addition counselling will reinforce potential for termination from the committee should the behaviour continue. A written record shall be kept of the formal warning and counselling.</p> <p>If the committee member's behaviour does not improve after the formal warning and counselling, the committee member's appointment may, on the recommendation of the Chairperson, be terminated by Council resolution.</p>
<p><b>Code of Conduct</b></p>	<p>At all times Councillors, employees, Council officials and Advisory Committee members must comply with Council's Code of Conduct.</p>

## 10 REPORT OF THE DIRECTOR ENVIRONMENTAL SERVICES

### 10.1 Regional Disaster Waste Management Plan Project

CSP Objective: 2.0 Well planned and managed spaces, places and environment

CSP Strategy: 2.4 Effectively manage our waste and resources

Delivery Program: 2.4.1 Manage waste services

Item 10.1

#### Summary

This report provides details of the Regional Disaster Waste Management Plan Project coordinated by the Illawarra Shoalhaven Joint Organisation.

#### Finance

The total cost of this project is \$99,132. Shellharbour, Kiama, Shoalhaven and Wingecarribee Councils contribution is \$22,500 each. The Illawarra Shoalhaven Joint Organisation will contribute \$9,132.

As part of the quarterly budget review process it is recommended Council allocate \$22,500 from its Domestic Waste Management Reserves to finance its contribution to this project.

#### Policy

Illawarra Shoalhaven Joint Organisation has completed the tender process for this project. This process was undertaken in accordance with the provisions of the Local Government Act 1993 and Regulations.

#### Communication/Community Engagement

ISJO will be responsible for consultation with the relevant Councils and other government organisations and stakeholders.

#### Attachments

Nil

#### Enclosures

Nil

### **RECOMMENDATION**

That Council, as part of the 2018-19 quarterly budget review process, resolve to allocate \$22,500 from Domestic Waste Management Reserves, as its contribution to the Regional Disaster Waste Management Plan Project.

### **BACKGROUND**

The Illawarra Shoalhaven Joint Organisation has engaged the services of a consultant to provide specialist waste consultancy services for the regional Disaster Waste Management Plan Project.

## Report of the Director Environmental Services

## 10.1 Regional Disaster Waste Management Plan Project (cont)

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The project will involve the following:

1. Creation of individual Disaster Waste Management Plans for Shellharbour City Council, Kiama Municipal Council, Shoalhaven City Council and Wingecarribee Shire Council;
2. Establish draft partnership agreements (or Memorandums of Understanding) between the parties that can be enacted when a disaster crosses regional boundaries or when one Council requires additional temporary storage for waste created by the disaster. Wollongong City Council has an existing draft Disaster Waste Management Plan to form part of these agreements.

The primary objectives of the Disaster Waste Management Plans is enablement of Councils to:

- Facilitate safe, efficient and sustainable management of waste generated during disaster scenarios;
- Preserve the life of the individual and regional waste and resource recovery facilities by diverting as much disaster waste as possible from the putrescible landfill;
- Support existing Council Waste Services Business Continuity Plans;
- Determine a strategy for the management of Hazardous Waste; and
- Determine the communication strategy to initiate and implement the Plan.

This project is due for completion by early 2019.

**Financial implications**

Council is required to provide \$22,500 as its funding contribution for this project.

In the 2018-2019 budget no funding was provided for this regional project. However, this expenditure can be allocated by Council in the first quarterly budget review process. Funding for this expenditure will come from the Domestic Waste Management Reserves.

**10.2 Question for future meeting: CCTV Kiama Downs Shops**

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.3 We live in a safe community

Delivery Program: 1.3.3 Undertake local community safety initiatives

**Summary**

This report responds to a question for future meeting from Councillor Way from the August Council meeting requesting investigation into providing CCTV at the satellite shopping centres.

**Finance**

Minimum of \$100,000 plus additional staff administration & maintenance costs and hours.

**Policy**

Kiama Municipal Council CCTV Policy.

**Communication/Community Engagement**

N/A

**Attachments**

Nil

**Enclosures**

Nil

**RECOMMENDATION**

That Council does not proceed with installing CCTV at the Kiama Downs shopping strip.

**BACKGROUND**

At the August Council meeting, Councillor Way asked for a report on providing CCTV at the Kiama Downs shopping strip.

Based on the cost to install a stand-alone 6 camera CCTV system in Gerringong CBD, which cost \$92,000, it is estimated that the provision of a similar system at Kiama Downs would cost a minimum of \$100,000. Additional considerations that would need to be addressed are:

- There is no Council owned building near the shopping strip that could house a server for a CCTV system;
- The more CCTV systems that are installed throughout the Municipality, the higher the maintenance and associated operational costs;
- Council staff are already finding it difficult to process the applications for copies of recorded images from NSW Police due to the amount of staff hours required

## Report of the Director Environmental Services

## 10.2 Question for future meeting: CCTV Kiama Downs Shops (cont)

- 
- to retrieve footage from the Gerringong CBD system (when requested) in conjunction with requests for copies of images from the Kiama CBD system;
- Council staff hours to carry out maintenance on the current CCTV systems is already impacting on other IT operational priorities;
  - Cleaning costs for the CCTV cameras, combined between Kiama & Gerringong, are currently costing \$7,000 a year and therefore any additional CCTV systems will add to this cost;
  - It may be more cost effective for businesses in the shopping strip to install their own CCTV systems, which could be achieved for a much lower cost due to these systems not requiring civic works or the same level of maintenance and privacy compliance requirements that Council must meet.

For the above identified issues and reasons, it is recommended that Council does not pursue installing a CCTV system at the Kiama Downs shopping strip at this time.



**10.3 Minutes: Cultural Board meeting held on 23 August 2018 and Laughter House Entertainment Spiegel Tent**

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.1 Developing and implementing services and programs that promote social cohesion, healthy and active lifestyles for residents of all ages, abilities and interests

Delivery Program: 1.1.3 Provide and promote cultural and artistic activities and programs

Item 10.3

**Summary**

This report provides Council with the minutes from the Kiama Cultural Board August 2018 meeting and reports the Cultural Boards recommendations regarding the Laughter House Entertainment Spiegel tent proposal.

**Finance**

\$20,000 has been allocated in the 2018/2019 budget for the Cultural Grants which is allocated in two rounds. This is the first round for this financial year.

**Policy**

BISI Cultural Planning Document

**Communication/Community Engagement**

The Kiama Cultural Board provides community engagement with local artists and residents through its representatives on the Board.

**Attachments**

1 Kiama Cultural Board meeting - Minutes 23 August 2018 [↓](#)

**Enclosures**

Nil

**RECOMMENDATION**

That Council:

- Note the Cultural Board minutes
- Does not endorse the motion contained in the minutes in regards to the Laughter House Entertainment Spiegel Tent proposal.

**BACKGROUND**

Mr Dave Evans of Laughter House Entertainment attended the August meeting of the Kiama Cultural Board to discuss opportunities and to seek support from the Board regarding the installation of their Spiegel tent, The Kazador, in the south west corner of Black Beach on Kiama Harbour, was the site used for the tent during the 2018 KISS Arts Festival.

## Report of the Director Environmental Services

## 10.3 Minutes: Cultural Board meeting held on 23 August 2018 and Laughter House Entertainment Spiegel Tent (cont)

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The tent is a semi-permanent structure that could be used as an entertainment and community space with an approximate capacity for 170 people.

The Cultural Board moved and carried a motion for Council to consider an investigative report on the possibility of locating the Spiegel tent at Black Beach on Kiama Harbour and further recommends that Council write a letter to Crown Lands in support of such, following the outcome of the report, if appropriate.

This motion is not supported at this time due to a range of issues that would first need to be addressed such as:

- Permissibility under Kiama LEP 2011;
- Impact on public access to the area;
- Building Code of Australia requirements;
- Consistency with future Plan of Management and licensing considerations;
- Merit issues such as waste management, noise, parking, security, access to amenities and licensing considerations;
- Landowner's consent;
- Consistency with relevant State legislation and policies.

Preliminary meetings have been held with Mr Dave Evans and Tamara Campbell from Laughter House Entertainment where Council has provided some guidance around the range of matters, including the above, that need to be progressed before any formal proposal could be made for consideration.

**Minutes of the Kiama Cultural Board Committee meeting held on Thursday 23 August 2018 in the Committee room 1 at 5.30pm.**

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**Present:** Mayor Mark Way, Cr Neil Reilly, Catherine Carr, Louise Croker, Gail Morgan, Nick Guggisberg, Terri Rowe, Rachael Rowley (Student)

**Apologies:** Judy White, Tamara Campbell, Gregor Cullen, Cr Kathy Rice, Mike Lothian, Anthony Body

**2. Minutes of previous meeting**

**Motion:** That the minutes of the previous meeting held 12 July 2018 be accepted as an accurate record of the meeting

**Moved:** Gail Morgan                      **Seconded:** Catherine Carr                      CARRIED

**3. Community and Cultural Development Officer Report**

No report submitted this meeting – main focus has been NAIDOC Awards and now development of application for Regional Cultural Fund.

**4. Guest Speaker – Dave Evans**

Laughter House Entertainment are looking to garner support for the installation of the semi-permanent Kazador tent in the south west corner of Black Beach to be used as a community space. The Jazz and Blues Club and Folk by the Sea have expressed an interest in using the space if it was in place.

All the markets and other regular users of Black Beach have expressed support. The Makers and Growers Markets initially raised some concerns but have been offered use of the space as part of the markets which they are currently considering.

Installation of the tent will create opportunity for a wide range of performances to come to the area that are consistent with the type of performances and uses expected and desired for the new Arts Centre and would start the process of building this type of audience and performances in the area. Business synergies are also currently be explored with local restaurants.

Approximate capacity is 170.

Community use would be free.

Security could be an issue, cameras and lighting would be needed. CCTV cameras to be installed at the harbour will not cover that the area.

**Motion:** That the Cultural Board asks Council to consider an investigative report on the possibility of locating the Spiegel tent at Black Beach on Kiama Harbour and recommends Council writes a letter of support to Crown Lands in support of such, following the outcome of the report, if appropriate.

**Moved:** Cr Neil Reilly                      **Seconded:** Gail Morgan                      CARRIED

**5. Kiama Arts Precinct**

The consultant Quantity Surveyor has come back with a \$10.5M estimate on the Art Centre which is consistent with original estimates.

We will also be applying for the full amount for second round of the Regional Environment and Tourism Fund in conjunction with the Regional Cultural Fund.

Louise Croker and Nick Guggisberg are working to develop the applications.

**5. General Business**

*Cultural Grants*

**Motion:** That the Cultural Board approves the Cultural Grants as recommended by the Cultural Board subcommittee and recommend such to Council for approval.

Moved: Catherine Carr      Seconded: Terri Rowe      CARRIED

*Arts Honour Roll*

Council has approved Bert Flugelman to be inducted into the Kiama Arts Honour Roll. The presentation will be held on Monday 17 September 2018.

Cr Neil Reilly raised that consideration needs to be given to a physical Honour Roll within the local government area. This matter will be included in the September agenda

*Board Membership*

Judy White has submitted her resignation, therefore we now have three vacant positions.

**6. Next meeting**

Thursday 6 September 2018 – Jess Cook  
Cultural Board Thurs 25 October 2018

**There being no further business the meeting closed at 6.45pm**

[17/37443]

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This is **Page 2** of the Kiama Cultural Board Committee meeting held on 11 January 2018

**10.4 Grant funding offers for projects identified in the Minnamurra and Crooked River Coastal Zone Management Plans**

CSP Objective: 2.0 Well planned and managed spaces, places and environment

CSP Strategy: 2.2 Our community and natural environments are adaptive, resilient and sustainable

Delivery Program: 2.2.1 Implement adopted Coastal Management Programs and legislative requirements

Item 10.4

**Summary**

Council has been successful in obtaining grant funding under the NSW Estuary Program to undertake 2 projects identified in the Minnamurra River and Crooked River Coastal Zone Management Plans. One project is for the preparation of a design plan and option to control bank erosion in the Blue Angle Creek Gerroa in the Seven Mile Beach Holiday Park. The other project is for bush regeneration and weed management in an area of the Minnamurra River catchment.

This report outlines details of the projects and funding as required by Council.

**Finance**

Due to the determination of the Estuary Grants being delayed, no funding could be included in the 2018-2019 budget estimates for these 2 projects. Council is required to provide a contribution 50% of the total value of each.

Funding is available from Council's Holiday Parks and Environment and Sustainability Reserves. This can be allocated by Council through the quarterly budget review process.

**Policy**

These projects have been identified in the relevant Coastal Zone Management Plans for each of the rivers, which have been endorsed by Council and certified by the Office of Environment and Heritage.

**Communication/Community Engagement**

The development of the Coastal Zone Management Plans involved a communication and community engagement process. The 2 plans included the specific projects and were placed on public exhibition before being adopted by Council

**Attachments**

Nil

**Enclosures**

Nil

**RECOMMENDATION**

That Council, as part of the 2018-19 quarterly budget review process, resolve to allocate \$11,500 from the Holiday Parks Reserve and \$4,500 from the Environment and Sustainability Reserve, as its contributions to each of the funding offers for grant applications submitted under the NSW Estuary Program.

Report of the Director Environmental Services

10.4 Grant funding offers for projects identified in the Minnamurra and Crooked River Coastal Zone Management Plans (cont)

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## BACKGROUND

Council reviewed and updated its Estuary Management Plans for the Crooked River and Minnamurra River to produce the Crooked River Coastal Zone Management Plan and the Minnamurra River Coastal Zone Management Plan. Following their development, endorsement and sign off from the Minister, Council has applied for funding from the NSW Estuary Program to undertake actions identified within these plans.

The 2 projects grant funding applied for are:

### **Project 1 – Blue Angle Creek Gerroa- erosion control assign and design options study**

This project involves a consultant preparing a design options analysis to control bank erosion in the Blue Angle Creek where it runs through the Seven Mile Beach Holiday Park. The bank erosion, if not stabilised, will result in the loss of camping sites.

This priority action is required because temporary measures already undertaken to try to alleviate the observed erosion at this location have not worked.

The design option analysis will identify the best design for sections of the Blue Angle Creek bank where it passes through the holiday park as well as providing a more detailed engineering design for the worst eroded section of the creek that will require significant bank stabilisation works.

Grant funding under the NSW Estuary Program to undertake the stabilisation work is something Council will apply for in the future.

This project will take about 8 months to complete at an estimated cost of \$25,000.

### **Project 2 – Bush regeneration and weed management in an area of the Minnamurra River catchment.**

The Minnamurra Coastal Wetlands Rehabilitation Project will utilise Conservation Volunteer Australia bush regeneration crews to undertake targeted weed control in the wetlands area at the western end of Charles Avenue Minnamurra.

Between 2015-2017 a similar project received funding to control and remove asparagus fern and other incidental weeds in this area. This project will continue follow up maintenance of this area as well as opening up new areas for weed control.

This project will take about 3 years to complete at an estimated cost of \$27,000.

### **Financial implications**

Due to the determination of the Estuary Grants being delayed, no funding could be included in the 2018-2019 budget estimates for these 2 projects. Council is required to provide a contribution 50% of the total value of each.

Council is required to fund 50% of the project costs associated with projects funded under the NSW Estuary Program.

### Project 1

Report of the Director Environmental Services

10.4 Grant funding offers for projects identified in the Minnamurra and Crooked River Coastal Zone Management Plans (cont)

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Blue Angle Creek erosion control options analysis. The total project cost allocated is \$25,000 and Council is required to cover 50% of the funding allocation, \$12,500.

In the 2018-2019 budget Council has allocated \$1,000 to implement actions in the Crooked River Coastal Zone Management Plan. The remaining \$11,500 in funding will come from the Holiday Park Reserves.

Project 2

The total project cost allocated is \$27,000 with Council to provided 50% in funding, \$13,500 over the 3 year period of the project. This means \$4,500 each financial year for the next 3 years.

The proposal is to allocate the \$4,500 from Council's Environment and Sustainability Reserve on an annual basis.

For these projects to commence in this financial year, funds will have to be allocate in the 2018-2019 budget. As part of the first quarter 2018-2019 budget review process it is recommended Council allocate a total of \$17,000 (noting that \$1,000 has already been allocated) to be financed from the Holiday Park Reserves (\$11,500) and Environment and Sustainability Reserve (\$4,500).

For the 2019-2020 and 2021-2022, estimates \$4,500 will be allocate each year as Council's contribution for Project 2.

**10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking**

CSP Objective: 2.0 Well planned and managed spaces, places and environment

CSP Strategy: 2.3 The principles of sustainable development and compliance underpin town planning and local development

Delivery Program: 2.3.1 Conduct development and building assessment/approval functions in accordance with statutory requirements, policies and procedures

Item 10.5

**Summary**

This report reviews the DA 10.2018.103.1 which involves demolition of the existing dwelling and the construction of a proposed mixed use building consisting of a medical centre with 3 residential apartments and associated car parking.

The report recommends that Council approve DA 10.2018.103.1 as the proposal is:

- permissible under LEP 2011 - R3 Medium Density Residential in terms of the residential component (3 x units)
- permissible in the R3 zone under State Environmental Planning Policy (Infrastructure) 2007 in terms of the medical centre component
- compliant with the zone objectives and is consistent with the relevant development standards of the Kiama Local Environment Plan 2011 (LEP), except for the building height development standard (Clause 4.3) whereby a minor exception is sought; and
- generally consistent with the Kiama Development Control Plan 2012 (DCP), with the exception of Chapter 5 control C11, which identifies allowable building line encroachments. The proposed development includes an entry portico from Greta Street that does not satisfy the criteria to be an allowable encroachment.

Requests to vary this LEP development standard have been received.

**Finance**

N/A

**Policy**

N/A

**Communication/Community Engagement**

Required: Yes (onsite notice and letter notification)

Notification Period: 14 days from 07/05/2018 to 21/05/2018

Submissions: 9 submissions received

**Reason for the Report**

This report is submitted to Council because only the elected Council can:

- determine applications involving more than 3 objections;



Report of the Director Environmental Services

10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

- determine applications with a construction value of more than \$2,000,000.00.

**Attachments**

1 10.2018.103.1 - plans [↓](#)

**Enclosures**

Nil

**RECOMMENDATION**

That Council approve Development application 10.2018.103.1 under Section 4.16 of the Environmental Planning and Assessment Act 1979, subject to conditions at the end of this report.

**BACKGROUND**

The property is described as Lot 4 DP 562389 which is located at 16 Greta Street Gerringong.

The overall site measures 1,352m<sup>2</sup> in size and is a rectangular in shape, corner allotment. The site currently contains a dwelling house and garage/shed and is bounded by residential land containing principally dwellings, Greta Street to the west and Figtree Lane to the north. The site is situated at the edge of the Gerringong B2 Town Centre zone.

The site is zoned R3 Medium Density Residential under Kiama LEP 2011.



Figure 1 – Locality Plan

The site is predominantly cleared and slopes moderately (approximately 6m fall) from northeast downward to the southwest. The site drains to the adjoining public road (Greta Street). Access to the property is obtained from either Greta Street or from Figtree Lane. The site is serviced by water, sewer, electricity and telecommunications.

Report of the Director Environmental Services

10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

Item 10.5



Figure 2 – Site Photograph (2016 View)

**Description of the Proposed Development**

The proposal involves demolition of the existing dwelling and the construction of a proposed medical centre with 3 residential apartments and associated car parking.

The proposed mixed-use development is configured in the flowing arrangement:

Level	Proposed use
Lower Ground Floor	<ul style="list-style-type: none"> <li>○ Car parking:                             <ul style="list-style-type: none"> <li>● Medical centre car park consisting of 15 car parking spaces + loading bay;</li> <li>● Secure residential car park consisting of 5 car parking spaces (including 2 visitor spaces).</li> </ul> </li> <li>○ Residential and medical centre lobby/access to the lift.</li> <li>○ Separate bin enclosure for the medical centre bins and the residential bins.</li> <li>○ Plant room.</li> </ul>
Ground Floor	<ul style="list-style-type: none"> <li>○ Medical centre consisting of:                             <ul style="list-style-type: none"> <li>● Reception;</li> <li>● Waiting room (with play area);</li> <li>● Pathology;</li> <li>● Consulting rooms 1-7;</li> <li>● Treatment room;</li> <li>● Procedures room;</li> <li>● Business manager office;</li> <li>● Staff room with terrace;</li> </ul> </li> </ul>

Report of the Director Environmental Services

10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

Item 10.5

	<ul style="list-style-type: none"> <li>• WC's.</li> <li>○ Resident's common courtyard.</li> </ul>
First Floor	<ul style="list-style-type: none"> <li>○ 3 x 2 bedroom residential units. Each unit has:                             <ul style="list-style-type: none"> <li>• open plan kitchen/dining/living opening onto outdoor terrace;</li> <li>• bed 1 with ensuite;</li> <li>• bathroom;</li> <li>• laundry cupboard;</li> </ul> </li> <li>○ residential lobby.</li> </ul>

The proposed residential units are configured as follows:

	Floor area (m <sup>2</sup> )	Bedrooms	Parking
Unit 1	85.0	2	1
Unit 2	103.88	2	1
Unit 3	86.85	2	1
<b>TOTAL</b>	275.73	6	3

Each proposed dwelling has access to a terrace private open space area with an easterly exposure.

Vehicular access is obtained from Greta Street to the lower level car park consisting of 20 car parking spaces (15 medical centre and 5 residential car spaces).

The proposed hours of operation of medical centre are:

- Monday and Wednesday – 8.00am to 7.00pm
- Tuesday, Thursday and Friday – 8.00am to 6.00pm
- Saturday – 8.00am to 12 noon

The exterior of the building is proposed to be finished in a combination of materials and colours, distinguishing each level (layer) of the building:

Level	Materials/Colours
Lower Ground Floor	<ul style="list-style-type: none"> <li>○ Recycled brick</li> <li>○ Concrete</li> <li>○ Gabion retaining walls</li> </ul>
Ground Floor	<ul style="list-style-type: none"> <li>○ Linear cladding (Dulux 'Reckless Grey')</li> <li>○ White sunhoods/awnings</li> </ul>
First Floor	<ul style="list-style-type: none"> <li>○ Vertical metal cladding and roof (Colorbond</li> </ul>

Report of the Director Environmental Services

10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

	<p>'Windspray')</p> <ul style="list-style-type: none"> <li>○ Linear cladding 'Pop-Outs'</li> <li>○ Timber pergola &amp; screens</li> </ul>
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Waste will be collected from Greta Street. The proposal is shown in Figures 3 and 4 below:

Item 10.5

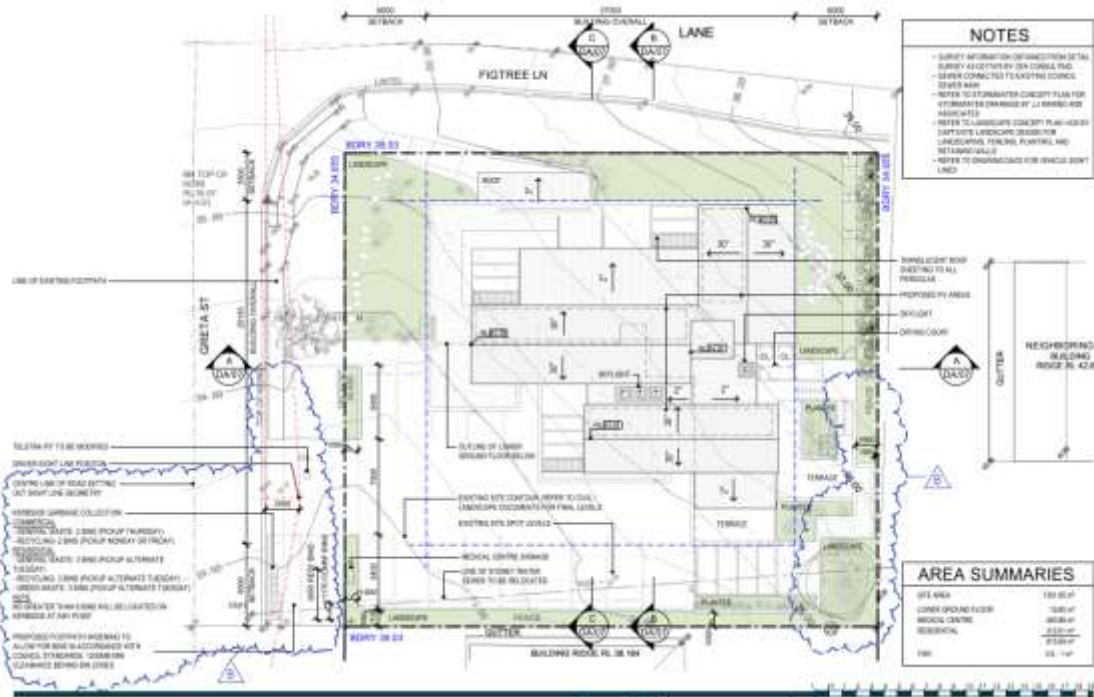


Figure 3 – Site Plan



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**Figure 4 – Elevations**

**Section 4.15 Assessment**

The proposed development has been assessed in accordance with Section 4.15 of the Environmental Planning and Assessment Act 1979 (as amended) and the following matters are considered relevant:

**Relevant Environmental Planning Instruments**

- State Environmental Planning Policy – Coastal Management

The Coastal Management SEPP:

- Seeks to balance social, economic and environmental interests by promoting a coordinated approach to coastal management, consistent with the objectives of the Coastal Management Act 2016.
- Is part of the NSW Government's commitment to improving the way the coastal zone is managed, due to its unique environmental, social and economic values.
- Reviews and consolidates existing SEPP 14 (Coastal Wetlands), SEPP 26 (Littoral Rainforests) and SEPP 71 (Coastal Protection). These older policies were repealed with enactment of the Coastal Management SEPP.
- Seeks to redefine the coastal zone into four areas, rather than by a single fixed area along the entire coastline, to enable more targeted management of the diversity of environments and interests in the coast. Separate development controls apply to each area and focus on achieving specific objectives.

The 'coastal zone' is defined in the Coastal Management Act 2016 as four coastal management areas comprising: *Coastal Wetlands and Littoral Rainforests Area; Coastal Vulnerability Area, Coastal Environment Area and Coastal Use Area.*

The site of the proposed development is not within the mapped coastal zone.

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

A BASIX Certificate was lodged with the application, which demonstrates that the multi-dwelling housing has been designed in accordance with BASIX.

- State Environmental Planning Policy N. 55 - Remediation of Land

Clause 7 of the SEPP No 55 requires Council to consider whether the land is contaminated and if it is contaminated if remediation works are required. Council is unaware of any historic land use which would deem the site unsuitable for the proposed development, therefore the land is considered to be suitable for the proposed use.

A Hazardous Materials Inspection Report (prepared by Asbestos Reporting - report ref. 2614 dated 16 April 2018) was submitted with the application that identified the presence of hazardous materials within the dwelling proposed to be demolished. Should consent be granted conditions of consent will be imposed in relation to the demolition, removal and disposal of hazardous building materials.

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- 
- State Environmental Planning Policy No 65 – Design Quality of Residential Apartments

This Policy aims to improve the design quality of residential apartment development in NSW.

Under Section 4(1)(c), this Policy does not apply to the proposed development, as less than 4 dwellings are involved.

- State Environmental Planning Policy (Infrastructure) 2007

The aim of this Policy is to facilitate the effective delivery of infrastructure across the State.

Part 3 Development Controls, Division 10 of the SEPP pertains to 'health services facility', which is defined as meaning "a facility used to provide medical or other services relating to the maintenance or improvement of the health, or the restoration to health, of persons or the prevention of disease in or treatment of injury to persons, and includes the following:

- (a) day surgeries and medical centres,
- (b) community health service facilities,
- (c) health consulting rooms,
- (d) facilities for the transport of patients, including helipads and ambulance facilities,
- (e) hospitals."

The proposed medical centre is a type of health services facility.

The SEPP identifies the R3 Medium Density Residential zone as a prescribed zone for the purposes of the Division.

Under Section 57 of the SEPP, development for the purpose of health services facilities may be carried out by any person with consent on land in a prescribed zone. Medical centres are thereby permissible in the R3 zone pursuant to SEPP (Infrastructure) 2007.

Whilst the SEPP provides for the permissibility of the proposed medical centre, under sub-clause 4(a)(ii) of Section 57, nothing in this clause prevents a consent authority from refusing to grant consent for development by reference to the consent authority's own assessment of the compatibility of the development with the surrounding land uses.

In response to this it is highlighted that the subject site is situated diagonally opposite the B2 Town Centre zone in Gerringong (separated by Figtree Lane). In terms therefore of its position, it is on the outside edge of the Gerringong central business district (town centre).

Medical Centres are a permissible land use within the B2 zone under Kiama LEP 2011. The subject land is zoned for medium density residential development (R3) under Kiama LEP 2011 and the proposed development includes 3 residential units, which fulfil a medium density residential use of the site. The proposed mixed-use

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development, at this location, is considered to represent a compatible land use transition between the adjacent B2 Town Centre zone and the R3 Medium Density Residential zone within which it is situated.

With respect to the compatibility of the proposal in terms of built form, the architecturally designed building responds appropriately to the site (e.g. topography, access etc) and presents in such a way that, again, serves to transition between the B2 and R3 zones. The building presents as both a medical centre (with its ground floor level facade) and residential units (with its first floor level facade) above a common car parking level. The form and presentation of those levels reflects the function of those levels.

The bulk and scale of the proposed building is compliant with Council's floor space ratio development standard applying to the site and is compliant, for the most part, with Council's building height development standard. The proposed development also observes the setback requirements expected of development in the R3 zone. From a design, streetscape and townscape perspective, the presentation of the proposal is considered to be compatible with the area.

Overall, it is accepted that the proposed development, with its medical centre component, is generally compatible with surrounding land uses and the surrounding area in this instance.

- State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

Clause 9 and 10 of the SEPP (Vegetation in Non-Rural Areas) 2017 outlines that consent is required for the clearing of certain vegetation in non-rural areas. Council's DCP 2012 outlines that certain trees can be removed without requiring consent. Trees are proposed to be removed as part of this development, which forms part of this development application. The removal of this vegetation is not inconsistent with the provisions of the SEPP.

- Kiama LEP 2011

The subject land is zoned R3 Medium Density Residential under the Kiama LEP 2011.

The proposed development constitutes a 'mixed use development', comprising 2 land uses:

1. A medical centre; and
2. Residential units (x 3).

A "Medical Centre" is defined under the LEP as meaning "*premises that are used for the purpose of providing health services (including preventative care, diagnosis, medical or surgical treatment, counselling or alternative therapies) to out-patients only, where such services are principally provided by health care professionals. It may include the ancillary provision of other health services.*"

The proposed medical centre component of the proposed development is prohibited in the zone under the terms of the LEP, but is permissible by way of SEPP

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Infrastructure (as discussed above), which is the prevailing environmental planning instrument (the SEPP overrides the LEP).

The residential component of the development is permitted with consent in the zone (residential flat building) and is considered to be consistent with the zone objectives. The residential units are not characterised as shop top housing (which is prohibited in the zone) as the units are above a medical centre, not a business or retail premises.

Kiama LEP 2011 lists the objectives of the R3 zone as:

- *To provide for the housing needs of the community within a medium density residential environment.*
- *To provide a variety of housing types within a medium density residential environment.*
- *To enable other land uses that provide facilities or services to meet the day to day needs of residents.*
- *To provide opportunities for multi-storey residential accommodation in locations close to shops, transport nodes, commercial services, public open space and employment opportunities.*
- *To provide increased housing choice particularly housing suited to older people and people with a disability.*
- *To increase the supply of affordable housing.*

The proposed development is generally in line with the objective of providing for the housing needs of the community within a medium density residential environment (3 x residential unit component) and enabling other land uses that provide facilities or services to meet the day to day needs of residents (medical centre component).

Specific clauses requiring consideration:

Clause 4.3 requires that the height of the building does not exceed the maximum height shown on the Height of Buildings Map (8.5m in this instance). The proposal exceeds the height shown on the Height of Buildings Map in 2 locations, having a maximum building height of 8.9m.

Clause 4.4 requires that the floor space ratio does not exceed the maximum floor space ratio shown for land on the Floor Space Ratio map (0.7:1 in this instance). The proposal does not exceed the floor space ratio shown for land on the Floor Space Ratio map, having an FSR of 0.6:1.

Clause 4.6 provides for exceptions to development standards where requested and justified in writing by the applicant and where Council is satisfied that:

- the applicant's written request has adequately addressed the matters required to be demonstrated by subclause (3) (i.e. that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case and that there are sufficient environmental planning grounds to justify contravening the development standard); and



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- the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out.

In this instance it is proposed to construct to a height of 8.9m at its highest point (western end above Unit 2), thereby breaching the 8.5m building height development standard by up to 4.5%. A second, more minor breach occurs with the southern pavilion of the building (western end above Unit 3), which has a 150mm breach with a height of 8.65m.

The applicant has provided a submission, under LEP Clause 4.6, seeking exception to the building height development standard of Clause 4.3 of the LEP.

### Applicant's Submission

In addressing Clause 4.6 and seeking exception to Clause 4.3, the applicant has highlighted that Clause 4.6 aims to enable flexibility in applying development standards where better design outcomes are achieved. Clause 4.6(3) states:

*“Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating:*

- (a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and*
- (b) that there are sufficient environmental planning grounds to justify contravening the development standard”*

The applicant makes the following comments in justification of the proposed exception to the building height development standard:

*“The proposed variation involves a maximum exceedance of the 8.5 metre height standard by 400mm at the western corner extremity of the roof of Unit 2 and 150mm at the western corner extremity of the roof of Unit 3.*

*The minor variation has been necessitated due to the slope of the site down towards the west, the need to retain appropriate floor to ceiling heights and most importantly to deliver an aesthetic building form that reflects a farmhouse vernacular.*

*I have reviewed the proposal and consider that given the minor nature of the variation, the absence of any adverse impacts and the flexibility it provides to enable a gabled roof rather than a hipped roof, compliance with the development standard is unnecessary.*

*The objectives of Clause 4.3 are addressed as follows:*

- (a) to ensure future development is in keeping with the desired scale and character of the street and local area,*

*The proposed development has been designed to reflect dwellings in the street and surrounding area with pitched gabled roof building forms with metal cladding. The proposed variation relates to a second storey residential part of the building situated in the centre of the site and well setback from the nearest*

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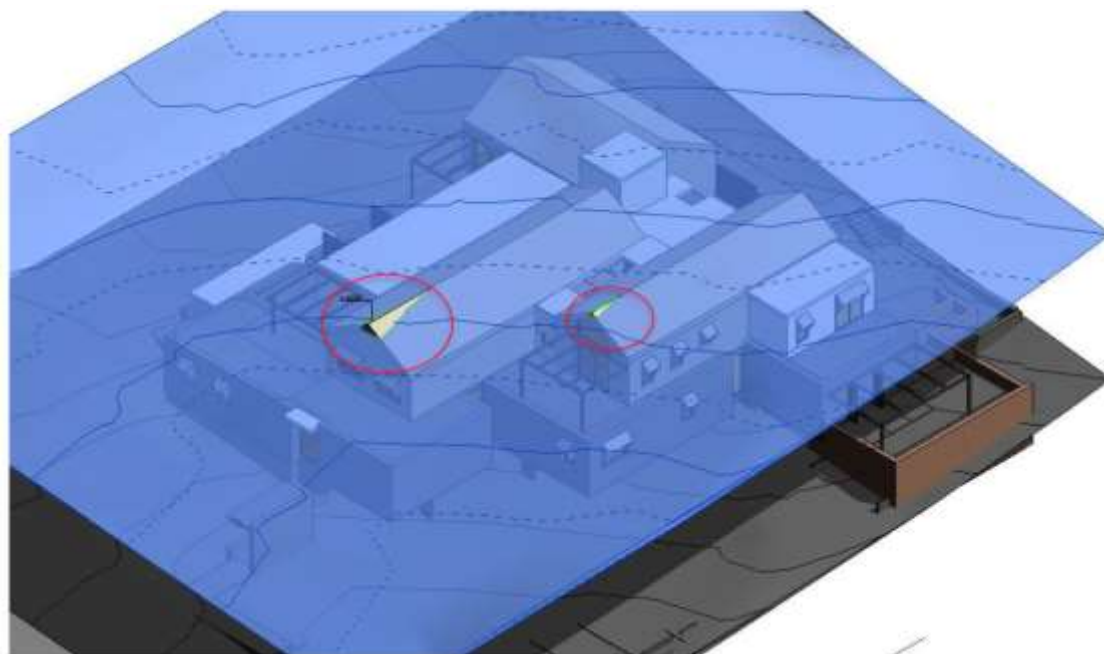
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*frontage, being Greta Street. The permissible building height on immediately adjacent land to the east is 11 metres, with future development possibly being built to 3 stories.*

- (b) *to allow reasonable daylight access to all developments and the public domain, As the minor encroachments are situated in the centre of the site there is no significant impact upon the daylight achieved by surrounding neighbours in particular the adjacent property to the south or Greta Street. Shadow diagrams submitted with the DA demonstrate that the development meets with Kiama DCP requirements for solar access.*

*In summary, the very minor exceedance of the building height standard has been necessitated due to reasonable grounds. The development is in keeping with the desired scale and character of the surrounding area and does not adversely create any amenity impacts and should be supported.”*

The extent of the proposed height breach is illustrated in the diagram below:



**Figure 5 – 3D image of proposed development - 8.5m height limit shown in blue, height breaches shown in yellow**

### Response

In relation to Clause 4.6(3)(a) of the LEP (that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case), the following matters are noted:

- The proposal does not result in any unreasonable additional amenity impacts, such as overshadowing, view loss, privacy loss and the like, as discussed within this report.

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- The proposed building height breach does not trigger a breach of the floor space ratio (FSR) development standard, nor enable additional development opportunities.

It is generally accepted, on this basis, that strict compliance with the development standard is unreasonable and unnecessary under the circumstances.

In relation to Clause 4.6(3)(b) of the LEP (that there are sufficient environmental planning grounds to justify contravening the development standard), the following matters are noted:

- The proposal is consistent with the R3 zone objectives (as previously discussed).
- Despite non-compliance with the building height development standard, the proposal is consistent with the objectives of Clause 4.3; being
  - (a) to ensure future development is in keeping with the desired scale and character of the street and local area

Comment: The proposed building is compatible with the desired scale and character of the area despite the height breach. The proposed development is below the maximum permissible floor space ratio and observes the setbacks expected of development in the zone. The vast majority of the development is below the 8.5m building height limit.

- (b) to allow reasonable daylight access to all developments and the public domain

Comment: Shadow diagrams have been provided (and are attached to this report), which demonstrate that overshadowing brought about by the proposed development is considered to be acceptable. Furthermore, the proposed height limit breach does not result in any unreasonable additional overshadowing impact on the private or public domain.

- Despite non-compliance with the building height development standard, the proposal is consistent with the objectives of Clause 4.6; being:
  - (a) to provide an appropriate degree of flexibility in applying certain development standards to particular development

Comment: The proposed height breach is minor in nature, as illustrated in Diagram 5 above. The pitched roof forms are integral to the design of the development and representative of roof forms in Gerringong township. Overall, the nature and minor extent of the proposed height breach is considered acceptable, particularly having regard to the cross-fall of the site. Accordingly, an appropriate degree of flexibility in the application of the height limit control is warranted and justifiable in this instance.

- (b) to achieve better outcomes for and from development by allowing flexibility in particular circumstances

Comment: Compliance with the building height limit would be achieved by the introduction of a hipped roof rather than gable; however this would

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undermine the aesthetic sought with the design of the building. In this regard a hipped roof above units 2 & 3 would be detrimental to the architecture of the building. To this end the applicant comments that the *“roofs are designed with a 30 degree pitch, to be sympathetic to the existing streetscape building forms and with the traditional domestic roof forms in the Gerringong area”*. A better outcome is thereby achieved by allowing flexibility.

- The site is suitable for the proposed development and the building height breach does not create any unreasonable additional impact in terms of overshadowing, privacy loss or view impact.

As outlined above it is accepted that there are sufficient environmental planning grounds to justify contravention of the development standard under the circumstances.

In terms of the Public Interest, notwithstanding the height breach, it is accepted that the development:

- Provides a suitable built form on the site, in context with the scale and character accepted of development in the medium density residential zone,
- Promotes the orderly and economic development of land in a manner which satisfies the objectives of the zone,
- Will not result in an unreasonable loss of sunlight to the neighbouring development or the public realm and will have minimal impact in terms of visual impact, disruption of views, privacy impact and the like; and
- Will not hinder the attainment of the R3 zone objectives.

Overall, despite non-compliance with the numeric building height development standard, the proposed development satisfies the objectives underpinning the standard. The height limit breach is limited to the western sector of the roof above units 2 & 3.

Under Clause 64 of the *Environmental Planning and Assessment Regulation 2000* the Director-General's concurrence has been assumed for the variations applied for, in accordance with Planning Circular PS 08-003.

As the proposed exception to the building height development standard has satisfactorily addressed Clause 4.6(3) of Kiama LEP 2011, it is recommended that the application for exception be supported.

Clause 5.5 lists requirements for development within the coastal zone. The proposal is not inconsistent with the objectives of the clause. The proposal does not cause increased coastal hazards or adverse impacts by way of diminished foreshore access, treatment of effluent and disposal of stormwater.

Clause 5.9AA stipulates that trees or vegetation which are not of a species or kind prescribed for preservation in a development control plan may be cut down, lopped or removed. The proposal includes species on the site which are not included within

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the development control plan and are permitted to be removed as part of the development approval.

Clause 6.2 lists considerations for proposals which involve earthworks. The proposal meets the objectives of the clause and the matters prescribed for consideration are satisfied.

### **Any draft Environmental Planning Instruments**

- Draft State Environmental Planning Policy 55 – Remediation of Land

The new SEPP will retain elements of SEPP 55, and add new provisions to establish a modern approach to the management of contaminated land.

The overarching objective of SEPP 55 is to promote the remediation of contaminated land to reduce the risk of potential harm to human health or the environment. This objective remains relevant and will be replicated in the new SEPP. The key operational framework of SEPP 55 will be maintained in the new SEPP.

The proposed development is considered to be consistent with the requirements of the draft SEPP.

### **Development Control Plans (DCPs)**

- Kiama DCP 2012

The proposed development is generally consistent with Kiama DCP 2012, with the exception of Chapter 5 control C11, as discussed below.

#### Chapter 5 – Medium Density Residential Development

Control C11 states that the following structures may encroach forward of the front setback, other than a foreshore building line, and shall be a maximum area of 5.0m<sup>2</sup>:

- A 1m maximum encroachment of underground parking ventilation structures that are integrated with other external building structures, such as pathways or terraces and effectively screened by appropriate landscaping.
- A cantilevered deck, balcony, patio, terrace or verandah for a maximum depth of 1.5m.
- An eaves or gutter to a maximum of 1.5m in depth.
- A step excluding landings to a maximum height of 1.0m and a depth of 1.5m.
- A fences and/or retaining wall to a maximum height of 1.2m.
- An entry feature or portico to a maximum depth of 1.5m.
- A window box treatment or bay window to a maximum depth of 1.5m.
- A sun shading feature to a maximum depth of 1.5m.
- Letterboxes.

In response to this control the applicant acknowledges the following:

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“The proposal includes the following building elements forward of the Greta Street front setback:

A detached entry portico to the residential development and letter boxes are both proposed as free-standing elements adjacent the driveway within the front setback.

These encroachments are seen consistent with those permissible under this clause and add to the articulation of the front façade and the presentation of the building to the street.”

Comment: There is no objection to the letterboxes, as they are a listed allowable encroachment. It is a requirement that they be accessible from the street (for postal delivery) and letterboxes are clearly a common element in a residential streetscape.

The proposed entry portico extends beyond the allowable 1.5m deep encroachment control and therefore does not satisfy the criteria identified in the control to be an allowable encroachment forward of the building line. The proposed entry portico encroachment is circled in red in Figure 6 below:



north



south

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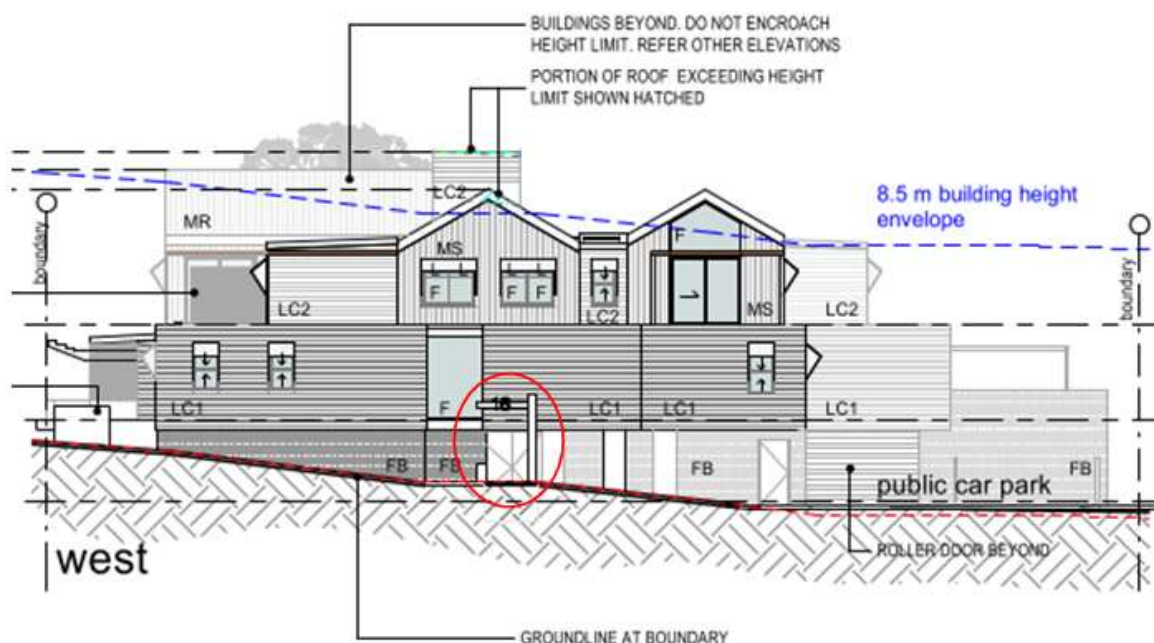


Figure 6 – Entry portico building line encroachment – circled in RED

Although the portico does serve to highlight the main entry to the building, this building line encroachment is not considered to be crucial, as there will be a pathway from the entry that will be flanked by the letterboxes at the property boundary to clearly delineate the entry. The free-standing portico structure is a clear breach of the building line control and will be a prominent structure forward of the building line in the Greta Street streetscape, particularly when viewed from a southerly direction. Should development consent be granted, it should include a condition that excludes the proposed entry portico forward of the building line from the approval.

With the exception of control C11 the proposed development is generally compliant with the performance provisions and objectives of Chapter 5.

Chapter 9 – Car Parking

The proposed development incorporates car parking accommodating 20 cars.

Overall, Council’s DCP requires the provision of 20 onsite car parking spaces (5 residential + 15 medical centre = 20 (see below)). In total, 20 onsite car parking spaces are proposed, satisfying the numeric requirements of Chapter 9.

The proposed mixed use development triggers separate parking requirements between the medical centre component of the development and the residential component. In this respect, and as outlined in the DCP, car parking is calculated on the basis of each distinct use.

Medical centre

Based on the DCP requirements, medical centres require 1 space per 25m<sup>2</sup> of gross leasable floor area.

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‘Gross leasable floor area’ is defined in Chapter 9 as meaning “*the sum of the area within the internal faces of the walls of a building, excluding stairs, lifts, circulation areas and amenities, but includes the designated stock storage areas.*”

The proposed medical centre has a gross leasable floor area of 352.4m<sup>2</sup> (as defined in Chapter 9 and verified using Council’s Trapeze software) thereby requiring 15 onsite parking spaces ( $352.4/25 = 14.1 = 15$ ), which are provided. One space is available on-site for disabled parking. Overall, 15 on-site parking spaces are required, and provided, for the medical centre component of the development.

An additional parking space is available for and ambulance that will double as the loading bay.

#### Residential component

One space per 1 or 2 bedroom unit (3 units = 3 spaces) plus 1 visitor parking space per 2 units (3 units = 1.5 spaces = 2 spaces). A total of 5 parking spaces are required, and provided, for the residential units.

#### **Any Planning Agreement**

Nil

#### **Any Matters Prescribed by the Regulations**

- NSW Coastal Policy 1997: A Sustainable Future for the New South Wales Coast

The proposal does not compromise the strategic actions or principles (Appendix C - Table 3) adopted within the *NSW Coastal Policy 1997*.

- Australian Standard AS 2601 - 1991: The Demolition of Structures

The proposal is not inconsistent with Australian Standard AS 2601 - 1991: *The Demolition of Structures*

#### **Any Coastal Zone Management Plan**

Nil

#### **The Likely Impacts of the Proposed Development**

- Streetscape

The design of the proposed development is considered to be reasonable when considered in relation to the context of the site, forming a reasonable transition (in both presentation and land use terms) between the adjoining B2 Town Centre zone and the R3 Medium Density Residential zone within which it is situated. The bulk, scale and design of the proposal is consistent with relevant planning instruments and is not inconsistent with the streetscape.

As discussed above under DCP 2012 Chapter 5 control C11 the proposed entry portico does not satisfy the criteria to be an allowable encroachment forward of the building line and is considered to be a prominent element within the streetscape that breaches the building line. Should development consent be granted, it should include



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a condition that excludes the proposed entry portico forward of the building line from the approval.

- Noise

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

- Privacy and Overlooking

No significant concerns are raised in relation to privacy loss and overlooking resulting from the proposed development.

- Overshadowing

Shadow diagrams have been supplied with the development application, which indicate that the overshadowing impacts of the proposed development will be within the DCP identified thresholds and is therefore reasonable.

- Views

The proposal will have no unreasonable impact upon views currently available from neighbours.

- Vehicular Access, Parking and Manoeuvring

Sufficient car parking is proposed. Manoeuvring is compliant with AS/NZS 2890.1 – 2004 and the driveway will comply with required gradients.

- Stormwater Management

A satisfactory drainage design has been provided with the application. All stormwater will drain to Greta Street.

- Environmental Impacts

*Vegetation Removal* – The trees proposed for removal are a Privet and an Oleander. Both trees are very large and both are exempt species in DCP 2012 Chapter 3.

The removal of the 2 trees has been considered by Council's Landscape Officer and no concerns have been raised.

*Fauna Impacts* – It is unlikely that the proposal will affect any fauna or its habitat.

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

*Impact on Water Resources* – A 3,000L rainwater tank will be provided, as required by BASIX. Stormwater will be conveyed to the street. Controls will be implemented during construction to minimise sedimentation.

- Social and Economic Impacts

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The proposed development will likely have minimal adverse social or economic impacts.

The proposed development will have positive social and economic impacts for the area in providing for medical care in a building more capable of supporting the needs and expectations of the medical professionals and staff as well as the patients. With the long-term operation of the facility, the development will consolidate the employment of medical practitioners and support staff. The development will also generate employment opportunities during construction and with its ongoing use, including cleaning and maintenance services.

The amenity impacts of the proposed development have been considered in detail and no concerns raised in submissions are deemed to warrant refusal of the application.

### **The Suitability of the Site for the Development**

The proposal fits reasonably within the locality (as discussed previously) and the site attributes are considered to be conducive to development.

The following matters have also been considered:

- Traffic

The development application is accompanied by a Traffic Impact Assessment (prepared by Cardno - dated 26 June 2018) which concludes that the *“traffic generation potential of the site as a consequence of the development proposal is minor and is not expected to have any major impact in terms of road network capacity and intersection performance.”*

In conjunction with the Traffic Impact Assessment prepared by Cardno, the impact of the proposed development in relation to traffic and the local road network has been assessed by Council’s Development Engineers, who have raised no objections to the development on the grounds of traffic, access, parking and the like.

- Contamination from previous land uses

There is no record or anecdotal evidence of any potential site contamination.

- Effect on public domain

This is discussed in detail above under ‘The Likely Impacts of the Proposed Development - Streetscape’. The development is generally considered to be acceptable in terms of its effect on the public domain.

- Utility Needs and Supply

The proposal is serviced by all essential services.

- Safety, Security and Crime Prevention

The proposal has been considered against Crime Prevention through Environmental Design (CPTED) principles and is considered to be acceptable.

- Operational Waste

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The proposal properly considers waste storage and retrieval. The proposal has been considered by Council's Waste Services and no concerns have been raised.

- Operational Noise

Medical centres are, by their nature, a low impact use, particularly in relation to noise generation. The residential units are development that is expected of the R3 zone. Being residential in use the units are consistent with the surrounding residential environment and will not create any unexpected noise impact.

The development application is accompanied by an Environmental Noise Impact Assessment (prepared by Day Design Pty Ltd, Report No: 6529-1.1R dated 20 June 2018) which makes various recommendations in relation to noise attenuation from mechanical plant. This report has been reviewed by Council's Environmental Health Officers who have raised no objection to the development.

Subject to the imposition of conditions (should consent be granted), no ongoing significant noise impacts are expected as a result of the development.

- Risks to People and Property from Natural and Technological Hazards

There are no known natural & technological hazards on the land.

- Construction Impacts

Construction works will generate some noise, though conditions of consent can be imposed to ensure that works are undertaken only within specified hours to limit impacts upon neighbours.

- BCA Compliance

Council's Building Officer has reviewed the proposal and raises no issues in relation to BCA compliance.

## **Submissions**

### Public Submissions

Notification letters were sent to neighbouring property owners who were provided with 14 days in which to comment on the proposal. At the conclusion of the notification period 9 submissions were received, which raised the following (summarised) matters of concern, generally in order of the frequency with which the issue was raised in submissions:

Item 1 - The proposed medical centre is prohibited in the zone.

Response - Whilst prohibited under the terms of Council's LEP 2011, the medical centre is permissible in the R3 zone under the terms of SEPP (Infrastructure) 2007, which overrides Council's LEP, as discussed in detail earlier in the report.

Notwithstanding this, Council may refuse the development if it deems the proposal to be incompatible with surrounding land uses. Again, as discussed in detail earlier in the report, the proposed development (inclusive of the medical centre) is considered to be reasonably compatible with the area, due largely to its very close proximity to the Gerringong town centre and to the design and scale of the proposal.

## Report of the Director Environmental Services

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NB: The permissibility of a medical centre in an R3 zone under the terms of SEPP (Infrastructure) has been confirmed with a previous application in Gerringong for a medical centre and residential units (mixed use) at the corner of Jupiter Street and Coal Street. That application was refused by Council; however the applicant appealed that decision to the Land & Environment Court where the appeal was upheld and consent was granted to the development.

Item 2 – Concern is expressed about increased traffic as a consequence of the medical centre.

Response - The development application is accompanied by a Traffic Impact Assessment (prepared by Cardno, dated 26 June 2018) which concludes that the *“traffic generation potential of the site as a consequence of the development proposal is minor and is not expected to have any major impact in terms of road network capacity and intersection performance.”*

Council’s Engineers have considered traffic, access and the like and have not expressed any concerns with the proposal.

Item 3 – Concern is expressed as to the adequacy of proposed on-site car parking.

Response - Onsite car parking is compliant with the numeric requirements of Council’s DCP, as discussed above under DCP 2012. Council cannot impose more onerous requirements than those contained in the DCP. Council’s Engineers have considered traffic, access, parking and the like and have not expressed any concerns with the proposal.

Item 4 – It is queried where trade vehicles will park during construction.

Response – As with any development, trade vehicles will park on-site where possible or kerbside during construction. There is a public car park nearby in Figtree Lane that may also be utilized during construction.

Trade and construction vehicles may cause some disruption to residents and road users during construction, but this is to a degree inevitable with any urban construction activity and will only occur for a limited time during construction. The anticipated construction traffic is not grounds upon which to refuse the development.

Item 5 - The general lack of car parking in town is queried, with concern that the proposed development will exacerbate this.

Response – As identified above the development satisfies Council’s requirement for on-site car parking. Council cannot seek on-site car parking in exceedance of its DCP requirements.

Item 6 – Concern is expressed about loss of solar access and overshadowing of neighbouring residential development as a consequence of the development.

