



ORDINARY MEETING OF COUNCIL

To be held at 5pm on

Tuesday 19 February 2019

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
- 5 Public Access Summary
- 6 Mayoral Minute
- 7 Minutes of Committees
- 8 Public Access Reports
- 9 Report of the General Manager
- 10 Report of the Director Environmental Services
- 11 Report of the Director Corporate & Commercial Services
- 12 Report of the Director Engineering and Works
- 13 Report of the Director Blue Haven
- 14 Reports for Information
- 15 Addendum To Reports
- 16 Notice of Motion
- 18 Confidential Summary
- 19 Confidential Reports
- 20 Closure

Members

His Worship the Mayor
Councillor M Honey
Councillor A Sloan
Deputy Mayor
Councillor M Brown
Councillor N Reilly
Councillor K Rice
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

13 February 2019

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 19 February 2019** commencing at **5pm** for the consideration of the undermentioned business.

Yours faithfully



Kerry McMurray
General Manager

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	APOLOGIES	6
2	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS	6
3	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	7
	3.1 Ordinary Council meeting held on 22 January 2019	7
4	BUSINESS ARISING FROM THE MINUTES	25
5	PUBLIC ACCESS SUMMARY	25
6	MAYORAL MINUTE	26
	6.1 Stephen Strange OAM	26
7	MINUTES OF COMMITTEES	27
	7.1 Minutes: Access Committee Meetings - 7 December 2018 and 1 February 2019.....	27
	7.2 Minutes: Destination Kiama Tourism Advisory Committee - 4 February 2019.....	32
	7.3 Minutes: Planning Committee - 17 January 2019	102
	7.4 Minutes: Economic Development Committee - 29 January 2019	106
8	PUBLIC ACCESS REPORTS	109
	Committee Of The Whole	109
9	REPORT OF THE GENERAL MANAGER	110
	9.1 Australian Local Government Association - National General Assembly 2019 - Councillor attendance and call for motions...	110
	9.2 Administration of the 2020 Local Government Election	127
	9.3 Delivery Program Report July to December 2018 & Operational Plan Report October to December 2018	130
	9.4 Change of March meeting date.....	232
	9.5 Donation request: Slow Food Saddleback workshops	233
	9.6 Donation request: waiving of administration fee.....	236
10	REPORT OF THE DIRECTOR ENVIRONMENTAL SERVICES	238
	10.1 Post Exhibition Report - Planning Proposal - Rezoning of 144	

	Jamberoo Mountain Road.....	238
10.2	10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy	265
10.3	10.2018.172.1 - Lot 10 DP 1210621 - 11 Caliope Street, Kiama - 2 Lot Torrens Title Subdivision	296
10.4	10.2018.212.1 – Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591 – 106 North Kiama Drive Kiama Downs - Use of Stairs on Council Reserve.....	310
10.5	Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama.....	331
10.6	CCTV Camera System Quotes for Kiama Downs Shopping Strip.....	357
10.7	Allocation of Additional Budget to Complete Photogrammetry Associated with the Development of the Kiama Coastal Management Program	362
11	REPORT OF THE DIRECTOR CORPORATE & COMMERCIAL SERVICES	364
11.1	Statement of Investments - January 2019.....	364
11.2	Financial Report for the period ending 31 December 2018.....	371
12	REPORT OF THE DIRECTOR ENGINEERING AND WORKS	393
12.1	Stronger Communities Program - Gerroa Community Association - Grant Funding Contribution	393
12.2	Public Exhibition of Ooaree Creek / Werri Lagoon Catchment Flood Study, Gerringong	395
13	REPORT OF THE DIRECTOR BLUE HAVEN.....	402
	Nil	
14	REPORTS FOR INFORMATION	403
14.1	Minutes: Kiama District Sports Association meeting held 26 November 2018	403
14.2	Minutes - Jamberoo Valley Ratepayers and Residents Association meeting - 4 December 2018	410
14.3	Headlines: Landcare Illawarra meeting - 24 January 2019	415
14.4	Question for Future Meeting: Bombo Quarry Dust Pollution	417
14.5	Question for Future Meeting: Spring Creek Wetlands Development - Biodiversity Protection	418
14.6	Question for future meeting: Relocation of Projector Screen ...	419
14.7	Question for future meeting: Ongoing Maintenance of Stone Walls	421
14.8	Question for future meeting: Use of Herbicides	422

14.9	Question for future meeting: Gainsborough's Turpentine Forest.....	423
14.10	Questions for future meetings register as at 11 February 2019.....	424
15	ADDENDUM TO REPORTS	427
16	NOTICE OF MOTION.....	428
16.1	160th Year Celebration Committee formation	428
16.2	Minnamurra River Boardwalk.....	429
16.3	Tree issue - No 12 Cedar Ridge Road, Kiama.....	430
17	QUESTIONS FOR FUTURE MEETING	
18	CONFIDENTIAL SUMMARY	434
18.1	Exclusion Of Press And Public:.....	434
19	CONFIDENTIAL REPORTS.....	434
19.1	Illawarra Shoalhaven Joint Organisation Tender for Gross Pollutant Traps and Pipework Servicing.....	434
20	CLOSURE	435

**AGENDA FOR THE
ORDINARY MEETING OF KIAMA MUNICIPAL COUNCIL
TUESDAY 19 FEBRUARY 2019**

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 22 January 2019

Attachments

- 1 Minutes - Ordinary Council - 22/01/19 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Ordinary Council Meeting held on 22 January 2019 be received and accepted.



MINUTES OF THE ORDINARY MEETING OF COUNCIL

commencing at 5pm on

TUESDAY 22 JANUARY 2019

Council Chambers
11 Manning Street, KIAMA NSW 2533

Item 3.1

Attachment 1

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE
MUNICIPALITY OF KIAMA HELD IN THE COUNCIL CHAMBERS,
KIAMA, ON TUESDAY 22 JANUARY 2019 AT 5PM

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

IN ATTENDANCE: General Manager, Acting Director Environmental Services,
Director Corporate and Commercial Services, Acting 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 18 December 2018

19/001OC

Resolved that the Minutes of the Ordinary Council Meeting held on 18 December 2018 be received and accepted.

(Councillors Reilly and Steel)

4 BUSINESS ARISING FROM THE MINUTES

Nil

Councillor Brown entered the meeting at 5.01pm

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

DISCLOSURES OF INTEREST**Disclosure of Interest - Councillor Westhoff**

Councillor Westhoff declared a significant non-pecuniary interest in item 9.4 as he is the current Secretary of the Gerringong Lions Club who is running this event. Councillor Westhoff took no part in discussion or voting on this matter.

Disclosure of Interest - Councillor Westhoff

Councillor Westhoff declared a less than significant non-pecuniary interest in item 19.5 as he is a member of the Gerringong Lions Club who has partnered with the Kiama Lions Club on this project. Councillor Westhoff took no part in discussion or voting on this matter.

Disclosure of Interest - Councillor Steel

Councillor Steel declared a less than significant non-pecuniary interest in item 19.5 as he is a member of the Kiama Lions Club who is managing this project.

5 PUBLIC ACCESS

Name	Item No.	Subject
Annabelle McQuillan	10.1	10.2018.191.1 – Lot 1 DP 1049544 – 93A Tingira Crescent Kiama - Dwelling Alterations and Additions
Maria & Gerhardt Baden	10.2	10.2017.245.1 - Lot 103 DP 561082 - 96 Rose Valley Road, Rose Valley – Abattoir
Kathryn Timbs	10.3	Endorsement of Amendments to Chapter 30 - Heritage of the Kiama Development Control Plan (DCP) 2012
Jerry Granger-Holcombe	19.5	Lions Club of Kiama Incorporated - Carer's Cottage - 105 Shoalhaven Street Kiama

6 MAYORAL MINUTE**6.1 Australia Day 2019 Awards**

[19/002OC](#)

Resolved that Council formally congratulate the following recipients of the 2019 Australia Day awards for the Kiama Municipality:

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

Citizen of the Year – Graeme Packer

Senior Citizen of the Year – Tony Mitchell

Young Citizen of the Year – Troy Bartrim

Community Group of the Year – Children’s Medical Research Institute
Gerringong Branch

(Councillors Honey and Way)

7 MINUTES OF COMMITTEES

7.1 Minutes: Health & Sustainability Committee Meeting - 11 December 2018

19/003OC

Resolved that the Minutes of the Health & Sustainability Committee Meeting held on 11 December 2018 be received and accepted.

(Councillors Brown and Rice)

7.2 Minutes: Youth Advisory Committee - 1 November 2018

19/004OC

Resolved that the Minutes of the Kiama Youth Advisory Committee Meeting held on 1 November 2018 be received and accepted.

(Councillors Westhoff and Way)

COMMITTEE OF THE WHOLE

19/005OC

Resolved that at this time, 5.06pm, 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 Acting Director Environmental Services

Report of the Director Corporate & Commercial Services

Report of the Acting Director Engineering and Works

Report of the Director Blue Haven

Addendum to Reports

(Councillors Watson and Way)

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

8 PUBLIC ACCESS REPORTS

19/006OC

Committee recommendation that at this time, 5.07pm, Council bring forward and deal with the matters pertaining to the Public Access Meeting.

(Councillors Steel and Sloan)

10.1 10.2018.191.1 – Lot 1 DP 1049544 – 93A Tingira Crescent Kiama - Dwelling Alterations and Additions

19/007OC

Committee recommendation that Council approve Development Application No 10.2018.185.1 under Section 4.16 of the Environmental Planning and Assessment Act 1979, subject to conditions at the end of this report.

(Councillors Brown and Reilly)

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

Against: Nil

10.2 10.2017.245.1 - Lot 103 DP 561082 - 96 Rose Valley Road, Rose Valley - Abattoir

19/008OC

Committee recommendation that Council approve development application 10.2017.245.1 under section 4.16 of the Environmental Planning and Assessment Act 1979, subject to conditions at the end of this report with the following amendment:

Under the heading Site Operations condition (2) be replaced as follows:

- (2) The abattoir shall process no more than 3,000kg live weight in any week of operation.

(Councillors Way and Steel)

An **Amendment** was **moved** by Councillor Sloan and seconded by Councillor Rice that Council approve development application 10.2017.245.1 under section 4.16 of the Environmental Planning and Assessment Act 1979, subject to the conditions at the end of this report with the following amendments:

- 1. Under the heading Onsite Sewage Management the following condition is added:

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

(5) The installer is to provide three (3) monthly services to the STP and provide a 24-hour notification call-out service. At each three (3) monthly service a treated effluent sample is to be analysed by a NATA Certified Laboratory and the results submitted to Council. The analysis results are to be:

- BOD less than 20mg/L;
- Suspended Solids (NFR) less than 30mg/L;
- Total Nitrogen less than 15 mg/L (note the STP consultants report says it will usually be 10, but 15 maximum)
- Total Phosphorus less than 15 mg/L (note STP report assumes 12mg/L max)
- Faecal Coliforms less than 30 cfu/100ml.

2. Under the heading Site Operations condition (2) be replaced as follows:

(2) The abattoir shall process no more than 3,000kg live weight in any week of operation.

The **Amendment** on being put was **Lost**.

For: Councillors Brown, Honey, Reilly, Steel, Watson and Way

Against: Councillors Rice, Sloan and Westhoff

The **Motion** was then put and **carried**.

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

Against: Councillors Rice and Sloan

10.3 Endorsement of Amendments to Chapter 30 - Heritage of the Kiama Development Control Plan (DCP) 2012

19/009OC

Committee recommendation that Council defer the approval of the final draft of the Kiama DCP Chapter 30 – Heritage until consideration of additional clauses for protection of the Pheasant Point Heritage Conservation Area are reviewed for inclusion.

(Councillors Sloan and Reilly)

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

Against: Councillor Steel

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

9 REPORT OF THE GENERAL MANAGER

9.1 Interstate Conference: Brisbane - Destination Australia Conference – 14 March 2019

19/010OC

Committee recommendation that Council approve the attendance of Council's Manager Tourism and Events, Karen Ronning, at the Destination Australia One Day Conference in Brisbane on Thursday 14 March 2019.