Response - Shadow diagrams have been supplied with the development application, which indicate that the overshadowing impacts of the proposed development will be within the DCP identified thresholds and is therefore reasonable.

Item 7 - The height of the proposed development is of concern, along with the resulting outlook impact.

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Item 10.5

Response – The majority of the proposed development satisfies the 8.5m building height limit applying to the site. As discussed in detail under LEP 2011 Clause 4.6 above, there is a minor breach of the building height limit brought about by the fall of the land coinciding with the pitched roof above Units 2 & 3. As seen in Figure 5 of this report, the proposed height breach is minimal and is expected to be imperceptible under the circumstances.

The dwelling to the east of the subject site is on more elevated land than the development site and has an outlook toward the west over the development site. Below is the eastern elevation (Figure 7) of the proposed development that will be visible from the neighbouring dwelling to the east.

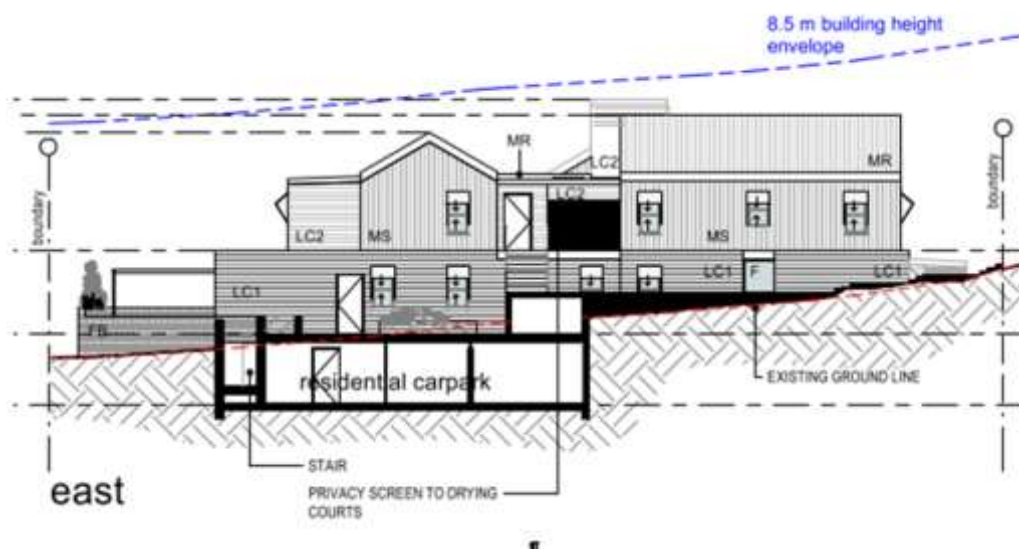


Figure 7 – Eastern elevation – existing ground line dashed in red

Acknowledging that the eastern dwelling is on more elevated land and is sited some 14m from the proposed building, it is evident that views to the west from the eastern neighbour would be available through the break in the development's building roof forms and with the 6m setback to the southern boundary of the development site.

The height of the proposed development is not considered to be excessive nor is it considered that the proposed development will unreasonably impede or impact views.

Consideration has been given to the Tenacity View Impact Planning Principle and refusal of the application in terms of view impact is not considered to be warranted in this instance.

Item 8 – A submission ponders the history of the dwelling onsite.

Response - The existing dwelling is proposed to be demolished to make way for the mixed-use building. The dwelling is not heritage listed under Kiama LEP 2011 and therefore has no heritage protection.

Item 9 – A submission contends that Council disregards its LEP development standards, drawing on the approval issued for the Mayflower 100 bed residential care facility (DA 10.2016.265.1).

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Response – Development standards may be varied under Clause 4.6 of the LEP. An objective of Clause 4.6 is to provide an appropriate degree of flexibility in applying certain development standards to particular development. This is in recognition of the fact that there can be valid reasons and circumstances whereby strict compliance with a development standard is unreasonable or unnecessary.

In this instance the proposed development seeks a minor breach of the building height limit, which will have negligible adverse impact as discussed in detail under Clause 4.6 above. The minor building height exception is supported for the reasons described in this report.

The assessment and determination of process of an unrelated DA is irrelevant to consideration of this application. It is noted however, that the 4.6 variation that was supported in the referenced Mayflower DA was available for public comment during the exhibition period for that development and was considered in detail in the assessment report considered by Council.

### External Referrals

Nil

### Internal Referrals

The application was referred to the following Council Officers for their consideration.

- Building Assessment Coordinator

No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

- Subdivision & Development Engineer

No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

- Landscape Design Officer

No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

- Environmental Health Officer

No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

- Environmental Health Officer - Waste

No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

### The Public Interest

The proposal is considered to be consistent with all relevant Environmental Planning Instruments, is generally consistent with DCP 2012, is not likely to cause significant adverse impacts to the natural or built environment, is not likely to cause significant adverse social and economic impacts, is generally suitable for the site and therefore is considered to be consistent with the public interest.

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The provision of medical services in a modern building fitting of the expectations of medical practitioners and the public is in the public interest.

**Final Comments and Conclusions**

The proposed development has been assessed having regard to all relevant matters for consideration under Section 4.15 of the Environmental Planning and Assessment Act, 1979. The proposal is consistent with Kiama LEP 2011 and relevant Development Control Plans. The proposed development is consistent with the objectives of Kiama LEP 2011 - R3 Medium Density Residential zone.

Consideration has been given to the social, economic and environmental impacts of the proposed development and no significant concerns are raised. Concerns raised in submissions have been considered and do not warrant refusal of the application.

The proposed development is considered to be reasonable and conditional approval is recommended.

**Draft Conditions of Consent****General**

- (1) The development shall be implemented generally in accordance with the details set out on the plan/drawing and supporting documents endorsed by Council as 10.2018.103.1 dated xxxxx except as amended by the following conditions:  
(g005.doc)
  - i) The detached front entry portico and wall adjacent to Greta Street does not form part of this consent.
  - ii) The entry portico from the medical centre facing Figtree Lane is to have a maximum width of 1.5m.
  - iii) There is to be no direct access from the medical centre staff room to the residents communal courtyard.
- (2) The development shall be completed in accordance with the approved colour schedule shown on the approved Elevations Plans. (g014.doc)
- (3) No development/work is to take place until a Construction Certificate has been issued for the development and the necessary conditions of development consent satisfied to enable release of a Construction Certificate. (g030.doc)
- (4) The development shall not be occupied until such time as all conditions of this Development Consent are met or unless other satisfactory arrangements are made with the Principal Certifying Authority. (g040.doc)
- (5) This approval is in respect of the plans submitted with the development application and as modified by the terms of this consent. If for any reason, including the making of alterations necessary to meet the requirements of another Authority, changes to the approved building design layout are proposed, then the approval of Council shall be obtained prior to commencement of any works on site. (g065.doc)

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- (6) The roadway, footpath or Council reserve shall not be used to temporarily or permanently store building material, plant and/or machinery without the prior approval of Council.
- (7) Prior to issue of any Construction Certificate, the accredited Certifying Authority shall ensure that the medical centre bins storage is located at the southern end of the turning bay.
- (8) Road Occupancy approval, pursuant to Section 138 of the Roads Act 1993 shall be obtained from Council prior to any proposed interruption to pedestrian and/or vehicular traffic within the road reserve caused by the construction of the development. The following items shall be submitted to Council with the Road Occupancy application form a minimum of five days before approval is required:
- A completed application form;
  - Fees in accordance with Council's adopted fees and charges;
  - A traffic control plan endorsed by a person with Roads & Maritime Services accreditation. The traffic control plan shall satisfy the requirements of the latest versions of Australian Standard AS1742 – Traffic Control Devices for Works on Roads and the RTMS Traffic Control at Worksites Manual. This plan is required to maintain public safety, minimise disruption to pedestrian and vehicular traffic within this locality and to protect services, during demolition, excavation and construction phases of the development;
  - Public liability insurance for an amount of no less than \$20M;
  - Where excavation of a road or path surface will take place, a security bond in accordance with Council's adopted fees and charges; and
  - Where road and footpath levels will be varied or the surface is altered, plans and specifications to Council's requirements.

**Contributions**

- (1) A contribution under Section 7.11 of the Environmental Planning and Assessment Act 1979 (as amended) and Kiama Council's Section 94 Contributions Plans Nos. 1 & 3 shall be paid to Council prior to the issuing of the Construction Certificate. The total contribution required for the development is **\$10,931.84**. (bo005.doc)

**Prior to Commencement of Works**

- (1) Building work must not commence until the Principal Certifying Authority for the development to which the work relates has been informed of:
- i The licensee's name and contractor licence number;
  - ii That the licensee has complied with Part 6 of the Home Building Act 1989.
- In the case of work to be done by any other person, the Principal Certifying Authority:



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## 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

- 
- a Has been informed in writing of the person's name and owner builder permit number;
- or
- b Has been given a declaration, signed by the owner/s of the land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in Section 29 of the Home Building Act 1989. (pt005.doc)
- (2) The developer shall lodge with Council a bond of **\$7,000** in the form of an unconditional bank guarantee or cash, prior to the commencement of any work, as a security for new and remedial work associated with the development proposal and covering all work within the public roads administered by Council under the Roads Act 1993 and compliance with the submitted Waste Management Plan during the course of construction.
- The developer shall submit a dilapidation survey prior to commencement of any work within the road reserve.
- The bond shall be refunded in full subject to the following:
- a There being no damage to the infrastructure within the road reserve.
- b Twelve (12) months has elapsed from the date of issue of the occupation certificate and/or subdivision certificate.
- c The submission and approval by Council of a waste compliance certificate, inclusive of supporting documentation (dockets/receipts) verifying compliance with the Waste Management Plan as provided to Council. (pt013.doc)
- (3) The nominated adaptable housing unit no. 2 shall as a minimum requirement meet "Adaptable house class C" requirements set out in Appendix A of Australian Standard AS 4299-1995 Adaptable housing. Certification from a suitably qualified professional stating that the Construction Certificate plans have met the requirements listed above shall be submitted to the Principal Certifying Authority prior to the issue of the Construction Certificate. (pt015.doc)
- (4) Under the provisions of the Act, work may not commence on the development until the following is carried out:
- a Detailed plans and specifications of the building must be endorsed with a Construction Certificate by Council or an Accredited Certifier; and
- b You **must** appoint a Principal Certifying Authority (can be either Council or an Accredited Certifier); and
- c You **must** notify the Council of the appointment; and
- d You **must** give at least two (2) days' notice to Council of your intention to commence work.

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You will find attached an application form for a Construction Certificate. Should you require Council to issue this Certificate you should complete this application and forward it, together with plans and specifications, to Council for approval.

You will find attached a form for the “*Notice of Commencement of Building Work and Appointment of Principal Certifying Authority*”, which you are required to submit to Council at the appropriate time and at least two (2) days prior to the commencement of work.

Should you appoint Council as the Principal Certifying Authority, relevant inspection fees will be required to be paid at the time of lodgement of this form.

(pt020.doc)

- (5) The BASIX commitments shall be indicated on the plans to the satisfaction of Council or an Accredited Certifier prior to the release of the Construction Certificate. (pt034.doc)
- (6) Protection fencing shall be erected around the *Cryptomeria japonica* street tree to be retained on site so as to prevent damage to the roots of the tree. The fencing shall be erected prior to the commencement of works. The fencing shall consist of 1.8 metres high cyclone wire supported on galvanised steel posts at a minimum 3.0 metre centres. The fencing shall be maintained and shall remain in situ until all building works are completed. No machinery, builder’s materials and/or waste shall be located inside the fencing. (pt035.doc)
- (7) A sign must be erected in a prominent position on any site on which building work or demolition work is being carried out:
  - a Showing the name, address and telephone number of the Principal Certifying Authority for the work;
  - b Showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours; and
  - c Stating that unauthorised entry to the work site is prohibited.

**Note:** Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed. The sign will be provided by the nominated Principal Certifying Authority for the relevant fee. (pt060.doc)

- (8) No building work is to commence until details prepared by a practising structural engineer have been submitted to and accepted by the Principal Certifying Authority for any reinforced concrete slabs, footings or structural steel. (pt062.doc)
- (9) No building work is to commence until details prepared by a practising structural engineer have been submitted to and accepted by the Principal Certifying Authority for the retaining walls in excess of 1.0 metre high. (pt068.doc)
- (10) A suitably qualified person shall prepare a Construction Environmental Management Plan (CEMP) for approval of the Principal Certifying Authority prior to any works commencing on site. The CEMP shall include, but not be limited to, the following items:

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- timing and duration of works;
  - location of work sites offices, compounds, stockpiles and refuelling areas;
  - a description of the site and surrounds and location of environmentally sensitive areas;
  - description of the impacts associated with the construction; activities and control measures;
  - legislative requirements;
  - on-site staff structure and responsibility;
  - staff training, awareness and competency requirements;
  - emergency planning and response;
  - auditing and monitoring; and
  - the supplementary plans:
    - Soil and Water Management Plan;
    - Noise and Vibration Management Plan;
    - Air Quality (Dust Control) Management Plan;
    - Waste Management Plan; and
    - Traffic Management Plan.

The developer shall ensure that all construction work associated with the development is carried out in accordance with the approved Construction Environmental Management Plan (CEMP) and any variations are approved by the Principal Certifying Authority. A copy of the approved CEMP shall be kept on site at all times. A copy of the approved CEMP and any variations shall be submitted to Council within five business days of approval.

- (11) Prior to commencement, the developer shall provide hoarding around the site where it adjoins a public road and man-proof fencing around the remainder of the site in accordance with Australian Standard AS4689-2007. Work shall not commence until certification from a suitably qualified engineer stating that compliance with AS4689-2007 has been issued. The certification shall be provided to the Principal Certifying Authority and Council prior to commencement.
- (12) Once the mechanical plant equipment and products are selected and location on-site is determined, a detailed acoustic engineer report for the mechanical plant equipment is to be provided to the Principal Certifying Authority prior to the issue of the Construction Certificate. The report is to provide recommendations and ensure compliance with the Protection of the Environment Operations Act 1997 and Protection of the Environment Operations (Noise Control regulations) 2017, NSW Environmental Protection Authority (EPA) Industrial Noise Policy and other relevant Australian Standards.

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- (13) Prior to the commencement of any site works any existing septic tank system located on the developed site, (including absorption trenches and drainage pipes) shall be decommissioned and completely removed off site. A certificate is to be provided to the Principal Certifying Authority verifying such decommissioning.

As part of this process the developer shall take into consideration:

- a Requirements as specified in the NSW Health Advisory Note 3 May 2006 Destruction Removal and Reuse of Septic Tanks and AWTS.
  - b Requirements for the testing and removal of any soils located onsite that was used for effluent disposal and compliance with applicable legislation.
  - c Ensuring that residual effluent and sludge in a septic tank and or collection wells is removed by an EPA approved and licensed Liquid Waste Transporter and disposed of at a licensed liquid waste facility.  
(pt072.doc)
- (14) A waste management plan for the development must be prepared before work commences on the site.

The waste management plan must:

- (a) identify all waste (including excavation, demolition and construction waste material) that will be generated by the work on the site, and
- (b) identify the quantity of waste material, in tonnes and cubic metres, to be:
  - (i) reused on-site, and
  - (ii) recycled on-site and off-site, and
  - (iii) disposed of off-site, and
- (c) if waste material is to be reused or recycled on site - specify how the waste material will be reused or recycled on site, and
- (d) if waste material is to be disposed of or recycled off site - specify the contractor who will be transporting the material and the waste facility or recycling outlet to which the material will be taken.

### Civil Engineering Design

- (1) The developer shall submit details of all civil engineering works on engineering drawings to the Principal Certifying Authority for approval prior to the issue of the Construction Certificate.

The drawings shall include, but shall not be limited to, the following detailed information:

- a The hydrologic modelling and hydraulic treatment detail including detailed calculations, drainage network layout, environmental controls (including the post-development first flush mechanism, water quality and sedimentation controls), all stormwater drainage structures and, where required, the proposed method of accessing the existing public stormwater drainage system. All drainage calculations are to be carried

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## 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

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out in accordance with *Australian Rainfall and Runoff* published by Engineers Australia, and are to include a contoured catchment diagram and delineation of flow paths for storms of 1% Average Exceedance Probability (AEP);

- b) Plan, longitudinal and cross sectional detail shall be provided for the proposed access driveways, car spaces & aisles;
- c) The proposed pavement treatment to the access driveways, car spaces & aisles. The minimum surface treatment shall be reinforced concrete, asphaltic concrete or segmental pavers on a reinforced concrete base;
- d) The location and reduced level of all services under the control of public utilities or agencies.

All reduced levels shall relate to Australian Height Datum (AHD). (ced030.doc)

**Bin Storage**

- (1) Prior to the issue of a Construction Certificate the following is to be submitted to the Principal Certifying Authority:
  - a) Design plans and specifications identifying the space within the kitchen for the interim storage of bins or containers as supplied for source separated garbage, recyclables and food organics from each unit. Details should also include the specification of the proposed internal bins and signs to be proposed. Reference to design control requirements C2 and C3 in Chapter 11 Section 6 of Kiama Development Control Plan 2012.
  - b) Design plans and specifications for the two proposed bin storage areas used by the medical centre and occupants of the units. These plans and specifications are to comply with the following requirements.
    - i. accommodates the number of bins proposed for the medical centre and residential units as required for residential and commercial collection services
    - ii. be constructed in accordance with the requirements of the National Construction Code, Building Code of Australia and all relevant Australian standards
    - iii. be provided with natural ventilation, mechanical ventilation or air conditioning complying with the National Construction Code, Building Code of Australia and all relevant Australian standards
    - iv. be designed to minimise noise generated from the bins being moved in and out of the room, or from any compaction or other equipment located therein
    - v. have the floor constructed and finished to a smooth, even surface, coved at the intersection with walls and plinths
    - vi. have the floor drained to a sump that is connected to Sydney Water Corporation sewage system and complies with any applicable plumbing codes, legislation and license requirements

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## 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

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- vii. be provided with an adequate supply of hot and cold water mixed through a centralised mixing valve with hose cock for bin washing purposes
  - viii. have walls constructed of solid impervious materials, cement rendered internally to a smooth even surface coved at all intersections and must be a light colour
  - ix. have the ceiling constructed of solid impervious materials with a smooth, even and light colour finish and capable of being easily cleaned
  - x. have a close fitting and self-closing door
  - xi. be provided with artificial light controlled by switches located both outside and inside the storage room

Item 10.5

**Demolition Works**

- (1) All demolition and construction work shall be undertaken in accordance with the NSW EPA Interim Construction Noise Guidelines 2009, NSW EPA Assessing vibration: a technical guideline 2006 and the Protection of the Environment Operations Act 1997 and Protection of the Environment Operations (Noise Control Regulations) 2000 including but not limited to the following:
  - a) All rock-breaking and ground impacting operations may only be carried out between 8:30am and 5:00pm on Monday to Friday, or between 9:00am and 1:00pm on Saturdays, and no work is to be carried out at any time on a Sunday or a public holiday.
  - b) Noise shall be no louder than LA (15 min) of 5dB(A) above the rating background level at any adjoining residence.
  - c) Informing all neighbouring residential properties via individual letter drops that are identified as noise sensitive receivers about the nature and duration of the construction stages and vibration and noise generating activities before work commences – e.g. excavation and rock-breaking. This is to include contact details for the site.
  - d) Organise demolition, earthmoving and ground impacting operations so as not to occur in the same time period.
  - e) Select demolition methods not involving impact where possible (e.g. hydraulic rock splitters rather than rock breakers).
  - f) Further noise controls such as temporary noise walls as part of complaint management.
  - g) Maintenance of a complaints register.
- (2) Security fencing shall be provided around the perimeter of the demolition site and any additional precautionary measures taken, as may be necessary to prevent unauthorised entry to the site at all times during the demolition period.

(dw010.doc)

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## 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

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- (3) Before the commencement of any stripping or demolition, the structure and all parts of the site shall be examined, by competent specialists, to determine, as far as it is practicable, the presence of noxious, toxic or explosive materials or conditions, which would be hazardous to the health of the public if disturbed by stripping or demolition. (pt066)
  - (4) The techniques adopted for stripping out and for demolition shall minimise the release of dust into the atmosphere. (dw030.doc)
  - (5) Removal of dangerous or hazardous materials shall be carried out in accordance with the provisions of all applicable legislation and with any relevant recommendations published by the Safework NSW Authority. (dw040.doc)
  - (6) Removal of asbestos, or of materials containing asbestos fibres, shall be in accordance with the Safework NSW Authority code of practice. Disposal of asbestos materials shall be at premises certified to receive asbestos. (dw045.doc)
  - (7) Any demolition must be carried out in accordance with the *Hazardous Material Management Plan* (page 5) of the Asbestos Reporting South Coast Report (REF: 2614), AS2601 – 2001, the demolition of structures, requirements of the Protection of the Environment Operations Act 1997 and Regulations, Occupational Health and Safety Regulation 2001, Chapter 2 Section 1 (Demolition Requirements) – and all other specific environmental legislation.

**(8) Asbestos – Statement Required**

No later than seven days prior to the demolition of any building or structure, a hazardous substances management plan prepared by a competent and appropriately qualified person in compliance with AS2601-1991 must be provided to Council. The management plan shall reference the Hazardous Material Inspection report prepared by Asbestos Reporting (Reference 2614 dated 16 April 2018).

**Asbestos – Licensed Contractors**

Demolition works involving the removal and disposal of asbestos cement must only be undertaken by contractors who hold a current WorkCover Demolition Licence or a current WorkCover Class 2 (Restricted) Asbestos Licence.

**Asbestos – Notification of Neighbours**

Fourteen days prior to the commencement of any demolition works involving asbestos, all immediate neighbours should be notified in writing of the intention to carry out asbestos demolition works. Notification is to include, at a minimum:

- (a) The date and time when asbestos removal works will commence;
- (b) The name, address and business hours contact telephone number of the demolisher, contractor and/or developer;
- (c) The full name and license number of the asbestos removalist/s; and
- (d) The telephone number of SafeWork NSW 13 10 50.

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- 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)
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Copies of these written notifications should be retained and provided to Council.

**Asbestos – Signs and Barricades**

Warning signs must be placed so they inform all people nearby that asbestos removal work is taking place in the area. Signs should be placed at all of the main entry points to the asbestos removal work area where asbestos is present. These signs should be weatherproof, constructed of light-weight material and adequately secured so they remain in prominent locations. The signs should be in accordance with AS 1319-1994 Safety signs for the occupational environment for size, illumination, location and maintenance.

Appropriate barricades must be installed as appropriate to prevent public access and prevent the escape of asbestos fibres. Barricades must be installed prior to the commencement of asbestos removal works and remain in place until works are completed.

**Asbestos – Clearance Certificate**

Following the removal of all friable asbestos and prior to further works being carried out on the site, a clearance certificate from an independent competent person in accordance with the National Occupational Health and Safety Commission Code of Practice for the Safe Removal of Asbestos is to be obtained and submitted to Council.

**Asbestos – Less than 10m<sup>2</sup> of Bonded Asbestos Sheeting**

Demolition works involving the removal of less than 10m<sup>2</sup> of bonded asbestos sheeting may be carried out by a licensed builder who has completed an appropriate bonded asbestos removal course.

Friable asbestos must only be removed by a person who holds a Class A asbestos licence.

**Completion of demolition works**

Council will monitor and review the demolition of the structure to ensure all conditions of consent application to the removal of asbestos has been satisfied.

**Asbestos – Receipting**

Prior to the issue of an Occupation Certificate, receipting for the disposal of all identified asbestos waste at a licensed waste disposal facility must be provided to Kiama Councils Waste Management Officer. The appropriate disposal of all identified asbestos waste must be demonstrated. (dw015.doc)

**Site Facilities**

- (1) An appropriate temporary toilet facility shall be provided on site, located inside the property boundaries, prior to commencement of works. The temporary toilet shall be maintained in a clean/sanitary condition at all times. (sf010.doc)



## Report of the Director Environmental Services

## 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

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- (2) During construction the applicant shall provide, inside the property boundaries a suitable waste container for the disposal of all papers, plastics and other light-weight materials. (sf015.doc)
  - (3) A sign must be erected in a prominent position on the premises on which the erection or demolition of a building is being carried out:
    - a Stating that unauthorised entry to the premises is prohibited; and
    - b Showing the name of the builder or other person in control of the worksite and a telephone number at which the builder or other person may be contacted outside working hours.

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

**Erosion and Sedimentation Controls/Soil and Water Management**

- (1) All practical measures must be taken to ensure erosion and subsequent sediment movement off-site does not occur. In particular:
  - a) Dust screens must be erected around the perimeter of the site and be kept in good repair for the duration of the work.
  - b) All dusty surfaces must be wet down and any dust created must be suppressed by means of a fine water spray. Water used for dust suppression must not be contaminated or allowed to enter the stormwater system.
  - c) A silt fence or equivalent must be provided downhill from the cut and fill area (or any other disturbed area). Such fence must be regularly inspected and cleaned out and/or repaired as is necessary, and all collected silt must be disposed of in accordance with Council's Sedimentation Control Policy.
  - d) Unnecessary disturbance of the site (e.g.; excessive vehicular access) must not occur.
  - e) All vehicles entering or leaving the site must have their loads covered.
  - f) All vehicles, before leaving the site, must be cleaned of dirt, sand and other materials to avoid tracking these materials onto public roads.
  - g) Any sediment deposited on the public way, including footpath reserve and road surface is to be removed immediately. It must not be water down into Councils drainage system.
  - h) All cuts and fills must be stabilised or revegetated as soon as possible after the completion of site earthworks.
  - i) Stockpiles of loose material such as sand, soil, gravel must be covered with geotextile silt fence material and must be kept damp when uncovered.
  - j) All stockpiles of soil or other materials shall be placed away from drainage lines, gutters or stormwater pits or inlets.

## Report of the Director Environmental Services

## 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

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- k) At the completion of the works, the work site must be left clear of waste and debris.
- l) The developer shall ensure that that sediment-laden runoff and dust pollution from the site is controlled at all times subsequent to commencement of construction works. Sediment and dust control measures must be maintained at all times and checked for adequacy at the conclusion of each day's work. (esc005.doc)
- (2) The developer shall submit to the Principal Certifying Authority for approval prior to the issue of the Construction Certificate for the development, a detailed Erosion and Sedimentation Control Plan (ESCP) applying to the whole development site designed in accordance with the requirements of "Managing Urban Stormwater: Soils and Construction" Volume 1 (Landcom 2004) and "Managing Urban Stormwater: Soils and Construction" Volume 2 (Department of Environment and Climate Change 2007). The ESCP shall consider the following, but not be limited to:
- a Minimise the extent of exposed areas at any time.
  - b Placement of temporary fill to fabric barriers down slope of exposed areas.
  - c Diverting surface run-off from upstream works as necessary to minimise to sediment pick-up.
  - d Provide temporary slope drainage as appropriate to avoid scour of embankments.
  - e Covering of stockpiles.
  - f Early installation of landscaping and water quality controls.
  - g Revegetation/resetting disturbed areas.
  - h Filtration of stormwater inlets and outlets.

All works on the site must be in accordance with the approved ESCP for the full duration of construction works and must provide an overall site detail. (esc015.doc)

**Access Construction**

- (1) The developer shall construct the footpath access driveway in compliance with the Standards Australia publication AS/NZS 2890.1 Parking Facilities Part 1: Off Street Car Parking and Council's "Driveway and Footpath Works Procedure Manual". (ac001.doc)
- (2) The developer shall restore any redundant vehicle crossing to barrier kerb in compliance with Council's "*Driveway and Footpath Works Procedure Manual*". (ac010.doc)
- (3) The access driveway shall be constructed to meet the design requirements of Council's "*Driveway and Footpath Works Procedure Manual*". The access driveway shall be installed prior to the issue of any Occupation Certificate. (ac015.doc)

## Report of the Director Environmental Services

## 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

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- (4) The applicant must provide, to Council, the appropriate fee for the inspections required for the construction of the footpath crossing/access driveway in accordance with Council's adopted fees and charges. This inspection fee must be paid prior to the commencement of works within the road reserve area.

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

**Car Parking and Vehicular Access**

- (1) Car parking and manoeuvring shall comply with the requirements of the Standards Australia publication AS/NZS 2890.1 Parking Facilities Part 1: Off Street Car Parking. (c035.doc)
- (2) All vehicles shall enter and exit the development site in a forward direction.

**Stormwater Management**

- (1) Stormwater shall be connected to the existing system. (sm005.doc)
- (2) All stormwater kerb and gutter connections to have a minimum of 40 millimetres cover of concrete finishing flush with the top of the existing kerb. Pipe size to achieve this should be 90 millimetres in diameter. (sm010.doc)
- (3) Surface water which is likely to discharge from the development site onto the road reserve shall be intercepted at the property boundary and conveyed to the kerb via a pipe outlet. (sm025.doc)
- (4) The developer shall provide a detailed stormwater drainage network in accordance with the design requirements of "Section D5 Stormwater Drainage" of Kiama Development Code as appended to Kiama Development Control Plan 2012. Full hydrological and hydraulic calculations and civil engineering drawings shall be submitted to the accredited Certifying Authority prior to the release of a Construction Certificate. (sm055.doc)
- (5) The developer shall provide on-site detention storage for stormwater runoff in conjunction with the proposed development drainage network. An on-site detention system shall be designed to ensure that post development flow rates from the site are no greater than pre-developed site runoff at each discharge point for all rainfall events up to 1% Annual Exceedance Probability. The applicant shall provide full hydrological and hydraulic computer modelling of the stormwater drainage system and provide this to the accredited Certifying Authority for assessment and approval prior to the issue of the Construction Certificate. (sm060.doc)
- (6) The developer shall provide compliance certification from the hydraulic engineer verifying that the constructed stormwater drainage infrastructure meets with the approved design. The certification shall be provided to the accredited Certifying Authority prior to the release of any Occupation Certificate. (sm130.doc)
- (7) The developer shall provide environmental stormwater management controls in the form of post development water quality (including first flush treatments such as trash arresters) and sedimentation control measures to be located within the

## Report of the Director Environmental Services

## 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

proposed development site. The proposed treatments shall be submitted to the accredited Certifying Authority for assessment and approval prior to the release of the Construction Certificate. (sm135.doc)

- (8) The developer shall comply with the design requirements of Council's "*Water Sensitive Urban Design*" policy in association with the design requirements of "*Section D5 Stormwater Drainage*" of the Kiama Development Code as appended to Kiama Development Control Plan 2012.

Detail shall be submitted to the accredited Certifying Authority for assessment prior to the release of the Construction Certificate. (sm150.doc)

- (9) Stormwater runoff from all impervious surfaces on the property shall be collected and conveyed to a point suitable for integration with either the natural or constructed stormwater drainage system. A piped drainage system shall be provided to convey runoff from storms up to the 20% Annual Exceedance Probability (AEP). Defined overland flow paths shall be provided to safely convey runoff from storm events up to the 1% AEP. (sm155.doc)
- (10) Prior to issue of any Construction Certificate, the accredited Certifying Authority shall ensure that the design of the development causes no adverse effects to adjoining properties as a result of stormwater run-off and allowance is made for surface run-off from adjoining properties in the design.

### Earthworks and Excavation Works

- (1) All earthwork is to be carried out in accordance with AS3798- 2007 Guidelines on Earthworks for Commercial and Residential Developments.
- (2) All fill material, excavation or ground activities must be managed under the Civil Contractors Unexpected Finds Guidelines Protocol for managing contamination.
- (3) The placement of any fill material must not:
- Cause danger to life or property or damage to any adjoining building or structure on the lot or to any adjoining lot, and
  - Not redirect the flow of any surface or groundwater or cause sediment to be transported onto an adjoining property.
- (4) Any fill brought to the site must contain only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the Protection of the Environment Operations Act 1997.
- (5) Fill material generated by construction works is to be stockpiled separately and either:
- Disposed of at a licensed facility as General Solid Waste in accordance with the NSW EPA Waste classification Guidelines Part 1: Classifying Waste; or
  - Further assessed and correctly classified in accordance with the NSW EPA Waste Classification Guidelines Part 1: Classifying Waste for the purpose of beneficial re-use and compliance with ENM resource recovery

## Report of the Director Environmental Services

- 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

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framework (The Excavated Natural Material order 2014). All ENM laboratory results must be recorded and documented. Any re-use will require prior approvals/consents from the receiving site and relevant authorities and compliance with any requirements under the Protection of the Environment Operations (Waste) Regulation.

- (6) Any fill material intended that is found to include Asbestos Containing Material is classified as 'Special Waste' (asbestos waste), and must be managed in accordance with the NSW EPA Draft Protocol for Managing Asbestos During Resource Recovery of Construction and Demolition Waste and in accordance with Safework NSW requirements under the Occupational Health and Safety Regulation 2001.

### Inspections

- (1) The building work shall be inspected at critical and other stages as required by the Principal Certifying Authority for the development.

**NOTE:** Should you choose Council to be your Principal Certifying Authority for this development you will be advised of the required building inspections and applicable fees at the time of that appointment. (bu015.doc)

### Building Construction

- (1) All building work must be carried out in accordance with the requirements of the Building Code of Australia. (bu010.doc)
- (2) The roadway, footpath or Council reserve shall not be used to store building material without the prior approval of Council. (bu086.doc)
- (3) All excavations and backfilling must be executed safely in accordance with appropriate professional standards. (bu090.doc)
- (4) All excavations must be properly guarded and protected to prevent them from being dangerous to life or property. (bu095.doc)
- (5) The Reduced Levels (RL) of the proposed development must be in accordance with the approved plans. Certification of these levels by a registered surveyor must be submitted to an accredited certifier or Council prior to proceeding past that level. (bu120.doc)
- (6) A survey shall be undertaken and a copy be made available to Council or an accredited certifier, certifying that the building is correctly located in relation to the boundaries of the site and in accordance with the approved plans. Such survey shall be submitted at peg out stage. (bu125.doc)
- (7) Construction and demolition work, delivery of materials and plant, etc shall only take place between the following hours;
- Monday to Friday - 7.00 am to 5.00 pm
- Saturdays - 8.00 am to 1.00 pm
- No construction work is to take place on Sundays or Public Holidays. (bu151.doc)

## Report of the Director Environmental Services

## 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

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- (8) The Waste Management Plan shall be strictly adhered to at all stages during the demolition, construction and/or subdivision work. All waste nominated for disposal must be disposed of at a licensed landfill facility. All waste nominated for recycling must be reused or recycled. (bu153.doc)
- (9) If an excavation extends below the level of the base of the footings of a building on an adjoining allotment of land, the person causing the excavation to be made must:
- a Preserve and protect the building from damage;
  - b Underpin and support the building in an approved manner, if necessary, and;
  - c At least seven (7) days before excavating below the level of the base of the footings of a building on an adjoining allotment of land, give notice of intention to do so to the owner of the adjoining allotment of land and furnish particulars to the owner of the proposed work. (bu100.doc)
- (10) A garbage receptacle must be provided at the work site before works begin and must be maintained until the works are completed. The garbage receptacle must have a tight fitting lid and be suitable for the reception of food scraps and papers.

**Acoustic**

- (1) Noise from the premises must comply with the Protection of the Environment Operations Act 1997 and Protection of the Environment Operations (Noise Control Regulations) 2017, NSW Industrial Noise Policy and relevant Australian Standards. This includes compliance with specific time restrictions and noise levels for equipment (such as air conditioners, refrigeration units and power tools), musical instruments, sound equipment and any other noise source.
- (2) The noise emissions from all noisy domestic equipment must be designed and operated so as not to:
- (a) Emit noise that is audible within a habitable room in any other residential property (regardless of whether any door or window to that room is open):
    - (i) Before 8:00am and after 8:00pm on any Saturday, Sunday or public holiday; or
    - (ii) Before 7:00am and after 8:00pm on any other day; or
  - (b) Emit a sound pressure level when measured at the boundary of any other residential property, at a time other than those specified in (i) and (ii) above, which exceeds the background ( $LA_{90\ 15\ minutes}$ ) by more than 5db(A). The source noise level must be measured as a  $LA_{eq\ 15\ minutes}$ .

**Landscaping Works**

- (1) A detailed landscape plan shall be approved by Council prior to release of the Construction Certificate. The plan shall be prepared in accordance with Chapter 8 of Kiama Development Control Plan 2012 and shall be consistent with the landscape concept plan. (lw010.doc)

## Report of the Director Environmental Services

## 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

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- (2) The landscaping shall be maintained actively and regularly for a period of 26 weeks commencing from the date of issue of the Occupation Certificate. (lw020.doc)
  - (3) At the end of the 26 week landscape maintenance period and after any defects that occurred during that period have been corrected, a final Compliance Certificate shall be provided from a suitably qualified landscape professional stating that all landscape works have been completed and maintained in accordance with the approved landscape plans and the conditions of this development consent. (lw035.doc)

**Utility Servicing**

- (1) A Section 73 Compliance Certificate under the Sydney Water Act 1994 shall be obtained from Sydney Water. The Section 73 Certificate shall be submitted to Principal Certifying Authority prior to issue of any Occupation Certificate. (us005.doc)
- (2) The wash bay shall be connected to the Sydney Water Corporation's sewer and be subject to a licensed trade waste agreement with the Corporation. (us020.doc)
- (3) The developer shall bear the cost of relocation of any service utilities required in the provision of vehicular access. (us045.doc)
- (4) All adjustments to existing utility services made necessary by the development are to be undertaken by the developer at no cost to Council.
- (5) All electricity, telecommunications and natural gas services shall be located underground. Common or shared trenching and the document "A Model Agreement for Local Councils and Utility/Service Providers" prepared by the NSW Streets Opening Conference are policies adopted for the Kiama Municipal Council Local Government Area. (us035.doc)

**Prior to Occupation**

- (1) Copies of waste disposal receipts and stating the following must be given to the principal certifying authority:
  - (a) the facility and location to which waste materials were transported;
  - (b) the name and contact details of the contractor transporting the waste materials;
  - (c) the quantity and type of materials transported off-site and recycled or disposed of at a lawful facility/site.
- (2) Certification that the waste bins storage rooms for the medical centre and the residential component of the development are constructed in accordance and with design control requirements C1 Chapter 11 Section 5 of Kiama Development Control Plan 2012. (po002.doc)
- (3) The BASIX schedule of commitments shall be complied with prior to the issue of a Final Occupation Certificate for the development and if required a certificate shall be provided to the Principal Certifying Authority from a properly qualified person to certify that the BASIX schedule of commitments have been provided and/or installed. (po003.doc)

## Report of the Director Environmental Services

## 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

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- (4) The whole or part of the building must not be occupied unless an Occupation Certificate has been issued in relation to the building or part in accordance with Section 6.9 of the Environmental Planning and Assessment Act 1979.

**NOTE:** A Fire Safety Certificate must be provided in accordance with the Environmental Planning and Assessment Regulations 2000 prior to the issue of an Occupation Certificate excepting Class 1(a), 10(a) & 10(b) structures. (po005.doc)

- (5) The developer shall complete all access and drainage works prior to the issue of any Occupation Certificate. (po010.doc)
- (6) A certified Works-As-Executed (WAE) drawing for all drainage and access related works shall be submitted to the Principal Certifying Authority (PCA) prior to the issue of any Occupation Certificate (OC). The WAE drawing shall be signed by a Registered Surveyor. The WAE drawing shall show in red ink all changes to the approved Construction Certificate (CC) drawings and finished levels. The PCA shall not issue the OC if any changes to the approved CC design will cause an adverse impact on adjoining lands.
- (7) Pursuant to the requirements of Section 149 of the Roads Act 1993, a lease shall be consented to by Council for any structure including proposed awnings, balconies, retaining walls etc. that protrude into the road reserve. Evidence of the lease shall be sighted by the Principal Certifying Authority prior to the issue of any Occupation Certificate.
- (8) Prior to issue of any Occupation Certificate, each residential parking space shall be clearly signposted with the apartment number.
- (9) Prior to issue of any Occupation Certificate, each car wash bay shall be clearly signposted with the wording that it is a car wash bay. Each carwash bay shall be supplied with its own individual cold-water tap and power point. A waste and recycling bin shall also be provided in close proximity to the carwash bays.
- (10) The development is to be provided with mail boxes in accordance with Australian Standard AS/NZS 4253 - 1994 which covers the dimensions, installation and positioning for mail boxes for receipt of mail. (sf050.doc)
- (11) Prior to the issue of any Occupation Certificate the applicant shall obtain accurate street numbering for the development from Council's Geographical Information Services section.
- (12) Prior to release of the Occupation Certificate all landscape works shall be completed in accordance with the Approved Landscape Plans and the Conditions of the Development Consent and approved by Council. (lw175.doc)
- (13) All recommendations contained in the approved acoustic assessment provided to the certifying authority prior to the issue of the Construction Certificate shall be adopted, implemented and adhered to.

A certificate from an appropriately qualified acoustic consultant, stating that the recommendations outlined in the above stated report have been completed and that relevant noise criteria have been satisfied is to be submitted to the



## Report of the Director Environmental Services

## 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)

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Principal Certifying Authority (PCA) prior to the issue of any Occupational Certificate.

Any changes made to the proposal that would alter the outcome will require a further assessment and a copy of this further report shall be provided to the PCA for approval. All recommendations of the report shall be adopted, implemented and be made available upon request of the Council.

Following occupation of the building/premises, should it be found that the measures recommended in the acoustic assessment are not sufficient, or have been incorrectly installed or a noise issue (relating to the development) not previously identified arises (through complaint or otherwise), the owner/occupier shall, upon request by Council, employ the services of a qualified acoustic consultant to undertake a post occupation assessment of the development and complete an assessment report with recommendations to rectify the situation. A copy of this report shall be submitted to Council for approval and from there noise attenuation works shall be implemented.

**Signage**

- (1) The medical centre street-front signage is to identify the name of the medical centre only and shall not be illuminated.

**Site Operations**

- (1) The hours of the operation of the medical centre shall be restricted to the following:
  - a 8.00am – 7.00pm, Monday and Wednesday
  - b 8.00am – 6.00pm Tuesday, Thursday & Friday
  - c 8.00am - 12.00 noon Saturday. (sop010.doc)
- (2) The development shall not interfere with the amenity of the neighbourhood by reason of noise, vibration, fumes, dust, odours, wastewater, waste products or otherwise. (sop085.doc)
- (3) All residential units must be provided with a Domestic Waste Management Collection Services as provided by Kiama Council Waste Services.
- (4) The medical centre must be provided with a waste service for the storage, collection and disposal of garbage, recyclables and medical wastes.
- (5) A caretaker or nominated representative must be provided and delegated the responsibility for the tasks involved in ongoing site waste management, including:
  - i) moving bins to and from the storage room to the collection point (if required) on collection day.
  - ii) washing bins and maintaining storage areas.
  - iii) arranging for the prompt removal of dumped rubbish.

## Report of the Director Environmental Services

- 10.5 10.2018.103.1 – Lot 4 DP 562389 - 16 Greta Street Gerringong - Demolition of existing dwelling and construction of medical centre with 3 residential apartments and associated car parking (cont)
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- iv) displaying and maintaining consistent signs on all bins and in all communal storage areas.
- v) ensuring all residents are informed of the garbage, recycling, organics and bulky waste arrangements.

**Clinical Waste Storage & Disposal**

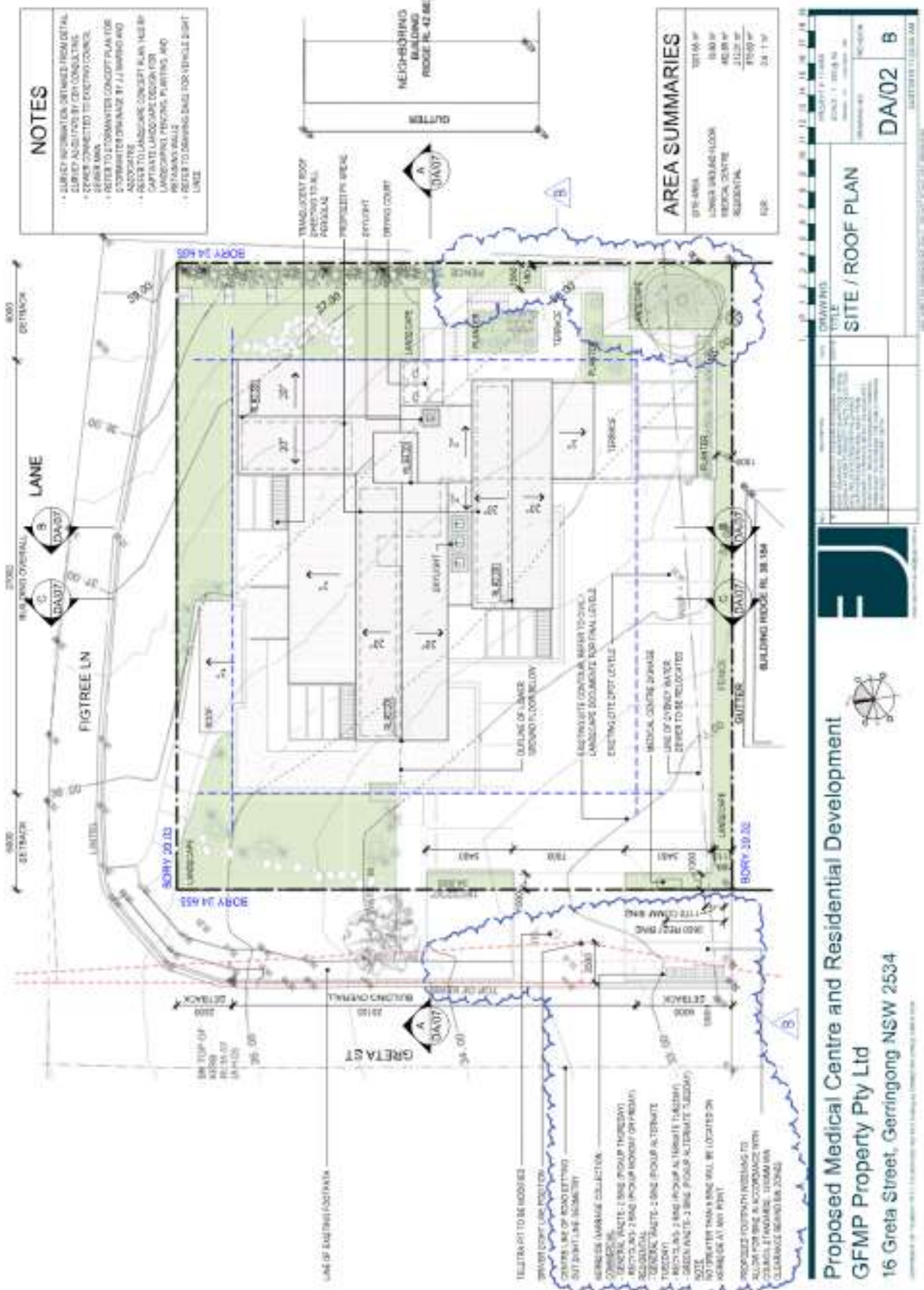
- (1) A separate waste bin for the storage and disposal of clinical and sharps waste is to be provided at the medical facility. Containers used for the disposal of sharps must comply with the requirements of AS 4261:1994 'reusable container for the collection of sharp items used in human medical applications' or if they are not reusable AS 4031:1992 'non-reusable containers for the collection of sharp medical items used in health care areas'.
- (2) Clinical and sharps waste must be collected and disposed of by an authorized contractor in accordance with the Protection of the Environment Operations (Waste) Regulation 2014 Dockets/receipts of hazardous waste disposal must be kept on site for five (5) years and presented to Council when required.

**Conveyancing Requirements**

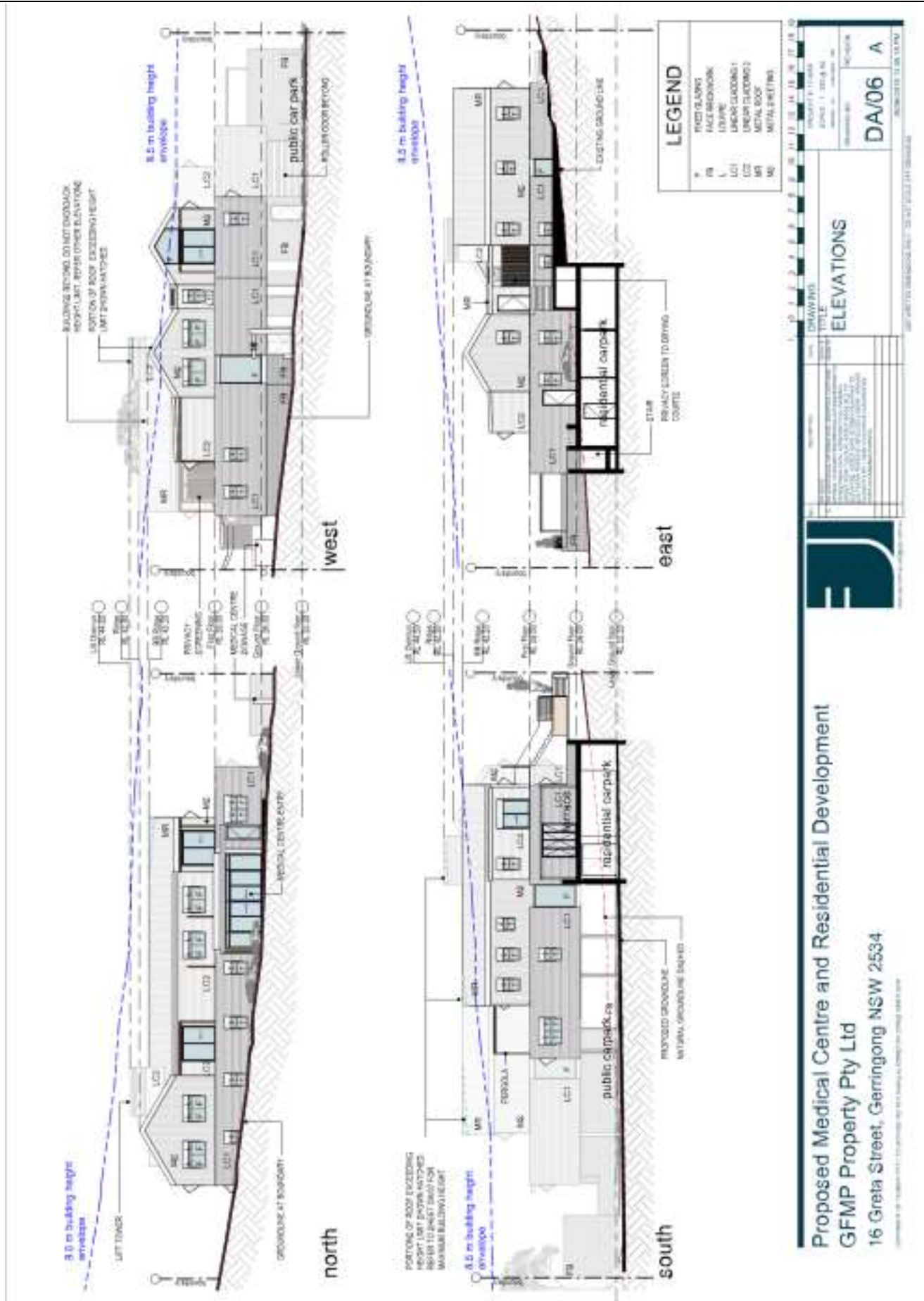
- (1) Under the provisions of Section 88B/88E of the Conveyancing Act 1919 the developer shall provide a restriction on the use of land and a positive covenant in favour of Kiama Municipal Council detailing protection measures and long term maintenance requirements for on-site stormwater detention system and associated stormwater drainage infrastructure.

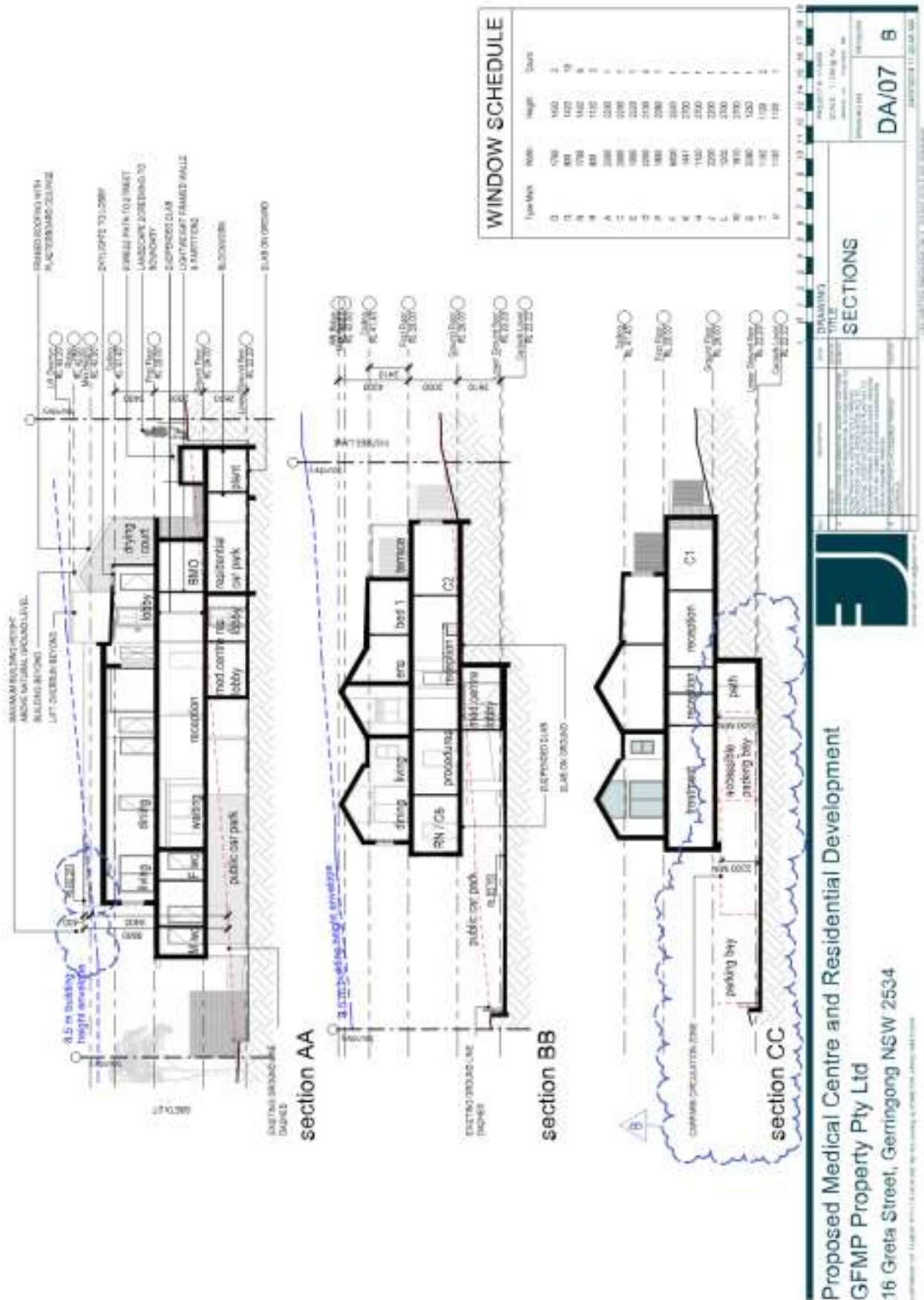
The document shall meet the standard terms applied by Council and shall be submitted to Council for assessment and approval and shall have these titles registered with NSW Lands & Property Management Authority under Sections 88B/88E of the Conveyancing Act 1919. (cr040.doc)

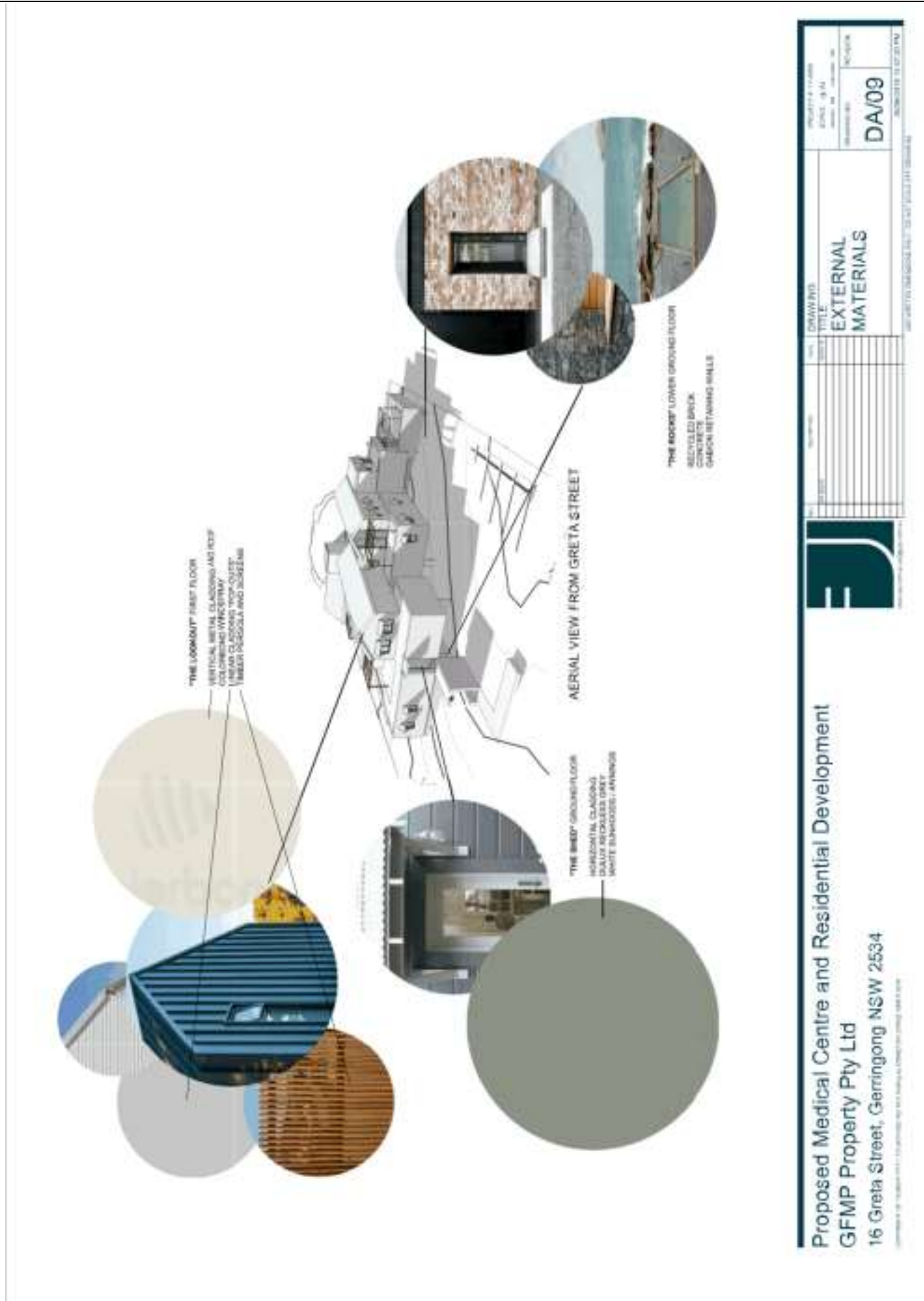
The above requirement shall be undertaken prior to the issue of any Occupation Certificate.



Attachment 1 Item 10.5







**10.6 Kiama Local Strategic Planning Statement – Project Overview**

CSP Objective: 2.0 Well planned and managed spaces, places and environment

CSP Strategy: 2.1 Maintain the separation and distinct nature of local towns, villages and agricultural land

Delivery Program: 2.1.1 Develop and implement appropriate land use plans

**Summary**

The development of Local Strategic Planning Statements (LSPSs) is a new requirement under the Environmental Planning and Assessment Act. The Statements will set out the 20 year land use planning vision for the local government area that will following through into future revisions to the LEP, DCP and other planning projects.

The Department of Planning and Environment has released a guideline that suggests a process for Councils to follow in the development of their LSPSs. This guideline has been considered in proposing the following key processes for the Kiama LSPS:

- Undertake scoping and vision setting with the local community between now and March 2019, with the bulk of community workshops to be undertaken in November 2018;
- Develop the statement and test possible response to local priorities and themed issues with the community from April to July 2019;
- Report draft LSPS to Council in August 2019;
- Public exhibition of draft LSPS September 2019;
- Report final LSPS to Council for endorsement November 2019.

**Finance**

Funds have been included in the 2018-2019 budget for the Strategic Planning Program.

**Policy**

The preparation of the LSPS is a requirement under the Environmental Planning and Assessment Act.

**Communication/Community Engagement**

Engaging with the community and stakeholders about values and priorities for Kiama will be crucial in the development of the LSPS. It is proposed to consult with the community through community workshops at two key points in the development of the Statement.

A communications plan will be prepared for the process having regard to Council's Community Engagement Strategy and the need to clearly explain the relation between this process and engagement that will be undertaken in the review of the Community Strategic Plan that is scheduled for 2020-21.

**Attachments**

Nil

Report of the Director Environmental Services

10.6 Kiama Local Strategic Planning Statement – Project Overview (cont)

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### Enclosures

Nil

### RECOMMENDATION

That Council note the project overview for the development of the Kiama Local Strategic Planning Statement contained within this report and endorse the commencement of community engagement activities.

### BACKGROUND

Over the next 18 months, Kiama Council is required to prepare a Local Strategic Planning Statement (LSPS) that will set out:

- a 20 year vision for land use in the local area
- the special characteristics which contribute to local identity
- shared community values to be maintained and enhanced
- how growth and change will be managed into the future.

The LSPS will draw together and summarise planning priorities identified through State, regional and local strategic planning work and will provide the local scale response to how these plans will be implemented in Kiama. It will also provide the opportunity for local issues to be identified and gaps in our data and knowledge base to be flagged.

The LSPS will address planning matters in themes such as housing, employment, infrastructure, agriculture, environment, recreation and cultural facilities. Once the LSPS is in place, it will shape the comprehensive review of Kiama Local Environmental Plan 2011 and Kiama Development Control Plan 2012. It will also provide a solid foundation for the review of Council's Community Strategic Plan that is scheduled for 2020-21.

Engaging with the community and stakeholders about values and priorities for Kiama will be crucial in the development of the LSPS.

### LSPS Content

The LSPS will be a succinct and easy to understand document that includes images, graphics and maps to assist in explaining the outcomes. It will include a 20 year strategic planning vision for the Municipality focused on strategic land use, transport and environmental planning, clearly demonstrating how the area will change to meet State and regional planning priorities and the community's needs in 20 years' time.

The legal requirements for the LSPS are outlined in Section 3.9 of the Environmental Planning and Assessment Act and include:

- a) context – the basis for strategic planning in the area, having regard to economic, social and environmental matters
- b) Planning priorities – consistent with any applicable strategic plan and community strategic plan



Report of the Director Environmental Services

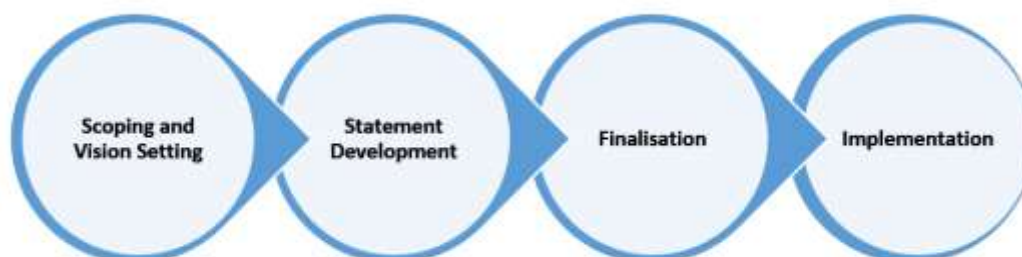
## 10.6 Kiama Local Strategic Planning Statement – Project Overview (cont)

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- c) Actions – to achieve the planning priorities
- d) Implementation – the basis for monitoring and implementation of the actions.

### LSPS Process

The Department of Planning and Environment has released a Guideline that suggests a process that Council may follow to develop the LSPS. The suggested process has four phases.



#### Phase 1 – Scoping and Vision Setting

When: Now to March 2019

**Collation and Analysis:** assembling relevant strategic and community plans applying to the Municipality. These will include the Illawarra Shoalhaven Regional Plan, Community Strategic Plan, Council strategies and policies (e.g. Kiama Urban Strategy, Health Plan, Disability Inclusion Action Plan, Tourism Opportunities Plan), demographic profile and other data.

Analysis of strategic inputs to understand their currency, how they relate to each other and any tensions or inconsistencies between them.

The planning team will prepare maps and a series of fact sheets/issues papers to inform stakeholder engagement:

1. About Kiama;
2. Key planning issues;
3. Applicable legislation and policies.

**Engagement:** community and stakeholder groups will be engaged through a series of facilitated workshops to be held primarily in November 2018:

- 3 community workshops: one week day; one week evening; one weekend;
- Kiama High School youth workshop;
- Development/Industry workshop;
- Councillor and Planning Committee workshop;
- Targeted groups as required.

The community will be made aware of the 3 community workshops through Kimunico, Council's website, notice to Precinct Committees, the Mayor's column and other appropriate Council stakeholder networks.

Report of the Director Environmental Services

## 10.6 Kiama Local Strategic Planning Statement – Project Overview (cont)

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Depending on resourcing and alignment with other engagement activities, community survey may also be undertaken.

The engagement process will address three key considerations:

1. Issue Identification
2. Vision setting
3. Prioritisation and themes (this will guide the more detailed analysis and LSPS development)

Regional engagement with State agencies and peak groups will be coordinated across the 4 local government areas by the Illawarra Shoalhaven Joint Organisation.

### Phase 2 – Statement Development

This phase develops and refines the preliminary outcomes from phase 1 into a draft LSPS.

When: April to July 2019

Targeted Analysis: more detailed analysis of priority issues and themes and development of the local planning response to meet State and regional planning priorities and the community's long term needs.

Strategy development: consideration and testing of land use planning options to address housing need, employment opportunities, infrastructure (including traffic and access), servicing requirements, environmental management and other priority themes identified for the Municipality.

Engagement: phase 2 engagement will be considered in detail and confirmed in early 2019. At this stage, community and stakeholder groups will be engaged through a series of facilitated workshops to be held through April and May 2019 that may take the following approach:

- Theme workshops (e.g. housing, environment/agriculture, employment/infrastructure, heritage and character);
- Four location specific workshops (Gerringong, Jamberoo, Kiama, North Kiama/Minnamurra) to explore local character statements and local priorities;
- Targeted groups as required.

The community will again be made aware of the 3 community workshops through Kimunico, Council's website, notice to precinct committees, the Mayor's column and other appropriate Council stakeholder networks. Participants from the phase 1 workshops will be advised directly via email.

The main outcome from this stage is a draft LSPS to be reported to Council in August 2019 for endorsement to formally exhibit the draft Statement.

### Phase 3 - Finalisation

The draft LSPS will be placed on public exhibition for 28 days.

Submissions received will be reviewed and modifications to planning priorities and actions in response to matters raised in submissions may be recommended as

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10.6 Kiama Local Strategic Planning Statement – Project Overview (cont)

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appropriate. Any outstanding strategic work or unresolved planning issues can be identified as further work to be undertaken in the action plan.

The final LSPS to be reported to Council in November 2019 for endorsement. The endorsed LSPS will be referred to the Department of Planning and Environment. Once the LSPS is made, it becomes a consideration when preparing LEPs and planning proposals must justify any proposed changes the LEP, including indicating whether the changes will give effect to the LSPS.

Phase 4 – Implementation

Implementation of the LSPS will be an ongoing program of work until it is reviewed, which must occur at least every 7 years from it being made. Implementation includes:

1. Implementing priorities and actions identified in the LSPS
2. Alignment with related work by providing the basis for LEP amendments, CSP review and review of the Regional Plan.
3. Monitoring and review as outlined in the LSPS, including seeking regular community feedback and identifying continuous improvement.

Revisions to the LSPS may be required in response to significant changes within the LGA, such as announcements on centre development, new infrastructure investment or employment opportunity, significant changes to growth projections or changes to the Regional Plan.

**10.7 Draft Chapter 3 Preservation of Trees and Vegetation and Chapter 8 Landscaping Requirements**

CSP Objective: 2.0 Well planned and managed spaces, places and environment

CSP Strategy: 2.3 The principles of sustainable development and compliance underpin town planning and local development

Delivery Program: 2.3.1 Conduct development and building assessment/approval functions in accordance with statutory requirements, policies and procedures

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**Summary**

Amendments to Chapter 3 Preservation of Trees and Vegetation and Chapter 8 Landscaping Requirements are required in response to a number of matters:

- Repeal of Clause 5.9 Preservation of Trees or Vegetation of Kiama LEP 2011 (via a change to the Standard Instrument);
- The introduction of SEPP (Vegetation in Non-Rural Areas) 2017;
- Notice of Motion from the Ordinary Meeting of Council held on 15 May 2018;
- Minor errors and inconsistencies between the 2 DCP chapters.

The proposed changes are summarised below:

- Amend Chapter 3 'Protection and Management of Trees and Vegetation' to bring it into line with current legislation and respond to Council's resolution from the May Council Meeting;
- Amend and update Chapter 8 'Landscaping Requirements' to correct minor errors and move the significant trees register into Chapter 3.

**Finance**

The exhibition of the draft Chapters will require Council to pay for an advertisement in local print media.

**Policy**

The process of amending the Development Control Plan is guided by Council's 'Preparation of Development Control Plans Policy'.

**Communication/Community Engagement**

Council will need to place the draft Chapters on public exhibition for a minimum of 28 days in accordance with legislative requirements. This will involve advertising in local print media as well as on Council's website.

**Attachments**

- 1 Chapter 8 - Landscaping - Draft [↓](#)
- 2 Chapter 3 - Preservation of Trees and Vegetation - Draft [↓](#)

**Enclosures**

Nil

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10.7 Draft Chapter 3 Preservation of Trees and Vegetation and Chapter 8  
Landscaping Requirements (cont)

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### **RECOMMENDATION**

That Council endorse the attached draft Development Control Chapters 3 and 8 for public exhibition.

### **BACKGROUND**

On 25 August 2017, the NSW Government brought in legislation to overhaul the framework for land management and biodiversity across the state. These changes included:

- Biodiversity Conservation Act 2016 – commenced;
- State environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 – commenced;
- Local Land Services Act 2013 and associated Regulation – amended;
- Standard Instrument (Local Environmental Plans) Order – amended;
- Environmental Planning and Assessment Act 1979 – amended;
- National Parks and Wildlife Act 1974 – Amended
- Native Vegetation Act 2003 – Repealed;
- Threatened Species Conservation Act 1995 – repealed.

#### **Kiama LEP 2011**

An amendment to the Standard Instrument (Local Environmental Plans) Order automatically results in the subsequent amendment of any LEP's based on the Standard Instruments; thus Kiama LEP 2011 was also amended through this process. The amendment had the effect of repealing Clause 5.9 Preservation of Trees or Vegetation. Clause 5.9 sets out that Council could prescribe in a DCP that trees or other vegetation that required development consent or a permit issued by Council for their removal or pruning.

#### **SEPP (Vegetation in Non-Rural Areas) 2017**

The previous LEP Clause 5.9 has been replaced with State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 (the Vegetation SEPP) which applies to all zones except the Rural Zones RU1 to RU4. It sets out when a permit from Council is required for the clearing of vegetation in non-rural areas and requires a DCP to declare the vegetation to which the SEPP applies. Consistent with the Vegetation SEPP, the DCP can only apply to non-rural land that does not exceed the biodiversity offsets scheme threshold. Any clearing that exceeds the threshold is to be assessed by a Native Vegetation Panel.

#### **Draft amendments in response to Council's resolution May 2018**

The Notice of Motion from this meeting requested Council staff to draft a new Tree Management Policy to allow property owners, without the need for approval, to

## Report of the Director Environmental Services

10.7 Draft Chapter 3 Preservation of Trees and Vegetation and Chapter 8  
Landscaping Requirements (cont)

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remove any tree on their property which has been planted by that property owner, as well as any other tree, except a tree which is:

- Native to this area; and
- More than 6m high.

Subject to that property owner being an owner of residential zoned property which is less than 2000m<sup>2</sup>.

The intention of the motion was to improve the ability of land owners to have trees removed on their property and to provide clarity regarding the process of assessing a Tree Management Application.

Whilst Council staff acknowledge the intention of the motion, it was found to be extremely difficult to implement in its entirety for the following reasons:

- It is inconsistent with the aims of SEPP Vegetation which are to :
  - a) to protect the biodiversity values of trees and other vegetation in non-rural areas of the State, and
  - b) to preserve the amenity of non-rural areas of the State through the preservation of trees and other vegetation.

Under Section 3.42 of the Environmental Planning and Assessment Act 1979, one of the purposes of a Development Control Plan is to give effect to the aims of any environmental planning instrument. This includes SEPP's.

- It require collating an exhaustive list of species which may be endemic to this area. Such a long and detailed list would further complicate the process.
- It does not take into consideration instances such as where the property has changed hands and the tree was planted by the previous owner.
- It does not take into consideration whether the tree is of special significance (i.e. Norfolk Island Pines), or whether or not the tree provides potential habitat for native fauna and/or threatened species.
- The potential for heritage significance of the tree and its contribution to the surrounding area.

Not having any regard to any of the abovementioned issues may leave the owner liable to prosecution under other State and Commonwealth legislation.

A working group was formed to discuss the possible changes which included staff from Engineering and Works, Strategic Planning, Environment and Risk teams. The group considered approaches taken by other councils, advice from our Risk team and insurers regarding Council's liability and the opinion of each section of Council to devise a way forward. In the spirit of the Notice of Motion, the following changes are proposed to simplify the process and provide greater clarity regarding Council's decision making:

- The definition of a prescribed tree was amended to increase the height of what constitutes a tree from three (3) metres to five (5) metres. This is consistent with the definition of a tree in the publication 'Dictionary for Managing Trees in

## Report of the Director Environmental Services

10.7 Draft Chapter 3 Preservation of Trees and Vegetation and Chapter 8  
Landscaping Requirements (cont)

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Urban environments' (Draper & Richards 2009), which is endorsed by the CSIRO and Australian Institute of Consulting Arboriculturalists.

- Additional species were added to the Exempt Species list.
- The assessment criteria was expanded from six to 15 considerations to incorporate the following matters:

- The condition of the tree, where a tree is dead or dying, or where it is assessed to pose a hazard as in the consequence consideration points in the Tree Risk Assessment Matrix. In the application of the risk assessment and determining the risk posed by a tree, Council will take into consideration the advice of trained Council officers; alternatively, Council will consider a report prepared by a person who has obtained an AQF level 5 or higher qualification in Arboriculture (Horticulture);

- Whether the tree has any structural defects which may impact on the integrity of the tree;

- Whether the tree is causing structural damage to a building, structure, water main or sewer;

Note: A report may be required by a suitably qualified and experienced consultant where the damage is not visually evident demonstrating that the tree, its trunk, or its root system is causing damage and the damage cannot be controlled by mitigation measures;

- Whether the tree is severely stressed, diseased or is suffering insect damage and whether the health of the tree can be improved;

- Whether a tree species is appropriate in terms of its proximity to an existing habitable dwelling, adjoining dwellings or other buildings;

- Whether the growth habit or mature size of a trees is undesirable in a given situation (e.g. power lines, root interference with service, infrastructure or building);

- Whether the tree is too large for its location or is interfering or likely to interfere with public infrastructure or private utilities;

- Whether the tree shows poor form and shape and/or vigour typical to the species;

- Whether the removal of the tree(s) will pose any adverse impact upon the amenity or scenic environmental quality of the locality;

- Whether the removal of the tree(s) will cause any potential adverse slope instability or geotechnical impacts upon the site or the locality;

- Whether removal of the tree has the potential to affect a threatened species, endangered population, endangered ecological community or critical habitat for any fauna species;

- Whether the tree is an irritant to the applicant affecting quality of life. (Medical Certificate maybe required from a suitably qualified specialist);

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## 10.7 Draft Chapter 3 Preservation of Trees and Vegetation and Chapter 8 Landscaping Requirements (cont)

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- Whether any previous condition of development consent required the retention of the tree(s)
  - The ecological significance of the tree, including the trees habitat value.
  - Whether or not the tree is listed as being of Special Significance as identified in Appendix 3.
  - Any other reason at the discretion of Council staff, which can be justified on either legal or technical grounds.

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The methodology for undertaking tree inspections has been incorporated into the Appendices and includes a risk matrix to give applicants a better understanding of the process.

During the 2017-2018 financial year, the Manager Environment and Health and tree management team undertook a number of systems improvements that has resulted in a significant reduction in the amount of time to assess and issue a Tree Management Permit. The backlog of outstanding CRMs also reduced over that period from over 100 down to 8. The following initiatives have seen the processing times reduced from an average of 40-50 days to 21 days:

- Lean process which enabled the number of CRM categories going directly to the tree management officer to be reduced allowing more time to focus on private trees
- Training of administration staff who are now well trained and experienced to process applications and issue permits to residents in a timely manner
- System changes such as the increased use of email for issuing permits and the introduction of voice software to record inspection notes for efficient transcription to written records.

Now reporting through the Manager Design and Development, the tree management team is continuing to consider process improvements such as:

- A template letter to acknowledge inspection at any private address.
- Utilising tablets or iPads to increase work efficiency and enable more thorough and timely record keeping.
- Introducing a specific tree replacement requirement of 2:1 similar to Sutherland to achieve a zero net canopy loss.

**Conclusion**

It is acknowledged that the existing tree management process is unclear and potentially left Council vulnerable with regard to its liability in the event of a tree failure. It was also an opportune time to update the relevant Chapters in the DCP to bring it into alignment with recently updated State Legislation. Whilst the proposed changes contained in the Notice of Motion were not able to be directly implemented, amendments proposed in this report are a significant improvement on the existing document and are consistent with the intent of the Notice of Motion which was to increase the rights of property owners to remove certain trees and provide greater clarity regarding the assessment process.



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10.7 Draft Chapter 3 Preservation of Trees and Vegetation and Chapter 8  
Landscaping Requirements (cont)

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Following public exhibition of the draft DCP chapters and consideration of submissions, the final recommended DCP Chapters will be reported to Council for consideration and endorsement.

**Item 10.7**



8 Landscaping (DRAFT)

- This Chapter was adopted by Council on xxxxxxxx.

## Landscaping

The purpose of this plan is to assist in the preparation of suitable landscape plans and documents for proposed commercial, industrial and residential developments within the Kiama Municipality. Basic information and design considerations are provided which will help applicants in meeting the requirements of the environmental legislation when preparing development applications.

### Objectives

- To provide a high standard of landscape design which complements the design of the development and integrates within the streetscape or rural setting in size, scale, mass and bulk throughout the Kiama Municipality.
- To require landscaping to be considered in consultation with building and subdivision design as soon as possible in any development.
- To incorporate environmentally sustainable practices within the design.
- To reduce the impact of development activity on the landscape.
- To provide landscaping which requires low maintenance.
- To protect and enhance remnant native bushland areas by the retention and regeneration of indigenous flora.

### Section 1 - Why Submit A Landscape Plan?

Most property development requires a landscape component which is assessed in order to improve the quality of the development by providing shade, privacy, streetscape, aesthetics, low maintenance and environmentally sustainable practices. To ensure a satisfactory standard of construction is achieved it is recommended that all landscape construction be carried out by a qualified landscape contractor. Membership to an accredited organisation encompassing both design and construction of landscapes is desirable.

### Section 2 - Who Can Prepare Landscape Documentation?

To ensure that appropriate professional skills are being applied in the design as well as the presentation of landscape proposals, a suitably qualified Landscape Architect or Landscape Designer with relevant design experience is required to prepare landscape plans.

### Section 3 - Design Guidelines for Industrial Developments

Landscape Plans are required to be submitted for Industrial Development Applications. This includes development of land for car parks, retail, institutional uses, light and heavy industry.

### Aims

- Integrate the landscape with the architectural design of the buildings and enhance the overall existing streetscape.
- Screen and soften buildings and shade paved areas.
- Incorporate environmentally sustainable practices in the landscape design.
- Provide a landscape treatment which corresponds in scale and size relative to the bulk of the proposed development.

- Integrate planting into existing streetscape themes to provide unity and pattern to the precinct.
- Enhance safety and security in public spaces.

#### Controls

C1 The following design guidelines must be incorporated where practicable:

#### Design Guidelines

- Provide planting beds a minimum 3 metres wide across the front of the site and a minimum 3 metres wide across the rear and 1 metre wide side boundaries where it adjoins residential property or public spaces, to screen the development and reduce the bulk and scale of the building. Refer to Chapter 9 for car parking requirements for additional information.
- Incorporate indigenous tree and shrub planting in the buffer zone areas if possible. A mix of planting forms and habits is desirable.
- Provide security fencing on street frontages of low visual impact, open design and located within and screened by planting beds.
- Provide landscape treatment within or adjacent to the car parking area which includes shade and screening.
- Separate landscaped areas from car parking and driveway areas by devices that prevent vehicles from damaging the planting.
- Use raised planter areas to minimise the possibility of landscape areas being used for parking or storage areas.
- Provide mulch to garden beds and planted areas.
- Provide suitable edging materials to separate mulch and landscape from turf and hard surfaces.
- Screen waste and service areas with suitable plant and building materials.
- Use recessive colours if manufactured metal fencing is to be used.
- Maintain visibility of vehicular traffic moving in and out of the driveway. Refer to relevant Australian Standards.
- Consider the impact of the landscape on adjoining properties e.g. overshadowing, structural issues, views, by the careful selection and location of trees.
- Retaining walls over 600mm high require Engineer's documentation.

#### **Section 4 - Design Guidelines for Commercial Developments**

Landscape Plans are required to be submitted to Council for approval for commercial development applications.

#### Aims

- Integrate with the architectural design of the commercial buildings and enhance the overall existing streetscape.
- Provide a landscape which visually reduces the bulk and scale of the buildings yet integrates with the overall streetscape.
- Enhance safety and security in public spaces.

Controls

C2 The following design guidelines must be incorporated where practicable:

Design Guidelines

- Separate landscaped areas from car parking and driveway areas by devices that prevent vehicles from damaging the planting.
- Use raised planter areas to minimise the possibility of landscape areas being used for parking or storage areas.
- Integrate planting into existing streetscape themes to provide unity and pattern to commercial precincts.
- Provide mulch to garden beds and planted areas.
- Provide suitable edging materials to separate mulch and landscape from turf and hard surfaces.
- Screen waste and service areas with suitable plants and building materials.
- Provide a dedicated landscape treatment within or adjacent to the car parking area which includes shade and screening.
- Use recessive colours if manufactured metal fencing is to be used.
- Maintain visibility of vehicular traffic moving in and out of the driveway. Refer to relevant Australian Standard.
- Consider the impact of the landscape on adjoining properties e.g. overshadowing, structural issues and views by the careful selection and location of trees.
- Retaining walls over 600mm high require Engineer's documentation.

**Section 5 - Design Guidelines for Residential Developments**

Landscape plans are required for all Dual Occupancy Developments, Villa Homes, Courtyard Houses, Residential Flat Building and multi Housing Developments. A single residential dwelling on one lot does not require a landscape plan.

Aims

- Screen large-scale buildings and provide a sense of continuity within the development.
- Improve the visual amenity, aid in privacy, noise attenuation and temperature control.
- Enhance safety and security in public spaces.

Controls

C3 The following design guidelines must be incorporated where practicable:

Design Guidelines

- Provide planting at a scale in relation to the verticality of the buildings.
- Enhance boundary and driveway access with planting beds which are a minimum width of 1.0 metre (internal width). Include trees which reach a minimum mature height of 3.0 meters for screening where necessary.
- If possible, provide curved and splayed driveways to reduce a 'gun barrel' effect, particularly when placed against a side boundary.

- Landscape the front property boundary to include a range of tree canopy heights and differing plant forms and habits to provide linkage and amenity to the streetscape.
- Screen waste receptacles from street view.
- Provide mulch to garden beds and planted areas.
- Provide a suitable edging material to separate mulch and landscape from turf and hard surfaces.
- Maintain visibility of vehicular traffic moving in and out of the driveway. Refer to relevant Australian Standards.
- Consider the impact of the landscape on adjoining properties e.g. overshadowing, structural issues and views, by the careful selection and location of trees. Minimise shadow effects on residential courtyards, balconies and living areas.
- Use recessive colours if manufactured metal fencing is to be used.
- Provide private open space (POS) minimum 25m<sup>2</sup> and clear of any garden beds, clothes lines and any other encroachments. For low density housing POS minimum 25m<sup>2</sup> and minimum 4m by 6m. See Chapter 4 for more information on POS in low density housing.
- For medium density housing POS minimum 25m<sup>2</sup> and minimum 5m in one direction. See Chapter 5 for more information on POS in medium density housing.
- Provide communal open space for developments of more than 8 dwellings at 5m<sup>2</sup> of open space per dwelling. For more information on communal open space see Chapter 5 Section 8.
- Retaining walls over 600mm high require Engineer's documentation.
- A minimum of 33% of the area forward of the building line must be landscaped.
- A minimum of 25% of the site area will be deep soil landscaped area. Landscape area means a part of the site used for growing plants, grasses and trees but does not include any buildings, structures or hard paved areas. Driveways and parking areas made of any surface material are excluded from the landscaped area.

### Section 6 - Design Guidelines for Rural Developments

This applies to development on rural land identified in Kiama Local Environment Plan 2011

#### Aims

- Minimise adverse visual and environmental impacts.
- Support the objectives of the zoning as set out in the Kiama Local Environment Plan 2011.

#### Controls

C4 The following design guidelines must be incorporated where practicable:

#### Design Guidelines

- Buildings should not be located on the top of prominent ridge lines or knolls.
- Provide vegetative screening to dwellings, sheds, water tanks and outbuildings in such a way so as to break the form of the building and yet maintain desirable view corridors.
- Protect all areas of landscaping, adjacent to land used by stock by permanent stock proof fencing. This shall be maintained for 5 years in order for the planting to reach maturity.

- Provide details of stock fencing in landscape plan; (electrical tape is not considered permanent stock fencing).
- Minimise earthworks and soil erosion.
- Minimise the visual impact of driveways by the use of suitable materials and siting in relation to contours
- Incorporate indigenous species when linking the landscape design proposal into remnant vegetation.
- Consider fire risk in landscaping - refer to NSW Rural Fire Service publications regarding bushfire prone land.
- Avoid plant species that are known to be weed problem – See Appendix 1.
- The clearing of vegetation and trees to improve views, provide access and provide Asset Protection Zones is not permitted. Any building envelope shall be chosen to avoid the need to remove vegetation for the purpose of bush fire risk management.

See Chapter 6 – Rural Development for more information (Note: Section 8 Environmental Considerations).

### Section 7 - Information to be Submitted with Landscape Documents

This should be used as a checklist before submitting landscape plans.

#### Controls

C5 The following design guidelines must be incorporated where practicable:

#### Concept Landscape Plans

A concept landscape plan is suitable when Development Approval only is required. The following details are required to be shown:

- Property owners name, postal address and contact details.
- Applicant's name, address and contact details.
- Landscape consultants contact details.
- North point.
- Scale of the plan (Generally 1:100 or 1:200 but for specific developments others may be required).
- Location of all existing and proposed buildings and adjoining buildings.
- Details of all existing trees 3.0 metres or more in height showing location, species, canopy spread and height.
- Location, height and finished floor levels of all existing/proposed buildings and structures.
- Location of roads, driveways, parking areas and footpaths with details of materials and finishes.
- Existing ground levels and proposed design levels e.g. contours, spot levels.
- Location and height of proposed retaining walls.
- Location of private open space clear of any garden beds, clothes lines and other encroachments.
- Schematic planting showing location and mature heights of planting.
- Further details which may be required:

- Arborist report including the following details:
  - \* Reduced levels at tree base
  - \* Precise location
  - \* Height
  - \* Canopy spread and dripline
  - \* Name of species (Botanic and common)
  - \* Health and condition

#### Controls

C6 The following design guidelines must be incorporated where practicable:

#### Landscape Plans

A fully detailed landscape plan is required prior to release of the Construction Certificate. Therefore it requires more detail than a concept plan. The following details are required to be shown:

- Property owners name, postal address and contact details.
- Applicant's name, address and contact details.
- Landscape consultants contact details.
- North point.
- Scale of the plan (Generally 1:100 or 1:200 but for specific developments others may be required).
- Location of all existing and proposed buildings and adjoining buildings.
- Details of all existing trees 3.0 metres or more in height showing location, species, canopy spread and height.
- Existing or proposed stormwater drains and drainage pits.
- Location, height and finished floor levels of all existing/proposed buildings and structures.
- Location of roads, driveways, parking areas and footpaths with details of materials and finishes.
- Existing ground levels and proposed design levels e.g. contours, spot levels.
- Location of utility services and stormwater drainage lines.
- Location and height of proposed retaining walls.
- Location of private open space wall over 600mm high will require Engineer's documentation clear of any garden beds, clothes lines and other encroachments
- Maintenance program.
- Planting schedule and plan to show:
  - Plant symbol
  - Botanic name and common name
  - Quantity
  - Mature height
  - Pot sizes
  - Plant spacings
  - Staking/tying
  - A specification describing the method of preparation of planting beds, turning, trees in grass, planting methods, fertilising, mulching, edging and staking.



- Details of imported soils and plant growing medium.
- Detail and location of all edge treatments
- When necessary, standard construction and detail drawings e.g. sections through mass planting beds, tree planting details, retaining walls.
- Location of service areas and screening details e.g. garbage receptacle area, drying area, letterboxes, play areas, common open space.

Further details which may be required:

- Construction details of permanent stock proof fencing.
- Location of all existing and proposed underground and overhead services and easements.
- Method used to protect individual trees or bushland areas during and after completion of the development.
- Irrigation layout/tap location if applicable.
- Details of special treatment e.g. erosion control, creek bank stabilisation, roof gardens etc.
- Arborist report of trees on the site and street trees including the following:
  - Reduced levels at tree base
  - Precise location
  - Height
  - Canopy spread and dripline.
  - Name of species (botanic and common name)
  - Health and condition
  - Tree protection Zones.

#### Controls

C7 The following design guidelines must be incorporated where practicable:

#### Site Analysis

Specific developments nominated by Council may require more detailed analysis. Good site analysis will aid in the resolution of the landscape design. This has a flow on effect of creating a pleasant living environment for both the occupants of the 'development' in question and the neighbourhood. The following details are required to be shown:

- Consultant's name, address and contact details.
- Applicant's name, address and contact details.
- Site address, location map.
- Scale of plan 1:100. or 1:200
- Date of drawing.
- North point.
- Plan reference number.
- Site boundaries and dimensions.
- Location, use and height of existing buildings within the site.
- Relationship of existing buildings to adjoining properties and key developments.
- Topography, slope and aspect.
- Views from the site.
- Potential constraints relating to overshadowing and overlooking.
- Street character.

- Prevailing winds.
- Surface run-off and potential impact of altered groundwater flows.
- Existing buildings.
- Spot levels and contours related to AHD where practical location of utility services and stormwater drainage lines.
- Location of existing historical or archaeological features.
- Location of existing contaminated soils or fill.
- Arborist report of trees on the site and or street trees including:
  - Levels at tree base (to AHD where possible).
  - Precise location.
  - Height.
  - Canopy spread and drip line.
  - Name of species (botanic and common name).
  - Health and condition.

### **Section 8 - Environmental Management Plans and Reports**

C8 These documents shall be prepared by appropriately qualified consultants. Specific reports may be required for developments within environmentally sensitive areas. Council will set the scope of details required for the survey/report according to specific sites requirements. These may include the following:

- Heritage status and/or Conservation Report.
- Soil analysis.
- Survey of Endangered or Vulnerable Species or Endangered Ecological Communities Biodiversity Act 2016.
- Environmental Management Plan.
- Arborist Report.

### **Section 9 -Detailed Construction Plans**

C9 Detailed construction plans of hard engineering works included in the landscaping such as retaining walls, raised gardens, roof gardens will be required to enable a comprehensive assessment of the landscape proposal.

### **Section 10 - Vegetation Surveys**

C10 These will be required when there is remnant bushland vegetation on the site. The surveys must be carried out by a suitably qualified person approved by Council and in accordance with accepted standard scientific methodology. The minimum detail to be provided shall include the following:

- List of species present on site.
- Location of any Endangered or Vulnerable Species or Endangered Ecological Communities Biodiversity Act 2016.
- List of any weeds classified by Illawarra District Weeds Authority.
- Other detail which may be required include the following:
  - Condition of vegetation including degree of weed invasion.
  - Location and condition of significant trees.
  - Biodiversity assessment

## Section 11 - Related Landscape Issues

### Street Tree Planting

C11 It is the intention of street tree planting to establish a local identity. The tree selection must be in scale with the streetscape and offer sun and wind protection and improve the micro-climate of the area. Street tree planting is to be:

- Minimum 2.5m from either side of a driveway or vehicular crossing.
- Minimum 2.5m from either end of a car/bus parking bay.
- Minimum 20m from either side of an existing pedestrian crossing.
- Minimum 2.5m from electricity or telephone poles or pillars.
- Spaced so as not to block signage, access to services.
- Indigenous native species with preference over exotics where possible (See Appendix 2 for species list).
- Selected with consideration to overhead power lines and views.
- Minimum 1.0 metre tall when planted.

### Protection of Existing Vegetation

C12 Reference should be made to Council's Development Control Plan 2012 Chapter 3 Preservation of Trees and Vegetation regarding the removal or pruning of trees and the treatment of Trees of Special Significance.

C13 Existing vegetation and the means of protecting that vegetation must be clearly shown on any landscape plans.

C14 Consider the following points when landscaping work is adjacent to remnant bushland or existing vegetation:

- Do not alter the topsoil from within the dripline of existing trees on site.
- Do not alter the topsoil from within the dripline of trees, which are outside of the site boundaries yet have a dripline and root mass, which extends into site.
- Do not divert or alter overland water flows to existing vegetation.
- Do not use the area below the dripline of vegetation for site storage or stockpiling of materials.
- Do not run heavy machinery within the dripline of existing trees.
- Provide protection during the construction phase to trees or vegetation to be retained.
- Provide protection to natural elements such as native animal habitats and endangered plant communities.
- If landscaping adjoining remnant bushland use indigenous native species to link the remnant bushland.

### Bond/Bank Guarantee for Specific Vegetation

C15 For development occurring on sites containing remnant vegetation or significant trees, Council may levee a bond or guarantee on the applicant to ensure the protection of the trees or vegetation. The bond will be held by Council for the duration of the maintenance period or any period specified by Council.

C16 The sum of the bond will be determined by Council. The sum will be a reasonable estimate of the cost of rectifying any damage to trees or vegetation caused by the development works.

Use of Footpath for Landscaping - A Deed of Lease

C17 In certain circumstances where a developer or owner wishes to extend landscaping beyond the site boundary onto the footpath, application can be made to lease this land from Council.

C18 Under the provision of the Roads Act 1993, if an encroachment occurs within a road reserve, an application must be made to Council to obtain a Lease Agreement over the encroaching structures e.g. landscaping, planter boxes etc.

C19 All costs associated with the agreement setting out the liability and maintenance details shall be borne by the developer/owner. An annual fee will apply for the lease of the area and maintenance of the area will be the responsibility of the property owner.

C20 Any works are to be approved as part of a landscape plan.

Promotion of Resident Safety

C21 Create an environment which enhances safety and security from property damage, theft and personal threat. Where possible, utilise 'Safer by Design' methodology recommended by NSW Police Service. This encourages crime prevention through environmental design by the application of design features, routine activities and space management which alter conditions that create opportunities for criminal behaviour. The following principles are central to this:

- *Surveillance* – includes natural, formal and technical surveillance. Natural focuses on the orientation of buildings, street layout, landscaping, fencing etc.
  - Formal or organised surveillance involves the tactical use of work areas, offices etc near high risk areas.
  - Technical surveillance is achieved through mechanical/electronic measures.
- *Access Control* – includes physical and psychological barriers to restrict, encourage and channel pedestrian and vehicle movement.
- *Territorial Reinforcement* relies upon design features, actual and symbolic boundary markers and other means to encourage a community's sense of responsibility for places and facilities.
- *Space management* involves the formal supervision, control and care of urban space.
- Generally the safety for pedestrians and vehicles should be provided for by the following:
- Illuminate pedestrian access and driveways in communal open space and integrated developments (using relevant Australian Standards).
- Ensure landscaping does not conflict with pedestrian and vehicular safety by blocking vision.

**Section 12 - Undesirable Plants**

C22 These are plants which are considered unsuitable for landscape purposes in the Kiama Municipality because of the potential of these plants to cause serious environmental problems in the landscape. Therefore they are to be discouraged from use in gardens throughout the Kiama Municipality (See Appendix 1).

### Section 13 - Recommended Plants

C23 The use of native plant species in landscaping is encouraged. The use of local indigenous stock is particularly important in rural areas to preserve existing vegetation. Projects involving regeneration or enhancement of remnant bushland must use local indigenous stock grown from seed collected in the area. In order to assist in the selection of local indigenous native species a list of species suitable for use in landscaping is included in Appendix 2. This list is intended as a guide only and is not exhaustive, particularly for native bushland regeneration sites. The ultimate selection of suitable species is always dependent on specific site requirements.

### Section 14 - Landscape Maintenance

#### Maintenance Period

C24 All property owners must be aware that they will be responsible for the maintenance of the landscaping for the maintenance period once the landscaping has been approved by a certifier as being complete and in accordance with the approved development consent.

The landscape maintenance period commences on the date of practical completion and extends for the duration of the specified maintenance period. A project is deemed to be at practical completion when all the hard and soft landscape features or any work depicted on the approved landscape plans have been installed and approved by a private certifying authority or Council.

#### C25 Maintenance Periods for Various Developments

Industrial	52 weeks
Commercial	26 weeks
Residential	26 weeks
Rural	52 weeks

These maintenance periods may be extended for specific developments.

#### Maintenance Program

C26 A landscape maintenance program or specification is required with the landscape plan. This is to describe the means of maintaining the landscaping during the maintenance period and shall include but not be limited to plant establishment, watering, mowing, fertilising, weeding, staking, pruning, mulching, pest and disease control, and generally maintaining the site in a neat and tidy condition.

C27 Missing, dead and unhealthy plants are to be replaced with plants of a similar size and quality and of identical species/variety, unless a substitution is approved by Council.

C28 Garden mulch must be to the relevant Australian Standards.

C29 Any pruning must be carried out to meet Australian Standards AS4373-2007 'Pruning of Amenity Trees' and shall comply with Council's Development Control Plan 2012 Chapter 3 Preservation of Trees and Vegetation.

### Section 15 – Treatment of Trees of Special Significance

C30 Kiama Municipal Council is concerned about the conservation of an important part of the heritage of the area that is the trees of special significance in the Municipality. These may be single trees, stands or avenues of trees which may be significant for a number of reasons. Refer to Development Control Plan 2012 Chapter 3 Preservation of Trees and Vegetation for the criteria that should be used as a guide in determining if a tree or group of trees are of special significance and the treatments required for their protection.

### Section 16 - Ecologically Sustainable Development (ESD)

Kiama Municipal Council is committed to the principles of Ecologically Sustainable Development. To satisfy the principles of ESD, the landscape proposal should provide for the following:

- Native Gardens to provide a habitat for native fauna.
- Retain bushland to prevent further loss of native plants and animals.
- Minimise large expanses of open lawn areas.
- Minimise impervious surfaces by using porous materials or increasing garden bed size.
- Plant trees to aid in wind and shade protection, noise abatement and a more pleasing environment.
- Use and integrate local materials into the landscape where possible.
- Minimise earthworks.
- Minimise potential for erosion and sedimentation.
- Minimise demolition and excavation material by reusing, recycling or disposing in an environmentally sustainable manner.
- Retain existing mature trees and shrubs.
- Use rainwater tanks to conserve water.
- Allocate an area for composting of green waste.

### Section 17 - Tree Selection for Fire Prone Areas

C31 Select plants that match the conditions of the environment (soils, rainfall, temperatures, frost and wind) but do not overlook fire as a factor. All plants will burn but some are more tolerant of fire than others.

Features of plants that provide protection from fire include:

- High salt content of leaves
- High moisture content of leaves
- Low volatile oil content of leaves
- Thick bark protecting conductive tissues and dormant buds
- Seed enclosed in woody capsules
- Dense crown
- Lowest branches out of reach of ground fires

Refer to publications by the NSW Rural Fire Service for tree selection details.

**Section 19 - The Preservation of Trees and Vegetation**

C32 Certain trees in the Municipality are protected and may not be removed or pruned without a permit or development consent. Some trees are considered environmental weeds and may be removed or pruned without a Permit or Development Consent. These trees species are exempt and listed in Development Control Plan 2012 Chapter 3 – Preservation of Trees and Vegetation.

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**Appendix 1 PLANTS CONSIDERED UNSUITABLE**

**PLANTS CONSIDERED UNSUITABLE FOR LANDSCAPE PURPOSES IN THE KIAMA MUNICIPALITY**

The following plants listed should not be used in any gardens in the Municipality of Kiama. Some of these plants listed have been in common use for generations but are now acknowledged to be serious weeds of native bushland. Their replacement with non-invasive species is encouraged.

<b>Trees</b>	
<b>Botanical Name</b>	<b>Common Name</b>
Acacia baileyana	Cootamundra Wattle
Acacia saligna	Golden Wreath Wattle
Ailanthus altissima	Tree of Heaven
Cinnamomum camphora	Camphor Laurel
Erythrina x sykesii	Coral Tree
Ficus elastic	Rubber Tree
Grevillea robusta	Silky Oak Tree
Lagunaria patersonii	Norfolk Island Hibiscus
Ligustrum sinense	Small Leaf Privet
Ligustrum lucidum	Large Leaf Privet
Olea africana	Wild Olive
Olea europaea subsp. africana	African Olive
Pinus radiata	Radiata Pine
Populus species	Poplar Tree
Pittosporum undulatum	Native Daphne
Robinia pseudoacacia	False Acacia
Salix species	Willow Tree
Schefflera actinophylla	Umbrella Tree
Toxicodendron succedaneum	Rhus Tree
X Cupressocyparis leylandii	Leylandii Pines
<b>Shrubs</b>	
Ageratina adenophora	Crofton Weed
Agave americana	Yucca Plant
Baccharis halimifolia	Groundsel Bush
Canna indica	Canna Lily
Cestrum parqui	Green Cestrum
Chrysanthemoides monilifera	Bitou Bush
Cortaderia spp	Pampas Grass
Coreopsis lanceolata	Coreopsis
Cotoneaster spp	Cotoneaster
Coprosma repens	Mirror Plant
Cytisus scoparius	English Broom
Genista spp	Broom
Hypericum perforatum var angustifolium	St John's wort
Lantana all species	Lantana
Lilium formosanum	Formosa Lily
Nerium oleander	Oleander



Botanical Name	Common Name
<i>Ochna serrulata</i>	Mickey Mouse Plant
<i>Phyllostachys</i> spp	Bamboo
<i>Polygala myrtifolia</i>	Myrtle-leaf Milkwort
<i>Polygala virgata</i>	Purple Broom
<i>Pyracantha angustifolia</i>	Firethorn
<i>Ricinus communis</i>	Castor Oil Plant
<i>Senna pendula</i> var <i>glabrata</i>	Cassia
<i>Senna pendula</i>	Cassia
<i>Ulex europaeus</i>	Gorse
<i>Opuntia</i> spp	Prickly Pear
<i>Zantedeschia aethiopica</i>	Arum Lily
<b>Groundcovers/Climbers</b>	
<i>Acetosa sagittata</i>	Turkey Rhubarb
<i>Colocasia</i> spp.	Elephant Ears
<i>Anredera cordifolia</i>	Madiera Vine
<i>Araujia hortorum</i>	Moth Vine
<i>Bryophyllum delagoense</i>	Mother of Millions
<i>Cardiospermum grandiflorum</i>	Balloon Vine
<i>Crocosmia x crocosmiiflora</i>	Montbretia
<i>Delairea odorata</i>	Cape Ivy
<i>Gazania rigens</i>	Gazania
<i>Gloriosa superba</i>	Glory Lily
<i>Hedera helix</i>	English Ivy
<i>Hedychium gardnerianum</i>	Wild Ginger/Ginger Lily
<i>Hieracium</i> spp	Hawkweed
<i>Hydrocotyle ranunculoides</i>	Pennywort
<i>Ipomoea indica</i>	Morning Glory
<i>Jasminum polyanthum</i>	White Jasmin
<i>Lonicera japonica</i>	Honeysuckle
<i>Macfadyena unguis-cati</i>	Cat's Claw Creeper
<i>Myrsiphyllum asparagoides</i>	Bridal Veil Creeper
<i>Nephrolepis cordifolia</i>	Fishbone Fern
<i>Parietaria judaica</i>	Pellitory/Sticky or Asthma Weed
<i>Passiflora edulis</i>	Passionfruit
<i>Pennisetum alopecuroides</i>	Oxtail Grass
<i>Persicaria capitata</i>	Japanese Knotweed
<i>Protasparagus plumosus</i>	Climbing Asparagus
<i>Protasparagus aethiopicus</i>	Asparagus Fern
<i>Pyrostegia venusta</i>	Golden Shower
<i>Ranunculus repens</i>	Creeping Buttercup
<i>Tecomaria capensis</i>	Cape Honeysuckle
<i>Thunbergia alata</i>	Black-eyed Susan
<i>Tradescantia fluminensis</i>	Wandering Jew
<i>Tropaeolum majus</i>	Nasturtium
<i>Vinca major</i>	Blue Periwinkle
<i>Watsonia bulbifera</i>	Bugle Lily

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<b>Palms</b>	
<b>Botanical Name</b>	<b>Common Name</b>
Phoenix canariensis	Canary Island Date Palm
Syagrus romanzoffianum	Cocos Palm
<b>Aquatics</b>	
Alternanthera philoxeroides	Alligator Weed
Cabomba caroliniana	Cabomba
Elodea Canadensis	Canadian Pondweed
Eichornia crassipes	Water Hyacinth
Equisetum spp	Horsetail
Ludwigia peruviana	Ludwigia
Myriophyllum aquaticum	Parrots Feather
Pistia stratiodes	Water Lettuce
Salvinia molesta	Salvinia

Planting of these species will have significant impacts on our environment. Avoid the use of these species in the landscape. Reference should also be made to Illawarra District Weed Association current weed list.