(Councillors Brown and Reilly)

9.2 Conference attendance: Australian Local Government Women's Association NSW Annual conference - 4-6 April 2019

19/011OC

Committee recommendation that Council recommend the attendance of Councillor Rice to the Australian Local Government Women's Association NSW Conference held on 4-6 April 2019.

(Councillors Reilly and Westhoff)

9.3 Sponsorship request: Kiama Red Cross Fun Run 2019

19/012OC

Committee recommendation that Council:

1. provide \$2,000 sponsorship to the Kiama Red Cross for the purpose of holding the 2019 Kiama Fun Run
2. provide the following in kind support:
 - use of the Kiama Coastal Walk – free of charge as per previous years
 - garbage removal (waste management) at no charge
 - loan of Council marquee, bollards and sound system

Pending the approvals by Council for:

- use of the Kiama Coastal Walk & Coronation Park for the Fun Run (Reserve application form)
- key hire form
- Event Waste Management Plan
- Temporary food stall applications
- risk assessment

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

- provision of Public Liability insurance (certificate of currency – minimum \$20 million)
- traffic management plan.

(Councillors Brown and Watson)

Disclosure of Interest - Councillor Westhoff

Councillor Westhoff declared a significant non-pecuniary interest in item 9.4 as he is the current Secretary of the Gerringong Lions Club who is running this event. Councillor Westhoff took no part in discussion or voting on this matter.

Councillor M Westhoff left the meeting at 5.51pm.

9.4 Request for donation: Gerringong Lions Club - Motor Fest / Car Show - 16 February 2019

19/0130C

Committee recommendation that Council donate the provision of waste services for Michael Cronin Oval for the Lions Club of Gerringong's Car Show in February 2019. Further, that the Lions Club of Gerringong be requested to provide appropriate recognition of Council's support of the event on behalf of the community.

(Councillors Brown and Watson)

Councillor M Westhoff returned to the meeting at 5.52pm

10 REPORT OF THE ACTING DIRECTOR ENVIRONMENTAL SERVICES

10.4 Waste to Energy Feasibility Study - Tenterfield Shire Council/New England Joint Organisation

19/0140C

Committee recommendation that Council resolve not to allocate and make a financial contribution to Tenterfield Shire Council to enable the completion of a feasibility study for a Pilot Waste to Energy Plant.

(Councillors Rice and Way)

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

10.5 Kiama Health Plan 2018-2021 - Endorsement of Final Plan

19/015OC

Committee recommendation that Council endorse the final draft of the Kiama Health Plan 2018-2021.

(Councillors Way and Rice)

10.6 Kiama Council Community Safety Committee - Terms of Reference

19/016OC

Committee recommendation that Council nominate Councillor Rice for the committee and endorse:

- the revised terms of reference for the Community Safety Committee;
- the two received nominations for the Community Safety Committee, and
- a third round of advertising calling for additional expressions of interest to join the Committee.

(Councillors Sloan and Rice)

11 REPORT OF THE DIRECTOR CORPORATE & COMMERCIAL SERVICES

11.1 Statement of Investments - December 2018

19/017OC

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

(Councillors Westhoff and Brown)

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

12 REPORT OF THE ACTING DIRECTOR ENGINEERING AND WORKS

12.1 Roads & Maritime Services Asset Handover of Donovan Road, Broughton Village, from Toolijooa Road to Kiama LGA Boundary

19/018OC

Committee recommendation that Council formerly advise the Roads & Maritime Services of its acceptance of the transfer of Donovan Road as a local road and the \$100,000 funding offer to complete the residual vegetation and tree hazard remediation works.

(Councillors Brown and Westhoff)

12.2 Bin Concealment - Tingira Crescent

19/019OC

Committee recommendation that Council endorse the replacement of the bin located on the reserve at the end of the easement between 41 and 43 Tingira Crescent, Kiama with a bin that has an appropriate vinyl sticker adhered to it in order to conceal the bin.

(Councillors Sloan and Rice)

13 REPORT OF THE DIRECTOR BLUE HAVEN

Nil

14 REPORTS FOR INFORMATION

19/020OC

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

- 14.1 Clause 4.6 Variations to LEP Development Standards - October, November and December 2018
- 14.2 Kiama Urban Strategy - Dwelling Approval 2017/2018 update
- 14.3 Model Code of Conduct for Local Councils in NSW
- 14.4 Model Code of Meeting Practice for Local Councils in NSW

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

- 14.5 New Councillor Induction and Professional Development Requirements
- 14.6 Conference attendance: Local Government NSW Tourism Conference 2019
- 14.7 Question for future meeting: Parking stickers
- 14.8 Question for future meeting: Inspection of public toilets
- 14.10 Illegal Dumping Compliance Officer's Quarterly Report – 1 October 2018 – 31 December 2018
- 14.11 Parking Statistics - December 2018
- 14.12 Questions for Future Meetings Register as at 16 January 2019.

(Councillors Brown and Westhoff)

14.9 Question for future meeting: Drug and alcohol testing policy

19/0210C

Committee recommendation that Council provide a Drug and Alcohol testing Policy by the April 2019 Council meeting as follows:

1. A policy for Councillors.
2. A draft policy for Council staff including senior management.

(Councillors Way and Reilly)

15 ADDENDUM TO REPORTS

Nil

RESUMPTION OF ORDINARY BUSINESS

19/0220C

Committee recommendation that at this time, 6.19pm, 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 Way)

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

ADOPTION OF COMMITTEE OF THE WHOLE REPORT

19/023OC

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 19/006OC to 19/022OC above.

(Councillors Westhoff and Steel)

16 NOTICE OF MOTION

The Notice of Motion was withdrawn.

17 QUESTIONS FOR FUTURE MEETINGS

17.1 Bombo quarry dust pollution

Councillor Steel requested that Bombo quarry be officially approached concerning the continuous dust fallout from the quarry which appears to have dramatically increased since prior to Christmas. Local residents claim that there has been no visible evidence of water suppression for the area in practice in the last three months. The matter was referred to the Director Environmental Services for action.