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**Appendix 2 Suitable Indigenous Plants**

**Kiama Indigenous Plants Suitable for use Particularly in Regeneration or Enhancement of Remnant Bushland**

Smallish Trees - Suitable For Habitat										
Species	Common Name	Form/Features/Suitable For:	Dry Rainforest	Moist Rainforest	Open Forest	Coastal	Riparian	Open grassy	Aquatic	
<i>Acacia binervata</i>	Two-Veined Hickory	small, regen	•		•					
<i>Acacia maideni</i>	Maidens Wattle	small-medium, regen	•		•					
<i>Acacia melanoxylon</i>	Blackwood	small-medium, regen	•		•					
<i>Acmena smithii</i>	Lilly Pilly	stays small in harsh/coastal sites	•				•			
<i>Alectryon subcinereus</i>	Native Quince	small, general use			•	•				
<i>Allocasuarina littoralis</i>	Black She-Oak	tall shrub-small tree, dry sandy				•				
<i>Allocasuarina verticillata</i>	Drooping She-Oak	small, hardy, coastal		•						
<i>Archontophoenix cunninghamiana</i>	Bangalow Palm	slender palm to 15m	•							
<i>Austromyrtus acmenoides</i>	Scrub Ironwood	small, general landscaping				•				
<i>Backhousia myrtifolia</i>	Grey Myrtle	small, hardy, attractive				•		•		
<i>Banksia integrifolia</i>	Coast Banksia	tall shrub-small tree, coastal, dry sites				•		•		
<i>Banksia serrata</i>	Old Man Banksia	tall shrub-small tree, dry sites	•		•					
<i>Callistemon salignus</i>	Pink Tips	small paperbark, poorly drained sites	•			•				
<i>Canthium coprosmoides</i>	Coast Canthium	small, coastal	•			•				
<i>Cassine australis</i>	Red-Fruited Olive-Plum	small, most sites coastal	•			•				
<i>Clerodendrum tomentosum</i>	Native Clerodendrum	small, hardy, all soils,	•							
<i>Croton verreauxii</i>	Green Carscarilla	shrub-small tree, coloured leaves	•	•						
<i>Diospyros australis</i>	Black Plum	small, sheltered sites	•			•				
<i>Duboisia myoporoides</i>	Corkwood	small-medium, coast on sand, littoral rainforest	•							

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Species	Common Name	Form/Features/Suitable For:	Dry Rainforest	Moist Rainforest	Open Forest	Coastal	Riparian	Open grassy	Aquatic
<i>Ehretia acuminata</i>	Koda	small-medium, deciduous	•			•			
<i>Eupomatia laurina</i>	Bolwarra	tall shrub-small tree, moist sites			•				
<i>Exocarpos cupressiformis</i>	Brush Cherry	small, drier, poorer sites					•		
<i>Ficus coronata</i>	Sandpaper Fig	small, riparian, edible fruit	•						
<i>Geijera salicifolia</i>	Brush Wilga	small, dry rainforest regeneration		•					
<i>Hedycarya angustifolia</i>	Native Mulberry	shrub-small tree, rainforest, trial general use	•	•	•				
<i>Livistona australis</i>	Cabbage Palm	palm, slow growing, widespread use						•	
<i>Melaleuca armillaris</i>	Bracelet Honey Myrtle	tall shrub-small tree, shallow latite, dry					•		
<i>Melaleuca styphelioides</i>	Prickly Melaleuca	tall shrub-small tree, widely used	•						
<i>Melicope micrococca</i>	White Euodia	tall shrub-small tree, rainforest regeneration	•			•			
<i>Myoporum acuminatum</i>	Boobiella	hardy, breaks in high wind	•	•	•	•			
<i>Notolaea venosa</i>	Native Olive	hardy, dry, coast, rainforest	•						
<i>Omalanthus populifolius</i>	Bleeding Heart	small, common, coloured leaves	•			•			
<i>Pararchicodendrum pruinatum</i>	Snow Wood	small-medium, foliage, flowers, pods	•						
<i>Planchonella australis</i>	Black Apple	small rainforest, edible 'apple'		•					
<i>Polyosma cunninghamii</i>	Featherwood	small, rainforest	•			•			
<i>Polyscias elegans</i>	Celery-Wood	palm-like, height in confined space	•		•				
<i>Polyscias murrayi</i>	Pencil Cedar	palm-like, height in confined space		•		•			
<i>Rapanea howittiana</i>	Muttonwood	small rainforest, fruit, gardens	•			•			
<i>Rapanea variabilis</i>	Muttonwood	small rainforest, gardens	•						

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Species	Common Name	Form/Features/Suitable For:	Dry	Rainforest	Moist	Rainforest	Open	Forest	Coastal	Riparian	Open	grassy	Aquatic
<i>Rhodamnia rubescens</i>	Brown Malletwood	small rainforest gardens	•										
<i>Stenocarpus salignus</i>	Scrub Beefwood	small, rainforest regeneration, farm forestry	•						•				
<i>Streblus brunonianus</i>	Whalebone	shapely, hardy, wind-prunes			•								
<i>Synoum glandulosum</i>	Bastard Rosewood	better soils, rainforest regeneration			•								
<b>Medium Trees - Suitable for Habitat</b>													
<i>Acmena smithii</i>	Lilly Pilly	medium-tall, edible berries	•	•	•	•							
<i>Acronychia oblongifolia</i>	White Lilly Pilly	medium, edible fruit	•						•				
<i>Alphitonia excelsa</i>	Red Ash	medium, rainforest regeneration, street	•										
<i>Angophora floribunda</i>	Rough-Barked Angophora	tall, dry sites					•	•					
<i>Brachychiton acerifolius</i>	Illawarra Flame	medium, most sites, colour	•	•									
<i>Casuarina cunninghamiana</i>	River Oak	tall, riparian								•			
<i>Casuarina glauca</i>	Swamp Oak	medium, regen., coast, not near building							•				
<i>Ceratopetalum apetalum</i>	Coachwood	tall, sandy soils higher areas		•									
<i>Cinnamomum oliveri</i>	Camphorwood	tall, relative of Camphor Laurel		•									
<i>Cryptocarya glaucescens</i>	Native Laurel	tall, rainforest regeneration	•	•									
<i>Cryptocarya microneura</i>	Murrogun	tall, rainforest regeneration	•	•									
<i>Doryphora sassafras</i>	Sassafras	medium-tall, moist, shady sites	•	•									
<i>Elaeocarpus kirtonii</i>	Pigeonberry Ash	tall, rainforest regeneration, esp. riparian		•						•			
<i>Eucalyptus botryoides</i>	Bangalay	tall, coastal, sandy							•				
<i>Eucalyptus eugenioides</i>	Stringybark	tall, drier regen					•						

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Species	Common Name	Form/Features/Suitable For:	Dry Rainforest	Moist Rainforest	Open Forest	Coastal	Riparian	Open grassy	Aquatic
<i>Eucalyptus fastigata</i>	Brown Barrel	tall, upper scarp, farm forestry			•				
<i>Eucalyptus paniculata</i>	Grey Ironbark	tall, sandy, volcanic soils			•				
<i>Eucalyptus pilularis</i>	Blackbutt	tall, farm forestry			•	•			
<i>Eucalyptus quadrangulata</i>	Coast White Box	tall, lower escarpment			•				
<i>Eucalyptus smithii</i>	Gully Peppermint	tall, escarpment, farm forestry			•				
<i>Eucalyptus tereticornis</i>	Forest Red Gum	tall, drier latite, farm forestry			•				
<i>Euroschinus falcata</i>	Blush Cudgerie	medium-tall, coastal rainforest	•			•			
<i>Ficus macrophylla</i>	Moreton Bay Fig	extra tall, for Flying Fox		•			•		
<i>Ficus obliqua</i>	Small-Leaved Fig	extra tall, for Flying Fox		•			•		
<i>Ficus superba var. henniana</i>	Deciduous Fig	extra tall, for Flying Fox	•			•			
<i>Glochidion ferdinandi</i>	Cheese Tree	medium, streetscape, general	•		•	•			
<i>Guioa semiglauca</i>		medium rainforest regeneration, coast on sand	•			•			
<i>Litsea reticulata</i>	Bolly Gum	medium-tall, rainforest regeneration		•			•		
<i>Melia azedarach</i>	White Cedar	tall, grub prone, but attracts birds	•	•			•		
<i>Podocarpus elatus</i>	Plum Pine	tall, edible fruit		•		•	•		
<i>Sarcomelicope simplicifolia</i>	Yellow Wood	to 10m, lemon scented leaves	•	•		•			
<i>Scolopia braunii</i>	Flintwood	to medium tree , hardy, coastal extremes,	•			•			
<i>Schizomeria ovata</i>	Crab Apple	tall rainforest, edible fruit, shade		•					
<i>Syncarpia glomerulifera</i>	Turpentine Tree	tall, moist sites, farm forestry			•				
<i>Symplocos thwaitesii</i>	Buff Hazelwood	medium rainforest tree, floors, shade	•	•					

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Species	Common Name	Form/Features/Suitable For:	Dry	Rainforest	Moist	Rainforest	Open	Forest	Coastal	Riparian	Open	grassy	Aquatic
<i>Syzygium australe</i>	Brush Cherry	tall, edible fruit, riparian								•			
<i>Toona ciliata</i>	Red Cedar	tall, deciduous, heritage, rainforest moist			•					•			
<b>Shrubs - Suitable for Habitat</b>													
Species	Common Name	Form/Features/Suitable For:	Dry	Rainforest	Moist	Rainforest	Open	Forest	Coastal	Riparian	Open	grassy	Aquatic
<i>Acacia sophorae</i>	Coast Wattle	semi-prostrate shrub, coastal							•				
<i>Alchornea ilicifolia</i>	Native Holly	tall shrub, general use, foliage	•						•				
<i>Allocasuarina littoralis</i>	Black She-Oak	tall shrub-small tree, dry sandy					•		•				
<i>Allocasuarina verticillata</i>	Drooping She-Oak	tall shrub-small tree											
<i>Commersonia fraseri</i>	Brown Kurrajong	ugly shrub, regeneration only									•		
<i>Coprosma quadrifida</i>	Prickly Coprosma	prickly low bush, regen			•								
<i>Correa lawrenciana ssp. macrocalyx</i>		shrub, flowers					•						
<i>Dodonaea viscosa</i>	Hop Bush	shrub 1-3m, drier sites					•						
<i>Duboisia myoporoides</i>	Corkwood	coast on sand, littoral rainforest	•						•				
<i>Elaeocarpus reticulatus</i>	Blueberry Ash	shrub, sandy soils					•		•				
<i>Eucalyptus apiculata</i>	Mallee Gum	tall shrub, multi-stemmed, small gardens					•						
<i>Eupomatia laurina</i>	Bolwarra	tall shrub-small tree, moist sites	•						•				
<i>Exocarpos cupressiformis</i>	Brush Cherry	shrub-small tree, drier, poorer sites	•				•						
<i>Goodia lotifolia</i>		to 3m, flowers, regen, gardens	•				•						

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Species	Common Name	Form/Features/Suitable For:	Dry	Moist	Open	Coastal	Riparian	Open grassy	Aquatic
			Rainforest	Rainforest	Forest				
<i>Hakea dactyloides</i>		tall shrub, general purpose, poor sites			•				
<i>Hedycarya angustifolia</i>	Native Mulberry	shrub-small tree, rainforest, trial general use		•					
<i>Hibiscus heterophyllus</i>	Native Hibiscus	short-lived, rainforest regen., flowers	•		•	•			
<i>Hymenanthera dentata</i>	Tree Violet	tall shrub, trial general use	•	•	•				
<i>Indigofera australis</i>	Indigo Peabush	<1m, pink flowers, gardens			•	•			
<i>Leptospermum laevigatum</i>	Coast Tea Tree	tall shrub, widely used, hedges well				•			
<i>Leptospermum morrisonii</i>	Common Tea Tree	tall shrub, trial as street tree, gardens			•				
<i>Melaleuca armillaris</i>	Bracelet Honey Myrtle	shrub-small tree, shallow latite, dry						•	
<i>Myoporum boninense</i>	Boobiella	low shrub, headlands, coastal				•			
<i>Olearia argophylla</i>	Silver Bush	tall, rainforest margins, trial in gardens		•	•				
<i>Olearia viscidula</i>	Wallaby Weed	shrub to 2m	•		•				
<i>Omalanthus stillingifolius</i>	Bleeding Heart	shrub, gardens public and private				•			
<i>Prostanthera incisa</i>	Cutleaf Mintbush	shrub, fragrance, flowers, shady gardens			•				
<i>Prostanthera lasianthos</i>	WhiteFlowered Mintbush	tall shrub, shade, flowers		•					
<i>Prostanthera linearis</i>	Linearleaf Mintbush	shrub, sunny latite							•
<i>Rubus rosifolius</i>	Native Raspberry	suckering shrub, edible fruit, regeneration	•	•	•	•	•	•	
<i>Solanum aviculare</i>	Kangaroo Apple	shrub, edible fruit, shade	•	•		•			
<i>Tasmannia insipida</i>	Pepper Bush	1-2m, peppery seeds, cooler, better soils		•					
<i>Telopea speciosissima</i>	Waratah	native Budderoo on good soils			•				
<i>Trema aspera</i>	Poison Peach Bush	Non-descript, regeneration only	•		•				

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Species	Common Name	Form/Features/Suitable For:	Dry Rainforest	Moist Rainforest	Open Forest	Coastal	Riparian	Open grassy	Aquatic
<i>Westringia fruticosa</i>	Coastal Rosemary	dense, salt hardy shrub 1-2m				•			
<i>Wilkiea huegeliana</i>	Veiny Wilkiea	Prickly shrub, rainforest including Littoral, regeneration	•						
<i>Westringia fruticosa</i>	Coastal rosemary	dense, salt hardy shrub 1-2m				•			
<i>Zieria granulata</i>	Kiama Zieria	tall shrub, shallow latite, eg headlands						•	
<i>Zieria smithii</i>	Sandfly Zieria	shrub, flowers, stinky aromatic, gardens	•		•				
<b>Groundcovers/Grassy Sward - Suitable for Habitat</b>									
<i>Aneilema acuminatum</i>		herb, spreading, moist		•			•		
<i>Canavalia rosea</i>	Coastal Jack Bean	vine, hardy, coastal				•			
<i>Centella asiatica</i>	Arthritis Weed	grassy sward, grassed areas, coastal						•	
<i>Cissus antarctica</i>	Native Grape Vine	vine, groundcover	•		•	•			
<i>Dichondra repens</i>	Kidney Weed	grassy sward, shady grass areas						•	
<i>Doodia aspera</i>	Rasp Fern	fern, hardy groundcover	•	•			•		
<i>Hardenbergia violacea</i>	False Sarsparilla	vine, hardy groundcover eg headlands						•	
<i>Hibbertia dentata</i>		vine, groundcover						•	
<i>Hibbertia scandens</i>	Golden Guinea Flower	vine, groundcover						•	
<i>Hydrocotyle spp.</i>	Pennywort	grassy sward, shaded grass areas						•	
<i>Kennedia rubicunda</i>	Running Postman	hardy vine, groundcover, exposed sites						•	
<i>Opismenus aemulus</i>	Mat Grass	grassy sward						•	
<i>Opismenus imbecilis</i>	Mat Grass	grassy sward						•	
<i>Pollia crispata</i>	Pollia	groundcover, moist sites					•		

Item 10.7

Attachment 1

Chapter 8 – Kiama Development Control Plan 2012 – Landscaping - DRAFT

Species	Common Name	Form/Features/Suitable For:	Dry	Rainforest	Moist	Rainforest	Open	Forest	Coastal	Riparian	Open	grassy	Aquatic
<i>Scaevola calendulacea</i>	Dune Fan Flower	groundcover, blue flowers							•				
<i>Smilax glycyphylla</i>	Sarsparilla	vine, bush 'cure', dry exposed	•				•		•				
<i>Sporobolus virginicus</i> var. <i>minor</i>	Marine Couch	grass, ground cover, salty, coastal							•				
<i>Stellaria flaccida</i>	Swamp Starwort	groundcover, very moist only								•			
<i>Suaeda australis</i>	Seablite	groundcover, salt tolerant sandy							•				
<i>Tetragona tetragonoides</i>	New Zealand Spinach	groundcover, edible, coastal							•				
<i>Themeda australis</i>	Kangaroo Grass	groundcover grass, hardy, coastal, regen,									•		
<i>Viola hederacea</i>	Native Violet	groundcover, flowers, shaded sward								•			
<b>Water Plants – Suitable for Habitat</b>													
<i>Alisma plantago-aquatica</i>	Water Plantain	<1m perennial, rooted in mud dams											
<i>Cyperus exaltatus</i>		Perennial to 2m, rooted in mud, dams											
<i>Elatostema eticulatum</i>	Waterfall Spinach	Herb, on streambanks, water gardens											•
<i>Eleocharis sphacelata</i>	Tall Spikerush	Tall rush, spreads in still water											•
<i>Isachne globosa</i>	Swamp Millet	Groundcover grass, seed, boggy areas											•
<i>Juncus usitatus</i>		Sedge to 1m, water's edge, damp places											•
<i>Ludwigia peploides</i>	Water Primrose	Floating, flowers, still pools											•
<i>Ottelia ovalifolia</i>	Swamp Lily	Floating, flowers, still pools											•
<i>Paspalum distichum</i>	Water Paspalum	low grass, spreads, edge of still water											•
<i>Persicaria decipiens</i>	Slender Knotweed	Herb, spreading, shallow water, dams											•
<i>Persicaria strigosa</i>	Spotted Knotweed	Herb, spreading, shallow water, dams											•

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Chapter 8 – Kiama Development Control Plan 2012 – Landscaping - DRAFT

Species	Common Name	Form/Features/Suitable For:	Dry	Rainforest	Moist	Rainforest	Open	Forest	Coastal	Riparian	Open	grassy	Aquatic
<i>Phragmites australis</i>	Common Reed	1-2m, spreading, waterbird habitat											•
<b>Plants which form Clumps - Suitable for Habitat</b>													
<i>Bracteantha bracteata</i>	Golden Everlasting	annual herb, gardens, 6									•		
<i>Alocasia brisbanensis</i>	Cunjevoi Lily	lily, riparian, shady								•			
<i>Crinum pedunculatum</i>	Native Crinum Lily	lily, form, flowers-used at Olympic site, 4a							•				
<i>Cymbopogon refractus</i>	Barbed Wire Grass	grass, coastal, shallow soils, 6									•		
<i>Dianella spp.</i>	Flax Lily	groundcover/coastal, general, 1,3,4	•				•		•				
<i>Eustrephus latifolius</i>	Wombat Berry	vine, bush tucker, decorative, 1,3,4	•				•		•				
<i>Gahnia aspera</i>	Small Saw Sedge	sedge, open forest regen, 3					•						
<i>Gymnostachys anceps</i>	Settlers' Flax	sedge, trial landscape use, shape, 1,2	•		•								
<i>Helichrysum elatum</i>	White Everlasting	perennial herb, flower gardens, 3					•						
<i>Lepidosperma laterale</i>		small sedge <1m, 3					•						
<i>Lepyrodia gracilis</i>		weeping sedge, trial water gardens, 3					•						
<i>Lomandra longifolia</i>	Mat Rush	Sedge, widely used, very hardy, 3,4					•		•				
<i>Plectranthus graveolens</i>	Cockspur Flower	herb on latite, 6									•		
<i>Plectranthus parviflorus</i>	Cockspur Flower	widespread herb, 1,3	•				•						
<i>Poa labillardieri a</i>	Snowgrass	clumps to 1m height, 3					•						
<i>Pteris tremula</i>	Tender Brake	fern, clumps, shady sites, 2,5			•					•			
<b>Ferns – Suitable for Habitat</b>													
<i>Adiantum aethiopicum</i>	Maidenhair Fern	groundcover, seepage areas								•			
<i>Adiantum formosum</i>	Giant Maidenhair	groundcover, moist shade								•			

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Attachment 1

Chapter 8 – Kiama Development Control Plan 2012 – Landscaping - DRAFT

Species	Common Name	Form/Features/Suitable For:	Dry Rainforest	Moist Rainforest	Open Forest	Coastal	Riparian	Open grassy	Aquatic
<i>Adiantum hispidulum</i>	Rough Maidenhair	groundcover, moist shade					•		
<i>Asplenium australasicum</i>	Bird's Nest Fern	groundcover, grow from spore		•					
<i>Cyathea cooperi</i>	Tree Fern	slender upright to 3m, semi shade	•	•					
<i>Dicksonia antarctica</i>	Soft Tree Fern	stout trunk to 2m, full shade	•	•					
<i>Doodia aspera</i>	Rasp Fern	ground fern, groundcover	•	•			•		
<i>Pellaea falcata</i>	Sickle Fern	substitute for Fishbone Fern	•	•		•	•		
<i>Platycerum bifurcatum</i>	Elkhorn Fern	grow from spore		•					
<i>Pteris tremula</i>	Tender Brake	fern, clumps, shady sites		•			•		

Item 10.7

Attachment 1



**3** Preservation of Trees and Vegetation (DRAFT)

- This Chapter was adopted by Council on xxxxxxxx.

### **Section 1 - Introduction**

This Chapter outlines Kiama Municipal Council's requirements for the removal or pruning of trees and other vegetation.

Under Part 2 of *State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017* (SEPP Vegetation), a person must not clear vegetation in any non-rural area of the State to which Part 3 applies without the authority conferred by a permit granted by the council under that Part. Part 3 of the SEPP allows Council to prepare a development control plan and make declarations in any manner, including by reference to any of the following:

- a) the species of vegetation;
- b) the size of vegetation;
- c) the location of vegetation (including by reference to any vegetation in an area shown on a map or in any specified zone); and
- d) the presence of vegetation in an ecological community or in the habitat of a threatened species.

### **Objectives**

The objectives of this Chapter are to:

- Give effect to *State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017* by listing trees and other vegetation that require approval.
- Maximise public safety within the Kiama Local Government Area.
- To establish a framework and, methodology and requirements for the pruning, removal and replacement of trees with the Kiama Local Government Area.
- To identify Exempt trees and other vegetation that may pruned or removed without the necessity for a Tree Management Application or Development Consent.

## Section 2 – Application

This Chapter prescribes trees for the purposes of Part 3 of SEPP Vegetation. In accordance with Clause 7(1) of the SEPP, a person must not cut down, fell, uproot, kill, poison, ringbark, burn or otherwise destroy the vegetation, or lop or otherwise remove a substantial part of the vegetation without a permit granted by Council.

A prescribed tree for the purpose of Part 3 of the Vegetation SEPP includes all trees in non-rural areas not listed as exempt which:

- Are five (5) metres or more in height; or
- Have a diameter of 200mm or more when measured at a height of one (1) metre above the ground; or
- Have a branch spread of three (3) metres or more.

### 2.1 Relevant Legislation

Application for the removal of trees and vegetation will need to take the following legislation into consideration:

- Biodiversity Conservation Act 2016 (NSW) - Contact NSW Office of Environment and Heritage;
- Biosecurity Act 2015 (NSW) – Removal of weeds - Contact NSW Office of Environment and Heritage;
- Environment Protection and Biodiversity Conservation Act 1999 (Cth) – Protect and manage native flora, fauna, ecological communities and heritage places;
- Fisheries Management Act 1994 – Prohibits removal of mangroves – Contact NSW Department of Primary Industries;
- Heritage Act 1977 (NSW) - Contact NSW Office of Environment and Heritage.
- Local Land Services Act 2013 (NSW) – Clearing of native vegetation - Contact NSW Office of Environment and Heritage;
- National Parks and Wildlife Act 1974 (NSW) – fauna habitat, protected plants - Contact NSW Office of Environment and Heritage;
- Rural Fires Act (NSW) – ‘10/50 Vegetation Clearing Code of Practice for NSW’ and authorised removal of fire hazards – Contact NSW Rural Fire Service;
- Water Management Act 2000 (NSW) – Controlled activity approvals for certain types of development and activities that are carried out in or near a river, lake or estuary (including removal of vegetation) – Contact NSW Department of Primary Industries – Water;
- Kiama Local Environmental Plan 2011 – Trees that form part of or are identified as an item of environmental heritage listed in Schedule 5.

### 2.2 Land to which this Chapter Applies

This Chapter applies to development for the removal or pruning of trees or other vegetation within non-rural areas (including environmental zones) as defined by *SEPP Vegetation 2017*.

### 2.3 Exemptions

A Tree Management Application is not required for the cutting down, pruning, removal of any tree or other vegetation for the following:

- The tree is listed in the Exempt species list in Appendix 1 (excluding trees in the curtilage of a heritage item or heritage conservation area);
- Where a Complying Development Certificate is issued under *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* and such tree removal is in accordance with the associated provisions;
- Any works to make safe a prescribed tree outside Council business hours from an extreme weather event where there is an immediate threat of injury to persons or property as identified and directed from either an emergency service department (SES, Fire Brigade, Police) or AQF Level 3 arborist. Evidence of the threat must be submitted to Council within 48 hours from the work being undertaken. Evidence supplied to Council must contain:
  - the name and position of the emergency departments employee,
  - photographs and /or name of arborist,
  - level of qualifications,
  - photographs and arborist report.
- Where a prescribed tree has been approved for removal or management under a previous valid development consent.
- Where the clearing of native vegetation is permitted under the Local Land Services Act 2013 or Biodiversity Conservation Act 2016, as administered by Local Land Services or the responsible State Government Department/Agency.
- Where a prescribed tree is identified as a noxious weed under the Biosecurity Act 2015 or any management plan published by the Illawarra District Weeds Authority or other Authority.
- Where action is carried out by Council, State Emergency Service, Rural Fire Service, or another infrastructure authority/emergency service authority in response to an emergency (i.e. where there is an immediate threat of injury to persons or damage to property).
- Removal of dead trees and dead wood, as long as the trees are not a threatened species, fauna habitat or a habitat tree.
- Where clearing or pruning of a tree, including prescribed trees, is required or authorised to be undertaken under one of the following:
  - Section 88 of the Roads Act 1993;
  - Section 131 of the National Parks and Wildlife Act 1974;
  - Section 48 of the Electricity Supply Act 1995;
  - Plantations and Reafforestation Act 1999 - where a prescribed tree is located within an “approved plantation”, as per the definitions stated within this Act.



- Forestry Act 2012 - where a prescribed tree is located within a “State Forest” or on land reserved for sale as a “timber forest reserve”, as per the definitions within this Act.

#### 2.4 Assessment Criteria

C1 Where tree pruning or removal is to be carried out as a result of a Tree Management Application, all works are to be carried out in accordance with the following:

- a) *Australian Standard 4373 2007- Pruning of Amenity Trees (AS4373)*
- b) *Australian Standard 4970 2009 - Protection of Trees on Development Sites (AS4970)*

C2 Council must take into consideration whether the growth habit or predicted mature size of a tree is likely to come into contact with, interfere with or the drip line overhang: power lines, utility services, infrastructure, dwellings or high occupancy areas.

C3 Where a Tree Management Application is submitted for tree removal or pruning, Council will base any decision to remove a tree or trees on one or more of the following:

- a) The condition of the tree, where a tree is dead or dying, or where it is assessed to pose a hazard as in the consequence consideration points in the Tree Risk Assessment Matrix. In the application of the risk assessment and determining the risk posed by a tree, Council will take into consideration the advice of trained Council officers; alternatively, Council will consider a report prepared by a person who has obtained an AQF level 5 or higher qualification in Arboriculture (Horticulture);
- b) Whether the tree has any structural defects which may impact on the integrity of the tree;
- c) Whether the tree is causing structural damage to a building, structure, water main or sewer;  
**Note:** A report may be required by a suitably qualified and experienced consultant where the damage is not visually evident demonstrating that the tree, its trunk, or its root system is causing damage and the damage cannot be controlled by mitigation measures;
- d) Whether the tree is severely stressed, diseased or is suffering insect damage and whether the health of the tree can be improved;
- e) Whether a tree species is appropriate in terms of its proximity to an existing habitable dwelling, adjoining dwellings or other buildings;
- f) Whether the growth habit or mature size of a trees is undesirable in a given situation (e.g. powerlines, root interference with service, infrastructure or building);
- g) Whether the tree is too large for its location or is interfering or likely to interfere with public infrastructure or private utilities;
- h) Whether the tree shows poor form and shape and/or vigour typical to the species;
- i) Whether the removal of the tree(s) will pose any adverse impact upon the amenity or scenic environmental quality of the locality;
- j) Whether the removal of the tree(s) will cause any potential adverse slope instability or geotechnical impacts upon the site or the locality;
- k) Whether removal of the tree has the potential to affect a threatened species, endangered population, endangered ecological community or critical habitat for any fauna species;
- l) Whether the tree is an irritant to the applicant affecting quality of life. (Medical Certificate maybe required from a suitably qualified specialist);

- m) Whether any previous condition of development consent required the retention of the tree(s)
- n) The ecological significance of the tree, including the trees habitat value.
- o) Whether or not the tree is listed as being of Special Significance as identified in Appendix 4.
- p) Any other reason at the discretion of Council staff, which can be justified on either legal or technical grounds.

#### 2.5 Trees on Public Land

Where a private property adjoins public land, a Customer Request may be submitted to Council for the removal of a tree on public land, provided:

- a) The tree is on the Exempt Species list in Appendix 1; or
- b) The condition of the tree, where a tree is dead or dying, or where it is assessed to pose a hazard as in the consequence consideration points in the Tree Risk Assessment Matrix. In the application of the risk assessment and determining the risk posed by a tree, Council will take into consideration the advice of trained Council officers; alternatively, Council will consider a report prepared by a person who has obtained an AQF Level 5 or higher qualification in Arboriculture (Horticulture)

#### 2.6 Trees on Neighbouring Property

The owner of a neighbouring property may lodge a Tree Management Application to prune a neighbour's tree, if it overhangs their property. The application will be subject to the assessment criteria in Part 2.3 and shall be carried out in accordance with AS 4373–2007 Pruning of Amenity Trees and any root pruning will be subject to maintaining the tree's stability. All approved pruning shall be restricted to the applicant's side of the common property boundary only, where the tree owner's consent has not been obtained. Property owners are encouraged to cooperate where a branch overhangs a property boundary. Council has no direct legal role in dealing with neighbourhood disputes regarding trees on property boundaries or damage caused by trees. The Trees (Disputes Between Neighbours) Act 2006 allows the owner of an adjoining property to apply to the Land and Environment Court for an order to remedy, restrain or to prevent damage to their property or persons as a consequence of a tree situated on the neighbouring property. An individual must make a reasonable attempt to resolve the situation before an approach is made to the Court. Further information is available on the NSW Land and Environment Court's website.

Appendix 1- Exempt Species

The following list of exemptions **DO NOT** apply to:

- any trees or other vegetation located on a heritage item, Aboriginal object, Aboriginal place of heritage significance, or on land within a heritage conservation area.
- Habitat trees – meaning a tree which has developed hollows in the trunk or limbs suitable for nesting native birds, arboreal marsupials and mammals.

Clause 10(3) of *SEPP Vegetation* and Clause 5.10 of the Kiama LEP 2011 contain requirements for trees and other vegetation located on heritage items and within heritage conservation areas.

Exempt Species List	
<i>Acacia baileyana</i>	Cootamundra Wattle
<i>Acacia mearnsii</i>	Black Wattle
<i>Acacia saligna</i>	Golden Wreath Wattle
<i>Alianthus altissima</i>	Tree of Heaven
<i>Acer negundo</i>	Box Elder
<i>Celtis sinensis</i>	Chinese Celtis
<i>Cinnamomum camphora</i>	Camphor Laurel
<i>Cotoneaster species</i>	Cotoneaster
<i>Cupressus macrocarpa "Brunniana"</i>	Golden Pine
<i>Eriobotrya japonica</i>	Loquat
<i>Erythrina crista-galli</i>	Cockspur Coral Tree
<i>Erythrinax sykesii</i>	Coral Tree
<i>Ficus elastic</i>	Rubber Tree
<i>Fraxinus griffithii</i>	Evergreen Ash
<i>Grevillea robusta</i>	Silky oak
<i>Koelreuteria elegans</i>	Golden Rain Tree
<i>Lagunaria patersonii</i>	Norfolk Island Hibiscus
<i>Ligustrum lucidum</i>	Privet
<i>Ligustrum sinense</i>	Privet
<i>Morella faya</i>	Candleberry Myrtle
<i>Nerium oleander</i>	Oleander
<i>Olea Africana</i>	African Olive
<i>Pinus radiata</i>	Radiata Pine
<i>Pittosporum undulatum</i>	Sweet Daphne
<i>Populus species</i>	All poplar trees
<i>Radermachera sinica</i>	China Doll Tree
<i>Robinia pseudoacacia</i>	Black Locust
<i>Salix species</i>	All Willows
<i>Schefflera sp.</i>	Umbrella Tree
<i>Syagrus romanzoooffianum</i>	Cocos Palm
<i>Tipuana tipu</i>	Tipuana
<i>Tecoma stans</i>	Yellow Bells
<i>Toxicodendron succedaneum</i>	Rhus Tree
<i>xCupressocyparis leylandii</i>	Leylandii Pines (all varieties)
Fruit trees being grown specifically for their edible fruit for human consumption	

Appendix 2 - Definitions

**Consulting Arborist** is a qualified Arborist who has attained a Diploma (Level 5) of Arboriculture or equivalent qualification, based upon the Australian Qualification Framework.

**arboriculture** means cultivating and managing trees as individuals and in small groups for amenity purposes.

**Council** means the council of a local government area and, in relation to a particular development, means the council of the local government area in which the development will be carried out.

**dead tree** means any tree that is no longer capable of performing any one of the following processes:

- Photosynthesis;
- Take up of water through the root system;
- Hold moisture in its cells; or
- Produce new shoots.

**destroy** means any activity leading to the death, disfigurement or mutilation of a tree.

**development application** means an application for consent under the Environmental Planning and Assessment Act (including any application to modify a development consent).

**exempt tree species** is any tree listed within the Exempt Tree Species list in Appendix 1 of this document.

**habitat tree** means any tree which is a nectar feeding tree, roost and nest tree or a hollow-bearing tree which is suitable for nesting birds, arboreal marsupials (possums), micro-bats or which support the growth of locally indigenous epiphytic plants such as orchids.

**injury** means any activity or damage to a tree and includes:

- removal
- lopping and topping
- poisoning, including applying herbicides and other plant toxic chemicals to a tree or spilling of oil, petroleum, paint, cement, mortar, etc onto the root zone or parts of the tree
- cutting, tearing, breaking or snapping of branches and roots that is not carried out in accordance with accepted arboricultural practices or is done for invalid reasons, including vandalism
- ring-barking, scarring the bark when operating machinery, fixing objects by nails, staples or wire or fastening materials that circle and significantly restrict the normal vascular function of the trunks or branches
- damaging a trees root zone by compaction, excavation or asphyxiation and includes unauthorised land filling or stockpiling of materials around the tree trunk
- underscrubbing, unless carried out by hand tools such as brushcutters and the like.

**native vegetation** has the same meaning as in Part 6 of the Biodiversity Conservation Act 2016

**Other Vegetation** means:

Remnant Native Vegetation including:

- (i) trees,
- (ii) understorey plants,
- (iii) ground cover,
- (iv) plants occurring in a wetland.

**prescribed tree** - any tree/vegetation that is not listed as exempt which:

- are five (5) metres or more in height; or
- have a diameter of 200mm or more at a height of one (1) metre above the ground; or
- have a branch spread of three (3) metres or more

**priority weed** means a plant declared a priority weed under the *Biosecurity Act 2015*.

**pruning** is the removal of any branch or root, dead or alive from a tree which conforms to the pruning types defined within the Australian Standard AS4373 Pruning of Amenity Trees. The pruning types are: dead wooding; crown thinning; selective pruning; formative pruning; reduction pruning; crown lifting; pollarding; remedial pruning; and line clearance. Lopping and topping are not types of pruning.

**remnant tree or vegetation** means a native tree or any patch of native vegetation which remains in the landscape after removal of the majority of the native vegetation in the locality.

**remove** means to cut down, take away or transplant a tree from its place of origin.

**significant tree:** important; of consequence.

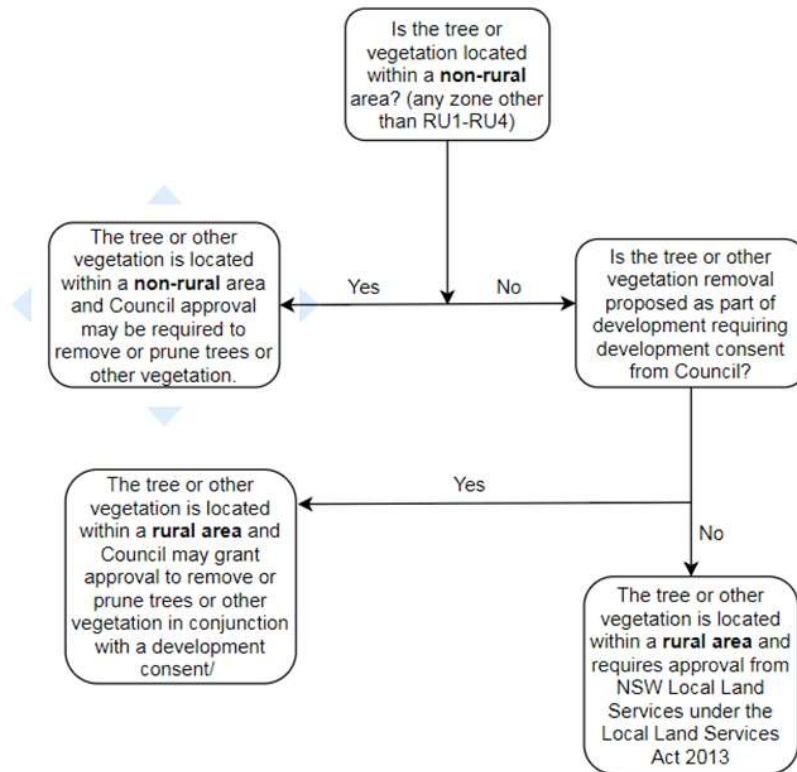
Example: due to prominence of location, or in situ, or contribution as component of the overall landscape for amenity or aesthetic qualities, or curtilage to structures, or importance due to uniqueness of taxa for species, subspecies, variety, crown form, or as an historical or cultural planting, or for age, or substantial dimensions, or as remnant vegetation, or habitat, or a rare or threatened species, or uncommon in cultivation, or of Aboriginal cultural importance, or is a commemorative planting.

**SEPP** – Any *State Environmental Planning Policy* of relevance to this document – refer to <http://www.legislation.nsw.gov.au/>

**Tree Management Application (TMA)** means an application to Council to remove, lop or prune a prescribed tree.

**tree management works** means any act which is likely to interfere with or cause injury to a tree.

Appendix 3 - Flow Chart – When Approval is Required



Appendix 4 - Trees of Special Significance

Kiama Municipal Council is concerned about the conservation of an important part of the heritage of the area that is the trees of special significance in the Municipality. These may be single trees, stands or avenues of trees which may be significant for a number of reasons. The following criteria should be used as a guide in determining if a tree or group of trees are of special significance.

Occurrence

- Species listed as endangered on the schedules of NSW Threatened Species Conservation Act 1995 and the Federal Environment Protection and Biodiversity Conservation Act 1999.
- Species which occur rarely within the Municipality; these may be native or exotic species.

Heritage

- Trees which have an historical significance because of their age or association or commemorative value.

Cultural

- Trees which may have a particular cultural value because of their use or identification by a particular group.

Landscape

- Trees which add special character to a site or form a particular group e.g. avenues, or add to the aesthetics in a special way or are a very prominent feature in the landscape.

Form or Habit

- Trees which are very large, or have a special shape or growth characteristics or have special botanical interest.

Environmental Benefit

- Trees which provide special habitat values or shade or food source or act as a significant erosion control.

Many of these trees are Figs, Norfolk Island Pines and Palms and the following design criteria are provided for those species. However, there are other trees not specified in this document which also require particular treatment because of their significance. Persons preparing landscape plans should consult early with Council's development assessment staff regarding the treatment of these trees. A report prepared by a qualified arborist shall be prepared for any tree of special significance affected by the development.

Indigenous Fig Trees

Ficus macrophylla, Ficus obliqua, Ficus rubiginosa, Ficus superba

The Kiama region mature and historic Fig species are a reminder of the area's once dominant sub-tropical rainforest. As development of the area occurred, many of these trees were lost and so the need to conserve the remaining mature historic trees for future generations is most important.

#### Design Criteria

No structures shall compromise the health and integrity of the roots and canopy of the tree or trees.

- Wherever possible access ways should be located beyond the dripline.
- In locations where access can only be located or partly within the dripline segmented pavers approved by Council shall be used. Alternatively, a suspended structure will be provided which allows vehicular and pedestrian access without impacting upon the tree root system and which allows aeration and water penetration.

#### Indigenous Palms

*Livistona australis* (Cabbage palm)

Easily recognised by their tall slender trunks and palm fronds which once protruded above the rainforest canopy, many mature historic palms remain dotted throughout the hinterland as reminders of the scale of the rainforest vegetation.

#### Design Criteria

No excavation shall occur within 3.0 metres radius from the trunk. These palms may only be relocated under exceptional circumstances and then only when confirmed by a qualified arborist that the relocation presents little or no risk of harming the palm.

#### Norfolk Island Pines

*Araucaria heterophylla* (Norfolk Island Pine)

These trees are synonymous with the coastal landscape. Although not a native tree to this region, mature and historic Norfolk Island Pines are a part of the historical landscape of the Municipality and part of its identity.

#### Design Criteria

- No structure shall compromise the health and integrity of the roots and canopy of the tree or trees.
- Wherever possible, access ways should be located beyond the dripline.

In locations where access can only be provided within or partly within the dripline, a segmented paver shall be used. Alternatively, a suspended structure shall be provided to allow vehicular and pedestrian access without impacting upon the trees root system.



Appendix 5 - Risk Matrix

TREE RISK ASSESSMENT MATRIX

CONSEQUENCE		PROBABILITY				
		A1, No Detectable Threat	B1, Failure Unlikely	C1, Failure Possible	D1, Failure Likely	E1, Failure Certain
1). Minor	NEGLECTIBLE A1	VERY LOW B1	LOW C1	MEDIUM D1	MEDIUM E1	
2). Moderate	VERY LOW A2	LOW B2	MEDIUM C2	MEDIUM D2	HIGH E2	
3). Serious	LOW A3	MEDIUM B3	MEDIUM C3	HIGH D3	URGENT E3	
4). Extreme	MEDIUM A4	MEDIUM B4	HIGH C4	URGENT D4	CRITICAL E4	

Tree Risk Assessment Matrix



Appendix 6 – Information Required for Consulting Arborist Report

An Arborist report must include, but not be limited to the following information:

- (a) Details of the Consulting Arborist undertaking works, including; name, address, contact details and qualifications
- (b) Address details of site subject to the application
- (c) Details of person/organisation that commissioned the Arborist's report
- (d) Date of inspection(s)
- (e) The method of investigation/ techniques used in the research and preparation of the report
- (f) A statement outlining the aims of the report and confirming that work are in accordance with AS4970-2009
- (g) A scaled site plan illustrating:
  - i. lot boundaries, dimensions and north point
  - ii. numerical identification of all trees on the subject site, including those proposed for pruning, lopping or removal within the application
  - iii. trees located on adjoining properties, that are located within 10 metres of any proposed work should be identified
  - iv. identification of tree(s) by botanical and common name(s)
  - v. the Tree Protection Zone and Structural Root Zone, as determined by the Consulting Arborist
  - vi. existing infrastructure located on the site, including services, driveways and buildings shall be identified
- (h) A table showing for each tree:
  - a. number of the tree as indicated in the plan
  - b. tree name- botanical and common name
  - c. age class
  - d. height
  - e. trunk diameter at 1.4 metres above ground level
  - f. crown spread
  - g. health and condition, and estimated useful life expectancy
  - h. a recognised tree rating system such as SRIV, TREE-AZ or SULE
- (i) Details of other relevant information, including presence of tree hollows for wildlife, structure/weaknesses, root form and distribution, pests and diseases and/or a Tree Hazard Assessment
- (j) Supporting evidence including photographs and laboratory results, root mapping and any other information deemed relevant
- (k) Proposed replacement plantings, landscaping and soil remediation
- (l) Tree protection measures and a post-construction tree maintenance program, which can be used if development consent is approved
- (m) Sources of information referred to in the report
- (n) Any other relevant matters.

**Note:** Potential habitat trees' containing hollows, and likely to house arboreal wildlife (such as possums) or potential bird nesting sites, require an experienced wildlife handler (i.e. a member of the Native Animal Network Association or WIRES) to be present at the time of pruning/removal. Council requires a signed letter from the wildlife handler at the conclusion of the pruning/removal, reporting observations/sitings. It is recommended that nesting boxes be installed in the closest retained trees to replace hollows, irrespective of whether the lost hollow was a habitat at the time of removal.

Appendix 7 - Assessment Methodologies

**Visual Tree Assessment (VTA)**

The Visual Tree Assessment (VTA) is an internationally recognised methodology of assessing trees. The system is based around 'The body language of trees' where a trees biology and physiology is visually inspected to identify structural defects, pathogen or insect damage, tree form, vitality and any other environmental and/ or climatic conditions that affect the Safe Useful Life Expectancy (S.U.L.E) rating of a tree.

**Safe Useful Life Expectancy (SULE)**

SULE is an internationally recognised rating system that refers to an expected period of time a tree can be retained before its amenity value declines to a point where it may detract from the appearance of the landscape and/ or becomes potentially hazardous to people and/ or property above an acceptable level of risk.

Safe Useful Life Expectancy Categories

1. Long SULE: Trees that appeared to be retainable at the time of assessment for more than 40 years with an acceptable level of risk.
  - (a) Structurally sound trees located in positions that can accommodate future growth.
  - (b) Trees that could be made suitable for retention in the long term by remedial tree care.
  - (c) Trees of special significance for historical, commemorative or rarity reasons that would warrant extraordinary efforts to secure their long term retention.
2. Medium SULE: Trees that appeared to be retainable at the time of assessment for 15–40 years with an acceptable level of risk.
  - (a) Trees that may only live between 15 and 40 more years.
  - (b) Trees that could live for more than 40 years but may be removed for safety or nuisance reasons.
  - (c) Trees that could live for more than 40 years but may be removed to prevent interference with more suitable individuals or to provide space for new planting.
  - (d) Trees that could be made suitable for retention in the medium term by remedial tree care.
3. Short SULE: Trees that appeared to be retainable at the time of assessment for 5–15 years with an acceptable level of risk.
  - (a) Trees that may only live between 5 and 15 more years.
  - (b) Trees that could live for more than 15 years but may be removed for safety or nuisance reasons.
  - (c) Trees that could live for more than 15 years but may be removed to prevent interference with more suitable individuals or to provide space for new planting.
  - (d) Trees that require substantial remedial tree care and are only suitable for retention in the short term.

4. Remove: Trees that should be removed within the next 5 years.
  - (a) Dead, dying, suppressed or declining trees because of disease or inhospitable conditions.
  - (b) Dangerous trees because of instability or recent loss of adjacent trees.
  - (c) Dangerous trees because of structural defects including cavities, decay, included bark, wounds or poor form.
  - (d) Damaged trees that are clearly not safe to retain.
  - (e) Trees that could live for more than 5 years but may be removed to prevent interference with more suitable individuals or to provide space for new planting.
  - (f) Trees that are damaging or may cause damage to existing structures within 5 years.
  - (g) Trees that will become dangerous after removal of other trees for the reasons given in (a) to (f).
  - (h) Trees in categories (a) to (g) that have a high wildlife habitat value and, with appropriate treatment, could be retained subject to regular review.
  
5. Small, young or regularly pruned: Trees that can be reliably moved or replaced.
  - (a) Small trees less than 5m in height.
  - (b) Young trees less than 15 years old but over 5m in height.
  - (c) Formal hedges and trees intended for regular pruning to artificially control growth.

## 11 REPORT OF THE DIRECTOR CORPORATE & COMMERCIAL SERVICES

### 11.1 Annual Financial Statements 2017/18

CSP Objective: 4 Responsible Civic Leadership that is Transparent, Innovative and Accessible

CSP Strategy: 4.2 Ensure finances are managed responsibly to meet the goals of the Community Strategic Plan and to protect financial investments and assets

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

#### Summary

This report recommends that Council resolve that the Financial Statements for 2017/2018 be referred for audit in accordance with Local Government Act 1993.

#### Finance

Funds are included in the budget for audit costs.

#### Policy

This is a requirement of the Local Government Act 1993 (as amended) and Local Government (General) Regulation 2005.

#### Attachments

- 1 2016/17 Statement by Councillors & Management - General Purpose Financial Statements [↓](#)
- 2 2016/17 Statement by Councillors and Management - Special Purpose Financial Statements [↓](#)

#### Enclosures

Nil

### **RECOMMENDATION**

That:

1. Council's Draft Financial Statements for 2017/2018 be referred to Council's auditors for audit under sect 413 (1).
2. Council resolves in accordance with sect 413 (2c) that the annual financial report is in accordance with:
  - the Local Government Act 1993 (as amended) and the Regulations made there under;
  - the Australian Accounting Standards and professional pronouncements;
  - the Local Government Code of Accounting Practice and Financial Reporting;
  - presents fairly the Council's operating result and financial position for the year;
  - accords with Council's accounting and other records; and
  - that the Council is not aware of any matter that would render this report false

## Report of the Director Corporate &amp; Commercial Services

## 11.1 Annual Financial Statements 2017/18 (cont)

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or misleading in any way.

3. Council adopt the Councillors/Management "Statement" and resolve that it be signed and attached to the Financial Statements for 2017/2018.
4. That on receipt of the Audited Reports, a copy is forwarded to the Office of Local Government.

**BACKGROUND**

Council's Annual General Purpose Financial Statements and Special Purpose Financial Statements for the period ending 30 June, 2018 are in draft form. Under the Local Government Act 1993 (Section 412, 415 and 416) Council must refer the statements to audit.

In accordance with the Local Government 1993 and Regulations, Council and Management are required to prepare statements in the approved form stating their opinion on the General Purpose and Special Purpose Financial Statements (Attachment 1 & 2).

The statements required by the Act must be made by resolution of Council and then be signed by the Mayor and at least one other member of Council, the General Manager and the Responsible Accounting Officer.

Council's auditors, Pitcher Partners and the New South Wales Audit Office, will be examining Council's General Purpose and Special Purpose Annual Financial Statements and on completion will provide to the Council an independent Audit Report.

The Annual Financial Statements summary below in draft form will be examined by Council's auditors and as such may change. Once the audit is complete the Annual Financial Statements for year ended 30 June 2018, with the auditor's report, will be brought to Council for adoption. Either, Council's auditors or the NSW Audit Office will present their report in detail to a Councillor briefing before the November Council Meeting.

	Write In Benchmark	Draft Current Year 2017/2018 \$000	Previous Year 2016/2017 \$000
<b><u>Income Statement</u></b>			
Total Income from Continuing Operations		63,389	73,953
Total Expenses from Continuing Operations		56,091	53,221
Net Operating Resulting for the Year		7,298	20,732
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes		1,001	3,877
<b><u>Statement of Financial Position</u></b>			
Total Current Assets		39,290	440,358
Total Current Liabilities		81,134	3,261
Total Non Current Assets		434,629	406,269
Total Non Current Liabilities		2,586	
Total Equity		390,199	4.43%
			60.43%
Operating Performance Ratio (%)	>0	-1.81%	3.86:1
Own Source Operating Revenue Ratio (%)	>60%	73.12%	8.68x
Unrestricted Current Ratio	>1.5	2.50:1	1.47%
Debt Service Cover Ratio (times)	>1.5:1	11.38x	10.7
Rates & Annual Charges Outstanding (%)	<10%	1.72%	
Cash Expense Cover Ratio (months)	2 mths	8.28	



Kiama Municipal Council

General Purpose Financial Statements  
for the year ended 30 June 2017

Statement by Councillors and Management  
made pursuant to Section 413(2)(c) of the *Local Government Act 1993 (NSW)* (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and professional pronouncements, and
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these financial statements:

- present fairly the Council's operating result and financial position for the year, and
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 19 September 2017.

\_\_\_\_\_  
Mark Honey  
Mayor

\_\_\_\_\_  
Kathy Rice  
Councillor

\_\_\_\_\_  
Michael Forsyth  
General manager

\_\_\_\_\_  
David Mead  
Responsible accounting officer

## Kiama Municipal Council

### Special Purpose Financial Statements for the year ended 30 June 2017

### Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement 'Application of National Competition Policy to Local Government',
- the Division of Local Government Guidelines 'Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality',
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

To the best of our knowledge and belief, these financial statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 19 September 2017.

\_\_\_\_\_  
Mark Honey  
Mayor

\_\_\_\_\_  
Kathy Rice  
Councillor

\_\_\_\_\_  
Michael Forsyth  
General manager

\_\_\_\_\_  
David Mead  
Responsible accounting officer

**11.2 Statement of Investments - August 2018**

CSP Objective: 4.0 Responsible civic leadership that is transparent, innovative and accessible

CSP Strategy: 4.1 Council is financially sustainable

Delivery Program: 4.1.2 Identify opportunities to diversify and maximise funding sources

**Summary**

This report recommends receipt and adoption of the Statement of Investments for August 2018.

**Finance**

N/A

**Policy**

Clause 625 of the Local Government Act 1993 (NSW)

Clause 212 of the Local Government (General) Regulation 2005

Kiama Municipal Council – Investment Policy

**Communication/Community Engagement**

N/A

**Attachments**

1 Statements of Investments as at 31 August 2018 [↓](#)

**Enclosures**

Nil

**RECOMMENDATION**

That Council receive and adopt the information relating to the Statement of Investments for August 2018.

**BACKGROUND**

Attached is a copy of the Statement of Investments for August 2018.

**Investment commentary**

Council's direct investments are often rolled over on maturity with the same financial institution, if competitive, and based on whether funds are required for operations.

The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Comparisons are made between existing investments with available products that are not part of Council's portfolio. Independent advice is sought on new investment opportunities.

A decision by the Reserve Bank board meeting on 7 August 2018 has seen the cash rate unchanged at 1.50%. *"The low level of interest rates is continuing to support the*

Report of the Director Corporate & Commercial Services

11.2 Statement of Investments - August 2018 (cont)

*Australian economy*'. As progress in lowering unemployment and having inflation return to the midpoint of the target was expected to be only gradual, members also agreed that there was not a strong case for a near-term adjustment in monetary policy. (Minutes of the Monetary Policy Meeting of the Reserve Bank Board, Reserve Bank Australia, 7 August 2018)

The Commonwealth Bank is quoting the following rates:

3 Months	6 Months	9 Months	12 Months	18 Months
2.51%	2.65%	2.67%	2.67%	2.68%

**Certification – Responsible Accounting Officer**

I hereby certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

(b) Council Investments as at 31 August, 2018

DIRECT INVESTMENTS: INSTITUTION	S & P RATING	MARKET VALUE \$	INVESTMENT TYPE	DATE LODGED	MATURITY DATE	TERM (DAYS)	RATE %
AMP	A	1,000,000	Term Deposit	21/02/18	21/11/18	273	2.65
AMP	A	1,000,000	Term Deposit	06/06/18	12/12/18	189	2.75
AMP	A	500,000	Term Deposit	18/10/17	24/10/18	371	2.60
Beyond Bank	BBB+	1,000,000	Term Deposit	11/07/18	16/01/19	189	2.80
Bankwest	AA-	1,000,000	Term Deposit	13/06/18	19/12/18	189	2.75
Bank of Qld	BBB+	2,000,000	Term Deposit	22/11/17	22/08/18	273	2.60
Bank of Qld	BBB+	1,500,000	Term Deposit	29/11/17	29/08/18	273	2.60
Bendigo	BBB+	1,000,000	Term Deposit	04/07/18	09/01/19	189	2.70
Community Alliance Credit Union	N/R	1,000,000	Term Deposit	13/09/17	12/09/18	364	2.65
Community Alliance Credit Union	N/R	1,000,000	Term Deposit	13/09/17	12/09/18	364	2.60
Credit Union Australia	BBB	1,500,000	Term Deposit	29/11/17	26/09/18	301	2.55
ME Bank	BBB	1,500,000	Term Deposit	25/07/18	30/01/19	189	2.83
ME Bank	BBB	1,000,000	Term Deposit	18/07/18	23/01/19	189	2.83
NAB	AA-	1,000,000	Term Deposit	04/07/18	05/12/18	154	2.76
NAB	AA-	1,000,000	Term Deposit	13/06/18	10/12/18	180	2.76
NAB	AA-	1,000,000	Term Deposit	27/09/17	26/09/18	364	2.60
NAB	AA-	2,000,000	Term Deposit	25/10/17	24/10/18	364	2.55
Suncorp	A+	1,000,000	Term Deposit	13/06/18	17/10/18	126	2.80
Suncorp	A+	1,000,000	Term Deposit	11/07/18	06/12/18	148	2.70
<b>Total Term Deposits</b>		<b>22,000,000</b>					<b>2.69</b>

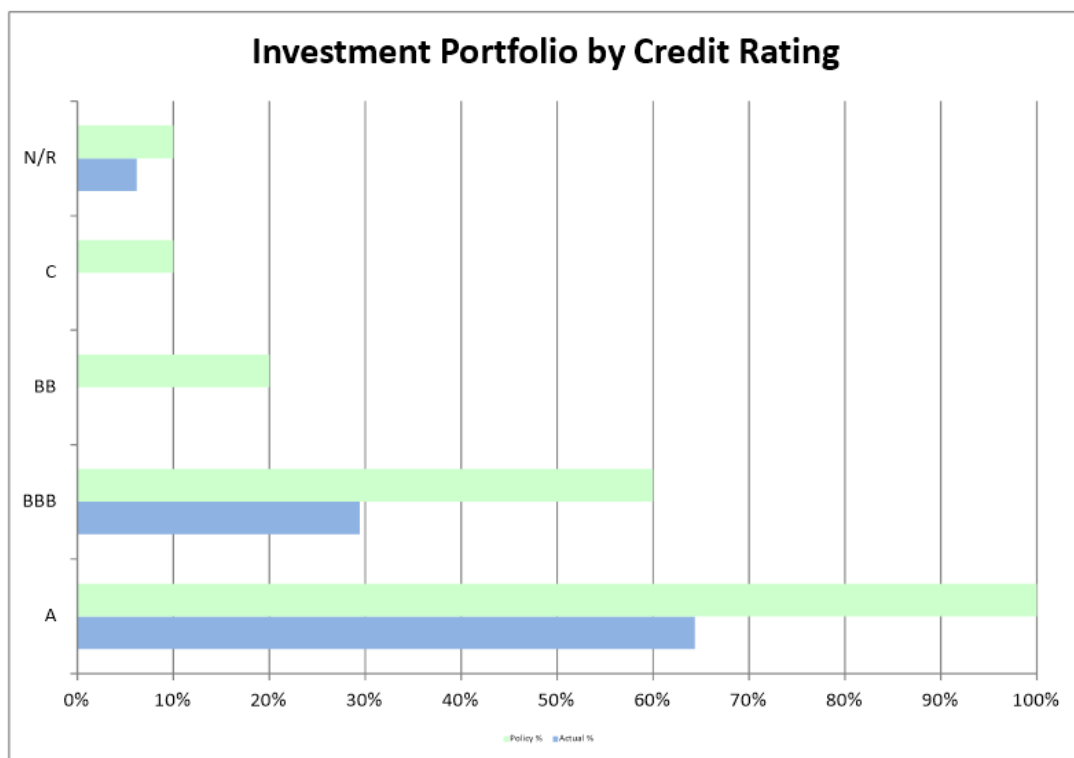
TcorplM Cash Fund KACCOE	AAA	8,066,290	Cash Fund		AT CALL		2.17%
TcorplM Cash Fund	AAA	3,080,937	Cash Fund		AT CALL		2.17%

Westpac	AA-	7,122,502	Bank Account	-	AT CALL		1.79
Westpac	AA-	81,579	Maxi Account	-	AT CALL		0.50
<b>Total 'At Call' Funds</b>		<b>18,351,307</b>					<b>1.15</b>

<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>40,351,307</b>				Average Rate- Aug 2018		2.42
					Average Rate- Aug 2017		2.57

<b>TOTAL INVESTMENTS Jul 2018</b>	<b>32,816,478</b>	<b>18.67%</b>	Change in total investment over prev 1 month
<b>TOTAL INVESTMENTS Aug 2017</b>	<b>42,375,813</b>	<b>-4.78%</b>	Change in total investment over prev 12 months

Note: The Westpac Bank Account balance shown above of \$7.12M includes deposits at month-end not processed to Council's financial system and excludes cheques that have not been presented.