17.2 State Rail land - slip Bombo walkway

Councillor Steel requested that a meeting between State Rail, Kiama Council and local Bombo residents be scheduled to discuss the completion of repairs to the walkway adjacent to the railway line overlooking the Boneyard. The matter was referred to the Director Engineering & Works for action.

17.3 Turpentine Forest conservation

Councillor Rice requested a report on any conservation measures being undertaken in Gainsborough's Turpentine Forest. The matter was referred to the Director Environmental Services for investigation and report.

17.4 Spring Creek Wetlands development - biodiversity protection

Councillor Rice requested a report on what Council is planning to do to protect and maintain the biodiversity of the Spring Creek Wetlands in light of the forthcoming development of Spring Creek and into the future. The matter was referred to the Director Environmental Services for investigation and report.

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

17.5 Use of herbicides

Councillor Rice requested a report, in response to the increased scrutiny regarding herbicide safety what measures are being taken by Kiama Council to keep workers safe and how much of this is compulsory. The matter was referred to the Director Engineering & Works for investigation and report.

17.6 Ongoing maintenance of stone walls

Councillor Brown requested that a report be provided on the dry stone walls on the major entrances to Kiama and Gerringong on the Princes Highway and the ongoing maintenance of them be outlined. The matter was referred to the Director Engineering & Works for investigation and report.

The Mayor formally thanked Executive Assistant General Manager, Narelle Mousdale for her service to Council.

18 CONFIDENTIAL SUMMARY

19/024OC

Resolved that at this time, 6.31pm, 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 Sloan and Way)

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.

18.1 Exclusion Of Press And Public:

19/025OC

Committee 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 to deal with the following matters on the grounds as detailed below.

19.1 TENDER FOR DESIGN AND CONSTRUCTION OF A TERRACED RETAINING WALL, HAVILAH PLACE, KIAMA

Reason for Confidentiality: This matter deals with commercial information of a

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it as per Section 10A(2)(di) of the Local Government Act. .

19.2 KEVIN WALSH OVAL AMENITIES BUILDING RENEWAL, JAMBEROO

Reason for Confidentiality: This matter deals with information that would, if disclosed, confer a commercial advantage on a competitor of the council as per Section 10A(2)(dii) of the Local Government Act. .

19.3 LAND AND ENVIRONMENT COURT CLASS 1 APPEALS - LEGAL STATUS REPORT - OCTOBER, NOVEMBER AND DECEMBER 2018

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 NEW INTEGRATED CARER SUPPORT SERVICE - CONSORTIUM PROPOSAL

Reason for Confidentiality: This matter deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it as per Section 10A(2)(di) of the Local Government Act. .

19.5 LIONS CLUB OF KIAMA INCORPORATED - CARER'S COTTAGE - 105 SHOALHAVEN STREET KIAMA

Reason for Confidentiality: This matter deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it as per Section 10A(2)(di) of the Local Government Act. .

19.6 CARRINGTON FALLS RURAL FIRE SERVICE STATION - CONTRACTOR SELECTION

Reason for Confidentiality: This matter deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it as per Section 10A(2)(di) of the Local Government Act. .

(Councillors Reilly and Steel)

19 CONFIDENTIAL REPORTS

19.1 Tender for design and construction of a terraced retaining wall, Havilah Place, Kiama

19/026OC

Resolved that Council resolve to reject all tenders, as identified in the report and enter into direct negotiations with the parties identified in the report.

(Councillors Watson and Steel)

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

19.2 Kevin Walsh Oval Amenities Building Renewal, Jamberoo

19/027OC

Committee recommendation that Council:

1. not accept any tenders received for the extension and refurbishment of the Kevin Walsh amenities building as permitted under the Local Government (General) Regulation 2005 – Clause 178 'Acceptance of Tenders'.
2. further investigate alternate options to be undertaken to deliver the project.

(Councillors Watson and Brown)

19.3 Land and Environment Court Class 1 Appeals - Legal Status Report - October, November and December 2018

19/028OC

Committee recommendation that Council note the report.

(Councillors Brown and Rice)

19.4 New Integrated Carer Support Service - Consortium proposal

19/029OC

Committee recommendation that Council endorse entering into a consortium to tender for funding under the Integrated Carer Support Services program, if a partnership can be negotiated.

(Councillors Watson and Brown)

Disclosure of Interest - Councillor Westhoff

Councillor Westhoff declared a less than significant non-pecuniary interest in item 19.5 as he is a member of the Gerringong Lions Club who has partnered with the Kiama Lions Club on this project. Councillor Westhoff took no part in discussion or voting on this matter.

Disclosure of Interest - Councillor Steel

Councillor Steel declared a less than significant non-pecuniary interest in item 19.5 as he is a member of the Kiama Lions Club who is managing this project.

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

19.5 Lions Club of Kiama Incorporated - Carer's Cottage - 105 Shoalhaven Street Kiama

19/030OC

Committee recommendation that Council defer the matter to the March 2019 meeting to enable the Lions Club of Kiama to produce a workable business plan for consideration and comment by the General Manager.

(Councillors Brown and Way)

19.6 Carrington Falls Rural Fire Service Station - Contractor Selection

19/031OC

Committee recommendation that Council engage Edwards Construction to demolish existing fire station and construct new fire station at a cost of \$591,958 +GST.

(Councillors Watson and Steel)

Close of Confidential Committee of the Whole:

19/032OC

Committee recommendation that at this time, 6.58pm, the Confidential Committee of the Whole revert to Open Council.

(Councillors Westhoff and Steel)

Adoption of Report

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

19/033OC

Resolved that that the Confidential Committee of the Whole recommendations numbered 19/025OC to 19/032OC be confirmed and adopted.

(Councillors Sloan and Watson)

MINUTES OF THE ORDINARY MEETING

22 JANUARY 2019

20 CLOSURE

There being no further business the meeting closed at 6.58pm

These Minutes were confirmed at the Ordinary Meeting of Council held on
19 February 2019

.....
Mayor

Item 3.1

Attachment 1

4 BUSINESS ARISING FROM THE MINUTES

5 PUBLIC ACCESS SUMMARY

6 MAYORAL MINUTE

6.1 Stephen Strange OAM

Attachments

Nil

Enclosures

Nil

RECOMMENDED

That Council formally congratulates Stephen Strange on receiving the Medal of the Order of Australia award.

REPORT

It is very pleasing that Mr Stephen Strange has been awarded a Medal of the Order of Australia for service to surf lifesaving.

Stephen, a Minnamurra resident was recognised amongst the Australia Day 2019 awards for his achievements at local, state, national and international level in surf lifesaving. Stephen is a life member of the Burning Palms surf club at which he has been a member for more than 40 years.

Stephen also holds life membership with Surf Life Saving Australia, Surf Life Saving NSW and Surf Life Saving Sydney. He has a long list of offices held on a number of surf lifesaving committees and has been a referee steward at all levels.

Stephen continues to work behind the scenes for the state and national level associations.

Stephen is a worthy recipient of the Medal of the Order of Australia and I congratulate him on receiving this distinguished award.

7 MINUTES OF COMMITTEES

7.1 Minutes: Access Committee Meetings - 7 December 2018 and 1 February 2019

Responsible Director: Environmental Services

Attachments

- 1 Access Committee meeting minutes - 7 December 2018 [↓](#)
- 2 Access Committee minutes from meeting - 1 February 2019 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Access Committee Meetings held on 7 December 2018 and 1 February 2019 be received and accepted.

BACKGROUND

This report provides the minutes from the Access Committee meetings held 7 December 2018 and 1 February 2019 for Councillors' information.

MINUTES OF THE KIAMA ACCESS COMMITTEE MEETING HELD AT COUNCILS COMMITTEE ROOM 1 ON FRIDAY 7 DECEMBER 2018 AT 10AM

PRESENT: Graham Fairbairn, Dr George Puris, Chris Cassidy, Beryl Batten, Nick Guggisberg.

APOLOGIES: Clr. Andrew Sloan, Merryn Joske, Janelle Burns.

1 Minutes of previous meeting

Moved: Chris Cassidy Seconded: Dr George Puris Carried

2 Business arising from the minutes

2.1 Access Awards

Nick yet to follow up

2.2 Loss of Radio Doctor

Nick yet to follow up

2.3 Accessible route from KACCOE to the 'top shop'

Action Nick to follow up with Clr. Rice to see where it's at

2.4 Clear access up Terralong Street

Nick informed the committee that he had discussed this matter with the Manager Commercial Services (oversees licencing of street dining), Manager Environment and Health (oversees Rangers) and the Director Environmental Services. To address this matter holistically, the Outdoor Dining Policy requires a review, this may take place in the first half of 2019.

3 Development Applications (DA's)

Nick shared Linda's email.....committees role is informal.

4 General Business

4.1 Café at Gerroa

Darren reported he has had a look at the issue, but wanted to clarify the issue because he is unsure what the exact issue is i.e. what area is problematic. Darren discussed and clarified it with Beryl and is now clearer on what area to focus on.

Action Darren to follow up

4.2 Total Beach Access Mats

Nick explained that Council are currently looking at how providing beach matting would work including the logistic of maintenance and risk management.

4.3 New Year's Eve disability support arrangements

Committee members present indicated that they were happy with the proposed arrangements to provide a viewing area for people with disability & their families, and a drop off point that is close to the viewing area.

MINUTES OF THE KIAMA ACCESS COMMITTEE

MINUTES OF THE KIAMA ACCESS COMMITTEE MEETING HELD AT COUNCILS COMMITTEE ROOM 1 ON FRIDAY 7 DECEMBER 2018 AT 10AM

4.4 Disability Inclusion Action Plan

Nick shared the summary of achievements in improving access to services, facilities and information for people with disability, that will be reported in Council's Annual Report.

4.5 Capital Works Program

The Operations Renewal Plan was tabled for the committee to comment on.

No comments at this stage but Graham would like to look further into the projects and provide comment at the next meeting.

4.6 Jet Boat Shed

Dr Puris asked about the Jet Boat shed regarding any plans. Darren replied only maintenance.

4.7 Walkway – Greta Street to IGA Gerringong

Graham raised issue with walkway from Greta Street to the IGA, suggesting the handrail needs to be extended.

Action Darren to follow up.

Beryl left the meeting at 11.20am

5. Next meeting

The next meeting will be held on 1 February 2019 at 10am.

There being no further business the meeting closed at 11.30am

MINUTES OF THE KIAMA ACCESS COMMITTEE MEETING HELD AT COUNCIL CHAMBERS COMMITTEE ROOM 1 ON FRIDAY 1 FEBRUARY 2019

PRESENT: Clr. Kathy Rice, Merryn Joske, Graham Fairbairn, Dr Puris, Beryl Batton, Chris Cassidy, Nick Guggisberg.

APOLOGIES: Clr Neil Reilly.

Meeting opened at 10am

Acknowledgement of country

1 Minutes of previous meeting

Motion: That the minutes of the meeting held 7 December 2018 be accepted as an accurate record of the meeting with the inclusion of Darren Brady also attending the meeting.

Moved: Dr Puris **Seconded:** Chris Cassidy **Carried**

2 Business Arising

Café at Gerroa

Hold over until next meeting due to Darren still being on leave.

Loss of Radio Doctor service

Nick tabled the letter to Federal Minister for Health Greg Hunt MP, which was sent in early January this year.

Access Awards

Nick informed the committee that he has emailed the Kiama Business Chamber seeking a meeting to discuss the suggested awards.

New Year's Eve disability support

Nick informed that committee that two families used the area.

Walkway – Greta Street Gerringong

Held over until next meeting

Total Beach Access

Nick reported he is still following up this matter, and has been meeting with the relevant stakeholders in an effort to gain every parties support to implement the scheme.

The committee discussed that council could promote the Olympic on the 'school flats' as being accessible but the ramp needs to be made safer (no slippery moss).

Motion The Access Committee requests the possibility of resurfacing the ramp into the pool to make it less slippery be explored.