**(c) Application of Invested Funds**

Restricted Funds:	Description	Value (\$)
Externally Restricted	S94 Developer Contributions	4,376,008
	Grants	298,611
	Domestic Waste	2,813,863
	Waste & Sustainability	403,006
	Southern Council's Group	2,407,231
Internally Restricted	Blue Haven ILU*	151,138
	Blue Haven Care-Residential*	1,017,601
	KACCOE Loan Drawdown unexpended	8,927,463
	Carer Respite Centre	1,379,706
	Land Development	2,662,484
	Waste Business Unit (Plant Replacement)	1,081,912
	Plant Replacement	2,160,252
	Employee Leave Entitlements	2,400,000
	S94 Recoupments	2,182,802
	Carry-over works*	3,025,420
	Holiday Parks	1,779,238
	Contingencies	529,730
	Computer	807,522
	Property Insurance	120,000
	Community Bus	263,239
	CACP	110,856
	Organisational Development	111,000
	Fleet Replacement	100,000
	Council Election	100,000
	Leisure Centre Renewal	180,000
Revolving Energy Fund	315,000	
Future Project Development	70,000	
Arts Precinct	59,000	
The Pavilion	80,000	
<b>Unrestricted Funds:</b>	<b>Funds to meet current budgeted expenditure</b>	<b>383,226</b>
<b>TOTAL INVESTMENTS</b>		<b>40,351,307</b>

**Note:**

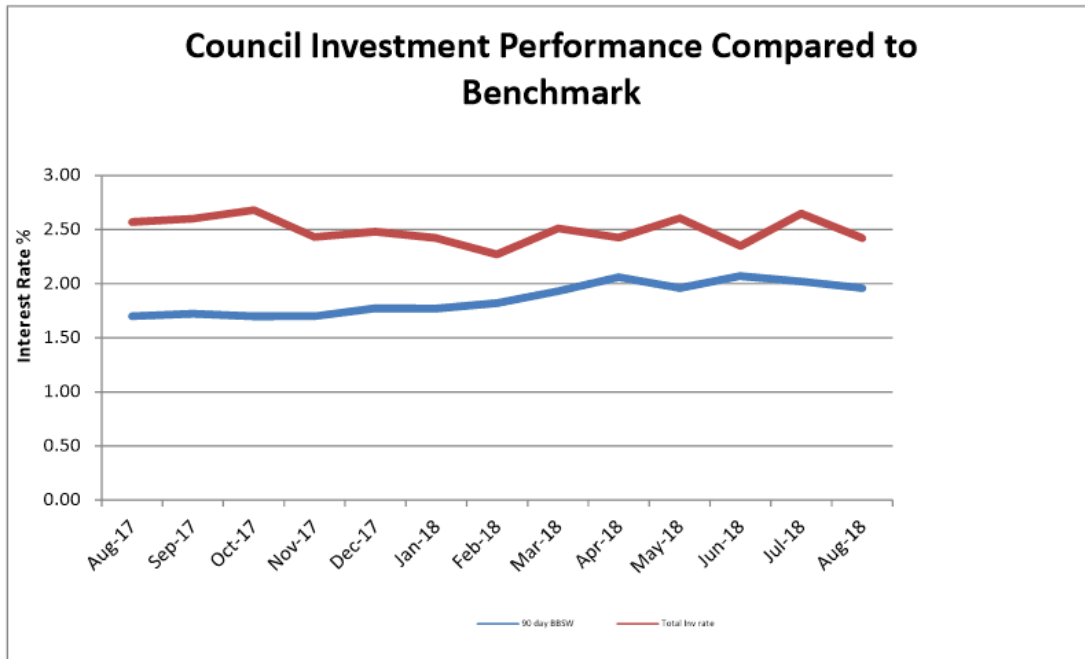
The above Application of Invested Funds are preliminary and are subject to change during the 2018 end of financial year audit process.

The Unrestricted Funds balance forms available cash to fund Council's ongoing budget operations.

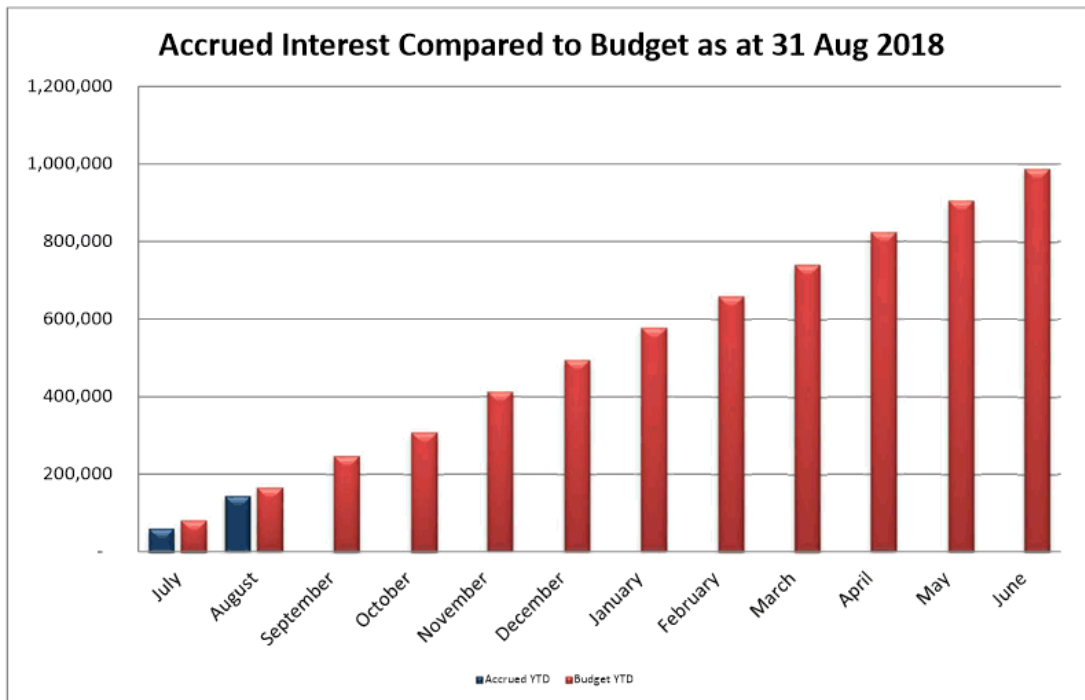
(d) Investment Portfolio Performance

Investment Performance vs Benchmark

	Investment Portfolio Return (%pa)	Benchmark:BBSW 90 day Bank Bill Index (source RBA)
1 month	2.42	2.07
3 months	2.47	2.02
6 months	2.49	2.00
12 Months	2.49	1.87



Council has been able to consistently perform above the Reserve Bank 90 day Bank Bill Index.



**11.3 Audit, Risk and Improvement Committee Charter Amendment**

CSP Objective: 4.0 Responsible civic leadership that is transparent, innovative and accessible

CSP Strategy: 4.2 Council embraces good governance and better practice strategies

Delivery Program: 4.2.1 Manage effective risk framework across council

**Summary**

The Audit, Risk and Improvement Committee Charter appointed one independent member for two years and another independent member for one year on initial startup. It was considered that both independent members be appointed for two years as serving for one year did not allow enough time for the one-year term member to contribute to good governance of Kiama Municipal Council.

**Finance**

The effective operation of the Internal Audit and Risk Committee includes resourcing in the current budget.

**Policy**

Council has an adopted Internal Audit and Risk Committee Charter and an Internal Audit Strategic Plan.

**Attachments**

Nil

**Enclosures**

Nil

**RECOMMENDATION**

That Council receive and adopt the amended Audit, Risk and Improvement Committee Charter.

**BACKGROUND**

Risk management, internal audit and improvement programs are essential components of good governance. The combination of an effective Audit, Risk and Improvement Committee with Council's internal audit, risk management and performance improvement functions provides a formal means by which the OLG, Councillors, Council staff and members of the public can obtain assurance that Council has in place a robust system of controls, processes and procedures to manage the risks to its operations.

The role of the Committee is to:



## Report of the Director Corporate &amp; Commercial Services

## 11.3 Audit, Risk and Improvement Committee Charter Amendment (cont)

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**Audit**

- advise Council, via the General Manager, whether financial information reasonably portrays Council's financial position, results of operations and significant commitments
- at least annually, review the Operational Plan and Budget and consider whether they adequately reflect Council's priorities and are consistent with information known to Committee members
- review the annual financial statements and consider whether they are complete, consistent with information known to Committee members, and reflect appropriate accounting policies and principles
- review and monitor the delivery of Council's Long Term Financial Plan
- have oversight of the functions of both internal and external audit.

**Risk Management**

- provide assurance to Council, via the General Manager that a comprehensive risk management plan is in place and a program to manage all significant risks by identification, prioritisation and implementation of mitigation strategies is also in place.

**Improvement**

- review the annual performance of Council against the key performance indicators documented in the Operational Plan, and provide advice to the General Manager on the adequacy of Council's performance against these indicators.
- identify and recommend to the General Manager, Council services or business processes that may benefit from review through the Committee's exercise of its functions.

**Membership**

The Committee will be comprised of five members, of which two will be a Councillors and three will be independent of Council.

Collectively, the independent members of the Committee will have expertise in financial management, risk management, performance improvement or community service.

The independent members and Chair of the Committee will be selected by a panel comprised of the Mayor, General Manager and Director Finance, Corporate and Commercial Services.

**Proposal**

During the meeting held on 30 July 2018 the committee discussed the need for the members to be able to serve a length of term that will support the committee in ensuring good governance of Kiama Municipal Council. The current charter states that *"Initially, the Chair shall be appointed for a three year term and the other two*

Report of the Director Corporate & Commercial Services

11.3 Audit, Risk and Improvement Committee Charter Amendment (cont)

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*independent members shall be appointed for two years and one year respectively (to be decided by lot)."*

It is proposed that the charter be amended to "*Initially, the Chair shall be appointed for a three year term and the other two independent members shall be appointed for two years (to be decided by lot).*" This will allow stability with the committee in its initial term and for the monitoring of good governance to occur.

Item 11.3

## 12 REPORT OF THE DIRECTOR ENGINEERING AND WORKS

### 12.1 Purchase of one (1) 14000 GVM truck & one (1) 6x4 Rigid Truck & Trailer as identified in 2018-19 Plant Replacement Program

CSP Objective: 4 Responsible Civic Leadership that is Transparent, Innovative and Accessible

CSP Strategy: 4.12 Effectively manage Plant Assets to meet Community Strategic Plan requirements

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

Item 12.1

#### Summary

This report informs council of the process and outcomes of the request for quotations for the purchase of one (1) 14000 GVM truck & one (1) 6x4 Rigid Truck & Trailer as identified in 2018-19 Plant Replacement Program.

#### Finance

The capital expenditure will be made available from the Engineering Services Plant Replacement budget. These purchases were identified and reported in the 18/19 budget.

#### Policy

The RFQ has been undertaken in accordance with the Local Government Tender Regulations 2005.

#### Communication/Community Engagement

Kiama Councils goals include exercising good governance. The RFQ's for the supply of plant not only meets the requirements of the Local Government Act and Tendering Regulations, but ensures that the activities of the organisation are conducted so as to achieve a high level of accountability, probity and transparency. The RFQ process also ensures that Council's goal of sound financial management is addressed with the objective of obtaining best value for money.

#### Attachments

Nil

#### Enclosures

Nil

### **RECOMMENDATION**

That Council approve the

- 1.purchase one (1) Hino FE 1426 with Berry Howe Tipping Body from Illawarra Hino with a capital value of \$140630 + GST.
- 2.purchase one (1) Mack Trident with Tefco Tipping Body & Trailer from Southern Truck Centre Wollongong with a capital value of \$384800 + GST.

Report of the Director Engineering and Works

12.1 Purchase of one (1) 14000 GVM truck & one (1) 6x4 Rigid Truck & Trailer as identified in 2018-19 Plant Replacement Program (cont)

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### **BACKGROUND**

As part of the 2018-19 Plant Replacement Program, Engineering Services have Plant 9167 & 9180 identified as being at the end of its economic life and programed for replacement.

A specification was developed in consultation with stakeholder to ensure the vehicle will meet the operational needs of the end user.

A request for quotation was then placed with the Local Government Procurement Vendor Panel system. The request for quotation was sent to panel members under LGP contract LGP707-3.

All submissions were evaluated using a combination of 6 different criteria including price, specification, warranty, after sales support, Australian content and an operator assessment.

The combined scores for each criteria were then inputted into the LGP evaluation matrix. This produced an overall ranking and recommendation for the vehicle that best meets our requirements.

**Item 12.1**

**13 REPORT OF THE DIRECTOR BLUE HAVEN**

Nil

## 14 REPORTS FOR INFORMATION

### 14.1 Return and Earn Vending Machines

Responsible Director: Environmental Services

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As part of the regular Council monthly major works meetings, updated information is provided on the progress to install return and earn reverse vending machines in the townships of Gerringong and Gerroa.

Since February 2018 Council has been working with TOMRA Cleanaway to determine sites on Council managed land that are suitable and meet EPA guidelines. Consultation with Council's Property Manager and any sporting association using that land has also been undertaken.

In Gerringong, the only sites that were deemed suitable and met the EPA guidelines were:

- an area behind the Gerringong Life Saving Club and the Tennis Club; and
- car parking area at Michael Cronin Oval/Jubilee Park.

After consultation with the Gerringong Surf Life Saving Club and Gerringong Tennis Club, this site was deemed unsuitable.

After consultation with the Kiama District Sports Association and the Gerringong Rugby League Club, a site in the car parking area of Michael Cronin Oval/Jubilee Park was determined to be suitable. This was subject to the site being used on a trial basis and reviewable after 12 months.

Council's property section was requested to review the proposal and the following advice was provided:

- Jubilee Park is land vested to Council (20/6/78) as a public park.
- The land is community land.
- Return and earn reverse vending machines are exempt development.
- A short term licence can be issued with an option to either remove it from the site or retain and convert into long-term licence.
- A short term licence arrangement will result in a rental fee payment to Council of approximately \$10,000 per annum.
- The site appears to be suited to the proposal with very little direct conflict and not directly adjacent to residential property – a trial operating period appears reasonable to inform consideration for longer term occupation of the site.

The General Manager has granted approval for this facility to be installed on a trial basis, reviewable after 12 months and subject to a licence agreement being entered into between Council and TOMRA Cleanaway. The facility is to be installed in September 2018.

In regard to the township of Gerroa, a site in the vicinity of the Seven Mile Beach Holiday Park (car parking area on beachside) has been identified as being a

Reports for Information

14.1 Return and Earn Vending Machines (cont)

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potentially suitable site for another return and earn reverse vending machine. This site is currently being reviewed by Council's Property Manager.

**Item 14.1**

**14.2 Stronger Country Communities Fund - Kevin Walsh Oval, Jamberoo**Responsible Director: Engineering and Works

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On Thursday 8th August, 2018 the local State Member Mr Gareth Ward announced that Kiama Council was successful in its grant application under the Stronger Country Communities program. The total amount from the NSW state Government is \$1,088,000, which will be added to the \$427,191 that has been allocated by Council in the current budget.

This is the first grant that has been approved from the Round 2 Stronger Communities Grant Program. The prioritised list of grant applications that were submitted includes:

**Stronger Country Communities Fund Round 2**

1. Jamberoo Sports Precinct \$1.4mil
2. Surf Beach Surf Club Toilet Upgrade \$100K
3. Visitor Information Centre Toilets \$550k
4. Jamberoo School of Arts flood mitigation, disabled toilets upgrades and additional storage \$240k
5. Bombo Oval Amenities \$314k
6. Kiama Tennis Club Parking, Lighting and Shade \$100K
7. Leisure Centre Splash Zone \$600k
8. Kiama High School All Weather Fields \$800k

Apart from the Jamberoo Sports Precinct Grant, all of the remaining applications above, are yet to be determined.

**Background**

Jamberoo is a village approximately 11 km inland from Kiama on the South Coast of New South Wales. The Jamberoo Sports Precinct captures a large regional area of participants, with approximately 2,400 people participating weekly at the site.

Jamberoo sports association also draws on other localities within the LGA to utilise the fields including those from Kiama, Gerringong and Minnamurra. Currently the following sporting codes utilise the grounds:

- Cricket
- Soccer
- Tennis
- Senior and Junior League
- Skate Park
- Touch Football
- Croquet

Additional fitness groups and community groups also utilise the fields. The sport precinct location is in the middle of the Jamberoo town providing a meeting place for



## Reports for Information

## 14.2 Stronger Country Communities Fund - Kevin Walsh Oval, Jamberoo (cont)

a number of sporting and community groups, and an area where the town can congregate. Figure 3-1 shows the Jamberoo Sports precinct, with the Youth Hall and Kevin Walsh Amenities, located centrally in the Jamberoo Village.

The current facilities are quite dated (currently 1970's and 1940's respectively), and do not accommodate all the various visitors to the precinct. The project will: -

1. Upgrade and expand the existing Jamberoo sports amenities including the
  - change rooms and bathroom facilities to include disabled access for patrons (which currently does not exist)
  - refurbishment of the existing canteen that currently does not comply with public health standards
2. Refurbishment of the existing Jamberoo Youth Hall that currently provides a venue to various Community and Sporting clubs including:
  - Little Groover's dance studio
  - Scouts and Cubs
  - Community exercise club
  - Children's playgroup
  - Community Palates group
  - Yoga classes
  - Country Women's Association
3. Resurface the existing access road into the facilities from Churchill Street. This will provide an all-weather vehicle access, parking and an adequate turning circle for safe vehicle movements when entering the sporting precinct. The provision for the new access road and additional parking bays will also cater for the high demand for overnight caravan parking, that currently accommodates medium to large size mobile homes to the area and this provides much needed benefits to local businesses.
4. Provide suitable drainage around the sporting precinct to minimise localised flooding events, minimise storm damage and increase the usage of the existing sports facilities and amenities.
5. Provide perimeter fencing to ensure security of the sporting facilities and to manage crowds during events.
6. Provide additional seating located around the fields to accommodate visitors to the games and show events throughout the year.
7. Provide additional lighting for the existing soccer fields to allow night time use for training and competition games.
8. Provide amenities for the existing soccer fields, which currently don't exist and limits any opportunities for regional soccer games to be played at these grounds for both male and female players.



**14.3 Autonomous Vehicle Trial**Responsible Director: Engineering and Works

---

Kiama Council in conjunction with Sage and Local Motors Pty Ltd, submitted a proposal for the trial of an autonomous vehicle in the Kiama LGA. A copy of the proposal dated 19 March is attached for your information.

On 23 July, 2018 transport for NSW, advised that our submission was unsuccessful and the two applications that were successful were Coffs Harbour and Albury. Transport NSW did invite the proponents from our submission to attend a debrief on 30 August 2018, at their office in Chippendale Sydney.

Representatives from Sage attended including Local Motors (via phone conference) and Kiama Council's Director Engineering Mr. Gino Belsito and Works and Road Safety officer Ms. Janelle Burns. Transport for NSW representatives explained in detail the selection process and where our submission ranked by comparison to the other applications. A copy of the selection process presentation is attached for your information.

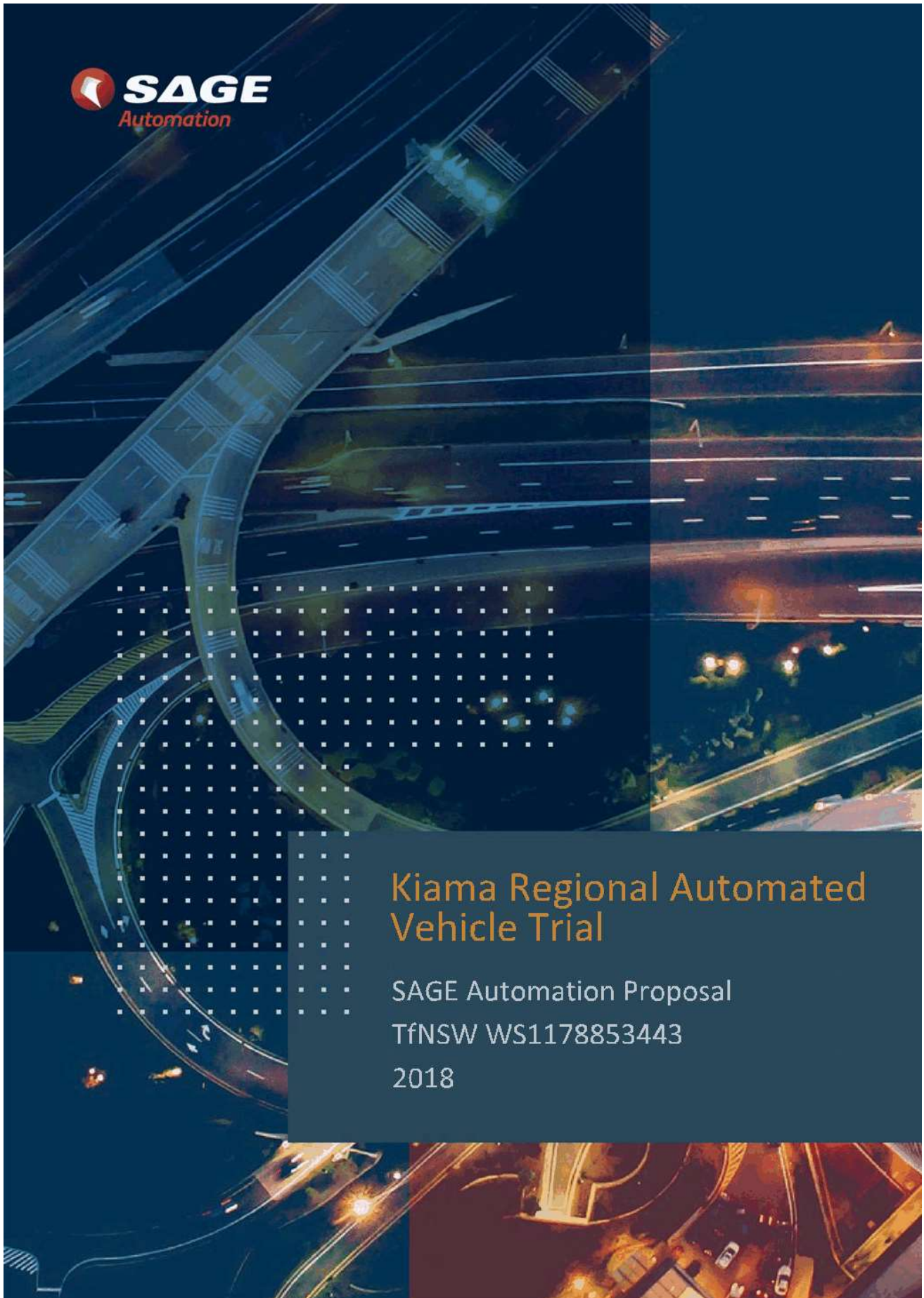
In summary the following points were discussed:

- In total 24 interaction sessions were carried out by Transport for NSW with potential candidates
- 14 proposals were submitted from 13 proponents
- The value of the winning tenders was approximately \$1M for the first 12 months
- SAGE/Kiama Council submission ranked 6th overall
- The evaluation process identified that Council's submission was strong in Alignment with project scope, Location Criteria, Level of Innovation, Capability to complete
- The opportunities for improvement included the potential to implement earlier and the alignment to National Transport Compliance Legislative framework.

Whilst it is disappointing that Council's application was unsuccessful, SAGE have indicated that it may still want to pursue the proposal at Kiama at their own cost and it will continue to discuss this option with Transport NSW to engage their support for the project.

**Attachments**

- 1 Kiama Regional Automated Vehicle Trial - SAGE Automation Proposal - TfNSW WS1178853443 [↓](#)
- 2 Regional Automated Vehicle Trials - Unsuccessful Letter SAGE Automation [↓](#)



Item 14.3

Attachment 1

## Kiama Regional Automated Vehicle Trial

SAGE Automation Proposal

TfNSW WS1178853443

2018



Monday, 19 March 2018

Transport for New South Wales  
TSS.Bidder@transport.nsw.gov.au

SAGE Automation Reference: Job No 59659 Revision A  
TfNSW Reference: WS1178853443

### Opportunity Overview

Transport for New South Wales (TfNSW) are offering a Regional Automated Vehicle Trial (RAVT) with associated funding. SAGE are partnering with Local Motors and Kiama Municipal Council (KMC) to implement the Olli driverless shuttle and connected OlliStop under this trial.

SAGE propose a multi-stage trial, extending shuttle capability and reducing risk through each stage. This ensures a safe and sustainable project over 24 months. The relocatable OlliStops can flexibly accommodate these trial stages across different usage cases.

Working collaboratively with all parties, the opportunity integrates state-of-the-art technologies. Local Motors' Olli shuttle will interface with existing transport services, tourism, disability and age care to test real world usage. This pioneering system can provide valuable transport benefits to the local community, alongside the critical data that all stakeholders need.

This proposal includes:

- Project Benefits
- Partnership Structure
- Project Scope and Stages
- Technology Overview
- Pricing break down
- Legal, Safety and Guidelines Alignment
- Relevant Appendices

We trust that the following meets with your approval. If you have any queries regarding this proposal, please do not hesitate to contact me anytime.

A handwritten signature in blue ink that reads 'D Hewitt'.

Damian Hewitt

National Manager – Transportation

direct 08 8276 0863 mobile 0407 793 839 damian.hewitt@gotoSAGE.com



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Table 1: Acronyms and Abbreviations

Acronym	Full Meaning
ADRs	Australian (vehicle) Design Rules
ADVI	Australian and New Zealand Driverless Vehicles Initiative
AFIA	Age-Friendly Illawarra Alliance
ARRs	Australian Road Rules, and the NTC guidelines thereof
AS/NZS	Australian Standard / New Zealand Standard
AV	Autonomous Vehicle
BP&B	Best Practices and Benchmark
CAD	Computer Aided Design
CAV	Connected Autonomous Vehicle
CES	Consumer Electronics Show
CHAZOPS	Control Hazard and Operability Study
ConOps	A Concept of Operations
FAT	Factory Acceptance Testing
FMLM	First Mile – Last Mile
GNSS	Global Navigation Satellite System
HSE(Q)	Health & Safety, Environment, (and Quality)
IMS	Integrated Management System
IMU	Inertial Measurement Unit
ISO	International Standards Organisation
ITS	Intelligent Transport Systems
KMC	Kiama Municipal Council
LIDAR	Light Detection and Ranging
LM	Local Motors
MaaS	Mobility as a Service
NOC	(SAGE’s) National Operations Centre
NRMA	National Roads and Motorists’ Association
NTC	National Transport Commission

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NVR	Network Video Recorder
OSMBC	Outer Sydney Metropolitan Bus Contract (regions)
PTZ	Pan-Tilt-Zoom (camera)
RAVT	Regional Autonomous Vehicle Trial
SAE	Society of Automotive Engineers (levels of AV capability)
SMP	Safety Management Plan
TEP	Technical Execution Practice
TfNSW	Transport for New South Wales
TMP	Traffic Management Plan(ning)
TMP	Traffic Management Plan
UX	User Experience
WHS	Workplace Health and Safety

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Attachment 1



## 1 Executive Summary

SAGE Automation (SAGE), Local Motors (LM), and Kiama Municipal Council (KMC) have partnered to deliver the first fully connected driverless shuttle projects in Australia, using the Olli system. Support agreements are being made with KPMG and NRMA, along with project Insurances.

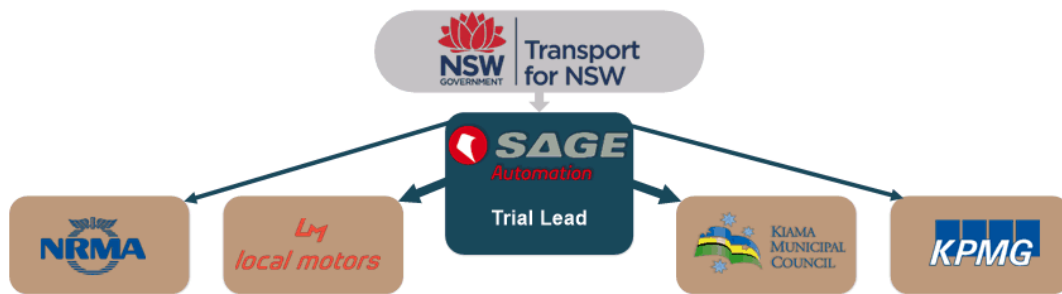


Figure 1: Project Organisational Chart

The partnership will deliver trials in Kiama, which provides the following benefits:

- Local support: enthusiastic community and council
- Existing tourism: a use case for testing, and an attraction for visitors
- Aging demographics: a use case for testing, and ongoing service opportunities
- Suitable existing infrastructure: lowers risk and development requirements

The Olli systems align with Kiama’s requirements and use cases, including:

- Accessible passenger interaction systems
- Wheelchair accessibility
- Dementia focussed apps

This project would be a world leading demonstration and development of connected autonomous vehicles (CAVs). It will build on a proof of concept trial conducted in by SAGE and LM in Holdfast Bay. The project will provide economic and social benefit to Kiama, and help create a wealth of information on CAV usage and integration to existing services.

User perceptions, sensor logs, and vehicle performance will be collected. On-demand bookings and trial infrastructure will be investigated and measured. Partner and government roles will be defined across CAV project lifetimes.

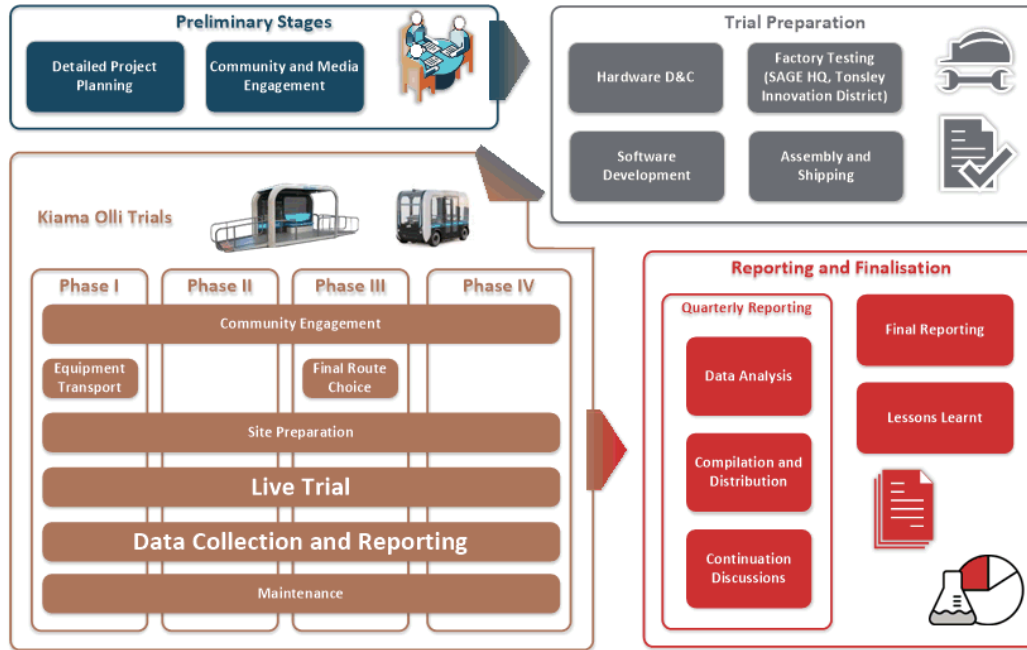


Figure 2: Simplified Project Stages Diagram

The project isolates risk and allows flexible development by defining eight separate project stages. Four stages will be phased real-world trials. Progress between phases will require safety and capability milestones to be achieved. The project stages are as follows:

1. Project Initiation and Planning
  - a. ConOps (Concept of Operation)
  - b. CHAZOPS (Control Hazard and Operability Study)
  - c. Final Timing roll out
  - d. Full Scope definition
2. Design and construction
  - a. Design and Build Olli & OlliStop/s for operation
3. Factory Acceptance Testing (FAT) – at SAGE HQ, Tonsley Innovation Precinct
  - a. Testing of combined systems in closed environment
  - b. Training of Olli shuttle Vehicle supervisor
  - c. Demonstration of operation prior to deployment to trial sites
4. **Trial Phase I:** Jamberoo Cycleway [navigation & pedestrian interaction]
5. **Trial Phase II:** Blowhole Point [light vehicle interaction, low speeds]
6. **Trial Phase III:** Railway Station to Blowhole Point [service integration]
7. **Trial Phase IV:** On-demand integration [accessible use between aged care facilities]
8. Final reporting and continuation studies

Beyond the scope of this project, the partnership will explore CAV financial sustainability, and expanding the Olli system for long-term use in Kiama.



Table 2: Trial Phase Routes and Use Cases

<p><b>Phase I</b></p>  <p>Focus on vehicle performance, system testing</p>	<p><b>Phase II</b></p>  <p>Focus on tourism use, simple vehicle-vehicle interaction</p>
<p><b>Phase III</b></p>  <p>Focus on First-Mile / Last-Mile transport, integration with existing services</p>	<p><b>Phase IV</b></p>  <p>Focus on on-demand bookings, end-to-end transport, accessibility for aged and less mobile residents</p>

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Attachment 1

Trial scope has been defined under the structure of the National Transport Commission (NTC) Autonomous Vehicle (AV) Trial guidelines. Trials will proceed under the Automated Vehicle Trials and Innovation Act, Insurer requirements, and all national vehicle requirements. They will be guided by the NSW Road Safety Plan 2021 and Local Government Road Safety Plan.

Results will be reported to TfNSW and the NSW Minister for Transport and Infrastructure.



The Olli shuttle itself is an 8-12 person driverless shuttle, operated with an on-board vehicle supervisor at all times.

Small, connected, smart – this Local Motors shuttle has been designed for First Mile Last Mile, Tourism, End-to-end and On-demand transport. It is well suited for busy environments, transport hubs and health centres, which will each be trialled in Kiama.



Figure 3: The Local Motors Olli Shuttle



The shuttle is backed up by the OlliStop, a pickup and drop-off point providing continuity in the passenger experience. It is accessible for the aged and less able. The OlliStop also interacts with passengers and delivers a wealth of information. It is connected, secure, and easily relocatable.



Figure 4: SAGE's OlliStop shuttle stop

Our partnership aims to extend the service delivery model with:

- Apps: anticipated on-demand booking and personalised reminders
- Support systems: local and national 24/7 technicians
- Community integration: training, employment and dialogue

The partnership highlights the fact that many of the systems and technologies in this trial, while recently matured, have not been fully proven in the field. Technology and systems will be taken to their full capabilities, though some realignment is expected as results become apparent.

A breakdown of project pricing can be found in *Chapter 9*, concluding the proposal.



## 2 Project Benefits

This CAV project brings distinctive benefits to Kiama, local residents, and TfNSW. These are detailed below.

- Unique technology developed:
  - The only Olli shuttle trial being considered by TfNSW
  - OlliStop dedicated intelligent stop
  - Leading edge passenger interfaces and sensors
  - Fully connected through wireless technologies (3G/4G, Bluetooth, Wi-Fi integration)
  - Vehicle software technology is upgradable – allows it to remain current
  - CAV technological requirements are captured for all stakeholders
- Use case testing:
  - First Mile – Last Mile (FMLM): planned CAV integration with existing rail and bus services
  - Tourism: provides access and draws visitors to existing Kiama Blowhole attraction
  - End-to-end use: proposed route provides dedicated health services access for aged residents
  - App development: service booking, Mobility as a Service (MaaS)
  - Off-peak testing: day/night operation
- Phased trial:
  - Four different routes and use cases, sequentially tested
  - Gated process: no progression between phases key stakeholder approval (including TfNSW)
  - Trial technology is isolated from diverse risks until capability is tested and proven
  - Safely escalates CAV interactions
- Flexible:
  - Relocatable stops (dismountable and transportable between trial locations)
  - Trial phases or routes can be reset and refined
- Provides accessible mobility:
  - Tailored technology and feature development for disadvantaged and aged care groups
- Economic impact:
  - Tourism benefits from trial are passed on to local community
  - Full-time employment of vehicle supervisor and technical support workers
  - Displays may provide advertising income and smart local information
- Shared learning:
  - Data collection on vehicle performance, passenger statistics, user perceptions
  - Redefinition of technological capability and stakeholder roles
  - Physical and digital infrastructure is scoped
  - Participation of Kiama community
  - Advanced trial paves the way for further CAV implementations in Kiama and New South Wales
- Path to full service model, vehicle and infrastructure delivery:
  - Kiama option to continue vehicle / infrastructure usage beyond trial
  - System can be expanded with more vehicles and more stops. Remains flexible and scalable



- Environmentally conscious:
  - Electric powered
  - Solar & battery solutions
  - Reduced individual vehicle use
  - Kiama parking infrastructure requirements are also reduced
- Well defined partnership
  - Strong relationship between partners
  - TfNSW as key active member

KMC and TfNSW will become part of a **select** global community, and be at the forefront of the learnings and opportunities associated with autonomous, modular public transport vehicles.





### 3 Partnership Structure

The Kiama RAVT partnership is led by SAGE Automation under Transport for New South Wales. The partnership also comprises:

- Local Motors
- Kiama Municipal Council

With support from:

- KPMG
- NRMA
- Insurer (to be determined, see Section 8.2)

Broad role definitions can be found in Figure 5.

“Key stakeholders”, as used in this document, refers to TfNSW, SAGE, Local Motors, and KMC.

“The partnership” or “partners”, as used in this document, refers to SAGE, Local Motors, and KMC (with support from KPMG and NMRA when relevant).

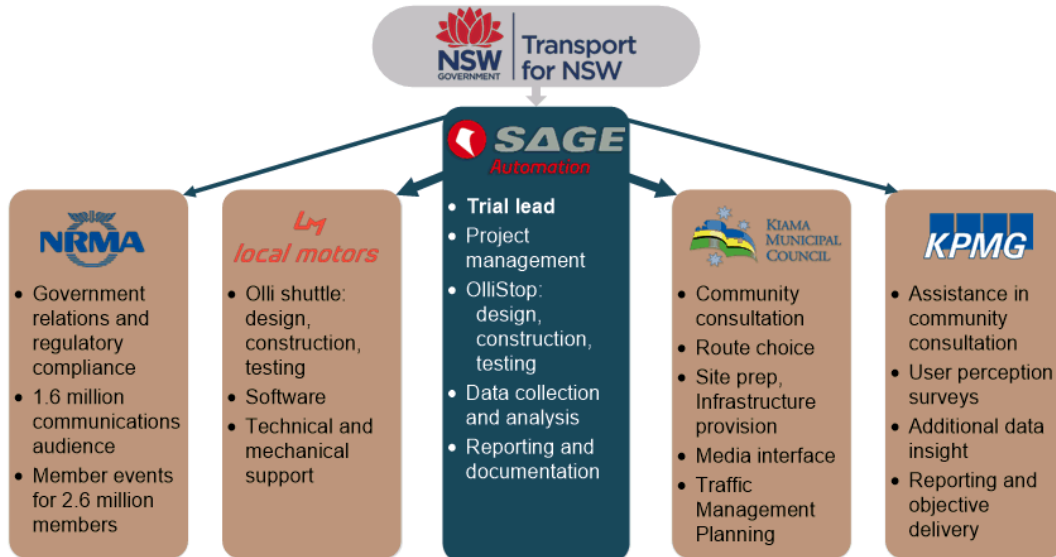


Figure 5: Partnership Arrangements



### 3.1 TfNSW Role and Input

TfNSW is welcome and requested to take an active role in all stages of the trials.

The partnership specifically proposes that TfNSW take an active review role in CHAZOPS, Safety Management Plan and Traffic Management Planning approaches. The partnership would seek TfNSW input to high-level safety and legislation discussions. Documentation would be sent for response in draft and final forms.

TfNSW is invited to attend Factory Acceptance Testing (FAT) activities at the Tonsley Innovation Precinct in South Australia. Witnessing this testing can provide confidence in the vehicle and stop component capabilities. System integration activities and feature extension is expected to continue throughout the trials.

TfNSW’s proposed role in project legislation interfacing can be found in *Chapter 8*.

### 3.2 Project Contacts

Table 3: Contact details of key project representatives

Partner	Lead Contact	Role	Phone	Email
SAGE	Adam Kiryk	General Manager, NSW	0400 900 674	Adam.Kiryk@gotosage.com
SAGE	Damian Hewitt	National Manager – Transportation	0407 793 839	Damian.Hewitt@gotosage.com
SAGE	Eric Skelton	ITS Project Manager	0400 575 997	Eric.Skelton@gotosage.com
LM	Rafael Toda	Project Lead, Australia; Technology interface	0419 919 581	rafael.toda@todax.com
KMC	Gino Belsito	Director Engineering and Works	(02) 4232 0444	ginob@kiama.nsw.gov.au
KMC	Janelle Burns	Road Safety Officer	(02) 4232 0444	janelleb@kiama.nsw.gov.au



### 3.3 SAGE’s RAVT Capability

SAGE has a significant presence in NSW, combined with the support of our national resources of approximately 270 personnel.

TfNSW benefits from SAGE’s fully integrated quality and safety systems. These build on experience successfully delivering literally thousands of projects over a twenty-year history. SAGE provides solutions across a range of sectors including automation and transport.

#### 3.3.1 SAGE Local Support

24/7 service and support personnel are available to the project. The SAGE National Operation Centre (NOC) is set up for immediate response. Local support can be dispatched from SAGE’s Sydney resources if required. These staff are trained in control systems maintenance, fault-finding and repair.

#### 3.3.2 Experience

SAGE Automation (SAGE) is one of Australia’s leading independent Intelligent Transport Systems integrators, and a member of the Australian Driverless Vehicle Initiative (ADVI). They have proven experience in delivering some of the highest-profile control system projects in Australia.

SAGE is currently involved in autonomous vehicle projects around the world. These projects include:

- Being the integrator for an Olli driverless vehicle pilot at the City of Holdfast Bay, SA
- Building the #AccessibleOlli OlliStop for the CES trade show 2018 in Las Vegas, USA
- Post CES 2018, continued R&D of OlliStop in partnership with Local Motors, IBM and the CTA Foundation at the Local Motors Living Lab in Washington DC, USA

SAGE and Local Motors are currently in the process of deploying a proof-of-concept trial of the Olli and OlliStop systems in Holdfast Bay, South Australia. This trial is limited in scope – it will be running over a short distance along a pedestrian / cycle path, with limited interaction capability.

That prototype trial will serve as a foundation for the solutions delivered on the Kiama RAVT. Results of the prototype trial should coincide with FAT testing for the Kiama RAVT, where lessons learnt can be implemented early and efficiently. This will provide a level of confidence on RAVT delivery and timelines.

#### 3.3.3 SAGE Role

As project lead, SAGE will direct:

- Project management, scoping, scheduling, and partner co-ordination
- OlliStop shuttle stop
  - Design, manufacture, testing
  - Shipping, site commissioning, technical / maintenance support
  - Data collection
- Project deliverables, reporting, and submission



### 3.4 Local Motors Role

Local Motors is the manufacturer of the Olli Shuttle, the world's first cognitive and autonomous shuttle. It is principally 3D Printed at their purpose built facility in Phoenix Arizona.

The vehicle has an open source design structure, which lends itself to partnerships with best of breed and leading edge technologies. These allow Olli to always remain cutting edge. Technology partners include IBM utilising Watson IoT technology for its cognitive capabilities, and Robotic Research, who provide the world's most advanced robotics. Robotic Research have 20 years of autonomous experience in military applications and over 10,000 miles of mixed traffic experience.

Local Motors will manufacture and deliver the Olli Shuttle and respective technologies for this TfNSW and Kiama trial. This will include participation in the scoping and validation of each use case and routing.

Through open and shared communications, they will convey learnings from other pilots in Australia and around the world to ensure best possible outcomes.

Local Motors will further promote the trials in their own global media strategy plans throughout the life of the project.



### 3.5 Kiama Municipal Council Role

Kiama Municipal Council, in its role as a local government agency, is seeking partnership in the Regional Automated Vehicle Trial by providing local roads and off road cycleway facilities with the aim to help revolutionise urban mobility in the Kiama Community.

KMC aims to target the evolving transportation needs of the region with the associated benefits of improved road safety, efficiency and environmental impacts.

KMC is providing a number of clearly set out trial locations. The council will be:

- **Working with Local Motors** to improve the vehicle to meet community expectations
- **Working with SAGE and Local Motors** to develop technology to meet the requirements of people with disability, and in particular to address the growing dementia epidemic
- **Implementing a Traffic Management Plan**, providing information on anticipated traffic risks and mitigating actions (see *Section 4.2* )
- **Providing infrastructure and network implementation.** KMC will assist in infrastructure and network requirements as the relevant road authority on local roads, providing support or assistance in managing any changes to infrastructure such as roadworks during the course of the trial. This may include Olli shuttle storage and charging.
- **Managing Change.** KMC will address management to the changing road and cycleway environment during the trial period to manage changes to the road and cycleway network (such as road works) that may occur over the course of the trial.
- **Engaging with the Public and other Stakeholders.** Kiama Municipal Council in its role as a local government authority has engaged with the public and other stakeholders such as Roads and Maritime Services, Police, Local Traffic Committee, road user groups, emergency services, infrastructure managers and public transport providers. This will continue over the course of the trial.
- **Planning, Promotion, Implementation and Evaluation** of the Automated Vehicle Trial, following guidelines of the Local Government Road Safety Program which aims to assist NSW Councils to reduce the likelihood of deaths and injuries from road trauma in their local communities.



### 3.6 Partner Outcomes

There are a number of beneficial outcomes from the trial, shared amongst all stakeholders. *Table 4* below summarises the benefits each partner gains from the key project outcomes.

Table 4: Outcome Benefits Breakdown

Benefit	SAGE	LM	KMC	Kiama Residents	KPMG	NRMA	Insurer	TfNSW
Data acquisition on CAV implementation and integration details	•	•	•	•	•	•	•	•
Development and testing of CAV systems and technologies and infrastructure	•	•	•	•				•
Data acquisition for further technological development	•	•	•					•
Testing of use cases: aging population use, FMLM, tourism services	•	•	•	•	•			•
Service provision to residents			•					•
Tourism value			•					
Preparing scalable, sustainable technology for use beyond the trial	•	•	•	•				•
Moving towards safer, cleaner, easier transport	•	•	•	•				•

### 3.7 Additional Consultation

The project partners will engage the following as required:

- Insurer (to be determined, see *Section 8.2* )
- Local Motors technical partners
- Kiama Community and interest groups
- Roads and Maritime Services



## 4 Project Scope

### 4.1 Alignment with NTC Guidelines

The Project Scope has been formed in alignment with the National Transport Commission (NTC) AV Trial guidelines. Alignment ensures that this proposal can be readily measured against the legal, safety, and operational expectations of TfNSW and government.

### 4.2 Traffic Management Plan

The partnership has the capability and certification for traffic management planning (TMP). This allows road safety audits of all trial routes. A Road Safety Audit would involve:

- Formal examination of road safety risks along trial routes, from the perspective of all road users
- Identifies road safety issues and risks that could lead to road crashes or harm to people
- Considers road and traffic characteristics and design plans. It does not consider crash history
- Road safety audits are proactive, eliminating risks before any incidents could occur
- Examination of:
  - Traffic density / vehicles
  - Pedestrians
  - Signage
  - Irregular events, such as local markets, construction, crash scenes, road detours, roadworks, flooding
  - Complex intersections and merges
  - Local variations in road designs
  - Rail and road interfaces (though no level crossings are involved in this trial)

All TMP will be undertaken through the Australian Transport Council's *National Road Safety Strategy 2011-2020* 'Safe Systems' approach. This will focus on:

- Infrastructure investment where required
- Road function and vehicle speed limit assessment
- Land use planning
- Evidence-based aims and actions

TMPs will be provided to TfNSW, highlighting anticipated traffic risks and mitigating actions.

TMP services may be supplemented by training of Kiama residents. This reinforces community engagement and upskills those in search of work, extending the social and economic benefits of the project.



### 4.3 Safety Management Plan

The partnership will together develop a Safety Management Plan, with active TfNSW review. SAGE will utilise their existing Integrated Management System (IMS), encompassing Health & Safety, Environment and Quality. The IMS will be implemented as part of the RAVT project initiation and planning. IMS documentation covers:

- All the elements for the 3 standards AS/NZS 4801, ISO 14001 and ISO 9001
- Legislative requirements for both Health & Safety and Environment
- Includes a Policy for Health & Safety, Environment, and Quality Management (HSEQ)

Key amongst IMS documentation is the Health, Safety and Environment (HSE) Management Plan. This outlines how SAGE will manage HSE risks associated with the scope of the works to be conducted under this particular project.

This living document will be maintained throughout the term of the project, and will be made readily available to all personnel involved with the work. Further, SAGE will ensure that all personnel understand and comply with the requirements included in this HSE Management Plan.

An example of the Safety Management Plans SAGE provide for projects can be seen in *Appendix K*.

### 4.4 Location: Kiama

Kiama is a seaside regional centre, overseen by the Kiama Municipal Council.

#### 4.4.1 Local Community Support

KMC is a progressive, innovative council, showing strong support for new technologies and the ways they can help residents. In November 2017, Kiama Council representatives were the first Council to jump on board and test-ride a driverless shuttle bus in Sydney. The demonstration was attended by Director of Engineering and Works Gino Belsito, Janelle Burns, Road Safety Officer and Councillor Warren Steel.

The residents themselves have also shown a keen interest in CAV trials, as seen in community engagement sessions. There is support for volunteering in Traffic Management and Vehicle supervisor roles, along with appropriate training.

#### 4.4.2 Key facts

- Located a 1h30m drive south of Sydney, outside the Outer Sydney Metropolitan Bus Contract (OSMBC) regions.
- Railway station on the South Coast Line
- Thriving businesses and retail zones, along with art trails, recreation and entertainment centres
- Central location for surrounding towns of Gerringong, Gerroa, Jamberoo, Minnamurra, Bombo and others in the Municipality of Kiama
- Municipality population approx. 21,500 – triples in summer
- Average age 65 (c.f. NSW average of 45)
- Kiama Hospital & Community Health centre / Aged Care facility





#### 4.4.3 Tourism

Key attractions, located on Blowhole Point:

- Kiama Blowhole
- Kiama Lighthouse

These attractions are supplemented by art walks, rainforest trails, beach coves, and a vibrant service industry.



Figure 6: The blowhole at Kiama

More than 1 million people visited Kiama in 2017. It is estimated 4,726 people who work in Kiama are mainly involved in the service industry including accommodation and food services, retail and health care. Of the 4,726 people working in Kiama it is estimated that 737 jobs are supported by tourism.

Approximately 70% of every dollar spent in Kiama is generated from tourism.

Kiama also benefits from a large number of international and interstate visitors every year and has recently hosted a number of visitors from cruise ship operators that have docked in Port Kembla, Wollongong.



Figure 7: Cruise Ship off Kiama's coast

The NSW Ports Strategy identifies Kiama as the only harbour attraction directly proximate from a railway station hub for Sydney day-trippers.

The Kiama visitor's guide can be accessed [through this link](#), and is included in *Appendix I*.



#### 4.4.4 Demographics

At June 2015, 16% of NSW residents (1.20 million people) were aged 65 years and over. Of these, 164,100 people were aged 85 years and over. Between 2010 and 2015, the number of people in NSW aged 65 years and over grew by 18%, reflecting the continuing ageing of the NSW population.

While almost two thirds (65%) of the total NSW population lived in Greater Sydney, only 56% of those aged 65 years and over lived there in 2015. This reflects the preference of people aged 65 and over to retire to coastal and rural areas, and for people aged under 65 to move from regional areas to pursue work, education and other opportunities in the capital city.

NSW road crash data shows that people aged 75 years or over are three times more likely to be killed in a crash than people are in their 20s. This risk increases for people aged 85 or over, who are at least four times more likely to be killed.

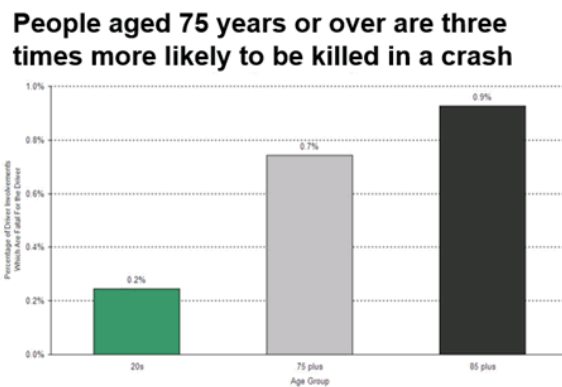


Figure 8: Percentage of NSW crashes involving injuries to drivers in their 20's (green), 75 plus (grey), 85 plus (black)

Mobility loss among those over 65 affects their individual quality of life and sense of purpose. Kiama has an increasingly aged population, and is currently developing a centre of Aged Care Excellence.



Age structure - five year age groups, 2016

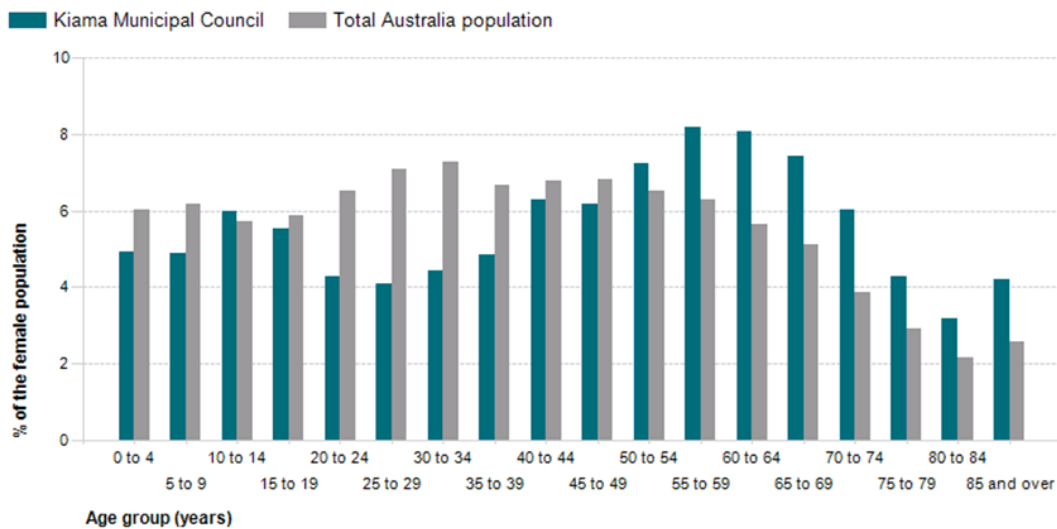


Figure 9: Kiama's aging population

The driverless bus trial in central Kiama would improve access to transport, connecting leisure centres, hospitals and aged care facilities with the harbour. It would also serve popular tourism locations such as the Kiama Blowhole, central beaches, the shopping precinct, and the transport hub of the railway station (which provides connectivity to outer metropolitan regions).

4.4.5 Infrastructure

Key infrastructure:

- Shared use cycle path on rural fringe
- One-way slow tourism circuit
- Suitable stop locations at Aged Care and Health facilities, at train station, at blowhole

KMC is further prepared to invest in facilities such as recharge stations, storage facilities, signage, and minor roadworks as required.



#### 4.5 Project Stages

The project has been broken up in to eight stages, in order to plan requirements and responsibilities more efficiently. Each project stage, and critically each trial phase, can be treated as a package of work, and a milestone to be achieved by the project partners.

The partnership has already completed preliminary stages of work. This has involved partnership interfaces, assessment of capabilities, broad project planning, and early documentation. The upcoming eight stages comprise:

1. Initiation and Planning
2. Design
3. Factory Acceptance Testing
4. Trial Phase I: Shared Use Path, outside Suburban Limits
5. Trial Phase II: Limited Tourism Route
6. Trial Phase III: Short Roads and Service Integration
7. Trial Phase IV: Dedicated Route
8. Final reporting and continuation studies

Figure 10 gives a broad overview of stages and activities in the project.