MINUTES OF THE KIAMA ACCESS COMMITTEE

[19/10513]

Page 1

Item 7.1

Attachment 2

MINUTES OF THE KIAMA ACCESS COMMITTEE MEETING HELD AT COUNCIL CHAMBERS COMMITTEE ROOM 10N FRIDAY 1 FEBRUARY 2019

Moved: Merryn Joske **Seconded:** Graham Fairbairn **Carried**

Accessible route from KACCOE to the top shops
Clr. Rice will follow this matter up.

3. General Business

3.1 Lack of accessible parking out the front of the ANZ Bank Kiama
Nick informed the committee of the issue raised by a community member.

The committee acknowledged the matter but reluctantly advises that they feel that there is adequate accessible parking in the Kiama CBD while acknowledging that some may require a short walk.

3.2 Pedestrians crossing Terralong Street Kiama
Merryn raised her concern that the confusion around the rumble strips may cause an accident.

The committee discussed the matter and acknowledged the issue and are aware that the issue is also being considered in the Town Centre Study and therefore will await the outcome of this work for any recommendations.

3.3 Loss of Radio Doctor
Addressed in Business Arising

4. Business without notice

4.1 Disability Access to the Blowhole lower viewing area.

Action Nick to discuss the possibility of having a sign placed at the top of the steps informing people of the location of an alternative access to the lower viewing area with Darren Brady.

5 Next meeting

The next meeting of the Kiama Access Committee will be held on Friday 5 April 2019.

There being no further business the meeting closed at 11.25am

7.2 Minutes: Destination Kiama Tourism Advisory Committee - 4 February 2019

Responsible Director: Office of the General Manager

Attachments

- 1 Destination Kiama Tourism Advisory Committee - minutes 04/02/19 [↓](#)
- 2 2018 Seaside & Valley Veterans Golf Tournament - Kiama Golf Club [↓](#)
- 3 Woolworths Surfer Grom Competition - State event report - 2018-19 - Surfing NSW [↓](#)
- 4 Surfing NSW Partnership - Update 2018 Q2 report [↓](#)
- 5 2018 Kiama Sky Show - Post event report - DRAFT - Destination Kiama [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Destination Kiama Tourism Advisory Committee Meeting held on 4 February 2019 be received and the recommendations therein adopted.

BACKGROUND

Attached for Councillors' information are the minutes of the Destination Kiama Tourism Advisory Committee meeting held on 4 February 2019 together with post event reports.

Draft Meeting Notes

Destination Kiama Tourism Advisory Committee

Monday 4 February 2019 @ 4pm

RSL Room

Item 7.2

PRESENT: Councillor Warren Steel, Rob Sciacchitano, Perrie Croshaw, Cameron McDonald, Kerry McMurray (General Manager), Karen Ronning (Manager Tourism and Events)

1. Welcome to Country

Councillor Warren Steele provided the Welcome to Country and Chaired the meeting.

2. Item 1 – Apologies

Councillor Matt Brown, Sue Thorley, Marcus Testoni

3. Item 2 – Business Arising from the Minutes

Nil

4. Item 3 – Destination Kiama Membership / Partnership 2018/19

An update on Destination Kiama memberships/partnerships was provided. A 20% increase YOY (Year on Year) was noted and commended.

5. Item 4 - Kiama Tourism and Events Strategy / Priority Projects

5.1 Kiama Tourism Opportunity Plan – implementation

Beach and Foreshore Activation - Next Steps	Lead	Action/update / outcome
Council to approach Surf Club Committees with overview of the market opportunity to assess interest.	Destination Kiama / KMC	Following on from the recent meetings with the Gerringong SLSC, the Warri Beach Boardriders and Surfing NSW, a Brief was prepared on the re-development of the Gerringong SLSC. The Brief is seeking \$9m in funding for a total re-build, incorporating a Surfing High Performance Centre as well as other amenities and features. This Brief has been provided to stakeholders and elected and nominated representatives. To follow on from the preliminary meeting with all three Surf Clubs, they will again be contacted in 2019.
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	As above.

Attachment 1

Headland, Harbour and Foreshore Activation – Next Steps	Lead	Action/update / outcome
Firming up concepts to a level of detail sufficient to engage Crown Lands in consultation.	Economic Development / KMC	An overview was provided to Gareth Ward MP a few months ago, which has been followed by a letter seeking funds for community consultation and the development of a precinct Master Plan. A meeting is to be arranged between Council staff and Crown lands. Currently waiting for a response from Department of Crown Lands.

Activating Walking and Trail Experiences - Next Step	Lead	Action/update / outcome
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	The Illawarra Escarpment Walking Trail A list of stakeholders is currently being prepared. The extension of the Coastal Walk to Gerroa These priority projects are being discussed by the Walking Tracks and Cycleways Committee and the Engineering team.

Jerrara Dam Activation Options - Next Steps	Lead	Action/update / outcome
Conduct a site audit to clarify development potential and identify constraints.	Economic Development / KMC	A site visit is being planned for the Economic Development and Tourism Advisory Committees. Planning staff will be invited to begin the discussion around the potential uses of this space given the zoning and environmental 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 - Health and wellness - Events	Economic Development / KMC	To be discussed and actioned by the Economic Development Committee.

Visitor Accommodation - Next Steps	Lead	Action/update / outcome
Consideration of visitor accommodation policy within the Local Environment Plan review.	Director of Environmental Services	LEP and Tourism zoning o When Council made Kiama Local Environmental Plan, it did not include a specific tourist zone and apply that to tourist accommodation sites

Visitor Accommodation - Next Steps	Lead	Action/update / outcome
		<ul style="list-style-type: none"> ○ An amendment to the LEP would need to provide the evidence base to support a rezoning and identify appropriate sites ○ Rezoning properties to a tourist zone would need to be discussed with affected owners and the reduced land use may affect development plans and values ○ the LEP amendment process would need to be strategic and would be progressed if it was agreed it was an organisational priority
Development of prospectus /guide to accommodation development opportunities as a means of promoting region-wide opportunities.	Economic Development / KMC	The development of a prospectus will be delayed until the Kiama town centre study has been completed as additional information from this study will inform the process.