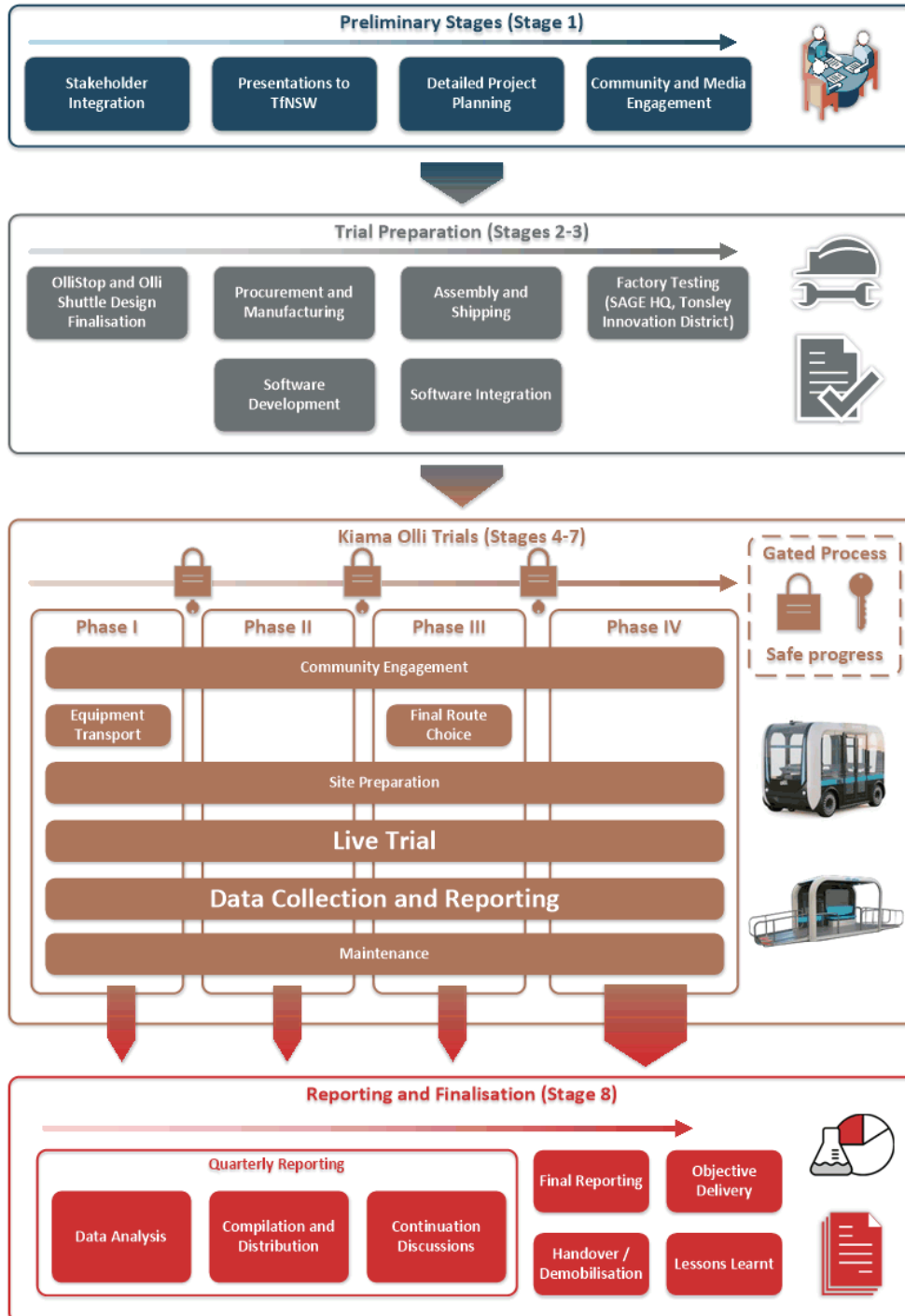


Figure 10: Project Phases Diagram



#### 4.5.1 Project Initiation and Planning

Workshops and discussions have been taking place between all stakeholders, ensuring alignment on the project methods. Resourcing requirements have been identified, and responsibilities have been agreed upon between partners.

These requirements and responsibilities will be further defined once the project is accepted. This includes definitions on:

- Project Objectives
- Project Scoping
- Media interface plans
- Infrastructure requirements
- Staffing requirements
- Project Planning and Schedules
- Project Financing

The outcome of these agreements and definitions will be provided in the form of a Concept of Operation (ConOps), along with other project management documentation.

A CHAZOPS (Control Hazard and Operability Study) will be undertaken at this early stage to ensure that safety remains at the forefront of all following stages. It will take in the NTC guideline Australian Road Rules (ARRs) and NSW Road Rules, as per *Section 8.6*. The CHAZOPS gives the project an industry-leading focus on control systems safety, and will be referenced and refined as on-road trials progress.

SAGE will use the in-house Technical Execution Practice (TEP) system to help ensure that project management meets or exceeds the requirements of:

- ISO 9001 for Quality Management Systems
- ISO 10007 Guidelines for Configuration Management
- CSIA Best Practices and Benchmarks (BP&B) standard

TEP documentation allows issues to be tracked early, traced to their root cause, and addressed. The TEP process begins after project acceptance by TfNSW. The multi-staged approach for this project will provide ample opportunity for TEP realignment as the solution evolves at each trial phase.

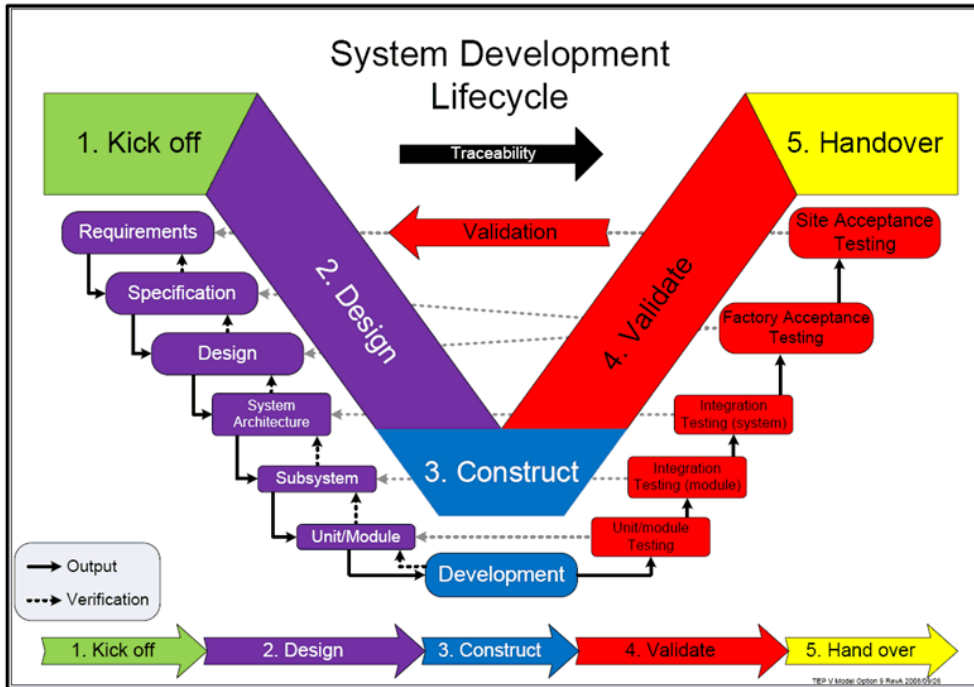


Figure 11: TEP 'V' Model  
 In the RAVT, there will be traceability from validation to design, as technologies and systems are refined

The TEP process, along with SAGE’s Project Execution procedures, ensure that each stage delivers the intended outcomes, traceable back to the RAVT requirements. This traceability can be seen in Figure 11.

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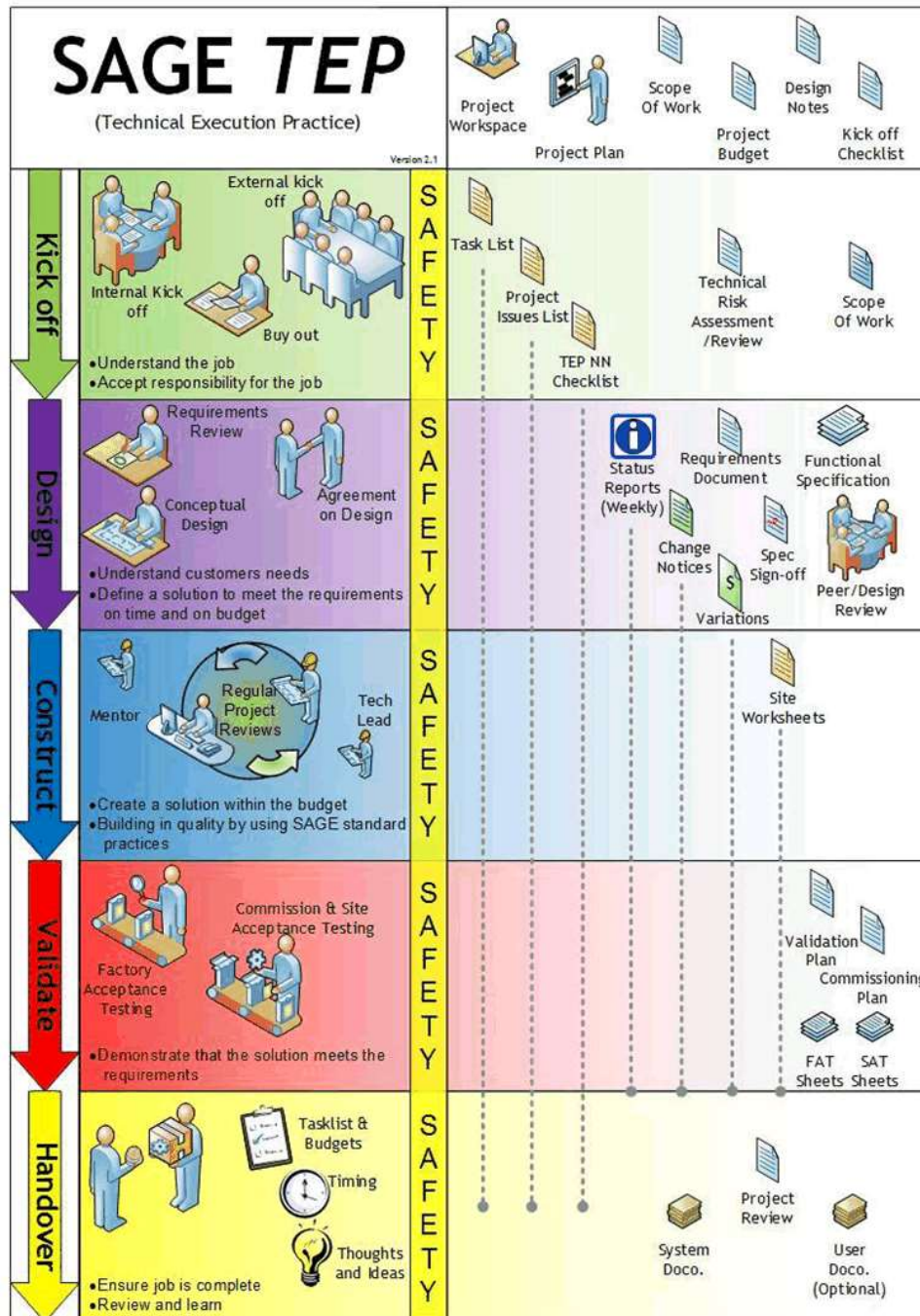


Figure 12: TEP Project stages



TfNSW will be invited to review all works at critical stages.

As the project requires significant legislative compliance activities, these will be co-ordinated within this project initiation stage. These may require TfNSW to respond or act as an interface to the key parties, such as the NSW Minister for Transport and Infrastructure.

#### 4.5.2 Design and Construction

This stage will see finalisation of the Olli vehicle and OlliStop designs. While prototypes of these have been manufactured previously, the on-road designs will need to be adapted to suit the specific trial needs.

Designs will include collaboration between stakeholders and local community members on User Experience (UX). This broad topic will be initially defined from interface expectations and capabilities. It will be informed by community and user perceptions, as gathered in KMC meetings and participation surveys. The UX will be carefully refined based on reaction and technology development.

The project is to provide one (1) Olli shuttle, including:

- Manufacturing
- Software and firmware development
- Sensor and communications testing
- Vehicle supervisor interface and instrumentation integration
- Assembly
- Systems testing
- Transport to SAGE's facility in the Tonsley Innovation Precinct
- Participation in final scoping and validation of use cases and routes.

The project is to provide two (2) OlliStop shuttle stops, including all:

- Software and firmware development
- Sensor and communications testing
- Passenger interface system testing
- Assembly
- Systems testing
- Participation in final scoping and validation of use cases and routes.



The partnership is to investigate and plan any infrastructure requirements. This may include:

- Increasing turning circles on tight sections of the route
- Implementing vehicle storage and charging solutions
- Designing speed and access restriction zones and associated signage
- Network availability and connections.

In addition, the partnership will be leading local community engagement to ensure that:

- Trial activities are understood well in advance, including limitations and involvement processes
- Knowledge of volunteering / training opportunities is shared
- There is appropriate engagement with community
- Advertising opportunities are marketed early.

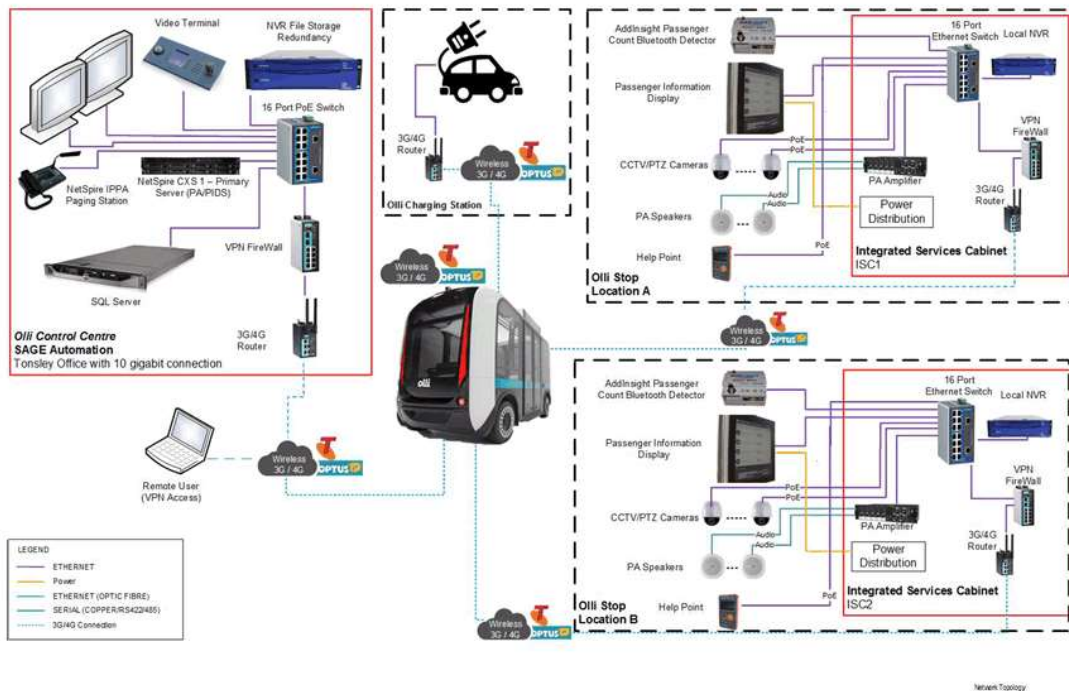


Figure 13: An example of the SAGE technologies integrated in the Olli System

As a trial of recently matured technology, product refinement and testing is expected to continue throughout the trials.



### 4.5.3 Factory Acceptance Testing (FAT)

Factory Acceptance Testing will occur at the SAGE HQ in the Tonsley Innovation District. This district has been set up for potential CAV testing, which is already beginning for some vehicles. SAGE’s central location ensures access to the full complement of manufacturing and engineering resources required during FAT.

- Pilot of Olli shuttle and OlliStops
- Edge case testing
- All stakeholders welcome to attend
- Speed, noise, turning circles to be investigated
- Fully documented system testing reduces time and cost risk, improves safety

### 4.5.4 Trial Summary

Following successful FAT, trial routes will be set up in four phases. These are summarised below in *Table 5*, and explained in detail over the proceeding pages.

Table 5: Path lengths

Phase	Route	Length	Elevation	Notes	Trial Duration
I	Jamberoo Cycleway along Swamp Rd	Modular Distances (1.2 – 4.3 km, (2.4 – 8.6 km return)	Flat	Shared use path, low usage	3 months
II	Blowhole Loop	1.1 km	Gradual	Public road, slow usage	3 months
III	Station-Blowhole Loop	1.9 km return	Gradual	Public roads, busy	6 months
IV	Aged Residences to Leisure/Aged Care	3.9 km (7.8 km return)	Gradual	Public roads, busy	6 months

To ensure the Olli vehicles can safely navigate proposed routes, the routes will first be fully 3D mapped. A baseline map will be made through Robotic Research, component and firmware supplier for Local Motors.

SAGE technicians will be present and will be able to provide adjustments and tuning to this mapping over the course of the trial.

This mapping allows highly accurate vehicle positioning in conjunction with on-board sensors.



Pending gate approval (*Section 4.5.5*), works will begin on next phase setup as the previous phase concludes. This will minimise downtime between phases. Such works could include:

- Risk and CHAZOP review, especially as the Olli vehicle transitions to road use
- Minor infrastructure changes: roadworks, signage
- Public engagement
- Sensor, firmware, software, and hardware upgrades or alterations
- Change management procedures and documentation
- Data analysis and reporting

#### 4.5.5 Phase gating

The trial phases will proceed through a gate system. This will ensure that:

- Progress is appropriately monitored
- Capabilities are tested
- Risks are approved before being introduced

The project will develop criteria to be met and recorded for each phase. The attainment of these criteria will require mutual approval from all stakeholders before a transition to the next phase can begin – a ‘gate’. TfNSW is invited to provide input, review, and attainment signoff on these criteria.

As a trial of AV technology and use cases, there is no commitment for TNSW or the project to signoff and continue beyond a phase, especially if there are concerns over system safety.



4.5.6 Trial Phase I: Jamberoo Cycleway



Figure 14: KMC's Shared Use Path. Actual route may be shorter than shown

The first trial phase will take place in a low-risk shared use path outside suburban limits. This semi-rural path has recently been completed by KMC as part of its cycling infrastructure program. The proposed route runs between Brown's Lane (-34.649352, 150.806477) and Henry Parkes Drive (-34.645821, 150.836396).

The path is separate from road vehicle traffic. It is intended that pedestrians and cyclists are restricted from using the path during the initial parts of this phase. This allows the vehicle to be tested on navigation using simply static objects.

The introduction of cyclists and pedestrians allows low-speed interaction in dynamic conditions. The vehicle will be under the supervision of a technical vehicle supervisor at all times, with emergency stop capabilities and manual override.

The project has provided drone footage of this route. It can be seen at the following link: <https://sageautomation.wistia.com/projects/qcihdvn7mq>

Two OlliStop shuttle stops will be installed in Phase I – at the start and end of the route. Passengers may be invited to ride on the shuttle and interact with the stops once initial setup has finished.



Passenger perception measurement will allow the system to be adjusted for optimal user experience. Depending on interest, it is expected that a ride booking system will need to be used.

As the cycleway is relatively narrow, the project will investigate capabilities and methods for safe overtaking, of or by the shuttle.

Signage requirements and community engagement will be undertaken by the project, along with any required infrastructure works such as increasing turning circles.

The project will be responsible for storage facilities alongside the pathway. The Olli vehicle will be stored indoors between uses, for security and charging.

This trial is expected to take 3 months. Trial validation will focus on, where available:

- Static obstacle detection
- Vehicle navigation
- Vehicle performance
  - Range
  - Performance in varying weather conditions
  - Vehicle dynamics (steering, braking) in relation to obstacles

The shuttle and stop technologies will first be tuned for passenger interaction. Once ready, other path users will be safely introduced.



4.5.7 Trial Phase II: Blowhole Point



Figure 15: Blowhole point as seen from the South



Figure 16: Phase II Route Map, showing proposed OlliStop locations





Phase II relocates the trial to Kiama’s key tourism zone at Blowhole Point. The OlliStops will be installed at the base of the point and at the lighthouse / blowhole area. They will facilitate travel around the one-way ring road.

This road will be the trial’s first introduction to road infrastructure, and will present greater exposure to the community and tourists.

The route has been chosen to introduce road and vehicle interactions in a low-risk manner. One-way traffic limits the interactions the shuttle will make. Road speeds will be lowered from 40 km/h to 25 km/h for the duration of the trial.

The project has provided drone footage of this route. It can be seen at the following link: <https://sageautomation.wistia.com/projects/qcihdvn7mq>



Figure 17: Potential OlliStop location near base of Blowhole Point



Figure 18: Potential OlliStop locations near Lighthouse / Blowhole

OlliStop locations are to be finalised. The partnership will provide necessary power and storage infrastructure, as well as signage along the route informing drivers of trial activities.

This phase will take place in a more complex environment. Traffic management may be required, especially at key intersections or during busy peak periods. TMP is to be determined before the phase begins.

The trial is expected to run for 3 months. Trial validation on this stage will focus on, where available:

- Interaction with other vehicles, including reaction to sudden or unexpected movements
- Interaction with pedestrians crossing the vehicle's path
- Passenger perceptions and passenger interest
  - Ride booking may be app integrated
- Required safety, physical, electrical and digital infrastructure for desired trial outcomes



4.5.8 Trial Phase III: Transport Hub to Blowhole Point

The third trial phase will leave one OlliStop at the lighthouse / Blowhole Point, and reinstall the second stop outside Kiama Railway Station. This station has been identified as a key tourism and transport hub for Kiama. The proposed trial link will directly connect this station with the tourism opportunities at Blowhole Point.



Figure 19: Proposed route between Kiama Train Station and Blowhole Point



Figure 20: Possible OlliStop locations around Station infrastructure



Figure 21: Existing infrastructure outside Kiama Railway Station [from Bong Bong St / Railway Pde looking West]



Traffic management is to be planned for roundabouts. All intersection turns are left turn only (plus one right-turn in to Blowhole Point via roundabout), reducing the situational risks for the vehicle during this trial.

Overall traffic interaction will be much higher than previous phases. There will be no change to traffic speeds – these will remain at 40 km/h and one small stretch at 50 km/h. Note that the Olli shuttle is limited to a maximum of 40 km/h, and that lower speeds of 15 – 30 km/h are likely to be used for the trial.

If the trial proceeds well during daylight hours, it will be extended to off-peak services. The level of integration with Railway Station services at these times can then be studied. Such usage also provides data under low-lighting conditions.

Phase III is planned to run over a 6 month period. Data collection will focus on passenger use and system capabilities when integrating with existing rail timetables. An intermediate report will be distributed after a 3 month period, with a second report to follow at the conclusion of the trial.



4.5.9 Trial Phase IV: Dedicated, On-demand Route

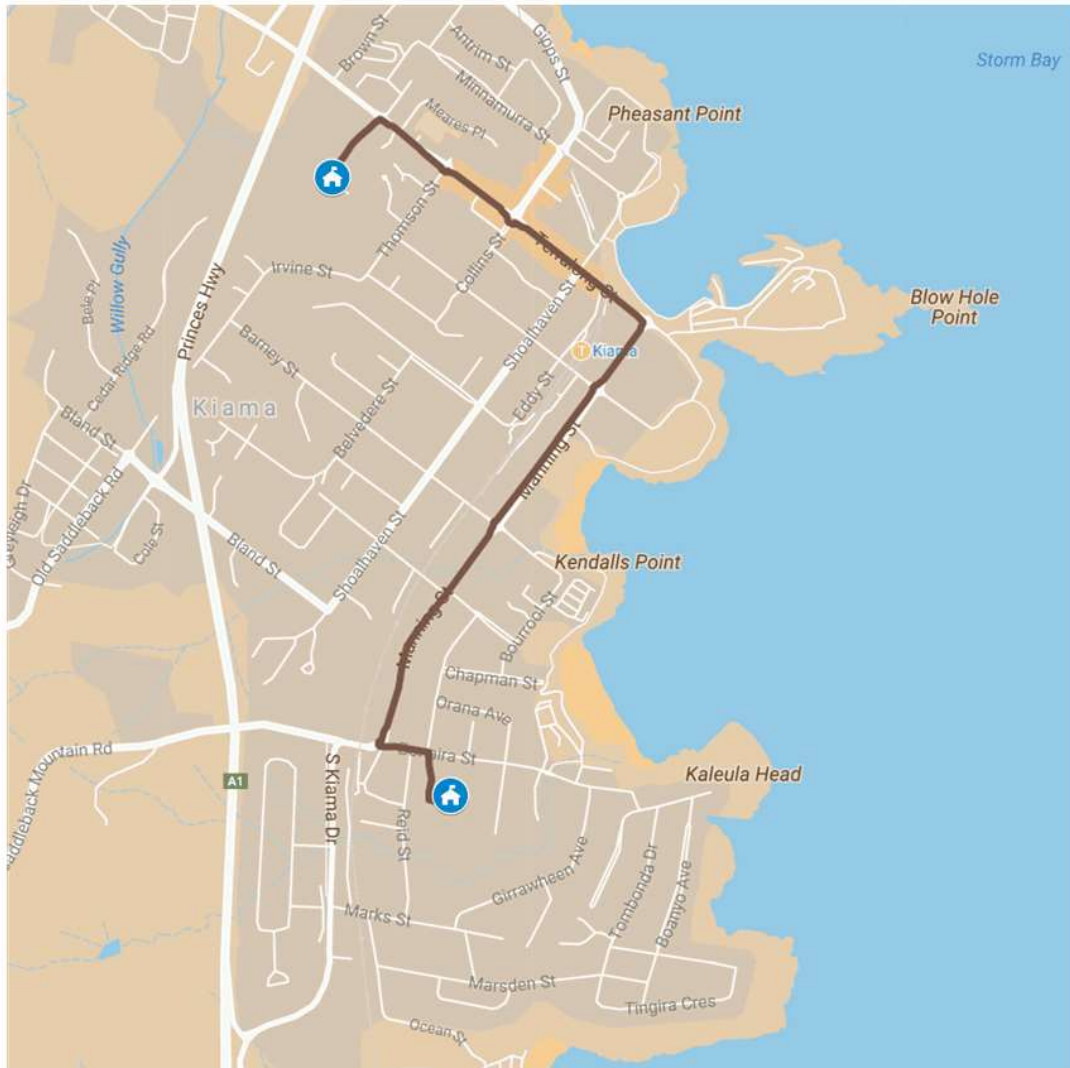


Figure 22: Phase IV proposed route

The final trial phase aims to set-up a regular service between Kiama’s retirement residences and aged care services. This focusses on giving mobility to those who find self-transport difficult.

Development of app and online booking systems would allow passengers to have on-demand trips booked for them or book trips themselves. Personalised reminders could be set for individual passengers – these will then be issued through the app, Olli shuttle speakers, or OlliStop passenger interactions systems. Such reminders can be crucial for passengers living with dementia.



Kiama aims to create opportunities for older people to lead active, engaged lives and contribute positively to Illawarra as part of the Age-Friendly Illawarra Alliance (AFIA). This route is a major step towards improvements to social, civic and employment life among Kiama seniors.

As a longer route with varied traffic condition and vehicle manoeuvres, this phase of the trial aims to find the vehicle's full capabilities in a real-world situation. There is currently no plan to monetise the trial phases, however this may be investigated as KMC moves towards project continuation and handover decisions.

OlliStops will be utilising the full range of accessible passenger interaction systems available.

The final route trial will take place over 6 months, conditional on TfNSW project extension. Reporting will take place every 3 months.



Figure 23: Example of Trial Phase IV usage

The below images shows the planned OlliStop locations at the Aged Care Centre and the Kiama Leisure Centre.



Figure 24: OlliStop location within Aged Care Facility



Figure 25: OlliStop location near retirement residences

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The technology deployed is expected to have the capability for on-demand usage. However, the trial will not be exploring the application of on-demand features. The project does not believe on-demand usage can be adequately trialled with only one vehicle – dozens of vehicles would need to be geo-fenced to provide adequate service. This is beyond the scope of this trial.

#### 4.5.10 Final reporting and continuation studies

Reporting will be published on a 3-monthly basis over the entire trial period. A further detailed final report will also be produced, summarising findings and their anticipated impact on future trials or deployments. The project will compile all data, surveys, previous reports, and lessons learnt. The analysis will be passed on to all key stakeholders.

Metrics will be developed to cover quantitative and qualitative data. As an example, an aged care residence can measure how often residents travel outside the facility before and during the trials. A comparison allows the impact of the Olli system to be measured quantitatively. Alternatively, staff at the facility could be asked for their impressions on the Olli system, providing key qualitative impacts. Both quantitative and qualitative data will be collected where possible in the trials.



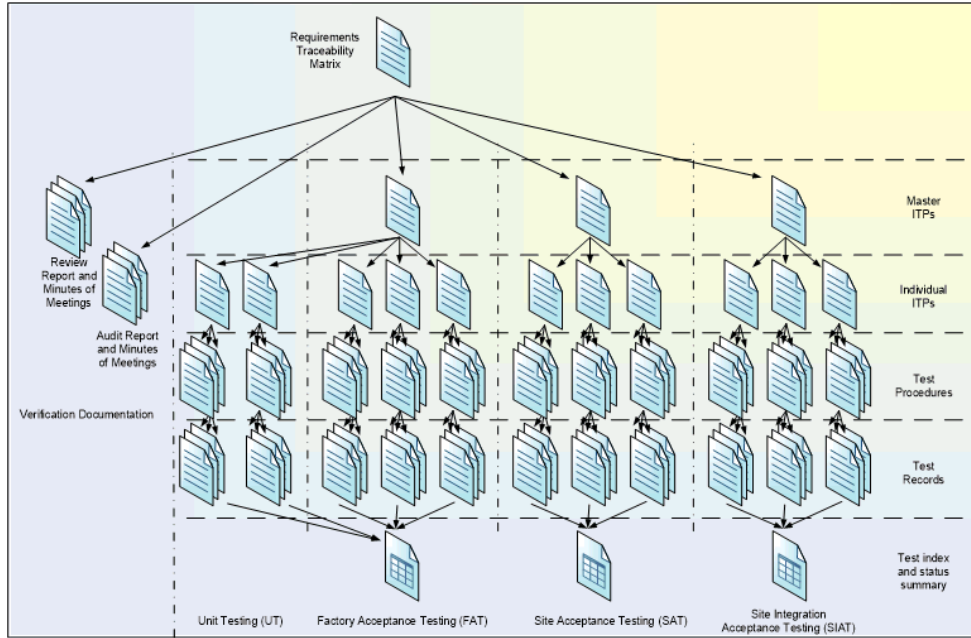


Figure 26: Testing and Verification Documentation Structure

The project partners will also decide on the commercial and contractual arrangements for handover of the Olli shuttle and OlliStops to KMC. KMC has expressed interest in adding more stops and vehicles, to extend the CAV network. Feasibility studies may be undertaken, with appropriate results shared among the key stakeholders.



### 4.6 Timeline

The project has been asked by TfNSW to base activities around a full 24-month trial, to meet as many project objectives as possible.

An indicative timeline is given below, starting from proposal acceptance. This timeline is dependent on gated progress and trial performance. Stages that provide good results more quickly than expected can be expedited; stages encountering difficulties can be extended. Trial phases will not proceed without the previous phase or stage’s results being approve by all key stakeholders.

Table 6: Indicative Stage and Trial Timing, through Gated Process

Stage	Expected Stage Commencement*	Indicative Duration	TfNSW Period
1. Project Initiation and ongoing planning	May 2018	2 months	Grant award
2. Design & Construction	July 2018	3 months	
3. Factory Acceptance Testing	October 2018	1 months	
4. Trial Phase I: Shared Use Path, outside Suburban Limits	November 2018	3 months	12 month trial begins
5. Trial Phase II: Limited Tourism Route	February 2019	3 months	
6. Trial Phase III: Short Roads and Service Integration	May 2019	6 months	
7. Trial Phase IV: Dedicated Route	November 2019	6 months	6 month extension
8. Final reporting and continuation studies	March 2020	2 months (aligned to finish with Trial Phase IV)	
	May 2020	(end of trial)	

\* Date assumes grants are awarded by May 2018



## 4.7 Infrastructure Requirements

As a trial of recently developed technology, the specific project requirements cannot be accurately scoped at this stage. It is expected that requirements will change as the technology improves, systems are refined, and the trials progress.

### 4.7.1 Road Infrastructure

At this point in time, road infrastructure requirements have not been finalised. These would be investigated in Stages 1 and 2 (Planning and Design), and implemented in Stage 3 (Factory Acceptance Testing) or later when suitable.

Projected works include:

- Minor path widening to accommodate Olli shuttle turning circle (similar to small car turning circle)
- Design Installation of signage, as well as support poles where required
- Possible line-marking aid accurate navigation, such as against stops

The reduced need for private vehicles, and so for parking spaces, will be monitored by the project. It has been estimated that each parking space and related maintenance costs developers \$25,000 in Kiama.

### 4.7.2 Required Signage

Pedestrian footpath redirection signs (*Figure 27.a*) will be investigated for use. This sign can be used near OlliStops to reduce interference with or accidents involving the Olli Shuttle arriving/leaving the stop.



Figure 27: Concept signage for (from left to right) a) Pedestrian footpath redirection, b) Pedestrian caution, c) Loading zone

The pedestrian caution sign (*Figure 27.b*) is intended for use on paths shared by pedestrians and the shuttle. It can also be used at intersections where other traffic meets the Olli Shuttle route, as well at specific points on the route where the shuttle approaches a blind spot. Use of these signs spaced along the route would increase pedestrian awareness of the Olli Shuttle operation and reduce the risk of accidents.

Pick-up/drop-off loading zone signs (*Figure 27.c*) can be installed at points on the route where the Olli shuttle will stop to pickup and drop-off passengers without the use of an OlliStop. These zones should be marked on the ground where possible, to communicate to pedestrians areas to stay clear of when the zone is in use.

The project provides an example of sign design and locations in *Appendix A*.

Should increase visibility be required, these signs could be supplemented with flashing lights to draw attention, in a similar fashion to school crossings.



#### 4.7.3 Intersection Sensor Systems

To improve safety and capabilities through intersections in the more involved routes, the project will investigate the use of the Robotic Research Sauvi system. Sauvi may only be required if the Olli shuttle encounters detection difficulties at intersections. Addition of this technology would require additional funding to be installed and commissioned.

The system, if installed, would provide additional traffic and implementation data for TfNSW.

This system of static sensors is explained in *Section 5.3*.

#### 4.7.4 Off-road Infrastructure

OlliStops will require firm level ground, clear of obstacles. Depending on the choice of passenger interaction systems (specifically, dedicated advertising screen), they may also require a physical connection to mains power – this would supplement existing solar power sources.

Olli shuttles will require secure storage, with charging ability from mains power.

#### 4.7.5 Network infrastructure

SAGE will set up:

- Network connections through existing 3G/4G data networks
- Security, communications, and data analysis systems and servers
- Use of SAGE’s National Operations Centre 24/7 support and monitoring service

### 4.8 Public Engagement

Public engagement includes bilateral engagement with:

- Open community meetings
- Targeted user groups
- Community groups and organisations
- Local businesses
- Property owners and residents near project infrastructure
- Potential advertisers

It also includes engagement with media and news organisations. KMC already has a strong relationship with local newspapers, who show interest in stories on technologies such as CAVs. It is expected that stories from local media organisations would percolate up to state- and possibly national-level media.

NRMA will leverage its network of contacts with NSW and national media outlets to promote the trial to the wider community.

All interfaces will need to be managed thoughtfully. It is in the best interests of the project that potential users are open to the technologies on offer. Media engagement provides good opportunities for brand exposure and building positive perceptions.



## 4.9 Change Management

SAGE has strong experience with change management procedures within safety-conscious environments. This experience will translate to full Change Management Plans for any alterations to software or hardware on the project.

## 4.10 Expected Trial Outputs

Data collected during the trial is anticipated to include:

- Vehicle Performance Indicators:
  - Navigation performance across trial phases and conditions
  - Object detection performance for static and moving objects
  - Distance travelled, and charging required
  - Level of user confidence in the vehicle, and conducting a survey to monitor
  - Minimum level of performances requested for running operations (range, capacity, charging time)
  - CAV override analysis
    - How often is there human intervention in operation Olli Shuttle?
    - What caused the intervention - real or perceived danger?
    - What changes need to be made to algorithms to avoid future incidents and improve user experience?
- OlliStop passenger information:
  - Numbers of passengers traveling (per day/week/month and total)
    - Type of passenger interaction
    - Peak times
  - Numbers of downloads of the app (If available) and total accesses
  - Numbers of call(s) from pickup points
  - Existing traffic travel times and impacts during trial operation

Quarterly reporting will include:

- Cross-analysis of data, to identify relationships
- Progress of trials
  - Any hindrances or lessons learnt
  - Updates on technological capability
  - Achievement of any milestones and testing results
- Vehicle supervisor / maintenance / technical personnel reports
- Summary of any safety incidents or near misses
  - These will be reported to TfNSW / NSW Minister for Transport and Infrastructure immediately on incidence



Key data will feed back in to trial activities. As an example, the following data will first be cross-analysed:

- Timestamped user perception surveys
- Vehicle sensor data
- OlliStop data
- Vehicle supervisor interaction data

From to the analysis, algorithms and operation can be adjusted to improve user experience. Situations where the vehicle was safe, but passengers or supervisors felt were unsafe, can be avoided.

A final report will include summaries of:

- All previous data and reports
- A review of the project overall
- A view towards future CAV integration and deployment

A less tangible output of the project is greater expertise and shared knowledge among key stakeholders, including TfNSW. The cooperation and involvement of all parties will lead to experience consolidation. This can be used to lead in future TfNSW CAV projects, and KMC's future implementation of transport solutions.

SAGE and LM will have internal goals and outputs from this trial, focussing on technological development and the path to Society of Automotive Engineers (SAE) Level 5 Autonomous driving.

#### 4.11 Project Continuation

KMC has expressed interest in expanding the number of OlliStops and Olli CAVs beyond the trial's funding end date. This commitment shows confidence in the project's capabilities, but also ensures a more sustainable approach to equipment and infrastructure deployment.

A greater number of Olli shuttles provides an opportunity for KMC to trial on-demand Mobility as a Service.

The project may be able to develop income streams from advertising and booking systems, if required interactive advertising screens are chosen as an OlliStop option by TfNSW.

Additional orders of the Olli vehicle or OlliStop shuttle stop will have an approximate 12-week turnaround to deployment of the first units. The timing of further orders will rely on the SAGE and LM production schedules at that time.

It is noted that any extension beyond the trial will require legislative attention before deployment. It is expected that TfNSW will be informed of continuation plans well in advance of the trial concluding.



## 5 Olli Shuttle Technology and Overview

Local Motors and IBM Watson in Phoenix, Arizona, United States have been developing and refining an autonomous / driverless vehicle. This vehicle is the Olli shuttle and seats 8-12 people on board depending on configurations.

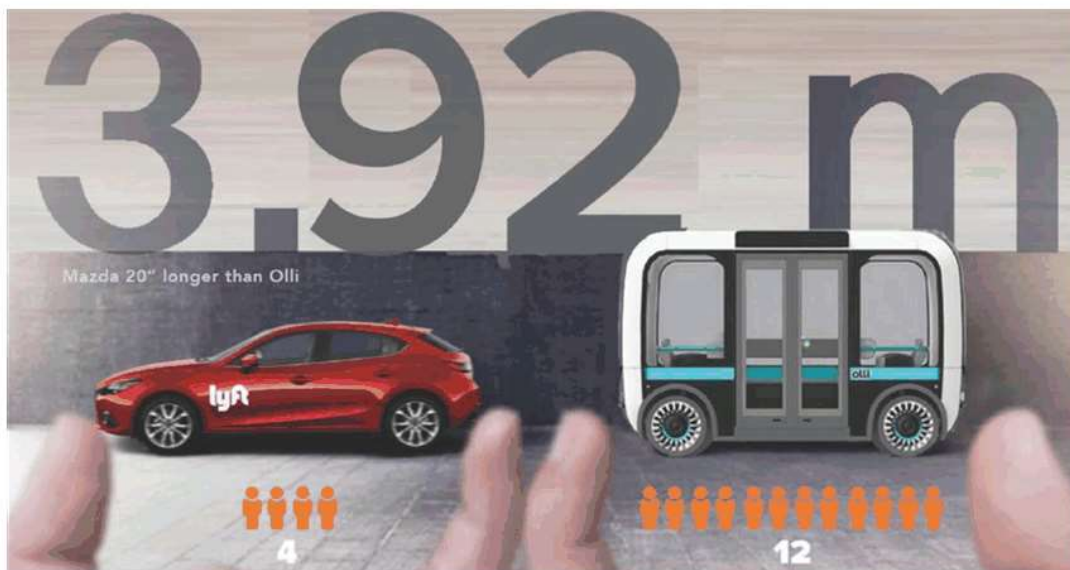


Figure 28: Olli Shuttle size comparison



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## 5.1 Driverless technology

The Olli Shuttle incorporates laser, computer-vision and radar detection systems to provide awareness of its environment and perform navigation. In this trial, the shuttle designed to operate in conjunction with the cloud-connected OlliStops, delivering a complete experience from pick-up to drop-off.

The shuttle is powered by military-grade autonomous driving technology from partner Robotics Research, a leader in handling mixed traffic and complex intersections. The shuttle incorporates two key Robotics Research technologies – Sauvi and nSight, and is fully capable of operating autonomously with no network connection.



Figure 29: Robotic Research nSight data recorder

The nSight data recorder provides:

- Real time comprehensive event logging
- Continuous data analysis
- Dashboard for remote fault review
- Camera recording
- Incident / near-miss / intervention logging

Key features of the driverless technology include:

- LIDAR (Light Detection and Ranging) sensors and cameras, to detect and avoid objects in the travel path
- Continuous 360° sensor field of view, over a range of up to 200m in most weather conditions
- Robust systems provide superior reaction time and control. In situations with little warning, Olli can react and come to a full stop 10x faster than a vehicle operated by a human driver
- Global Navigation Satellite System (GNSS) and Inertial Measurement Unit (IMU) positioning for robust localisation and shuttle navigation
- Olli does not fatigue, get intoxicated, or distracted by passengers. This eliminates common human driving errors
- Critical autonomous vehicle functions operate independently from cloud-connected accessory functions, ensuring operational reliability





## 5.2 Accessibility Features

Several potential features of the Olli Shuttle provide accessibility for users who have mobility, vision or hearing impairments.

- On-board Passenger Information Displays provide visual information such as location map, trip progress as well as visual notifications for the hearing-impaired
- PA system for announcements, audio alerts of upcoming stops, notification of trip status, etc.
- Highly visible controllable LED signage above shuttle to indicate destination / route
- Wheelchair space allocation on the shuttle



Figure 30: Olli Shuttle at CES 2018



### 5.3 Sauvi Extra-vehicular Infrastructure (optional)



Figure 31: Robotic Research Sauvi control module

The Sauvi Extended Visibility system is an option the trials will be exploring for fixed installation at intersections. By providing sensors external to the vehicle, operational capabilities are extended well beyond the limits of any human driver. This sensor places radar detection in blind-spots on side roads. Unsafe or unseen drivers external to the shuttle are measured and responded to appropriately.

The system can be seen in action at this link: <https://www.roboticresearch.com/programs/sauvi/>

The benefits are summarised below:

- Fixed intersection sensing
- Improved situational awareness of threats, hazards and traffic
- Overcomes blind-spots
- Reduced operator reliance
- Trajectory prediction
- Pedestrian tracking

If TfNSW wish Sauvi to be included for additional capability and data collection, this would be at additional project cost.



## 6 OlliStop Technology and Overview



Figure 32: The OlliStop at CES 2018

### 6.1 Intelligent Features

The OlliStop extends the CAV ecosystem of this trial, with several features designed to enhance the passenger experience through increased accessibility, connectivity, and security.

#### 6.1.1 Accessibility

The OlliStop has been designed to accommodate passengers affected by mobility, vision, hearing and cognitive impairments.

- A wheelchair-accessible ramp is to be installed on the OlliStop, with handrails providing support for wheelchair users and elderly passengers. Wheelchair space is also allocated next to the seats.
- Level and smooth wheelchair access between the Olli shuttle and OlliStop
- For hearing/vision/cognitively impaired users, clear communication of announcements such as bus approach and estimated arrival time can be delivered in a variety of formats:
  - Synthesized speech via an integrated Public Address system
  - Text and graphical display via Passenger Information Display
  - Integrated LED lighting for highlighting announcements (optional)
  - T-Coil hearing loops into the OlliStop allow announcements to be delivered directly to users with compatible hearing aids (optional)



### 6.1.2 Connectivity

The OlliStop provides continuous cloud communication. This connectivity opens up possibilities for users as well as operators of the CAV system in terms of providing real-time information and collecting useful data.

- A low-power E-Paper display may be used for Passenger Information Display. The use of this display alone is predicted to allow the OlliStop to run entirely from solar and battery sources.
  - Real-time bus positions, estimated arrival time, and timetable information will be displayed where possible
- A help point button in the stop allows for intercom access to an operator at the SAGE National Operations Centre, for inquiries or assistance in emergencies
- USB device charging ports conveniently located near seats for
- The OlliStop offers the flexibility of integration with other ITS hardware, as may be present in existing installations, such as power and network connections or data collection devices
- The OlliStop can be equipped with an optional 55" LCD interactive touchscreen. This can be used for Passenger Interaction or advertising, depending on project requirements. This screen would likely require a dedicated mains power connection. Passenger Information could include:
  - Real-time bus positions, estimated arrival time, timetable information
  - Weather information and forecasts
  - Localised items of interest, e.g. nearby food and attractions

### 6.1.3 Security

In functioning as a public facility, the OlliStop provides security through continuous monitoring to ensure the safety of passengers.

- Two CCTV cameras are fitted, providing coverage of the stop waiting area and surroundings. This footage is continuously recorded to a local network video recorder (NVR). The cameras themselves are visible and will act as a deterrent, including the ability to remotely review footage in event of an incident. One of the cameras is a pan-tilt-zoom (PTZ) camera and can be remotely controlled by operators at the SAGE National Operations Centre.
- The OlliStops will be fitted with security roller doors, securing access to the stop outside of operating hours.
- The exterior of the OlliStop and roller doors will be vinyl-wrapped with a low-maintenance, graffiti-resistant material which provides protection against dust, water and heat. In case of vandalism, the vinyl wrapping can be easily replaced.

### 6.1.4 Artificial Intelligent Assistant

The project proposes the trial of an artificial intelligent assistant in the OlliStop. This would allow natural speech interaction, connecting user queries with a range of inbuilt and specialised knowledge bases.

The IBM system or equivalent would require a level of AI training. It opens up new options for interaction with able and disabled passengers. The trialling of this interactive technology is an opportunity to be explored as the project progresses.



#### 6.1.5 Addinsight sensors

AddInsight technology installed in the stop allows wireless detection of users via their mobile devices. This user data can be stored and used to support personalised services, and used to provide insight into usage patterns and help inform transport planning. It will form part of the passenger data collection for the trial reporting.

The sensors can also detect passing vehicles and travel times. This allows measurement of the impact of CAVs on existing traffic flow.

### 6.2 Advertising Capability

The OlliStops can be customised with a number of advertising solutions. Side panels and roller doors can be vinyl-wrapped. It is expected that these will initially be used to display the project stakeholders, product names, and information sources.

The wrapping may change as the trials progress. The project is exploring the potential interest and income from local business advertising on the stops. This advertising could also be displayed through dedicated digital displays (see *Section 6.1.2*, and note power requirements), or through any developed apps (see *Section 7.4*).

The optional 55" LED display (*Section 6.1.2*) can also be used for static or dynamic advertising.

### 6.3 Service

SAGE will be responsible for the maintenance and support for the OlliStop over the trial period and play a key role in maintaining the expected level of service and customer experience:

- Our National Operations Centre established at the SAGE office in Tonsley SA. This will be staffed with operators to provide remote monitoring and support of the Olli Shuttle and OlliStop operations.
- SAGE will provide 24/7 support this will ensure a service technician will be available to undertake maintenance as required on the OlliStop and Olli Shuttle.

### 6.4 Mechanical Construction

The materials comprising various parts of the OlliStop have been selected to achieve the best combination of durability and flexibility suited to their function.

- Steel for the internal frame, ramp, handrails and seats: rigid strength and durability
- Carbon fibre and plastics for the external forms and coverings of the OlliStop
- Lightweight construction and materials enables the OlliStop to be moved around using a forklift. This allows for easy trialling at different locations. It remains heavy enough to withstand predicted weather events
- Computer-aided fabrication technologies such as laser/plasma cutting and 3D printing will be utilised as available to provide faster, more efficient, and more cost-effective parts manufacture.



### 6.5 Electrical Layout

The bulk of the electrical/electronic hardware in the OlliStop is housed in the Integrated Services Cabinet built into the back of the stop, including the power and communication network of the OlliStop. The network is flexible to support a variety of smart devices and the topology of this system is shown in *Appendix E*.

The OlliStops will utilise a “Green Energy” solar charging and battery storage system. OlliStop will be self-sufficient depending on the installed devices and power loads. Additional information and advertising displays may require a connection to a mains power supply.

### 6.6 Dimensions

The preliminary dimensions of the OlliStop are based on a 20-foot shipping container. Final OlliStop dimensions are to be confirmed as technologies and manufacturing are finalised. The estimated dimensions below in *Table 7*.

*Table 7: Indicative OlliStop dimensions*

Dimension	External Measurements (mm)
Length	4500
Height	2440
Width	2590

### 6.7 Data and Reporting

As the physical link between passengers and the Olli vehicle, the OlliStops will be collecting a range of usage data as per trial objectives. This may include:

- System Interaction rates, frequencies, and durations
  - Interaction with existing transport information
  - Interaction types depending on passenger capabilities
- Resource requirements
  - Power
  - Communications
- Community interaction and interest
- User perception surveys.



## 7 Support Environment

The support environment for the Olli Shuttle/OlliStop system is intended to facilitate management of and response to eventualities that may occur during the course of operation. These include vehicle collisions, damage to the system, intrusions or other incidents. Aspects of the support environment may include facilities, equipment, computing hardware, software, personnel, or operational procedures, as well as support from outside agencies.

- An on-board vehicle supervisor will be provided. The vehicle supervisor will monitor the operation of the shuttle. They will be trained to cover all operational scenarios.
- Staff will be present at the SAGE's National Operations Centre (NOC). The NOC will be directly contactable by pressing the call button on the help point built into each OlliStop.

### 7.1 On-Board Vehicle Supervisor

The project will provide an on-board vehicle supervisor for initial trial phase setup. The role is expected to transition from a SAGE technician to local Kiama residents, after a thorough training period. This training will include all safety and regulatory requirements, as per NTC guidelines, legislation, and project procedures. Training material and processes can be overseen by TfNSW representatives if desired.

Vehicle Supervisor roles are envisioned to include:

- Welcoming people to the Olli vehicle
- Providing information on the technologies and concept of the Olli shuttle and stop to passengers
- Monitoring the operation of the shuttle, and assuming control to handle emergencies or unusual situations when necessary
- Maintaining presence, safety, and security in the vehicle at all times
- Setting up, packing down, cleaning vehicle, and securing of OlliStop at the beginning and end of shuttle operating hours
- Connecting the Olli to its charging station as required.

The vehicle supervisor will be the first point of contact in case of an issue.



## 7.2 National Operation Centre (NOC)

The NOC will provide a central monitoring and coordination point, and its staff will have the following responsibilities:

- Monitoring safety and security of the passengers and the Olli system via the CCTV cameras
- Providing service announcements to patrons via the PA system
- Coordinating with the on-board vehicle supervisor as required
- Providing on-demand assistance via the help point on the OlliStops
- Reviewing of CCTV footage if required, such as in the event of an incident.

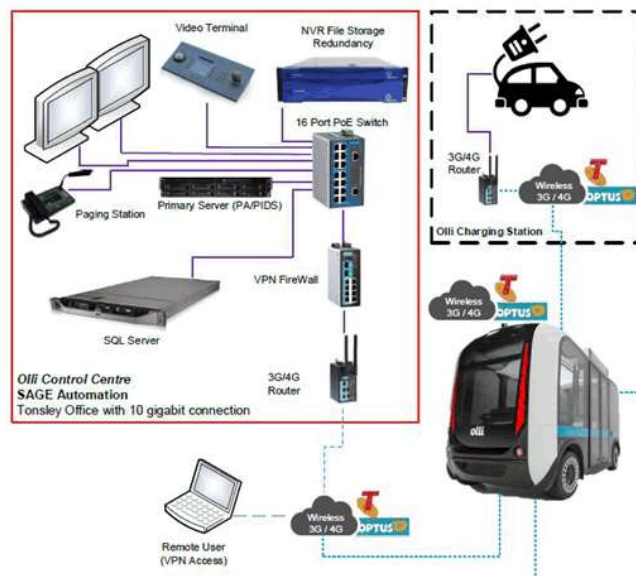


Figure 33: National Operations Centre and Shuttle Topology

Technical support will be available to address technical issues and to perform maintenance on the Olli Shuttle and OlliStops as required for the period of the trial. These staff will be based in Sydney, with travel to Kiama as required.

## 7.3 Storage and Charging

Outside of operating hours, the Olli Shuttle will be driven to its storage location and secured by the on-board vehicle supervisor. Several possibilities exist for the location of the Olli storage.

- Storage location hosted by a local business
- Storage location provided by local Council
- Storage in secure car parking facility.





## 7.4 App and Passenger Bookings

A dedicated app may be developed by the project, allowing more rapid customisation and development according to Kiama's unique operation factors. This would provide a lightweight, user-focussed experience. It aims to enable a booking system, ensuring Olli availability for specific people or for specific times.

## 8 Legal, Safety, and Guidelines Alignment

### 8.1 Automated Vehicle Trials and Innovation Act

The *Transport Legislation Amendment (Automated Vehicle Trials and Innovation) Act 2017 No 41* requires certain trial features to be specified before the NSW Minister for Transport and Infrastructure can approve trial commencement.

These are summarised below:

- **Approved person:** Adam Kiryk (SAGE Automation, NSW General Manager). Contact details can be found in *Section 3.2*
- **Trial area:** Municipality of Kiama, on the routes discussed in *Sections 4.5.6 to 4.5.9*
- **Trial period:** The on-road trial phases of the RAVT, which run for 12 + 6 + 6 (24) months (pending extension approval), and are discussed in *Sections 4.5.4 to 4.5.7*
- **Vehicle supervisor:** Initially experienced technical professionals from SAGE and/or Local Motors. Kiama local will undergo additional training and verification to fill the Vehicle Supervisor shift requirements. Details can be found in *Section 7.1*

The project will seek TfNSW guidance on the process and applications needed, ensuring the correct approvals are received in a timely manner.

### 8.2 Insurance Details

The partnership is in discussions with insurers and brokers regarding coverage for the trial period. As per NTC guidelines, the project is investigating the following insurances:

- Compulsory third-party insurance
- Comprehensive vehicle insurance
- Public liability insurance
- Product liability insurance
- Work or occupational health and safety insurance

TfNSW will be advised of final Insurance agreements, as per legislative requirements.



### 8.3 NSW Road Safety Plan 2021

The project will proceed in alignment with TfNSW's *NSW Road Safety Plan 2021*, ensuring that long-term safety objectives are part of planning and execution. Some of the specific objectives are addressed in the following sections.

#### 8.3.1 Priority: Liveable and safe urban communities

The Road Safety Plan explains:

"The global trend towards more on-demand services and a delivery culture is making our urban environments busier. ... The challenge is to keep our urban places liveable and safe. ... Roads around busy areas such as shopping centres, entertainment and sporting precincts, hospitals, education facilities and transport interchanges must be safe for the movement of people, goods and services."

The Olli solution addresses these issues in unique, smartly driven ways. As a shuttle, the Olli vehicle can carry 8-12 passengers, but with less space taken up than a small car (see *Chapter 5*). This reduces congestion.

The Olli is also perfectly suited for operation around pedestrian-heavy facilities. Designed for a maximum speed of 40 km/h (but run at approx. 15 – 30 km/h maximum), pedestrian and cyclist interfacing has been part of the Olli vision from the beginning.

The Olli will be tested in trial scenarios along shared use cycleways, tourism locations, transport hubs, and health centres. The lessons learnt from these trials will be critical in planning future CAV services, and in allowing these services to operate safely and efficiently.

#### 8.3.2 Priority: Building a safer community culture

"We need to bring people with a passion and commitment for road safety together and support them to take action to improve road safety from the grassroots and up."

KMC has already whole-heartedly embraced this aspect of the *Safety Plan*. Community meetings, volunteer engagement, and business involvement in transport / CAV planning have been taking place since before the trial was announced. This level of interest and involvement strengthens Kiama's bid for a sustainable trial, and allows outcomes to be tailored to end-user requirements.

#### 8.3.3 Priority: New and proven vehicle technology

"The NSW Government will ... Adopt the highest safety standards in connected and automated vehicle trials and early uptake, and work to deliver supporting road and regulatory conditions for new technology."

The partnership is working with all available guidelines, legislation, and internal safety requirements. The aim is not only to meet all AV safety requirements, but also to help define unforeseen risks and set a new bar. Careful risk integration through the gated process allows new risks to be reviewed in isolation, and allows the best mitigation responses to be developed.

Data from vehicle sensors, passengers, and operators will be collected. By looking at the risk management holistically, gaps in response and key controls can be identified, and passed on for future trials or deployment.



#### 8.4 Local Government Road Safety Program

The Local Government Road Safety Program (LGRSP) is a partnership between Council, Transport for NSW (TfNSW) and Roads and Maritime Services (RMS).

Major projects are addressed through the Safe System approach. This approach takes a holistic view of the road transport system and the interactions among the key components of that system, safer people, roads, vehicles and speeds in the local community. It addresses the areas of the road network that have the greatest potential to reduce the number of casualties on our roads. These include educating road users to make safe on-road decisions and comply with existing laws, targeted improvements to road and roadside infrastructure, encouraging people to purchase the safest vehicle in their price range, community partnerships and maintaining a strong speed management program. A combination of strategies will be used to make the greatest impact on each road safety issue.

Kiama Municipal Council employs a Road Safety Officer in partnership with the Local Government Road Safety Program (LGRSP) and aims to reduce the likelihood of deaths and injuries from road trauma. KMC's Road Safety Officer will assist with the Automated Vehicle Trial.

#### 8.5 ADRs Exemptions

The project may seek specific exemptions from the Australian Design Rules (ADRs) to allow the Olli shuttle to be imported and used in Australia. As a low-speed electric shuttle, the project does not foresee extensive exemptions being required for the Olli vehicle.

The ADRs review process will be strictly examined in Stage 1 (Project Initiation and Planning). Any exemptions will be sought from there and in to Stage 2 (Design). TfNSW may be able to direct exemption requests to the appropriate parties.

#### 8.6 ARRs Compliance

Though operating in controlled environments, the Olli is expected to comply with the NTC's Australian Road Rules model, and specific NSW road rules. The partnership will attempt to resolve any exceptions internally, until the vehicle is compliant. If this cannot be achieved, the partnership will contact TfNSW for guidance and possible exemption.

The ARRs review process will be strictly examined in Stage 1 (Project Initiation and Planning). Any exceptions will be discussed with TfNSW from there and in to Stage 2 (Design).

The CHAZOPS will examine the ARRs and NSW Road Rules to ensure that system capabilities and operational requirements are aligned. Control hazards related to traffic, road rules, and situations where traffic does not follow road rules will all be investigated.



### 8.7 Interface with Minister

The project partnership is able to interface with the NSW Minister for Transport and Infrastructure directly or via TfNSW. This relationship is to be further defined as the project moves forward.

As a knowledge sharing trial, the project has no hesitation in sharing appropriate data, reports, and all incidents with relevant parties and stakeholders.

### 8.8 Statutory Rules

As the trials proceed, statutory rules may come in to effect. The project is willing to workshop and comply with these rules. Suggestions can be made under the following categories:

- a) Identification of trial vehicles,
- b) Notification, by signage or otherwise, to members of the public and other road users about approved trials,
- c) Skills or qualifications required to be a vehicle supervisor,
- d) Any requirements for vehicle supervisors to carry and produce identification,
- e) Records to be kept and the provision of those records to the Minister and to other persons,
- f) Confidentiality of information,
- g) Privacy of any personal information collected,
- h) Waiver of fines and demerit points incurred by persons.

Proof of compliance with these rules would be made available as required.

### 8.9 Continuation and Deployment Legislation

The project has a real likelihood of continued services beyond the trial end dates. The legislative requirements for AV deployment have not been defined outside of trials. The project will be seeking indications on progress towards AV deployment and AV commercial use legislation.



## 9 Pricing

### 9.1 Schedule of Pricing (AUD)

SAGE has provided a fixed price for the scope of works, including in-kind costs. SAGE request a TfNSW contribution of **\$3,024,804 ex. GST** (Three million, 24 thousand, eight hundred and four dollars).

This offer is valid for a period of 180 days from submission. Please find in the below table a breakdown of project pricing by stage and partner.

Stage	SAGE		KMC		LM	KPMG		NRMA
	Estimated Total Activity Cost (\$AU)	Portion of Cost to be provided by SAGE Free (\$AU)	Estimated Total Activity Cost (\$AU)	Portion of Cost to be provided by KMC Free (\$AU)	Estimated Total Activity Cost (\$AU)	Portion of Cost to be provided by LM Free (\$AU)	Estimated Total Activity Cost (\$AU)	Portion of Cost to be provided by NRMA Free (\$AU)
Preliminary Works Subtotal	\$ 25,250	\$ 5,250	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Planning Subtotal	\$ 1,22,280	\$ 3,750	\$ 85,000	\$ 85,000	\$ 14,667	\$ -	\$ 30,800	\$ 8,000
Design Subtotal	\$ 596,040	\$ 326,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 15,000
FAT & Hardware Subtotal	\$ 488,940	\$ 5,000	\$ 10,000	\$ 10,000	\$ 541,200	\$ 133,333	\$ -	\$ -
Trial Phase I Subtotal	\$ 219,680	\$ 5,000	\$ 90,000	\$ 90,000	\$ 86,533	\$ -	\$ 27,500	\$ 11,000
Trial Phase II Subtotal	\$ 184,540	\$ 5,000	\$ 75,000	\$ 75,000	\$ 86,533	\$ -	\$ 27,500	\$ 11,000
Trial Phase III Subtotal	\$ 292,620	\$ 5,000	\$ 120,000	\$ 120,000	\$ 121,733	\$ -	\$ 27,500	\$ 11,000
Trial Phase IV Subtotal	\$ 307,960	\$ 5,000	\$ 170,000	\$ 170,000	\$ 121,733	\$ -	\$ 27,500	\$ 11,000
Final Reporting Subtotal	\$ 42,160	\$ 10,000	\$ 25,000	\$ 25,000	\$ 14,667	\$ 13,333	\$ 30,800	\$ 8,000
General Project Management and Risk	\$ 250,000	\$ 250,000	\$ 25,000	\$ 25,000	\$ 139,333	\$ 40,000	\$ -	\$ -
<b>Total Partner Contribution Value (\$AU)</b>	<b>\$2,529,470</b>	<b>\$ 620,000</b>	<b>\$ 620,000</b>	<b>\$ 620,000</b>	<b>\$1,126,400</b>	<b>\$ 186,667</b>	<b>\$ 171,600</b>	<b>\$110,000</b>
<b>Total Portion Provided by Partner (\$AU)</b>		<b>25%</b>	<b>100%</b>	<b>100%</b>	<b>17%</b>	<b>\$ 56,000</b>	<b>33%</b>	<b>45%</b>
Percentage provided by partner								
All partners combined Contribution Value (\$AU)	\$4,557,470							
All partners combined portion provided	\$1,532,667							
Percentage Provided by all partners combined	33.6%							
TfNSW Contribution	\$3,024,804	<i>Requested</i>						



## 9.2 Justification for Funding

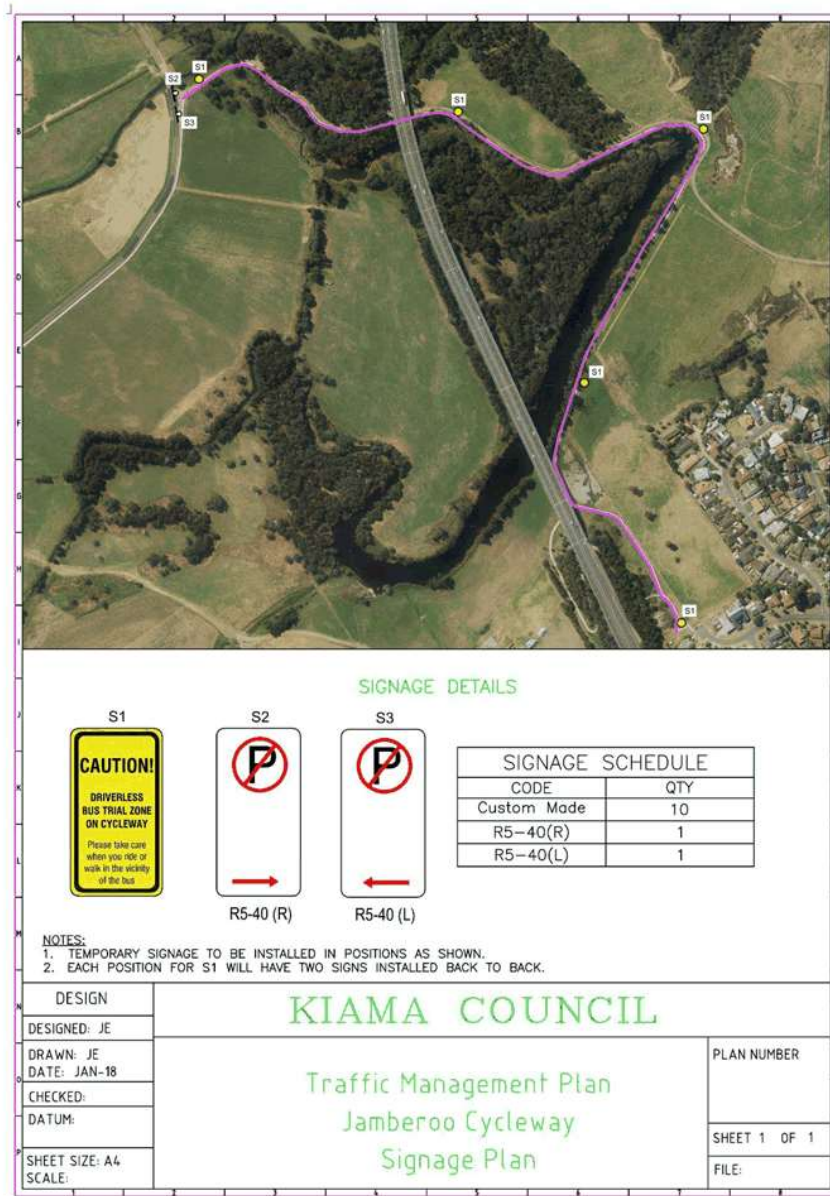
The project requests TfNSW funding for the following reasons:

- This trial provides a number of immediate benefits directly to TfNSW, as well to the residents of Kiama and NSW. These benefits are summarised in *Table 4*.
- With an ageing population, there comes increased vehicle accident risks (*Figure 8*). This problem will only accelerate given NSW and Australia’s population structures. This trial directly addresses elderly mobility.
- TfNSW’s own *Road Safety Plan* objectives are being addressed by this trial, as shown in *Section 8.3*.
- The partnership has built this trial around the provision of key data, analysis, and reporting. Sensor integration to vehicles and intelligent OlliStops, ongoing consultation and community surveys, and expert input all increase the value of the provided data. These results provide TfNSW information moving forward with CAV deployment. Information can be found in *Sections 4.5.10, 4.10 5, 6.1.5, and 6.7*.
- Financial limitations in SAGE, LM, and KMC prevent the deployment of nascent technology. Income streams have not been developed. One expected outcome of the trial is the move towards financially sustainable operation models, and the results of such investigations will be summarised for TfNSW. The inherent risks and commercially difficult initial phases of the project mean that input from all project beneficiaries, including TfNSW, is required.



## 10 Appendices

### 10.1 Appendix A: Sample Traffic Management Plan (Trial Phase I Signage)



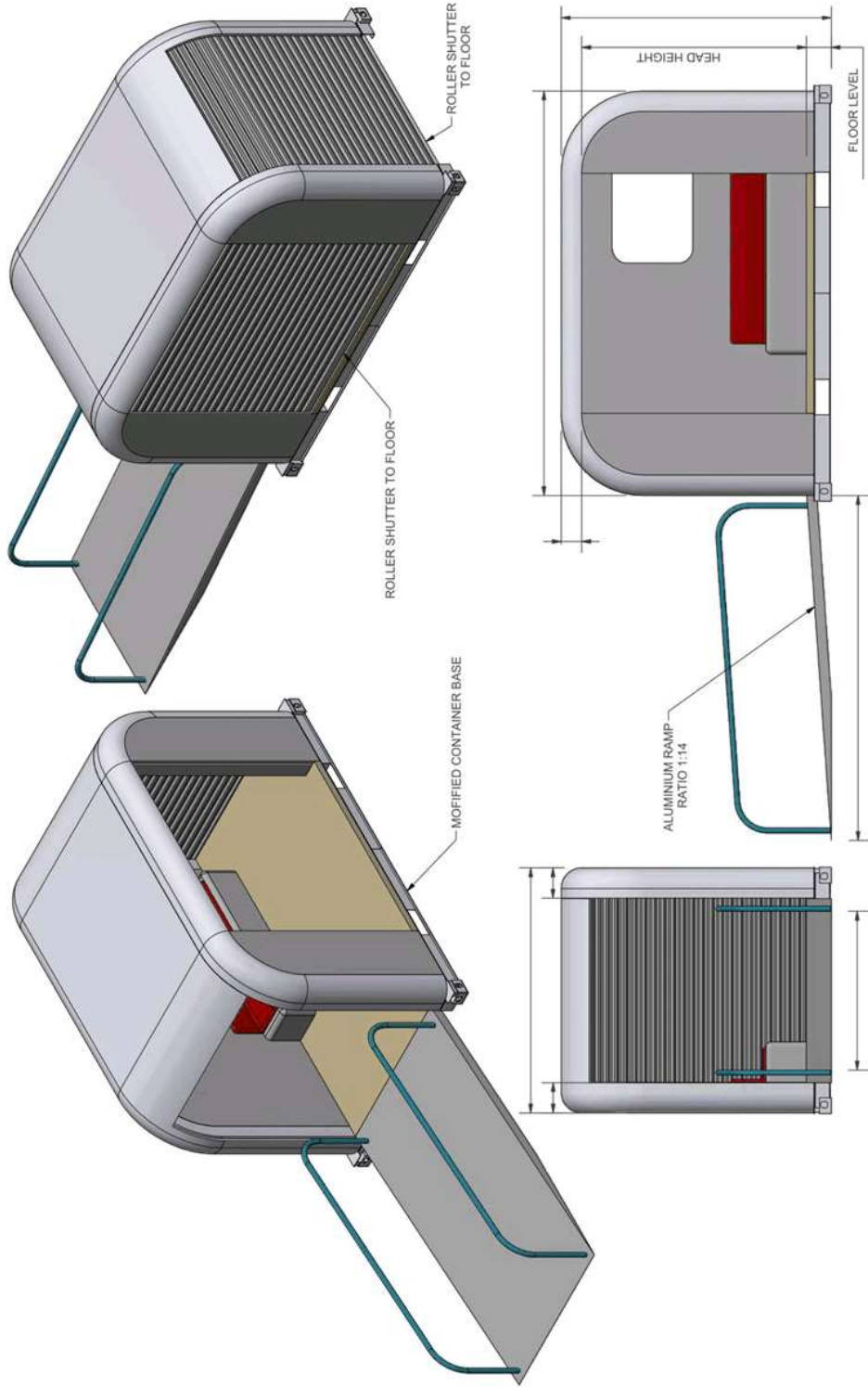
Note: The above plan is at draft stage only. It is representative of some of the types of TMP work to be carried out for the trial.







10.3 Appendix C: OlliStop CAD prototype



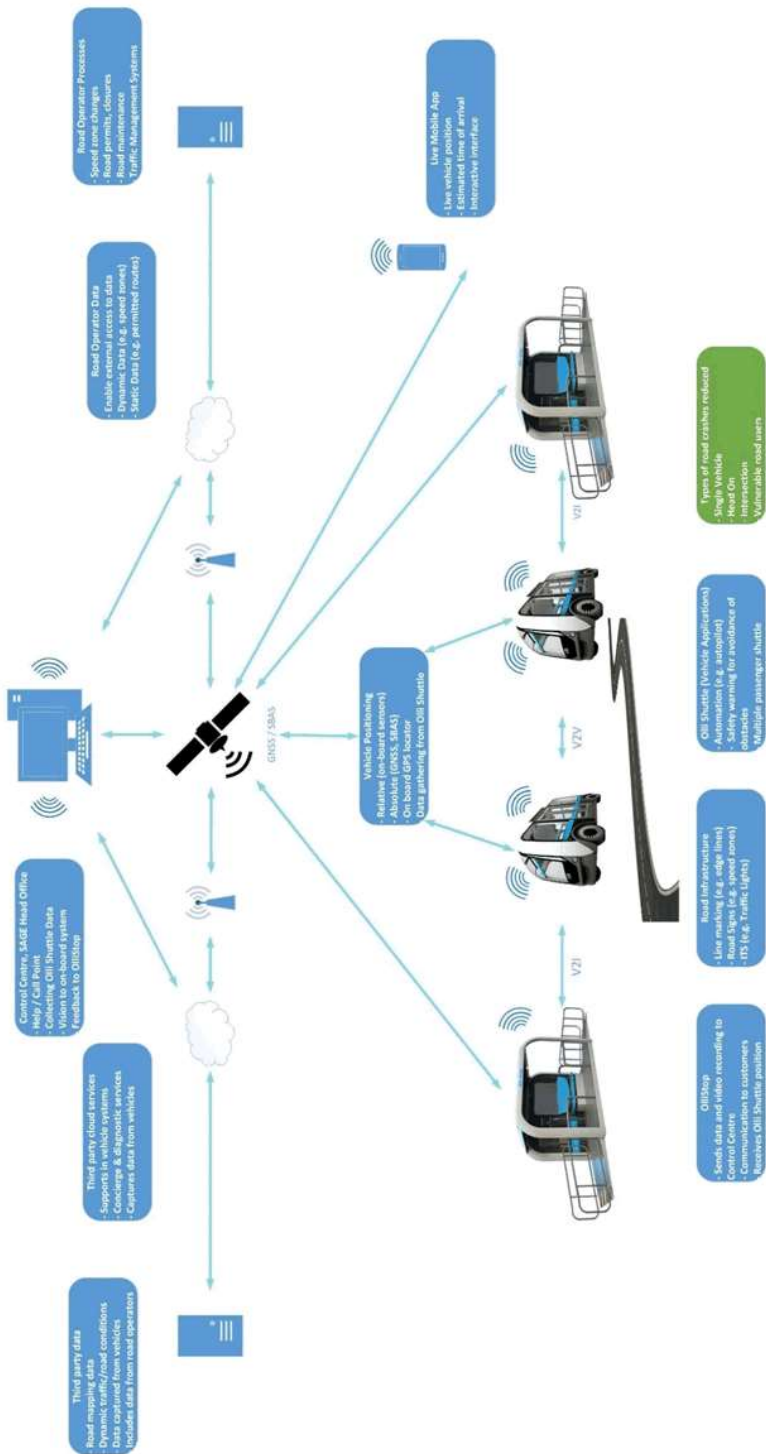
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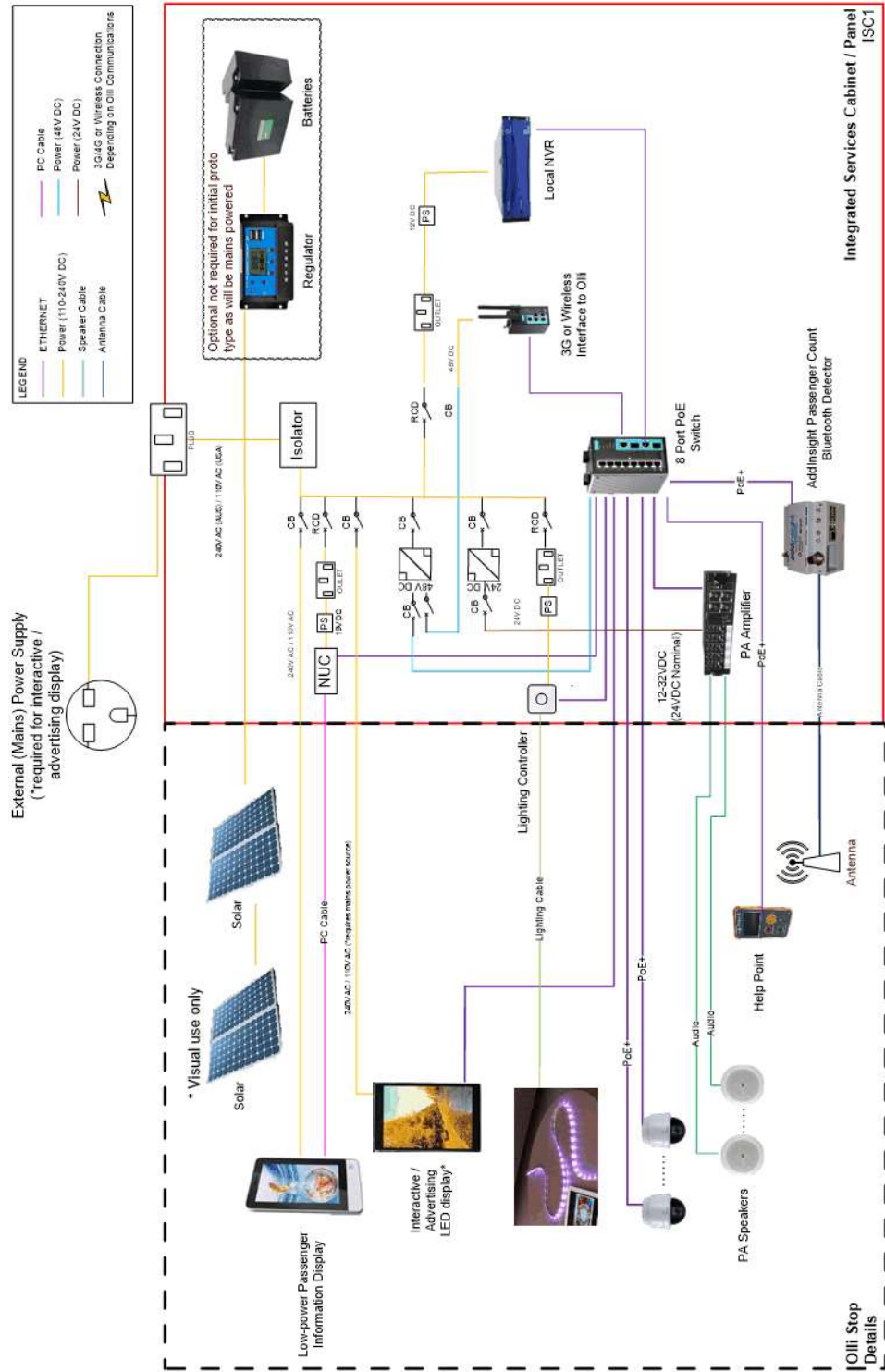
10.4 Appendix D: SAGE CAV Ecosystem

SAGE OlliStop Connected Autonomous Vehicles Ecosystem





10.5 Appendix E: OlliStop Electrical Communications Layout





10.6 Appendix F: List of Mechanical and Electrical Components, Brands and Suppliers

Items	Description	Brand	Suppliers
<b>Electrical and ITS – Internal</b>			
<b>Solar System</b>			
	Solar panels	TBC	
	Solar Regulator	Morning Star	
	Batteries	Yuasa Batteries	
<b>Mount Plate Details</b>			
	Freestanding Enclosure	Rittal	
<b>Power distribution System</b>			
	48VDC Power supply 5 Amp	WEIDMULLER	
	24VDC Power supply 3 Amp	WEIDMULLER	
	Assorted Circuit protection	Schneider	
<b>LED lighting System</b>			
	8-Channel 0-10V Dimmer	Control 4	
	0/1 - 10V Dimmer	Sunricher	
	Output Power Supply	Mean Well	
<b>Network Components</b>			
	8 port managed Switch	Moxa	
	Unmanaged Ethernet switch with 4 10/100BaseT(X) ports, and 4 PoE ports, 0 to 60°C operating temperature	Moxa	
	SAGE PC	Dell	
<b>Audio Visual</b>			
	AddInsight Passenger Count Unit	SAGE Automation	
	Local Network Video Recorder (month’s storage)	Dahua/IndigoVision	STS
	PA Amplifier	Opus One	
	PA Controller	Control 4	
	T Coil Loop Driver CLS-1	Univox	IBM
<b>OlliStop Mechanical</b>			
	OlliStop Mechanical Manufacturer	Sonnex	
<b>OlliStop Vinyl Wrap</b>			
	OlliStop Vinyl Wrap Designer and Manufacturer	Salisbury Signarama	
<b>Electrical and ITS - External</b>			
<b>LED Lighting System</b>			
	10m Flexible LED Strip	ARCHITECTURAL	
<b>Audio Visual</b>			
	Passenger LED Information Touch Display	TBC	
	Advertising LED Display	TBC	



Items	Description	Brand	Suppliers
	AddInsight 3G+4G+WiFi MIMO and GPS Antenna	SAGE Automation	
	PTZ In-Ceiling Camera	Dahua/IndigoVision	STS
	Fixed In-Ceiling Camera		STS
	Fixed In-Ceiling Camera Bracket		STS
	Emergency Help Point	TBC	STS
	PA Speakers (pair)	TBC	

Item 14.3

Attachment 1



## 10.7 Appendix G: References

The following list of documents was used as supporting references and resources in developing this proposal.

- AIFS, 2012, Australian Government – Australian Institute of Family Studies, 'Ageing in Australia', viewed 8th September 2017, [https://aifs.gov.au/facts-and-figures/ageing-australia#\\_edn1](https://aifs.gov.au/facts-and-figures/ageing-australia#_edn1)
- Human Rights, 2017, Australian Network on Disability, 'Disability Statistics', viewed 8th September 2017, <https://www.humanrights.gov.au/publications/national-inquiry-employment-and-disability-issues-paper-1>
- Tourism Australia, 2017, Tourism Australia, 'Tourism Statistics', viewed 8th September 2017, <http://www.tourism.australia.com/en/markets-and-research/tourism-statistics.html>



10.8 Appendix H: Regulatory Overview

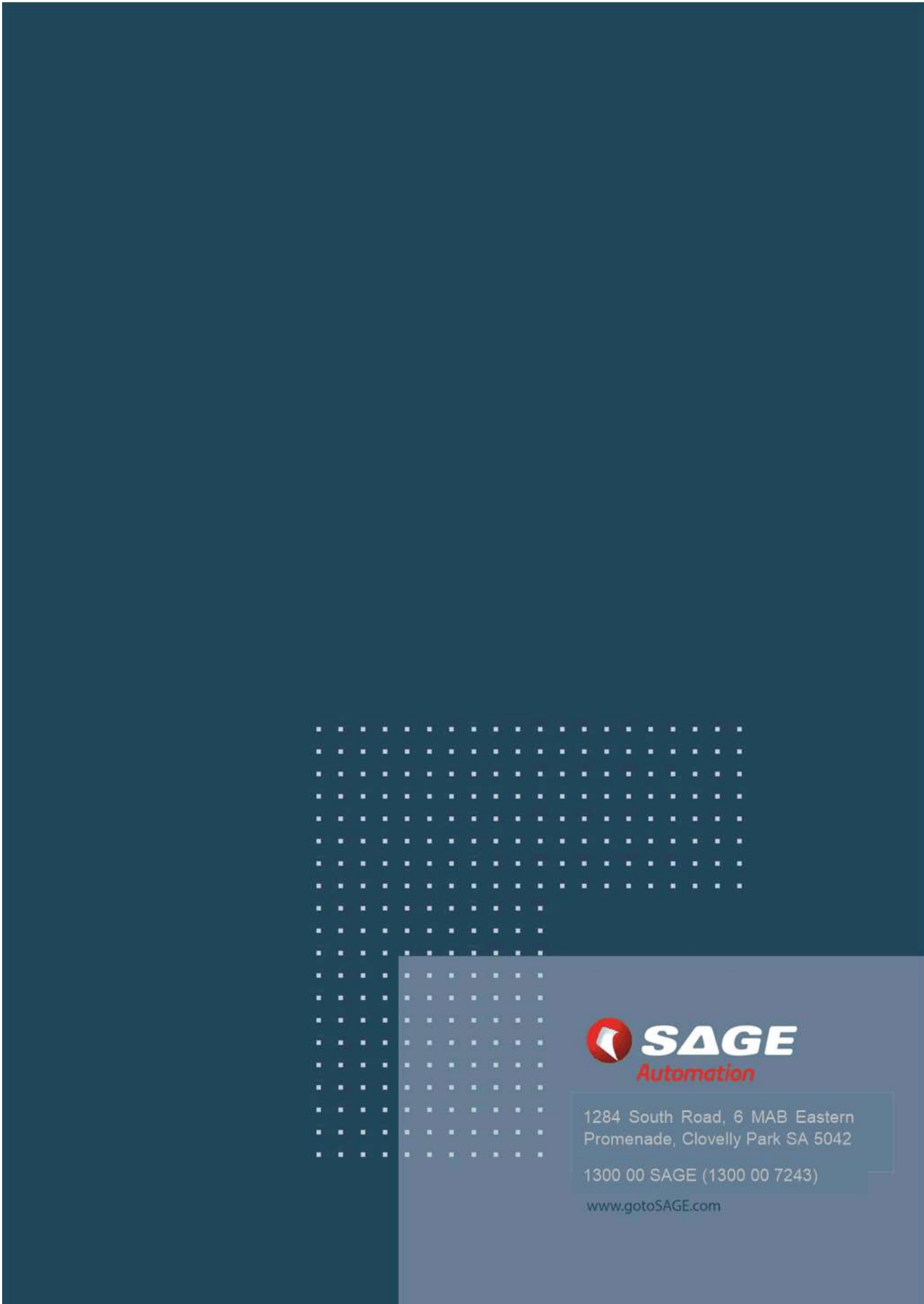
This provides a brief overview of Legal Issues pertaining to Autonomous and Connected Vehicles Trials in Australia

Legal Issue	Relevant Authority	Reference / Legislation	Detailed Issues
Vehicle Design	<a href="#">Commonwealth Government</a>	<p><b>Australian Design Rules (ADRs)</b> administered by the Australian Government under the <b>Motor Vehicle Standards Act 1989</b>.</p> <p>The relevant state or territory government's legislation generally requires that it continue to comply with the relevant ADRs as at the time of manufacture.</p>	<p>The Australian Design Rules (ADRs) are national standards for vehicle safety, anti-theft and emissions.</p> <p>ADRs cover issues such as occupant protection, structures, lighting, noise, engine exhaust emissions, braking and a range of miscellaneous items.</p>
Import of AV test vehicles	<a href="#">Commonwealth Government</a>	Motor Vehicle Standards Act 1989	<p>Current requirements are outlined in <a href="#">Circular 0-4-8 Registration and use of evaluation vehicles</a> document which details registration and use of evaluation vehicles including their importation.</p> <p>This Circular sets arrangements under which manufacturers and importers may register vehicle(s) for the purposes of evaluation.</p> <p>As per Attachment 2 of the Circular 0-4-8, it appears that imported vehicles used for evaluation purposes that are not required to be used on public roads under conditional registration, are permitted.</p>



<p>National Overarching Guidelines for conducting AV / CV Trials</p>	<p><a href="#">Austroads</a></p> <p>With the Guidelines for Trials of AV in Australia jointly authored with the National Transport Commission (NTC)</p>	<p>N/A</p>	<p>Austroads has produced a range of reports that are relevant to both Cooperative ITS and Automated Vehicles.</p> <p><a href="#">Guidelines for Trials of Automated Vehicles in Australia</a></p> <p>Assessment of Key Road Operator Actions to Support Automated Vehicles</p> <p><a href="#">Registration, Licensing and CTP Insurance Issues Associated with Automated Vehicles</a></p> <p>Privacy Impact Assessment (PIA) for Cooperative Intelligent Transport System (C-ITS) data messages</p>
<p>Social Issues</p>	<p><a href="#">Commonwealth Government</a></p>	<p>N/A</p>	<p>The Australian Government is conducting an inquiry into the social issues relating to land-based driverless vehicles in Australia. Submissions are currently open.</p> <p>Relevant social issues such as: general social acceptance levels, passenger and non-passenger safety, legal responsibility and insurance, potential impacts on employment and different industry sectors (such as the taxi industry), access and equity issues (such as increasing individual mobility for the elderly and people with disabilities), potential public transport applications.</p> <p><a href="#">Terms of Reference</a></p> <p><a href="#">Submissions</a> (47 to date)</p>





1284 South Road, 6 MAB Eastern  
Promenade, Clovelly Park SA 5042

1300 00 SAGE (1300 00 7243)

[www.gotoSAGE.com](http://www.gotoSAGE.com)



23/07/2018

RFEOI Reference Number: WS1178853443

Eric Skelton,  
SAGE Automation,  
Building 1, Level1,  
Suit 1.04, 3 Richardson Place,  
North Ryde NSW 2113

By email only to: [eric.skelton@gotosage.com](mailto:eric.skelton@gotosage.com)

Dear Eric,

**Transport for NSW Request for Expression of Interest (RFEOI) number WS1178853443 for Regional Automated Vehicle Trials that closed on 19/03/2018.**

Thank you for your recent Proposal for the Regional Automated Vehicle Trials RFEOI.

Transport for NSW has completed the RFEOI evaluation process and advises that your organisation has not been successful on this occasion for this Proposal.

Full details of the evaluation outcome will be published on the NSW eTendering website <https://tenders.nsw.gov.au> in due course.

At your request, the project team will provide a debrief of the evaluation outcome and seek your feedback on opportunities to improve our procurement and engagement processes in future.

We encourage all proponents to organise a debrief, and request you contact us via email at [smartinnovationcentre@transport.nsw.gov.au](mailto:smartinnovationcentre@transport.nsw.gov.au) to arrange a session in person or over the phone at a convenient time.

We value your proposal and encourage you to register for our Smart Innovation Centre mailing list and visit <https://www.transport.nsw.gov.au/projects/programs/smart-innovation-centre> as further opportunities to enable connected and automated vehicle trials are released in future.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tanya Badovinac', is written over a horizontal line.

**Tanya Badovinac**  
Procurement Manager

**14.4 NSW Coastal Conference 2018 - Councillor attendance**Responsible Director: Office of the General Manager

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Councillors may wish to nominate councillor/s to attend the NSW Coastal Conference 2018 being held from 7-9 November 2018. This year's conference will be hosted by Bega Valley Shire Council at Club Sapphire, Merimbula.

The Conference is the leading NSW conference on coastal management with representatives from councils, State and Federal agencies, and research and tertiary institutions in attendance.

A copy of the program is attached for Councillors' information. Early bird registration of \$765 closes on 21 September 2018.

Additional conference information is available at: [www.coastalconference.com](http://www.coastalconference.com).

Councillors Sloan and Reilly attended the conference last year in Port Stephens.

**Communication/Community Engagement**

A post-conference report will be provided to Council should any Councillor attend.

**Attachments**

- 1 2018 NSW Coastal Conference program [↓](#)



**27<sup>th</sup> ANNUAL  
NSW COASTAL CONFERENCE**  
*time for action* 7-9 NOVEMBER 2018 MERIMBULA, NSW

**CONFERENCE PROGRAM**

(as at 3<sup>rd</sup> September 2018, subject to change)

**Tuesday 6<sup>th</sup> November**

5.00pm – 6.00pm Optional Welcome Drink

**PROGRAM - Day 1 Wednesday 7 November**

8.00am Conference Registration

**Session 1: Plenary 9.00am – 10.30am**

9.00am Welcome to Country

9.15am Conference Welcome from Bega Valley Shire Council

9.30am Conference Opening

9.45am Keynote Address

10.30am – 11.00am Morning Tea

**Session 2: Concurrent 11.00am – 12.35pm**

	<b>2A: New Science and Innovation</b>	<b>2B: Coastal Planning, Development and Engineering</b>	<b>2C: Changing Coasts</b>
<b>11.00am – 11.20am</b>	Revealing the Contrasting Seabed of Two Adjacent Sediment Compartments and Potential Implications for Beach Response <b>Michael Kinsela, Office of Environment and Heritage</b>	Sustainable Entrance Management for ICOLLS of the NSW Sapphire Coast <b>Matt Blacka, Water Research Laboratory</b>	Community Perceptions of Coastal Hazards <b>Anna Attard, UNSW Sydney</b>
<b>5 min</b>	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
<b>11.25am – 11.45am</b>	Australian/NSW Coastal Sediment Compartments <b>Andrew Short, The University of Sydney</b>	Major Beach Nourishment Works at Palm Beach, Queensland <b>Shannon Hunt, City of Gold Coast</b>	<b>11.25am – 11.35am</b> Fairness in Sea-level Rise Planning: the Perspectives of Residents Living in Botany Bay <b>Anne Maree Kreller, UNSW Sydney</b>

			11.35am – 11.45am Encouraging People to Take Positive Action Towards Our Oceans - Perspective from a Year 12 Student <b>Georgia Poyner, Narooma High School</b>
5 min	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
11.50am – 12.10pm	NSW Extreme Ocean Water Levels in a Changing Climate <b>Bronson McPherson, MHL</b>	Dune Enhancement to Solve Entrance Instability <b>Christopher Adamantidis, Advisian</b>	Woolooware Stage 6 Shared Pathway - 'It's All About the Birds' <b>Julie Nimmo, Sutherland Shire Council</b>
5 min	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
12.15pm – 12.35pm	12.15pm – 12.25pm Empirical Shoreline Wave Setup Hindcast Used to Estimate Extreme Total Water Levels for Australian Beaches <b>Julian O'Grady, CSIRO</b>	12.15pm – 12.25pm NSW Foredune Evolution: The Influence of Management, Vegetation and Sand Supply? <b>Thomas Doyle, University of Wollongong</b>	12.15pm – 12.25pm How Amenable is Amenity Nourishment on a Seawall? The Kingscliff Beach Case Study. <b>Jane Lofthouse, Tweed Shire Council</b>
	12.25pm – 12.35pm Assessing Oyster Reefs As a Strategy for the Bioremediation of Metal Contaminated Sediments in Urban Estuaries <b>Carolina Mora, The University of Sydney</b>	12.25pm – 12.35pm Coastal Flood Risk Within a Peri-urban Area: Sussex Inlet District, SE Australia <b>Emma Asbridge, University of Wollongong</b>	12.25pm – 12.35pm Beach Scraping: Dune Building or Environmental Vandalism? A Case Study in New Brighton, Byron Shire NSW <b>Marcello Sano, Griffith Centre for Coastal Management</b>

12.35pm – 1.30pm Lunch

**Session 3: Concurrent**

1.30pm – 3.05pm

	<b>3A: Dangerous Ideas</b>	<b>3B: Estuary Research, Planning and Management</b>	<b>3C: Protecting Our Coast and Oceans</b>
1.30pm – 1.50pm	Configuration Dredging – an Innovative Solution to Foreshore Erosion Problems <b>Lex Nielsen, Advisian</b>	Do We Really Need Another Model? The Hunter River Estuary Case Study <b>William Glamore, UNSW Sydney</b>	Innovative Approaches to Tweed River Bank Erosion Stabilisation <b>Tom Alletson, Tweed Shire Council</b>
5 min	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
1.55pm – 2.15pm	Retreat – A real option or just delaying Tactics? <b>Angus Jackson, International Coastal Management</b>	Thinking Big: Scoping a System-wide Stakeholder Driven Coastal Management Program for the 'Greater' Sydney Harbour Estuary <b>Paul Donaldson, BMT</b>	If All We Ever Do is Clean Up Marine Debris then That's All We'll Ever Do! <b>Heidi Thomson, Eurobodalla Shire Council</b>
5 min	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>

	3A Continued	3B Continued	3C Continued
2.20pm – 2.40pm	Retreat: The Idea, the Reality and the Gap Inbetween <b>Allan Young</b> , <i>EMM Consulting</i>	<b>2.20pm – 2.30pm</b> Sydney Harbour Estuary Processes Study: Detailed Studies of Vulnerabilities and Opportunities <b>Peter Freewater</b> , <i>Office of Environment &amp; Heritage</i>  <b>2.30pm – 2.40pm</b> Performance of Restoration and Rehabilitation Actions Seven Years After Water Pipeline Construction in the Hunter River Estuary <b>Peggy Svoboda</b> , <i>Hunter Local Land Services</i>	Building Resilient Coasts and Communities: Reflections from Dynamic Landscapes in North Queensland <b>Elisa Zavadil</b> , <i>Alluvium</i>
5 min	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
2.45pm – 3.05pm	Holding Back the Tide in Uncertain Times <b>Megan Hawley</b> , <i>Lindsay Taylor Lawyers</i>	Storm Erosion and Recovery on NSW Estuarine Beaches: Botany Bay and Pittwater <b>Shari Gallop</b> , <i>Macquarie University</i>	<b>2.45pm – 2.55pm</b> What's in Our Waterways? Citizen-Science Seeks Microplastics! <b>Roberta Dixon-Valk</b> , <i>Take 3 Ltd</i>  <b>2.55pm – 3.05pm</b> CoastSnap: Community Beach Monitoring in Your Pocket <b>Rebekah Dowsett</b> , <i>Office of Environment and Heritage</i>
<b>3.05pm – 3.35pm Afternoon Tea</b>			

**Session 4: Concurrent 3.35pm – 5.10pm**

	<b>4A: New Science and Innovation</b>	<b>4B: Coastal Planning, Development and Engineering</b>	<b>4C: SHOTS</b>
<b>3.35pm – 3.55pm</b>	UAVs – The Future of Coastal Surveillance and Hazard Identification <b>Steven Pearce, Surf Life Saving NSW</b>	Probabilistic Hazard Assessment Methodology to Support Local Adaptation Planning in Lake Macquarie <b>David Wainwright, Salients Pty Ltd</b>	Getting Your Message Across: Assisting Councillors to Better Understand and Act on Their Legal Responsibilities for Coastal Management <b>Ballanda Sack, Beatty Legal</b>
<b>5 min</b>	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
<b>4.00pm – 4.20pm</b>	Creative Coastal Solutions <b>Dan Messiter, Royal HaskoningDHV</b>	Integrating Probabilistic Coastal Processes, Management Option and Economic Assessments <b>Matthew Barnes, BMT</b>	If Council is Between a Rock and a Hard Place, How Can We Provide Advice About Coastal Hazards? <b>Alexandra Macvean, MidCoast Council</b>
<b>5 min</b>	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
<b>4.25pm – 4.45pm</b>	Rock Armoured Breakwaters: 3D Data Capture to Quantify Repairs and Influence Repair Design <b>Edward Rowe, Arup</b>	Planning of Major Recreational Boating Facilities at Shell Cove Boat Harbour <b>Ben Morgan, Advisian</b>	How to Play the Numbers Game: Risk = Hazard + Outrage when Planning for Climate Change Adaptation <b>Peter Brennan, Lake Macquarie City Council</b>
<b>5 min</b>	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
<b>4.50pm – 5.10pm</b>	<b>4.50pm – 5.00pm</b> Tsunamigenic Potential of Submarine Landslides on the NSW Coast <b>Hannah Power, University of Newcastle</b>	<b>4.50pm – 5.00pm</b> The 80 Year Battle with Nature: A Short History of Coastal Management at Ettalong and Umina <b>Warren Brown, Central Coast Council</b>	Unravelling Some of the Complexities of Coastal Crown Land Management in NSW <b>Catherine Knight, Department of Industry Crown Lands</b>
	<b>5.00pm – 5.10pm</b> The Wild Edge; Documenting New South Wales' Ocean Pools <b>Nicole Larkin, NLarkin Design</b>	<b>5.00pm – 5.10pm</b> MIDO – Coordinating Maritime Infrastructure Delivery and Investment in NSW <b>Andrew Mogg, Roads and Maritime Services</b>	

- 5.10pm**                    **Close of Day One**
- 5.15pm**                    **Australian Coastal Society AGM**
- 7.00pm**                    **Welcome Reception, Club Sapphire**

**PROGRAM - Day 2 Thursday 8 November**

8.30am Registration (for 1 Day delegates)

**Session 5: Plenary 9.00am – 10.30am**

- 9.00am Welcome to Day 2
- 9.05am Address by Major Sponsor “Office of Environment & Heritage”
- 9.10am – 9.55am Keynote Speaker Address
- 9.55am – 10.30am Panel or Keynote Speaker Address

**10.30am – 11.00am Morning Tea**

**Session 6: Concurrent 11.00am – 1.00pm**

	<b>6A: New Science and Innovation</b>	<b>6B: SHOTS</b>	<b>6C: Productive Coasts</b>
<b>11.00am – 11.20am</b>	Cost-benefit Analysis for Coastal Management Decisions – A Case Study and Lessons Learned from Campbells Beach, Coffs Harbour <b>Peter Horton, Horton Coastal Engineering</b>	Seawall Impacts on Beaches – Facts and Alternative Facts <b>James Carley, Water Research Laboratory</b>	Star of the South - Australia’s First Offshore Windfarm <b>Miriam Knollys, Royal Haskoning</b>
<b>5 min</b>	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
<b>11.25am – 11.45am</b>	Building a Rock Solid Understanding - The Importance of Geotechnical Information in Coastal Hazard Definition and Risk Mapping <b>Marc Daley, Office of Environment &amp; Heritage</b>	‘Why’ We Bother With Coastal Protection (SHOTs) <b>Andrew Staniland, MidCoast Council</b>	Oysters – Cultivating the Romance of Sustainability and Productive Partnerships Within Coastal Communities <b>Jillian Keating, Sapphire Coast Wilderness Oysters</b>
<b>5 min</b>	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
<b>11.50am – 12.10pm</b>	Operational Forecasting of Coastal Sea Level <b>Diana Greenslade, Bureau of Meteorology</b>	Waves of Funding <b>Leah Andrews, Office of Environment and Heritage</b>	Marine Spatial Planning of Marine Renewable Farm Along NSW Coastline. <b>Francois Flocard, UNSW Water Research Laboratory</b>
<b>5 min</b>	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
<b>12.15pm – 12.35pm</b>	Working Our Way to the Core : Investigating Late Holocene Changes in Dee Why Lagoon <b>Jason Ruszczyk, Northern Beaches Council</b>	An Interactive Short Hit of Training - Utilising Drones and Drone Related Technology to Assist in Managing Our Coastline <b>Jackie Dujmovic, Hover UAV</b>	Green Tourism for Blue Economy: Actions to Solve the Paradox of Productivity and Sustainability <b>Fariba Ramezani, University of Wollongong</b>



5 min	6A Continued <i>Changeover</i>	6B Continued <i>Changeover</i>	6C Continued <i>Changeover</i>
12.40pm – 1.00pm	<p><b>12.40pm – 12.50pm</b> Plenty of Polychaetes and Crustaceans in Coastal Waters – Does Offshore Aquaculture Make a Difference? <b>Margaret Platell, University of Newcastle</b></p> <p><b>12.50pm – 1.00pm</b> A Strategy to Assess Coastal Dune Condition for Targeted Management <b>Dilys Zhang, Cardno</b></p>	<p><b>12.40pm – 12.50pm</b> Implications of the New Crown Land Management Act 2016 on Compliance and Enforcement on Coastal Crown Land <b>Richard Chewings, Department of Industry - Crown Lands and Water</b></p> <p><b>12.50pm – 1.00pm</b> Influence of Bay Shape on Tsunami Inundation for New South Wales (NSW) Estuaries <b>Kaya Wilson, University of Newcastle</b></p>	<p><b>12.40pm – 12.50pm</b> A Framework to Assess Tourist Community Sustainability <b>Faisal Hai, University of Wollongong</b></p> <p><b>12.50pm – 1.00pm</b> Laying the Foundations for a Southern NSW Blue Economy <b>Rafael Carvalho, University of Wollongong</b></p>

**1.00pm – 1.45pm Lunch**

**Session 7: FIELD TRIPS 1.45pm – 5.00pm**

<b>FT1</b>	Twofold Bay - Case study of contemporary coastal management issue
<b>FT2</b>	Pambula Lake - The long history of Oyster consumption and production in Pambula Lake
<b>FT3</b>	Tathra - Coastal Hazards
<b>FT4</b>	Coastal Culture - Haycock Point

Afternoon Tea included on the Field Trip

**5.00pm Close of Day Two**  
**7.00pm Conference Dinner & Annual NSW Coastal Management Awards**  
 Sponsored by "Royal HaskoningDHV"  
 Oaklands Event Centre

**PROGRAM - Day 3**

**Friday 9 November**

8.30am Registration (for 1 Day delegates)

**Session 8: Concurrent 9.00am – 11.10am**

	<b>8A: New Science &amp; Innovation</b>	<b>8B: Coastal Development and Engineering</b>	<b>8C: Productive Coasts</b>
<b>9.00am – 9.20am</b>	<p>Geomorphic Planform and Headland Impacts on Embayed Beach Response Along the Sydney Coastline <b>Thomas Fellowes</b>, <i>Macquarie University</i></p> <p><b>9.10am – 9.20am</b> Satellite Remote Sensing to Extract Long-term Time Series of Shoreline Change <b>Kilian Vos</b>, <i>UNSW Water Research Laboratory</i></p>	<p><b>9.00am – 9.10am</b> Tweed Sand Bypassing: Decision Aid Tool and Integrated Sand Delivery Management Plan <b>Matthew Harry</b>, <i>NSW Department of Industry</i></p> <p><b>9.10am – 9.20am</b> Tweed Sand Bypassing: Improving Sand Trapping and Transfer Capacity Through Best Practice Engineering and Technology <b>Adrian Barwick</b>, <i>NSW Department of Industry</i></p>	<p><b>9.00am – 9.10am</b> Utilisation of a Recovering Wetland by a Commercially Important Species of Penaeid Shrimp <b>Troy Gaston</b>, <i>University of Newcastle</i></p> <p><b>9.10am – 9.20am</b> Stable Isotopes Indicate Significant Saltmarsh Provisioning for Two Commercially Important Penaeid Species in a Temperate NSW Estuary <b>Daniel Hewitt</b>, <i>University of Newcastle</i></p>
<b>5 min</b>	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
<b>9.25am – 9.45am</b>	<p>The Effects of Storm Clustering on Storm Demand and Dune Recession at Old Bar, NSW <b>Uriah Gravois</b>, <i>University of Queensland</i></p>	<p>Case Studies in Repair Strategies for Training Walls and Breakwaters on the NSW Coastline-Post June 2016 Storm <b>Indra Jayewardene</b>, <i>MHL</i></p>	<p>After the Spill: Florida's State Expenditure Plan for Coastal Ecosystems Protection and Restoration <b>Richard Hardy</b>, <i>Balmoral Group Australia</i></p>
<b>5 min</b>	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
<b>9.50am – 10.10am</b>	<p>'Big Bite, Little Bite: Fast Recovery, Slow Recovery': Storm Impacts at Bengello Beach, Moruya, 1998 to 2018. <b>Roger McLean</b>, <i>University of New South Wales</i></p>	<p>Tramway Shared Path and Seawall <b>Luke Dean</b>, <i>Wollongong City Council</i></p>	<p>Development of the Proposed Merimbula Offshore Artificial Reef <b>Stuart Young</b>, <i>MHL</i></p>
<b>5 min</b>	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>
<b>10.15am – 10.35am</b>	<p>Monitoring Coastal Change from Space <b>Heiko Loehr</b>, <i>Royal HaskoningDHV</i></p>	<p>Using Water Quality Data to Influence Management Decisions Within the Hornsby Shire <b>David Cummings</b>, <i>Hornsby Shire Council</i></p>	<p>Redefining the Past - The Impact of Digitising Historic Data on Our Understanding Habitat Change over Time. <b>Greg West</b>, <i>NSW Department of Primary Industries</i></p>
<b>5 min</b>	<b>Changeover</b>	<b>Changeover</b>	<b>Changeover</b>

	8A Continued	8B Continued	8C Continued
10.40am – 11.00am	Bridging the Gap in a State-wide Coastal Dataset <b>Benoit Cajelot</b> , <i>Fugro Australia Marine</i>	Zone of Reduced Foundation Capacity – Revisited <b>Martin Mulcahy</b> , <i>International Coastal Management</i>	Broulee: An Island No More? <b>Ian Coghlan</b> , <i>UNSW Water Research Laboratory</i>

11.00am – 11.30am Morning Tea

**Session 9: Plenary** 11.30am – 1.00pm

- 11.35am – 12.20pm Keynote Speaker
- 12.20pm – 12.45pm NSW Coastal Councils Presentation
- 12.45pm – 1.00pm Announcement for 2019 NSW Coastal Conference Host Council; Conference Closing & Wrap Up

1.00pm – 2.00pm Lunch

**14.5 Parking Statistics - August 2018**Responsible Director: Environmental Services

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**CBD Parking**

Parking patrols conducted 16 specific – 25 general area

Infringements issued – 34

Vehicle spaces inspected – 1180

Manning Street 2P - 3 patrols

Manning Surf Beach 2P – 1 patrols

Railway and Library 2P – 2 patrols

Terralong Street 2P – 3 patrols

Terralong Street 1/2P – 3 patrols

Collins Street 2P – 3 patrols

Farmer Street 2P – 1 patrol

**School Zone Patrols**

St Peter and Pauls – 3 patrols – 1 penalty notice

Kiama High School – 2 patrols – 2 Cautions

Jamberoo Public – 1 patrol - Nil

**Reactive Patrols**

Bus Zone – 3 penalty notices

No Stopping - 2 penalty notices

No Stopping Yellow Line – Nil penalty notices

Motor Bike – Nil penalty notices

Not Angle Park – Nil penalty notices

No Parking – 1 penalty notice

Path/Strip – 1 penalty notice

Total amount of infringements issued = \$ 5049

Specific patrols for September will be for locations as nominated.

**14.6 Minutes: South Precinct Committee meeting held on 19 July 2018 and 16 August 2018**

Responsible Director: Office of the General Manager

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The minutes of the South Precinct Committee meetings held on 19 July 2018 and 16 August 2018 are attached for Councillors' information

**Communication/Community Engagement**

N/A

**Attachments**

- 1 South Precinct Committee Minutes - 19/07/18 [↓](#)
- 2 South Precinct Committee Minutes - 16/08/18 [↓](#)

**MINUTES OF THE SOUTH PRECINCT MEETING  
held on Thursday 19 July 2018 at Gerringong Town Hall**

**Meeting Opened:** 7.30pm

**Attendance:** 16

**Chair:** Chris Cassidy                      **Minutes:** Linda Brazier

**Apologies:** Trevor Cuthbertson, Shirley Coady

**Minutes of Previous Meeting**

**Moved:** that the minutes of the ordinary meeting of Thursday 21 June be accepted.

Michael Hindmarsh /Darrell Clingan                      **carried**

**Business Arising From Minutes:**

1. Traffic committee report should state "oval on Bridges Road" (not Cronins oval)- minutes to be amended.

**Moved:**

Suspension of standing orders to call for nominations for unfilled executive positions.  
Darrell Clingan/Robert Coady                      **carried**

1. 3<sup>rd</sup> position on executive:

Stephen Brazier nominated by Chris Cassidy/seconded, Eric George                      **carried**

2. Secretary:

No nominations. Linda Brazier to continue as assistant secretary.

*Action:* Copies of Precinct Operational guidelines to be available at next meeting and placed on facebook.

**Moved:**

That meeting resume normal standing orders.                      Darrell Clingan/Eric George                      **carried**

**Correspondence IN:**

1. Gareth Ward MP, Member for Kiama, reply re. modifications to Cleary Brothers Gerroa sand mining license.
2. Ms Cathie Bax, KMC Councilor liaison, reply re. modifications to Cleary Brothers Gerroa sand mining license.
3. Gareth Ward MP, Member for Kiama, advising that Albion Park Rail bypass project has been awarded to Fulton Hogan.

**Correspondence OUT:**

1. To KMC GM and Councilors expressing SP support for the GEPS submission re. modifications to the Cleary Brothers Gerroa sand mining license
2. To Gareth Ward, MP, state Member for Kiama, re. SP support for the GEPS submission re. modifications to the Cleary Brothers Gerroa sand mining license
3. To KMC GM and Councilors re. support for Rusty Moran's application to conduct Gerringong surf school at Seven Mile Beach
4. To KMC Mayor, Cr Mark Honey, re. State government changes to medium density housing code, expressing SP support for council's endeavours to mitigate these planning changes.
5. To Ms Sharon Parker, President, Kiama North Precinct expressing congratulations on establishment of north precinct and her election to executive.

**Executive Report:**

1. Chris Cassidy and Darrell Clingan attended inaugural meeting of Kiama north precinct – known as Kiama Downs Community Forum. The meeting was well attended (30 people) and was addressed by Mayor Honey; Kerry McMurray, General Manager, answered questions. SP executive has offered support to the new interim executive; noted that there is a push from the community for such forums and that this is a very positive sign.

2. Darrell Clingan gave brief background to establishment of precincts noting that South Precinct is the only one of three to have operated continually since its founding in 1993.

*Action:* short summary of SP history and aims to be placed on facebook.

3. Incorporation: discussion re. the possibility of incorporating SP to protect individuals from any liability. Question raised re. having a “disclaimer” statement on facebook.

*Action:* Darrell Clingan to bring back some info from CCAG.