It was noted that community consultation and planning is continuing on the Minnamurra Boardwalk and progress is being made on the Bombo Stairway.

The work at the Minnamurra Rainforest Centre and the announcement of funding for the Illawarra Regional Airport was welcomed.

5.2 Develop and promote a year round events calendar

5.2.1 Destination and Major Events seeking support:

- Pacific Avenue and Friends – 20 April 2019

Recommendation:

That we provide support to the value of \$2000 for this event, dependant on the appropriate milestone payments, deliverables and post event reporting is agreed to and supplied.

Moved: Cameron McDonald / Perrie Croshaw

- GAS (Global Aerial Surfing) presents "NYTRIX" – 2019 (Timing TBC)

Recommendation:

Destination Kiama and Kiama Municipal Council express strong support in principle for our area to host this major event and our contribution to be considered in full and progressed upon receipt of an application.

Moved: Cameron McDonald / Rob Sciacchitano

5.2.2 Post Event Reports

The following post event reports from Destination & Major Events that were funded/supported, were tabled at the next meeting:

- Seaside Valley Golf Tournament – 26 – 30 November 2018
- Surfing NSW Partnership – Quarter 2
- Woolworths Surf Groms Competition
- 2018 Kiama Sky Show – 31 January 2018

The Committee commended the Sky Show Post Event report.

5.2.3 The Pavilion

A discussion on income generating events for The Pavilion prior to the Tourism Advisory Committee meeting with The Pavilion Event Co-ordinators was held, with some good ideas suggested. These will now be progressed by The Pavilion staff.

Business Planning for The Pavilion is due to commence shortly.

This year is the 10 year anniversary of The Pavilion. The team are working collaboratively with other wedding venues and suppliers on the second Kiama I Do Wedding Expo being held in April.

5.2.3 Other

- Kiama Council Events Action Plan – *This Plan now been adopted by Council and implementation across the organisation will commence shortly.*
- Destination Event Funding Guidelines and Timelines – *are now all online and have been distributed to our industry and event database.*
- 2019 Kiama Bodyboard King Pro – *awaiting advice*
- Event Boot Camp / Mentoring – *Planning is underway for a May event*
- 2019 Australia Day – *was successfully held and all involved congratulated.*

5.3 Market and Promote the Kiama area

5.3.1 2018 UNSPOILT Destination Marketing Campaign Results & 2019 Campaign Briefing

An open forum will again be conducted at which the 2018 Campaign results will be presented and an overview of the 2019 Campaign provided by Destination NSW. This will take place on 27 March 2019 4.30pm to 6.30pm. Location TBC.

5.3.2 2019 Visitor Guide

The 2019 Kiama area Visitor Guide was delivered on time and on budget. This year's publication has been very well received. The Committee commended the work of all staff and volunteers involved in this major project.

5.3.3 New Destination website

The Committee review the 11 responses to the request for quotation and a successful contractor unanimously selected by the Committee.

The Manager Tourism and Events will negotiate the final details directly.

5.3.4 International Media Marketplace

Destination Kiama will be participating in the International Media Marketplace on 19 February 2019 in Sydney. This is a one-day series of one on one appointments between destinations/tourism products and Australia's leading travel media.

5.3.5 Image Library

Phase two of our Destination photo shoot is planned for Sunday 10 February 2019. Phase one was completed in advance of the Visitor Guide production.

Thank you to the Destination Kiama staff, family and friends who are assisting with this.

5.3.6 Marketing Plan Development

A process and timelines for the development of our Marketing Plan was discussed and agreed. Work on this will progress once the new Tourism and Marketing Co-ordinator commences.

5.3.7 Chinese language (Mandarin) DL Brochure

The new Chinese (Mandarin) DL Brochure is due to be completed shortly.

5.3.8 Grand Pacific Drive / Touring

Discussions continue amongst all South Coast LGA Tourism Managers as to future collaborations. A report on the drive market is anticipated shortly.

5.3.9 Media servicing

Media servicing including familiarisations is ongoing. Travel Writer Katrina Holden is visiting soon with her family. A Qantas Magazine article is due to be published soon. Bound Round South Coast videos will commence shortly onboard Virgin (domestic) and a Sunrise weather live cross is proposed as part of the Tour de Cure.

5.4 Community and Industry Engagement

5.4.1 Tourism After Hours

The Christmas Tourism After Hours event was held at the Gerringong Bowling Club on Tuesday 4 December 2018 and very well attended.

The Summer Tourism After Hours event is being held at the Jamberoo Action Park on Tuesday 12 February 2019, from 5.30pm to 7.30pm.

Planning for the Autumn Tourism After Hours event will commence shortly.

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

5.4.2 Above and Beyond Award

Several nominations for the Summer 'Above and Beyond' Award were tabled and considered.

Two recipients were selected which will be announced at the Summer Tourism After Hours event.

5.4.3 The BUZZ – Monthly E-News

The Monthly E-News is constantly evolving and being distributed to our partners/members as well as being readily available on the Destination Kiama Facebook page.

5.5 Industry Development priorities

5.5.1 NSW Regional Conferencing Discussion

A Destination NSW Regional Conferencing Discussion has been organised for local businesses to be held on 6 February 2019.

5.5.2 Online Accommodation Bookings

Destination Kiama staff will run an online accommodation bookings workshop on 5 March 2019.

5.5.3 Additional Industry Development activities

The UNSPOILT Destination Marketing presentation is being held on 27 March 2019 and the Events Boot Camp is being held in May 2019.

5.6 Tourism Development and Strategic Partnerships

5.6.1 Destination Sydney Surrounds South (DSSS)

Destination Sydney Surrounds South presented an update on their activities on Monday 10 December 2018.

DSSS is now producing a monthly newsletter, which goes direct to industry, providing an update on their activities and outcomes

5.6.2 Department of Premier and Cabinet - Marine Tourism Strategy

A draft of the Marine Tourism Strategy has been received. The Strategy is due for release in mid-February.

5.6.3 Regional Economic Development Plan

The Kiama Regional Economic Development Plan is now being implemented, aligning to the Kiama area Tourism Opportunity Plan priorities.