**Council Papers**

1. Re. amendments to Low Rise Medium Density Housing code: NSW Minister for Planning has granted one-year amnesty to KMC as a result of representations from Mayor Honey and Gareth Ward MP.

2. Re. Arthur Campbell Reserve: Gareth Ward MP advised a grant of \$4000 from the Premier for a suitable drinking water fountain for the park. Construction of gardens, seating, children’s play area, etc. is well underway.

3. Cronins squash courts built 1960 by his father have been refurbished by Shoalhaven Vets.

4. Bendigo bank community surveys have been extended until 31<sup>st</sup> July.

5. Werri Beach holiday park has been told to reduce their sites from 229 to 150; 120 owners will have 90 days to vacate their sites.

6. Cleary Brothers Modification Application for sand mining at Seven Mile Beach: 60 submissions were received.

7. Surf school Seven Mile Beach – current licenses are not legitimate as no permission was initially sought/granted from Lands Dept to use the beach. Licenses have been revoked and Surf School policy is now under review.

**Moved:**

That we seek assurances from Council that there be public consultation as part of the review process in the formulation of Seven Mile Beach surf school policy.

Stephen Brazier/Hedi Stein                      **carried**

8. OAM: Council formally congratulates Mrs Sandra McCarthy on receiving the Order of Australia award.

9. Re: Draft Kiama Tourism Opportunities Plan – some suggestions include lighting of foreshore areas in Kiama, Gerringong and Gerroa to encourage twilight and evening visitation; expansion of the coast walk to Gerroa; Berry Estate trails project- rail trails between Bomaderry and Gerringong.

**Development Applications**

1. Modified DA: Uniting Group Mayflower development. This development has drawn considerable opposition from some local residents.

2. 3/45 Rowllins Rd, Gerringong, Joel Roberts Fitness – application for change of use from residential to commercial.

**Treasurer’s Report:**

Closing balance at 17/7/18: \$444.97

**Traffic Committee**

1. Noted: re. Mayflower development, part of consent conditions – a pedestrian refuge must be constructed by the developer on cnr. Belinda and Greta Streets.

**General Business**

1. Michael Hindmarsh – alerted residents to problems of introduced wasps seen in Belinda street and around Gerringong.
2. Darrell Clingan raised matter of Kiama Blowhole point and recent discussion in media about knocking down of cabins to allow for retail dvpt, etc. Strong opposition expressed from Gareth Ward MP and Mayor Honey. There is no firm proposal at this stage.
3. Whispers report – an earlier deadline now makes it impossible to get a meeting report in for the month immediately following. Executive to explore options so that SP maintains a presence.
4. Michael Hindmarsh raised matter of a survey initiated by KMC on hydro dynamics of Ooarie (Werri) Creek Lagoon  
*Action:* Request Council to release results/report of survey of hydro survey.
5. Helen McDermott, Historical Society, re. new Community Centre - reported that site has been cleared but no building work has commenced. This was to start in Feb 2018.  
*Action:* Request to council asking for clarification re. starting date for building works; also, could Council advise us who is overseeing the project?

**Meeting closed:** 8.40pm

**Next Meeting:** Thursday 16 August 2018.



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## MINUTES OF THE SOUTH PRECINCT MEETING held on Thursday 16 AUGUST 2018 at Gerringong Town Hall

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**Attendance:** 10 Present

**Apologies:** Stephen Brazier; Linda Brazier; Shirley Cody; Darrell Clingan; Irene Clingan

**Executive:** Raewyn Thomson and Chris Cassidy in Attendance.

**Meeting opened:** 7.30 pm

**Welcome to Special Guests:** Chris Cassidy welcomed the Mayor, Councillor Mark Honey and Councillor Neil Reilly to the Meeting.

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### Minutes of Previous Meeting:

**MOVED:** Rob Cody/Helen McDermott that the Minutes of the previous Meeting held on July 19 be accepted as true and correct  
**Carried**

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### Business Arising: Nil

**MOVED:** Rob Cody/Helen McDermott that the Minutes be adopted.  
**Carried.**

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### Correspondence IN:

- 1. Letter from Gareth Ward MP to South Precinct concerning the Gerroa Sand Quarry. Also attached to this was Correspondence from Scot MacDonald MLC, Parliamentary Secretary for Planning acknowledging concerns raised by South Precinct. This indicated that the DA was on public Exhibition from June 7 to July 4 and a decision is yet to be made.
- 2. Letter from Gareth Ward MP indicating that he has sent a follow up request to the Minister for Planning relating to the new Code on low rise, medium density developments.

**Correspondence OUT**

- 1. Letter from South Precinct to Kiama Council relating to the Council's Review of Surf School Policy, in particular matters relating to the issuing of future surf school licenses for Seven Mile Beach. South Precinct sent a Resolution seeking assurances that public consultation be part of the review process.
- 2. Letter from South Precinct to Kiama Council relating to a survey into Werri Lagoon. South Precinct asked whether the study had been completed and whether a Report was available.
- 3. Letter to Kiama Council concerning Gerringong's new Community Centre. South Precinct asked when Construction will commence and a contact at Council for any further inquiries.

**EXECUTIVE REPORT**

**Raewyn Thomson** presented the following Report:

Kiama Council has raised concerns at the significant cut to Public Library Funding. This is concerning noting the increased Funding submitted by the Library Council of NSW. Council has written to the Premier seeking a reversal of this decision and has also forwarded a copy of that correspondence to Gareth Ward MP.

On August 2 Kiama Council held a Youth Engagement Meeting covering a variety of matters. The Mayor and Councillor Reilly spoke of the quality of the student participation, saying that the students were outstanding.

Over the next 18 months Kiama Council is required to prepare a local strategic Planning Statement. Amongst other things it will set out a 20 year vision for land use in the local area taking into account the special characteristics which contribute to the local identity. It will also address how growth and change will be managed into the future and look at maintaining and enhancing shared community values.

Questions were raised about the installation of a water refill station on the Kiama Heights to Gerringong Coastal Walk. Options considered were Portable stations or a permanent supply, further work will be done on these options.

Kiama Council to receive a 3 year Grant of \$35000 per year to be matched by them to undertake a Study of Coastal Management from Minnamurra to Gerroa.

Council will shortly be calling for Nominations for Senior Citizen of the Year; Citizen of the Year and Young Citizen of the year.

In the event of a proposal to rezone land from Rural to Residential, 401 Lots comprising low and medium density housing will be considered for

Saddleback Mountain. Council will consider this before the next step in the process.

Of some concern was an incident at Cronin's Bottle shop where a masked male entered the shop on Tuesday night armed with a knife. A similar incident occurred at the IGA at Kiama Downs on Sunday, this time the male was wielding an axe and attempted to steal a car. Updates on these incidents will be provided when they are received.

#### **Access Committee Report**

Chris Cassidy presented a short report on matters raised at the last Committee Meeting. It was suggested that the colour of the steps at the Kiama Post Office caused an issue for visually impaired residents, it was suggested that a different colour scheme would provide more safety by providing a contrast. A question was raised as whether Taxi's can park in a disabled Parking Space to drop off passengers. This to be investigated. Accessibility Training to be undertaken by Councillors and Council Staff. The Committee is also investigating promoting Disability Access by taking part in some Business Awards.

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#### **Council Papers**

##### **DA's**

128 Belinda St. Gerringong: 34 Degrees South Trading: use of Commercial Property for Homewares and Décor.

78 Stafford St. Gerroa: Demolition, new Dwelling and Pool.

74 Renfrew Rd. Gerringong: Pool.

4 Percy St. Gerringong: Swimming Pool and retaining wall.

60 Jupiter St. Gerringong: Demolition and rebuild of garage, shed and carport.

30 Wilson Ave. Gerringong: Dwelling alterations and extensions of existing deck.

9 Short St. Gerringong: Use of deck and spa.

**TRAFFIC COMMITTEE**

Nil

**Treasurer's Report**

A short update was presented that noted our current Balance is \$444.97

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**General Business**

As there was no immediate matters raised, Chris Cassidy invited the Mayor and Councillor Reilly to discuss any matters of interest. The Mayor outlined steps being taken by Council to assist the farmers to manage during this devastating drought. Council had agreed to source feed and pay the freight to bring it to Local Farmers. Council is arranging for collections as are Local Service Clubs and IGA. Councillor Reilly spoke about the presentation by the Local Area Commander at the North Precinct Meeting. He indicated that it was a very informative and comprehensive Report. Graham Fairbairn raised the issue of the parking upgrade in Figtree Lane, the Mayor indicated that he would inquire about this. He indicated that delays had occurred during work at the Leisure Centre, and expected work to commence shortly.

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**Meeting closed:** 8.30pm

**NEXT MEETING:** Thursday September 20, 2018.

.....  
Chairperson

.....  
Secretary

Reports for Information

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**14.7 Minutes: Jamberoo Valley Ratepayers and Residents Association meeting held 7 August 2018**

Responsible Director: Office of the General Manager

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The minutes of the Jamberoo Valley Ratepayers and Residents Association meeting held 7 August 2018 are attached for Councillors' information

**Communication/Community Engagement**

N/A

**Attachments**

- 1 Minutes - Jamberoo Valley Ratepayers and Residents Association - 07/08/18 [↓](#)

Item 14.7

**JAMBEROO VALLEY RATEPAYERS AND RESIDENTS ASSOCIATION Inc.**

PO Box 146  
JAMBEROO  
NSW 2533

[JVRRASecretary@gmail.com](mailto:JVRRASecretary@gmail.com)

**Minutes of the General Monthly Meeting of the JVRRRA  
7.30pm, Tuesday 7 August 2018 at Club Jamberoo**

**Attendees**

Bob Neilson, Ros Neilson, Geoff Reid, Mary Lou Reid, John Friedmann, Lesley Friedmann, Rob McKinnon, John Zimmer, Glenys Day, Stuart Richards, Narelle Day, Carry Cochran, Robyn Letham, Graham Letham, Diane Thompson, Roger Lyle, Sidney Baker, Veronica Baker, Hazel Lewis, Phil Lewis, Paul Morris, Sandra Dingle, Jim Dingle, Greg Harris, Neil Reilly, Susie Nash, Marea Gardner, Max Brennan, Andrew Waugh, Ray Nolan, Jacqueline Jakeman, Kevin Mills, Ian Harrison, Darren Collins, Vivienne Maris, Alan Pirie, Geoff Wilson, Fran Geraghty

**Apologies**

Gordon Streek, Colin Hollis, Tristram Miall, Marilyn Hodgson, Bill Hodgson, Graham Pike, Anne Pike, Ros McKinnon, Paul Rogers, Sally Rogers, Eve Richards, Tony Day, Helen Cochran, Julie McDonald, Penelope Morris, Barbara Jakeman, Carole Harrison, Margaret Stevens, Jennie Breeze, Jeannie Lyall

**The meeting was opened at 8.15 p.m. by Chairman, Rob McKinnon.**

**GUEST SPEAKER**

Josephine St John, Waste Management Officer at Kiama Council, assisted by Sarah Hollingworth, lead a lively, topical and very informative discussion. The topic was Kiama Council's efforts at minimising landfill, maximising recycling, and providing the innovative Green Organics program, while still meeting their waste collection obligations to ratepayers as best they can. Most participants at the meeting were surprised to find they had a few incorrect assumptions about what can and can't be recycled, and what can be accepted at the Minnamurra Waste Depot. The presentation – available [HERE](#) – may be useful if any doubt remains about tricky waste items, and you are encouraged to keep in touch with Council if you have any questions. Note that Josephine's explanation from Council about why most rural properties don't have green garbage bins was circulated prior to the meeting; it is available for your reference [HERE](#) (or contact JVRRRA Secretary).

**1. Minutes of the previous JVRRRA General Meeting of Tuesday 3 July 2018**

The [Minutes](#) of the July meeting as published and circulated were carried with no dissent.

**2. Matters arising from the previous Minutes not listed elsewhere in the Agenda**

There were no matters arising.

**3. Correspondence**

[Correspondence IN:](#)

1

Item 14.7

Attachment 1

- From Council: Responses to letters from JVRRA concerning traffic safety areas. Council notes that they are currently using Variable Messages Signs (VMS) to monitor the speed of approaching vehicles near critical areas; even if drivers are not warned of their current speed, the information is collected by NSW Police in order to enable them to conduct targeted enforcement measures as deemed necessary. A Roads and Maritimes Speed Trailer has been requested for near the intersection of Drualla Road and Churchill Street. Further feedback from the Jamberoo community was strongly encouraged.
- Correspondence with Josephine St John, Waste Management Officer, re her presentation and about the issue of why rural areas generally do not have a green garbage bin service.
- Acknowledgement of JVRRA's submission re Croom DA.
- Arrangements with Jamberoo Red Cross and Vivienne Maris re handover of Jamberoo Markets (see Item 4 in these Minutes).
- Letter from Graham Pike re his nomination for Vice-Chair Position.
- Letter from Neringillah Community Association (see Item 14 in these Minutes)
- Letter from Greg Walsh & Associates re Public Liability Insurance (see Item 5 in these Minutes)

[Correspondence OUT](#)

- Submission to Council re Croom DA (copies to Minister for Planning and Gareth Ward)
- To Council and Jamberoo Red Cross re handover of Markets
- To JVRRA Membership: Draft Position Statements for Office Bearers

**4. Matters Arising from the Correspondence not listed elsewhere in the Agenda**

The entity through which Jamberoo Markets are run is now Jamberoo Red Cross, with the DA to Council amended to reflect this. Jamberoo Red Cross has taken responsibility for insurance. Control of the markets is still in the hands of Vivienne Maris. All sponsorship monies related to Music in the Markets have been either forwarded to Jamberoo Red Cross (\$300 still unspent from Solutions for WellBeing) or returned to the donor with due explanation of the new recipient (\$800 from Kiama Pharmacy).

**5. JVRRA Insurance requirements**

Now that JVRRA is not responsible for Markets Insurance, a new Public Liability quote was requested from Greg Walsh & Associates, after it had been confirmed that Club Jamberoo's insurance does not cover JVRRA members during meetings. A reduced premium of \$530 was quoted and accepted. The JVRRA Public Liability Insurance now covers the association from July 2018 to end July 2019. The Certificate of Currency is available [HERE](#).

**6. [CCAG Report](#)**

Roger Lyle outlined the current activities of the Combined Communities Action Group (CCAG). He reported that it is hoped that North Kiama Precinct will be joining the CCAG group. Current discussions at the monthly CCAG meetings include the Tourism Opportunities Plan brochure, the issue of medium-density housing, and the definition and implementation of provisions regarding tourist accommodation. Council's revised

Tourist Accommodation guidelines will be put on public display after the next August Council meeting. CCAG also proposes to write to political parties regarding a public meeting with candidates before the March 2019 State Election. Roger stressed that strong representation from all the community groups, including JVRRA, is essential for CCAG to function well.

**7. JVRRA CCAG Representatives**

Three CCAG representatives from each community group are required. Currently Roger Lyle and Rob McKinnon are in the position, and Graham Pike has nominated for a representative position as well (his nomination letter is [HERE](#)). Rob McKinnon requested a volunteer to take over his role; as no one volunteered at the meeting, it was resolved to extend the invitation to act as a CCAG Rep in his place to the JVRRA Membership, while retaining Roger Lyle and Graham Pike as current representatives. After the meeting Paul Morris kindly offered to nominate as a CCAG Rep; his nomination letter is [HERE](#). His offer was gladly accepted, and the CCAG Chair has been informed of the three current representatives.

**8. Infrastructure Report**

Roger Lyle reported that he had a very productive meeting with Gino Belsito, Director of Engineering and Works, on 31 July; John Friedmann, Mary Lou Reid and Stuart Richards had also attended the meeting, with Stuart acting as a representative of the Jamberoo Combined Sports Association. The list of infrastructure projects completed, in progress and in the pipeline is available [HERE](#). It is hoped that these combined meetings can continue on a quarterly basis, with JVRRA and Jamberoo Combined Sports coordinating their plans and requests, and Mary Lou Reid acting as the liaison person with the JVRRA Committee. Roger particularly thanked Council for their very constructive and helpful approach to the important task of infrastructure maintenance and extension.

JVRRA members are encouraged to continue to bring local infrastructure issues to the attention of the Association.

**9. Other JVRRA Sub-Committees**

Ros Neilson requested that JVRRA members assist the committee with another duty: monitoring of Council Business Papers and news alerts. Geoff Reid kindly offered to take responsibility for this additional sub-committee role.

It is expected that other JVRRA sub-committees may be formed as the need arises, so that current issues can be attended to with flexibility and efficiency.

**10. Treasurer's Reports**

- The Treasurer's report to end June 2018 was presented.

**11. Publicity Report**

Glenys Day presented an exhibition of very useful media coverage (e.g. in [The Domain](#)) surrounding JVRRA's [press release](#) about the Croom DA. The Independent and Bugle are regularly provided with a [Community Calendar item](#) regarding JVRRA meetings.



The JVRRA Flyer has been completed and has been distributed as widely as possible, via a letter-box drop, throughout the village. Geoff Reid was thanked for providing access to affordable publishing for the purpose of producing the brochure. Extra copies of the flyer are available from committee members.

**12. Ongoing DA Issue:s Lot 12, DP866128, at 1298 Jamberoo Road, Croom**

JVRRA submitted a [letter to Council in opposition](#) to the Croom DA. Ros Neilson reported that Council has clarified that they are currently re-considering the DA, following its initial rejection and the appeal made by the proponent to the Land and Environment Court (LEC). A report from the Director of Environmental Services will be discussed at the 21 August Council meeting, and if the DA is rejected again the issue will be returned to LEC on 22 August, initially for an attempt at a mediation conference. JVRRA expects to make a submission to the Public Access meeting at Kiama Council on 20 August.

**13. Jerrara Dam and the Eco-Tourism Proposal**

Geoff Wilson and Fran Geraghty brought to the attention of the meeting a proposal that has been put forward by Councillor Mark Way, apparently associated with the current [Tourism Opportunities Brochure](#), for [‘ecotourism’ development of Council land at Jerrara Dam](#).

Geoff provided the following background to the issue:

- In January 2016, residents near the dam were requested by a local consultant (Site Plus) to make submissions regarding future development of this area of land. Several residents responded with concerns regarding impact on amenity of local residents, public access/traffic issues, and environmental impact on flora and fauna. Specific objections were made to proposals regarding commercial/tourist accommodation, festivals and over-development. No feedback was received from either the consultant or Council.
- In July 2018 the glossy brochure, Tourism Opportunities, included Jerra Dam ‘Activation Options’ for eco-accommodation based on modest scale health and wellness activities. This was described as a ‘partially developed concept’. The plan describes ‘Next Steps’ as a Site Audit, then preparation of a Site Prospectus.
- As this stage a Jerrara Eco Park Development Proposal appeared on Councillor Mark Way’s website, seeking submissions to be submitted to Kiama Council General Manager. The proposal includes: 20 x 2-4 bed ‘eco cabins’, a boardwalk, and Aboriginal Cultural Centre/shop, a 100-seat conference centre, and restaurant/kiosk. It was quite unclear if ownership would be public or private, and unknown if Councillor Way was acting with Council knowledge, authorisation or approval.

Geoff expressed the following resident concerns:

- Lack of transparency, communication or consultation between Council and the community
- Environmental impact both during and after development
- Major infrastructure upgrades required
- Inappropriate and/or over-development.

Geoff proposed the following motion to the meeting: *On behalf of the Jamberoo Valley community, JVRRA request Kiama Council to (a) arrange a presentation /information session as soon as possible, especially regarding the scope of the development, timelines, and future site ownership; (b) put in place a clear and inclusive community consultation process.*

Roger Lyle proposed strengthening the motion by adding another clause expressing JVRRA's very serious concerns about the proposal. This amendment was carried, and the motion passed unanimously.

ACTION: Letter to Council (copies to Councillors and Gareth Ward) about the issue of the development of Jerrara Dam.

#### **14. Request from Neringillah Community Association**

Ros Neilson brought to the attention of the meeting a request that has been received from the Neringillah Community Association, a small community association near Bendalong, on the South Coast. The Neringillah Community Association requested support from JVRRA in the form of a letter to be sent to the Land and Environment Court, asking the LEC to provide clear and unambiguous guidelines about the use of land zoned RU2 (Rural Landscape) for so-called 'eco-tourism'. Details of the case are available [HERE](#).

Roger Lyle suggested that it would be useful to wait to see and consider Kiama Council's current amendments to their guidelines for Tourist Accommodation, due to go on public exhibition shortly, before specific action is taken by JVRRA.

ACTION: Ros Neilson to report back to Neringillah Community Association on the progress of JVRRA's response.

#### **15. Jamberoo Music Festival**

Ros Neilson proposed that JVRRA write to Erica Warren to congratulate her on the extremely successful Jamberoo Music Festival on 29 July, and to offer any support that JVRRA might be able to provide in terms of publicity, call for volunteers, etc., for next year's festival. The motion was carried unanimously.

ACTION: Letter to Erica Warren

#### **16. General Business**

There was no further general business.

#### **17. Next JVRRA General Monthly Meeting: Tuesday 4 September, 7.30 p.m.**

Guest Speaker: Andrew Chatfield, Kiama Council's Senior Youth Worker.

#### **18. Close of meeting at 9.30 pm.**

Reports for Information

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**14.8 Minutes: Central Precinct Committee meeting held on 28 August 2018**

Responsible Director: Office of the General Manager

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The minutes of the Central Precinct Committee meeting held on 28 August 2018 are attached for Councillors' information.

**Communication/Community Engagement**

Not applicable.

**Attachments**

- 1 Minutes - Central Precinct Committee meeting 28/08/18 [↓](#)

**Item 14.8**

### Minutes of Kiama Central Precinct Meeting

28 August 2018

#### ATTENDANCE

Peter O'Neill, Heather O'Neill, Kim Elder, Bruce Elder, Karen Lang, Chris Murray, Vicki Murray, Faye Holman, Laraine Conder, Sheree Humphries, Bryce Humphries, Sue Eggins, Ron Parkinson, Fran Carter, Diane Westgate, Vicki McGee, Mark Croxford, Gordon Bell, Karen Fowler, Denis Balding, Janelle Fowler, Roz Davies, Robyn Dorney, Lenore Pennington, Sandra Puglisi, Heather Bell, Ginny Rhys, Geoff Pratt, Margaret Waters, Geoff Wilson, Andy Higgins, Cathy Law, A Levering, Mark Honey and Kerry McMurray

Meeting opened at 7.00 pm

1. Welcome to everyone, including Kiama Municipal Council councillors and staff.
2. Welcome to Country. "I would like to acknowledge the traditional owners of the land on which we meet. I would also like to pay my respect to the elders past and present."
3. Apologies – Andrew Sloan, Libby Eggins, Karen Forsyth,
4. Correspondence – the emails between Bruce Elder and Gino Belsito were read out. Peter O'Neill spoke briefly to it.
5. Minutes of last meeting.
6. Business arising from last meeting – Follow up on Motions in general business. Peter O'Neill read out the following:
  - a) "Linda Davis notes that Karen Renkema-Lang is not the KCP representative on the Planning Committee. Community members on the Committee are individuals drawn from the community who bring particular expertise and insight to the discussion of strategic planning matters. Their role does not extend to "representing" the community or being a conduit between the Committee and the Community. With the exception of confidential matters, community members are free to liaise with their community networks about the strategic planning agenda however they are not obliged to do so in a formal capacity."
  - b) Karen spoke and explained how she was selected and offered to take any issues to the Planning Committee.
  - c) "Linda Davis notes a point of clarification that the Kiama Town Centre Study will consider the interface between the town centre and the harbour precinct however to be clear, a Harbour Study is not a part of the Kiama Town Centre Study."
7. General Business.
  - a) Respectful meeting practices. Policy sent out with agenda.

Karen spoke about the need for Respectful Meeting Practices. Explained that there was a need to come up with basic respectful communication – listen to others, don't use bad language, etc. Discussion about whether the rules were really needed.

- b) The Planning Proposal between Saddleback Mt. Road and Weir Street.

Kiama Council has received a proposal to rezone land west of the Princes Highway between Saddleback Mountain Road and Weir Street. The proposal is for residential rezoning of

approximately 410 lots of varying densities. The majority of the land covered by the proposal is currently zoned as rural landscape.

Kerry McMurray explained that the Council is currently assessing the proposal in line with NSW Government guidelines and Council's own Planning Proposal Policy. This is expected to take some time. Staff will then prepare a report for Council to decide whether or not to proceed with the proposal to rezone the land.

If Council supports the proposal, it will be sent to the NSW Government for a Gateway determination that will set out the more detailed planning process and requirements for the proposal.

c) Spring Creek DCP update

Kerry McMurray explained the layout is still a work in progress. They have looked at the 1 in 100-year flood level. The brief is that the subdivision design includes both water sensitivity and should reflect a broader urban design. The aim is to deliver an outcome on the land that will be in line with community expectations.

The brief will take at least another three months. Constraints: mapping has started but it is still very early stage. Council hasn't considered it. Boral are going to pay for some of it. No different to a normal development.

Karen Lang asked that the DCP be described in detail.

Kerry McMurray: Council will develop a DCP and then there is community consultation.

d) Bombo Quarry update

The Consultants engaged by Council and Boral to undertake a review of constraints and issues relevant to the site to prepare a report that is appropriate which will be considered by Council as a draft Development Control Plan until it is finalised. Once the final reports are received, Council will prepare a draft DCP for Council's consideration and resolution to proceed to exhibition. This may take some months.

Peter O'Neill explained that it is 110ha site (bigger than the Gainsborough Estate) and as well as tourist attractions, commercial and industrial areas, it could accommodate most of the future Kiama population increase. Mainly owned by Boral and State Rail. Peter spoke of the importance of a Cultural/Event Area and said he is speaking to organisations and groups around town who may benefit from being involved at the planning stage and will speak to the Kiama Cultural Board in September. (This has now been put off by the KCB until their October meeting)

e) Heritage Precinct for Manning and Terralong Streets.

Kerry McMurray: Council officers have commenced preparation of a consultant brief for a heritage assessment of the precinct to support the introduction of a heritage conservation area into the LEP. Council officers are doing their best to progress this matter given a number of other competing priorities.

Peter O'Neill explained that the KCP had asked the Council to establish this as a Heritage Area.

Sue Eggins said that this had been discussed for at least 30 years and we needed to keep the pressure on Council to ensure it is implemented.

f) Akuna St. DA update.

Kerry McMurray explained that the contract with Nicholas Daoud had expired and the Council has decided not to allow him additional extensions, (although he can still put in another modified DA to the JRPP). If Council receives modified plans for the Akuna Street DA in response to the April resolution of the JRPP, they will be placed on public notice with an opportunity for interested persons to make a submission. However, a 3D model will not be required to be submitted with modified plans. As Mr. Daoud will own any successful DA, he may be able to sell the DA to the new developer, but Kerry thought it is unlikely. Mr. Daoud still owns 2 buildings in Akuna/Collins Sts.

Traffic problems from the proposed residential units and commercial areas discussed.

Future of Akuna St discussed. Mark Honey said it was the last large commercial site in Kiama and any plans needed to be commercially viability.

Kerry McMurray said as well as a second supermarket there needed to be retail space to reactivate this end of Terralong Street and it has to generate foot traffic around the year.

Needs to address the Terralong Street night time economy.

The KCP supports a sympathetic design that reflects the character of Kiama, with an emphasis on commercial and retail space, with adequate parking and traffic management.

Janelle Fowler asked about the expiry of the JRPP. Kerry McMurray said it had to be completed by November. There will be community discussion. If Daoud changes the plans to meet JRPP they will probably approve it.

Karen Lang asked if the Council will sell the land. Kerry McMurray: Yes, Council can sell it to another developer.

f. Meeting with Gareth Ward and the KCP executive.

- I. Gareth was thanked for supporting the KCP submission to the Planning Minister about the irregularities with the JRPP hearing, where real estate agents (employed by Mr Daoud) poised as residents to support the Akuna St DA. In future, speakers have to declare any financial interest before they speak.
- II. Karen Lang – raised the issue of the NSW Government projections for the anticipated dwelling numbers. Kiama needs about an additional 3,000 dwelling by 2036 – 150 dwellings a year. What can the NSW Government do if not met? Concern about the over development of Kiama. How will future residential areas in Bombo Quarry be assessed and what effect will this have on current zonings in Kiama?  
Gareth: The council can rezone land if it is not needed for development.
- III. Discussion on the influence of state government planning legislation on the over-development of Kiama CBD.
- IV. Strategic Transport Plan discussed. Gareth said he would support the Council if they applied for funding for the study.

g. Correspondence with Council

Gordon Bell asked about the slow response from Council – explained that he had sent letters to Council that haven't been answered.

Kerry McMurray – Council doesn't have a policy. Four and a half months is too long. They received 39,000 emails a year. They do try to answer emails. Three to four weeks would be acceptable. Eager to establish "responsiveness".

h. Sydney Better Planning Network seminar

Karen Lang spoke about the seminar organised by Sydney Better Planning Network. New state legislation favours higher density development and makes it harder for the community to object.

i. Strategic traffic management plan

Peter O'Neill. There needs to be an overarching strategic traffic management plan that looks at the combined effect of cumulative developments and major tourism events and takes a proactive approach to planning for current and future transport needs. Peter said that no one seems to take overall responsibility for strategic traffic and transport issues. Each Council department only looks at their own issues, rather than including the side-effects in their plans. Council was asked at the last KCP meeting to consider developing a strategic traffic management plan.

He pointed out that the Traffic Committee mainly focuses on reactive traffic issues and any traffic study carried out for a medium density proposal only has to review traffic issues within 300m of the development site.

Mark Honey explained that a study would cost hundreds of thousands of dollars and the Council would need State Government funding.

Kerry queried the need for a Strategic Traffic Plan in an area that had largely been developed.

Karen said we should be surveying current traffic flows and then look at the future. We have to develop a plan for the next 20 years and we need an expert to look at the options. Andy Higgins said we need more public transport options and suggested that the club shuttle buses could be used in their off peak times.

Kerry McMurray: Traffic flows on local roads can be done. We need to do something about special events. We can't justify having a staff traffic expert on Council.

j. Kiama now "Metro Satellite"

Mark Honey – The state government has classified Kiama as "Metro Satellite" in the "20 Year Economic Vision for Regional NSW". This classification includes the qualification "The Capital region and Kiama will also see particularly strong population growth". This has enormous implications for increased population growth. Council will press for this to be changed to a coastal classification.

k. Facebook.

Peter O'Neill talked about Facebook page – Kiama Matters (Kiama Central Precinct). Have to be a member of the KCP to join page. Administrators – Janelle Fowler, Kim Elder, Heather O'Neill, Peter O'Neill.

**l. Kiama Arts Precinct**

Question about Community involvement with the Kiama Arts Precinct. Despite requests, the KCP has not been given any information on the proposed Arts Precinct that would occupy a section of Hindmarsh Park. Kerry McMurray talked about the new Arts Precinct - \$13 million project with galleries etc. Want \$9m from government. Underground parking will be developed. It is not at a DA stage with a focus on grant funding for the Arts Precinct.

- m. Future meetings - Andrew Sloan will talk about his vision for a future Kiama at our September meeting.

Next Meeting 25<sup>th</sup> September, 7pm at Joyce Wheatley Centre.

Peter O'Neill  
KCP President



Reports for Information

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**14.9 Minutes: Minnamurra Progress Association meeting held on 4 September 2018**

Responsible Director: Office of the General Manager

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The minutes of the Minnamurra Progress Association meeting held on 4 September 2018 are attached for Councillors' information.

**Communication/Community Engagement**

Not applicable.

**Attachments**

- 1 Minutes - Minnamurra Progress Association meeting 04/09/18 [↓](#)

**Item 14.9**

MINNAMURRA PROGRESS ASSOCIATION -----MINUTES 4<sup>th</sup> SEPTEMBER 2018.

PRESENT: Cliff MASON, Bruce COLE, Graeme COLLINSON-SMITH, Cheryl COLLINSON-SMITH, Nellie DELHAAS, Pat PHELAN, Aapo SKORULIS, Robert WESTLEY, Janice WESTLEY, Rae McCYLMONT, Jen CORNISH, Kevin GODWIN, Noelene SINCLAIR, Wendy FENTON [14] +guests Mayor Mark HONEY & Cncl Mark WAY & visitors Sarah & Debbie BLAIR, Laura HARTLEY. Total attendance: 19.

APOLIGIES: Ian DODSWORTH, Barry MAHONEY, Del DRAXL, Jeremy MARTINS, Bob SINCLAIR, Arthur and Robyn SMITHERS, Wendy and Murray STEELE. Moved: Mark W Sec., Cheryl C-S, CARRIED.

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MEETING OPENED 7.15 PM.

\*Cliff MASON in the Chair. He welcomed the Mayor Mark HONEY, Cncl Mark WAY and visitors.

MINUTES 7<sup>th</sup> AUGUST: Moved: Robert W., Seconded: Pat PHELAN., CARRIED.

\*Public Liability Insurance paid. Need to arrange meeting with School Principal to renew hall rental once policy update received. **Action:** Cliff & Aapo.

\*General discussion about August 15<sup>th</sup> boardwalk meeting at Golf Club. Cliff and a number of members attended. Some concerns re parking at either end and possible impact on nearby residents, particularly in The Village. Cliff M. noted this in the Associations submission.

CORRESPONDENCE: 1. From KMC re Invitation to Governor General's reception on 11<sup>th</sup> September. Cliff M., Aapo S., Jeremy M. & Graeme C-S. will represent the Association.

2. Letter and Annual Financial Report from Norma Gore, Minnamurra Progress Ladies Auxiliary including note confirming intension to pay 50% of insurance/rent.

3. The Associations formal submission on the Minnamurra River Boardwalk/Cycleway was sent to Kiama Council after email circulation & approval by members.

Moved: Rae McC., Seconded: Graeme C-S., CARRIED.

TREASURERS REPORT: Presented by Aapo outlining members, donation and statements. See appended report at end for details and motions below.

MOTIONS: 1. Fair Work NSW Annual Registration fee of \$76 paid.

2. Appointment of Aapo SKORULIS as Public Officer.

Moved: Cheryl C-S., Sec: Rae McC., CARRIED.

FORUM DISCUSSION – "Minnamurra is Changing – For Better or Worse":

Mayor Mark HONEY took the opportunity to speak about the State Government Regional Strategy Plan classifying Kiama LGA as a "Metro Satellite" area, rather than the more appropriate "Coastal". He was invited to attend a meeting of regional Mayors, and is concerned that this plan sees Kiama as

Sydney Sth East’s “go-to area” for recreation and future growth. He noted that our infrastructure wouldn’t support this and Council will be seeking a change of classification, or else additional infrastructure funding from Government. He sought support from the Association to lobby our local member for a change to this classification. **Action: Cliff to setup meeting with Gareth Ward MP**

The meeting was then thrown open to suggestions re changes (for better or worse) to Minnamurra:

For Better	For Worse	What do we need to do to mitigate any Problems?
Rae McC. thanked Council for recent plantings and gardening along the railway reserve behind the School.	She noted that there needs to be a watering system for the new plants to survive.	Mark H. made a note to follow-up with Council staff. Cliff to email Gino.
	One of the ramps into the river opp. James Holt Reserve needs a step at the bottom. Erosion has left it high above the river sand.	Councillors noted it but send follow-up email.
Significant street re-sealing in the last year and we expect Nth. sections of Charles & Railway Avenues to be done this FY.	Increasing traffic problems and parking in Charles Ave. Caused by increase in multi-dwelling sites & larger families with multiple vehicles.	Monitor road re-sealing program. Council needs to ensure Minnamurra zoning stays at low-density level.
Increase in number of younger families and permanent residents (vs holiday shacks) in Minnamurra	Safety issues with double parking outside Minnamurra School & children crossing behind vehicles.	Approach school and State Govt. to develop a drive-in drop-off area in school grounds
New North St Reserve toilet facilities to be built early 2019		Funding is already available & allocated for this
An active community that works positively with Kiama Council		Kiama Council very supportive
The proposed Minnamurra River Boardwalk/Cycleway will be a boon for the community	May cause parking problems near north & south end for residents	Highlighted need for extra parking in our submission
Increasing use of the river by non-powered craft, i.e. paddle boards & kayaks etc.	Makes the river more crowded during holiday periods “but we can’t have it all to ourselves”.	Continue liaison with Council and push for Minnamurra River Estuary Plan project funding
	Dust from Dunmore Quarries	Invite them to speak at next meeting
	Increasing incidence of rubbish in mangroves and reserves	Possibly form a “Landcare” group.

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- Raffle won by Aapo.
- Tea hosted by Robert & Janice.
- Rae McC., to host next meetings supper. 2<sup>nd</sup> OCTOBER.

- Invite speaker from Dunmore Quarries. Byron Robinson (KMC) will be speaker at November meeting.

MEETING CLOSED 8.29 PM.

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Treasurer update

47 Members recorded to date for 2018/19.

7 August raffle – \$34

\$2 Donation from Ray Smith

Deposited \$30 on 8 August and \$37.70 on 15 August

We have:

\$1,100 in a term deposit trust account,

\$841.24 in our cheque account, and

\$25 in cash

– a total of \$1,966.24

Cheque for our public liability insurance of \$515 was presented 30 August 2018.

Resolutions required by the 4/9/18 meeting:

- 1) That the members of the Minnamurra Progress Association note and confirm agreement that a payment of \$76.00 be made for registration of our incorporated association with Fair Work NSW. – cheque presented 20 August 2018
- 2) That the members of the Minnamurra Progress Association note and confirm agreement that the Public Officer for the incorporated association be Aapo Skorulis.

Note that on the Kiama Council Community Directory web page the Minnamurra Progress Association's information has been updated with the meetings scheduled to commence at 7.15pm

**14.10 Question for future meeting: Roadside seating and/or picnic tables**Responsible Director: Engineering and Works

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At the meeting held on 15 May 2018, Councillor Rice requested a progress report which examines all factors to date on an item from a past Economic Development meeting that suggested documenting the best roadside locations for seating and/or picnic tables.

Council does have adequate seating and picnic tables at all of its popular and suitable reserves. Further roadside seating is not practical as space is generally limited and may not meet the minimum road safety standards. Council is always prepared to investigate any specific locations as requested and where possible seating could be proposed for future capital works program.

Item 14.10

**14.11 Question for Future Meeting: Pheasant Point Heritage Precinct controls**

Responsible Director: Environmental Services

At Council's Ordinary meeting dated 21 August 2018, Councillor Reilly requested that the controls that have been developed for the Pheasant Point Heritage Precinct be included in our Development Control Plan (DCP) as a matter of urgency.

**Background**

Council was originally approached by residents in 2012-2013 requesting a heritage listing, in the form of a Heritage Conservation Area (HCA), be attributed to the area encompassing Minnamurra Street, Devonshire Street and Fitzroy Street. At that time, Council had recently undertaken a heritage review as part of the formulation of the Kiama Local Environmental Plan 2011 (LEP 2011) and had considered the whole of that area as not warranting a heritage listing. Properties at 13-21 Minnamurra Street (Minnamurra Street precinct) were listed as item number I125. Number 12 Devonshire Street and 10 Fitzroy Street were both recommended by Council's consultants for listing in the LEP 2011, however these were not carried through into the final document. Council resolved, at its Ordinary Meeting on 17 December 2013, to:

- Develop a precinct specific DCP for the area encompassing Minnamurra, Devonshire and Fitzroy Streets as identified by the National Trust;
- Consult with the owners of 10 Fitzroy Street with a view to the Heritage listing of this property.

Draft controls were partially prepared by Council's heritage advisor and at the Council meeting of 27 September 2016, the Director Environmental Services recommended that Council endorse the guidelines for public exhibition and subsequent report back to Council, with an overall view to include them in the Kiama DCP. Having considered the report and draft guidelines, Council resolved to defer the matter of the DCP and instead move forward with an amendment to the LEP to include the area as a HCA.

**9.2 Pheasant Point Draft Development Guidelines and Potential for Listing in LEP 2011 as a Heritage Conservation Area**

16/327

*Committee recommendation that Council defer this matter to allow for more comprehensive community engagement and to allow the process to move through and have the heritage conservation area become part of the Kiama Local Environmental Plan. (Councillors Reilly and Sloan)*

*For: Councillors Honey, Reilly, Rice, Sloan, Steel, Watson, Way and Westhoff*

*Against: Nil*

Further to the above resolution, the following was recorded in the Minutes of the Council meeting of 18 October, 2016, in relation to the previous Council meeting:

**4. BUSINESS ARISING FROM THE MINUTES**

## Reports for Information

14.11 Question for Future Meeting: Pheasant Point Heritage Precinct controls  
(cont)

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*Item 9.2 – Heritage Listing of Pheasant Point – Councillors Reilly and Sloan provided clarification that Chapter 30 of the current DCP is sufficient to move as quickly as possible to the gateway proposal and that a special DCP is unnecessary.*

The introduction of Pheasant Point HCA into the Kiama LEP 2011 was made on 22 December 2017. Chapter 30 of the Kiama DCP has been in operation since 2012 and was subject to extensive community consultation. For any development proposed to occur on a heritage item, in a heritage conservation area or in the vicinity of a heritage item, the DCP requires that a Heritage Impact Statement be prepared addressing the following:

- a) Why the item is of heritage significance; and
- b) What impact the proposed works will have on that significance; and
- c) What measures are proposed to mitigate negative impacts; and
- d) Justification for the option chosen.

This wording, along with the mandatory considerations under Clause 5.10 Heritage Conservation of the Kiama LEP 2011, is considered to provide adequate protection for the Pheasant Point Heritage Conservation Area and associated heritage items.

**Conclusion**

Given the Council's advice that the HCA, in conjunction with the existing Chapter 30 DCP controls, provides appropriate protection to the Pheasant Point heritage values, the introduction of site specific DCP controls is not on the strategic planning work program.

It is considered that the controls contained within Chapter 30, in conjunction with the considerations in clause 5.10 of the Kiama LEP 2011 are sufficient to ensure that the area is adequately protected and that any development that does occur will be sympathetic to the area.

If however, Council is of a mind to now progress with a site specific DCP for the Pheasant Point HCA, it would be appropriate for a further report be requested for Council's consideration and resolution at a future meeting. This would be consistent with Council's Preparation of Development Control Plans Policy. If supported, the project would then be included into the strategic work program to progress.

**14.12 Question for future meeting: Community engagement**Responsible Director: Office of the General Manager

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At its meeting held on 17 July 2018, Councillor Brown requested a report on Council's policy regarding notifying the community in regard to community consultations and provide a clear policy as to where upcoming public meetings will be consistently presented for the community for eg, Council website and/or a notice in The Bugle under a heading Community Meetings/Consultations.

Kiama Council has a Community Engagement Strategy (the Strategy) developed and approved by Council in March 2016.

The Strategy provides a comprehensive guide to Council staff regarding community engagement, from a high-level strategic view, down to practical information on how to conduct engagement; this includes conducting public meetings.

The Strategy suggests a range of methods to notify the community (or relevant stakeholders), regarding public meetings:

- advertising in local papers
- letterbox drop
- media release
- telephone contact with community leaders
- website notice.

As Kiama Council has neither a Community Engagement Officer nor Civic Events Officer, adherence to the Strategy is a matter for the relevant Council officer or manager.

From time-to-time, staff seek advice and/or support from communications staff regarding advertising, media releases, website and social media notices.

Generally, current practice regarding public events takes a number of approaches:

- Council meetings are listed on Council's website and relevant stakeholders are notified via email when the agenda and business papers are available for forthcoming meetings
- due to NSW Government requirements, consultation meetings/workshops for such matters as developing the Community Strategic Plan are widely advertised through a number of channels
- Council has also contracted consultants to conduct public consultations and meetings for significant projects such as the Minnamurra Boardwalk.

However, Council also conducts more targeted consultation workshops and meetings which are by invitation, such as with the Tourism Opportunities Plan and the changes to Werri Beach Holiday Park.

Staff, as part of an overall review of Council's website, will examine options to provide a page which details any community consultation, community meetings and public exhibition documents.

The NSW Information and Privacy Commission has released its Charter for Public Participation – a guide to assist agencies and promote citizen engagement (the



## Reports for Information

## 14.12 Question for future meeting: Community engagement (cont)

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Charter). The Charter aims to assist NSW agencies to seek effective public input into the development and delivery of policies and services. The Charter also contains:

- a framework for developing a policy on public participation
- a guide to encourage, enable and embed effective citizen engagement in policy design and development
- a practical and flexible roadmap to guide agencies in embedding public participation in agency frameworks
- practical information, steps and tools for planning effective engagement with communities
- useful examples of successful public participation.

Council will give consideration to this Charter in developing community engagement strategies to inform strategic planning, policy development and other decision-making. It is expected a comprehensive review of Council's Community Engagement Strategy will be undertaken over the next 6 months.

Community engagement is a key element of the work undertaken by councils. Under yet to commence amendments to the Local Government Act 1993, councils will be required to establish and implement a community engagement strategy for engagement with the local community when developing all plans, policies and programs and for the purpose of determining their activities (other than routine administrative matters).

**14.13 Question for future meeting: 15 minuted parking zones - top of Manning Street and along Terralong Street**

Responsible Director: Engineering and Works

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At the Ordinary Council meeting held on the 21 August 2018, Councillor Sloan requested that the Kiama Local Traffic Committee give consideration to the installation of 15 minuted parking zones at the shops at the top of Manning Street and along Terralong Street.

The matter has been referred to the Kiama Local Traffic Committee for the 2 October 2018 meeting.

Item 14.13

**14.14 Question for future meeting: Seek grant funding mini-breakwall at Kiama Harbour**Responsible Director: Engineering and Works

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At the Ordinary Council meeting held on the 21 August 2018, Councillors Sloan and Westhoff requested that Council:

1. formally resolve to seek grant funding for preliminary investigation, developing concept plans, undertaking preliminary costings, preparing a business case and carrying out community consultation for a mini-breakwall at Kiama Harbour
2. write to the Member for Kiama seeking information on possible NSW Government Grants for a mini-breakwall at Kiama Harbour
3. write to the Member for Gilmore seeking information on possible Commonwealth Grants for a mini-breakwall at Kiama Harbour

Council has sent letters seeking support for the proposed extension of the mini-break wall and to provide any information/advice on possible grant funds that may be suitable for this initiative. The letters were sent on 31 August 2018 to the Member for Kiama and Member for Gilmore.

**14.15 Question for future meeting: Request NSW State Government reimbursement of Electoral Commission Fee**Responsible Director: Office of the General Manager

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At its meeting held on 21 August 2018, Councillor Brown requested a report on the NSW State Government's response to Council's request for reimbursement of the Electoral Commission fee resulting from the amalgamation plebiscite.

Council wrote to Mr Gareth Ward MP on 7 May 2017 seeking reimbursement of costs by the NSW Government for the expenses incurred in carrying out the poll. A response was received from Mr Ward on 9 May 2017 advising that he had elevated Council's request to the Minister responsible and provided a copy of his letter to the Hon. Gabrielle Upton MP, Minister for Local Government, seeking investigation and advice on the government's position.

On 11 September 2018 Council's General Manager wrote to Mr Ward requesting that he pursue this matter with the Minister. A copy of that letter is attached for Councillors' information.

**Communication/Community Engagement**

Not applicable.

**Attachments**

- 1 Letter to Gareth Ward dated 11 September 2018 - seeking a response [↓](#)



Phone enquiries:

(02) 4232 0444

Reference:

KMc:CB – 18/74042

11 September 2018

Mr Gareth Ward MP  
Member for Kiama  
102 Terralong Street  
KIAMA NSW 2533

By email – [kiama@parliament.nsw.gov.au](mailto:kiama@parliament.nsw.gov.au)

Dear Gareth

**NSW Electoral Commission poll – reimbursement of costs**

At its recent meeting Council again raised the issue of reimbursement of costs by the NSW Government for the expenses incurred by Kiama Municipal Council in conducting the poll regarding amalgamation, which was held on 7 May 2017.

Council acknowledges your response dated 9 May 2017 in which you attached your letter to the Minister for Local Government, the Hon Gabrielle Upton MP of the same date.

Since that time Council has received no further communication and would appreciate it if you would again pursue this matter with the Minister.

Yours faithfully



Kerry McMurray  
General Manager

**All correspondence** General Manager PO Box 75 Kiama NSW 2533 11 Manning Street Kiama NSW 2533  
**Contacts** P (02) 4232 0444 E [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) W [www.kiama.nsw.gov.au](http://www.kiama.nsw.gov.au) ABN 22 379 679 108



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**14.16 Questions for future meetings register as at 11 September 2018**

Responsible Director: Office of the General Manager

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Attached for Councillors' information is the questions for future meetings register as 11 September 2018.

**Communication/Community Engagement**

Not applicable.

**Attachments**

- 1 Questions for Future Meetings Register as at 11/09/18 [↓](#)

**Item 14.16**

**Questions for Future Meetings Register**

16/73192

No	Details	Actions
<b>18 July 2017</b>		
17.1	<p><b>Bombo walking track – name</b>                      Councillor Steel requested that a report be provided on suggested names for the walk between Darien Avenue and the Bombo quarry look out, where the new signs will be placed.                      The Mayor referred this matter to the Director Engineering &amp; Works for investigation and report.</p>	<p>To be reported to a future Council meeting once eco-walk is complete</p>
<b>15 May 2018</b>		
17.2	<p><b>Seating Locations</b>                      Councillor Rice requested a progress report that examines all factors to date on an item from a past Economic Development meeting that suggested documenting the best roadside locations for seating and/or picnic tables.                      The Mayor referred the matter to the Director Engineering &amp; Works for investigation and report.</p>	<p>Reported to the 18 September 2018 Council meeting</p>
<b>26 June 2018</b>		
17.3	<p><b>Terms of Reference</b>                      Councillor Reilly requested a report on Council defining specific terms that are used in our Terms of Reference for Committees.                      The Mayor referred this matter to the General Manager for investigation and report.</p>	<p>Reported to the 18 September 2018 Council meeting</p>
<b>17 July 2018</b>		
17.1	<p><b>Blue Haven access - speed humps</b>                      Councillor Steel requested a site meeting at Blue Haven Terralong be arranged with residents to inspect the speed humps in the access driveways.                      The Mayor referred this matter to the Director Engineering &amp; Works for action.</p>	<p>To be reported to a future Council meeting – Arranging meeting with Councillor Steel and 2 Bluehaven representatives</p>
<b>21 August 2018</b>		
17.1	<p><b>Pheasant Point Heritage Precinct Controls</b>                      Councillor Reilly requests that the controls that have been developed for the Pheasant's Point Heritage Precinct be included in our Development Control Plan as a matter of urgency.</p>	<p>Reported to the 18 September 2018 Council Meeting</p>

No	Details	Actions
17.2	<p>The Mayor referred this matter to the Director Environmental Services for investigation and report.</p> <p><b>Kiama Local Traffic Committee – 15 Minute Parking Zones</b> Councillor Sloan requests that the Kiama Local Traffic Committee give consideration to the installation of 15 minuted parking zones at the shops at the top of Manning Street and along Terralong Street. The Mayor referred this matter to the Director Engineering and Works for investigation and report.</p>	<p>Reported to the 18 September 2018 Council meeting and referred to the Kiama Local Traffic Committee's October 2018 meeting</p>
R	<p><b>CCTV Kiama Downs Shops</b> Councillor Way requests investigation into providing CCTV at the satellite shopping centres. The Mayor referred this matter to the Director Environmental Services for investigation and report.</p>	<p>Reported to the 18 September 2018 Council meeting</p>
17.4	<p><b>Community Consultation Policy</b> Councillor Brown requests a report on Council's policy regarding notifying the community in regard to community consultations and provide a clear policy as to where upcoming public meetings will be consistently presented for the community for eg, Council website and/or a notice in The Bugle under a heading Community Meetings/Consultations. The Mayor referred this matter to the General Manager for investigation and report.</p>	<p>Reported to the 18 September 2018 Council meeting</p>
17.5	<p><b>Request NSW State Government Reimbursement of Electoral Commission Fee</b> Councillor Brown requests a report on the NSW State Government's response to Council's request for reimbursement of the Electoral Commission fee resulting from the amalgamation plebiscite. The Mayor referred this matter to the General Manager for investigation and report.</p>	<p>Reported to the 18 September 2018 Council meeting</p>



**14.17 Information from Office of Local Government**Responsible Director: Office of the General Manager

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The Office of Local Government has recently released information regarding the new Councillor Induction and Professional Development Guidelines and the new Model Code of Conduct for Local Councils and Procedures for the Administration of the Model Code of Conduct for Local Councils.

The Model Code and Procedures are now finalised and will be prescribed by the Regulation shortly and following this councils and joint organisations will have six months to adopt a new code of conduct and associated procedures that meet the new requirements.

The inclusion of the responsibility *“to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of councillor”* in the prescribed role of councillors has meant that councils will need to develop and deliver induction and ongoing professional development activities for the mayor and councillors in compliance with the proposed regulations. Guidelines are being developed for this purpose by the Office of Local Government.

The induction and professional development programs must consist of three elements:

- Pre-election candidate sessions – prospective candidates to be made aware of what is expected of them if elected
- Induction program – equip mayors and councillors with the information they need to perform their role effectively
- Professional development program – to build the skills, knowledge and personal attributes necessary to be effective

Further information on the above can be found at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).

**Communication/Community Engagement**

Not applicable.

**15 ADDENDUM TO REPORTS****16 NOTICE OF MOTION**

Nil

**17 QUESTIONS FOR FUTURE MEETINGS****18 CONFIDENTIAL SUMMARY****CONFIDENTIAL COMMITTEE OF THE WHOLE**

Submitted to the Ordinary Meeting of Council held on 18 September 2018

**PROCEDURE**

- Recommendation to go into Closed Committee.
- Mayoral call for Public Representations.
- Consideration of Representations and issues to be removed from Closed Committee.
- Recommendation to exclude Press and Public if required.
- Closed Committee discussions if required.

**18.1 Exclusion Of Press And Public:*****RECOMMENDATION***

That in accordance with Sections 10 and 10A of the Local Government Act, 1993 as amended, Council close the meeting of the Confidential Committee of the Whole to the Press and Public on the grounds detailed under the report headings as detailed below.

**19.1 KIAMA COUNCIL CULTURAL GRANTS - WINTER FUNDING ROUND 2018**

**Reason for Confidentiality:** This matter deals with personnel matters concerning particular individuals (other than councillors) as per Section 10A(2)(a) of the Local Government Act. .

**19.2 MINUTES: HEALTH AND SUSTAINABILITY COMMITTEE MEETING HELD ON 14 AUGUST 2018**

**Reason for Confidentiality:** This matter deals with personnel matters concerning particular individuals (other than councillors) as per Section 10A(2)(a) of the Local Government Act. .

**19.3 NSW EPA RESPONSE TO BOMBO SEWAGE TREATMENT PLANT INCIDENT ON 18 DECEMBER 2017**

**Reason for Confidentiality:** This matter deals with advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege as

per Section 10A(2)(g) of the Local Government Act. .

#### **19.4 SEVEN MILE BEACH RESERVE SURF SCHOOLS**

**Reason for Confidentiality:** This matter deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business as per Section 10A(2)(c) of the Local Government Act. .

## 19 CONFIDENTIAL REPORTS

### 19.1 Kiama Council Cultural Grants - Winter Funding Round 2018

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.1 Developing and implementing services and programs that promote social cohesion, healthy and active lifestyles for residents of all ages, abilities and interests

Delivery Program: 1.1.3 Provide and promote cultural and artistic activities and programs

#### **REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to personnel matters concerning particular individuals (other than councillors).*

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### 19.2 Minutes: Health and Sustainability Committee meeting held on 14 August 2018

Responsible Director: Environmental Services

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#### **REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to personnel matters concerning particular individuals (other than councillors).*

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### 19.3 NSW EPA Response to Bombo Sewage Treatment Plant Incident on 18 December 2017

Responsible Director: Environmental Services

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#### **REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.*

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### 19.4 Seven Mile Beach Reserve Surf Schools

CSP Objective: 2.0 Well planned and managed spaces, places and environment

CSP Strategy: 2.5 Effectively manage our transport, drainage and other infrastructure and assets

Delivery Program: 2.5.4 Manage other assets and infrastructure through the Other Asset and Infrastructure Asset Management Plan

**REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

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**20 CLOSURE**