5.7 Visitor Servicing

Our Visitor Servicing staff and volunteers have had an extremely busy January.

5.7.1 Volunteer / Ambassador Program

On hold, due to other projects.

5.7.2 Blowhole Point Toilet Upgrade

Commencement date of work – TBA

5.7.3 Visitors Centre Mural

A mural for the external walls of the Visitor Information Centre by a local artist (TBC) is being progressed.

5.7.4 Product updates and staff/volunteer familiarisation

The next team familiarisation will be heading to Jamberoo, following on from 2018 visits to Gerringong and Kiama.

6. Item 6 - General Business

- A strong field of applicants was received for our Tourism and Marketing Co-ordinator role. Interviews have been held and a successful candidate selected. The Chair thanked Perrie Croshaw for her participation in the Selection Panel and support.
- The Council Outdoor and Cleaning teams were thanked for the outstanding presentation and cleanliness of our area, especially during the busy Summer season.
- Monday 29 April 2019 – Tourism Advisory Committee Meeting @ 4pm
- 2019 meeting dates have been distributed.

Meeting closed at 5.30 pm



Trim - Keryn.C

To Kiama Council

14 December 2018

Attention Keryn Calcraft

Earlier this year The Council agreed to sponsor the 2018 Seaside and Valley Veterans Golf Tournament to the extent of \$500. The Tournament has now been completed and the following is a supporting report on the event.

The Tournament was held during the week ending 30 November 2018. 188 players, 119 men and 69 women, registered to play in the event which is a record number since the event commenced in its current format four years ago. Both the registration event held on the Sunday afternoon and the presentation evening held on the Thursday night attracted large numbers. The weather was particularly kind to us with rain coming only on the traditional Wednesday rest day.

Of the total number of players, over seventy percent came from outside the Illawarra region including ten from interstate. The majority of these would have been accommodated in the Kiama or Jamberoo areas throughout the week enjoying the hospitality that the region provides.

Although players were not specifically asked to provide details of their stay, there were a couple of case studies worth noting.

The first was a first time player last year who was so impressed with the area that he booked accommodation for himself and his partner at the Blow Hole cabins over last Christmas. This year he is again holidaying at the Blow Hole but this time with three families including seven grandchildren.

The second study was a group of sixteen golfers, eight men and eight women, from the Elanora Club in Sydney (actually bought together through a common interest in Bridge), who made enquiries about playing in one of the days of our Tournament for the first time. That day was arranged but they also decided to make a social week of it staying in the heart of Kiama. They have already given strong indications that they would like to come back next year.

During the week the Council marquee and flags were positioned at the respective golf courses and the Council logo included in our sponsors banner. We also distributed a number of the Kiama what's on booklets.

Although an invoice was issued earlier, I have attached another for convenience. Last I would like to thank Keryn Calcraft and Anna McDonald for their assistance with the sponsorship arrangements.

We look forward to your early response.



Bob Smith
Tournament Director

Date Received

19 DEC 2018

Kiama Municipal Council

4237 7300 | www.kiamagolfclub.com.au | kiamagolfclub@kiamagolfclub.com.au | P.O.Box 138 Kiama, NSW 2533 | ABN: 19 000 994 589

Item 7.2

Attachment 2



Item 7.2

Attachment 3



SERIES OVERVIEW

Event Name: Woolworths Surfer Grom Comp pres. By Pics Peanut Butter, 2018

Locations: Cronulla, Northern Beaches, Coffs Harbour & Kiama

Competitor Numbers: 264 Boys & 184 Girls

Crowd Numbers: 4,000+

Winners crowned: 27 Winners

Partners: Woolworths, Pic Peanut Butter, AirAsia, 2XP, Surfing Australia & Surfing NSW.





EVENT WINNERS & FINALISTS – COFFS HARBOUR

UNDER 8 MIXED				
	Luca Martin			1
	Jasper Glossop			2
	Joel Maritz			3
	Max Crowley			4
UNDER 10 BOYS				
	Max McGillvray	1		
	Ocean Lancaster	2		
	Harper McIntosh	3		
	Fletcher O'Sullivan	4		
UNDER 10 GIRLS				
	Leihani Kaloha Zoric		1	
	Madeline Schomberg		2	
	Gracie Kennedy		3	
	Madora Barton		4	
UNDER 12 BOYS				
	Fletcher Kelleher	1		
	Felix Byrnes	2		
	Creed Smart	3		
	Lachlan Smith	4		
UNDER 12 GIRLS				
	Nina Lawson		1	
	Mia Waite		2	
	Mia Baker		3	
			4	
UNDER 14 BOYS				
	Dembe Ryan	1		
	Nate Hopkins	2		
	Xavier Bryce	3		
	Harry O'Brien	4		
UNDER 14 GIRLS				
	Rosie Smart		1	
	Bella Morrison		2	
	Bonnie Hills		3	
	Indi Klaus		4	

SURFING AUSTRALIA

EVENT WINNERS & FINALISTS – CRONULLA

U10 Boys		U12 Boys	
1	Taj Air	1	Fletcher Kelleher
2	Ben Zanatta	2	Sol Gruending
3	Jacob Hall	3	Jake Feher
4	Sullivan Tucker	4	Lachlan Smith
U14 Boys		U14 Girls	
1	Hugh Vaughan	1	Oceanna Rogers
2	Xavier Bryce	2	Keira Buckpitt
3	Dom Thomas	3	Tyla Hurst
4	Sam Cornock	4	Ruby Rockstar Trew
U12 Girls		U10 Girls	
1	Ruby Rockstar Trew	1	Evie Fisher
2	Tiana Darragh	2	Lucy Darragh
3		3	
4		4	



EVENT WINNERS & FINALISTS – NORTHERN BEACHES

UNDER 8 MIXED				
Cruz Air	1			
Jay Whitfield	2			
Jasper Glossop	3			
Hugo Harrington	4			
UNDER 10 BOYS				
Taj Air	1		UNDER 10 GIRLS	
Sullivan Tucker	2		Evie Fisher	1
Ben Zanatta Creagh	3		Lani Cairncross	2
Jacob Hall	4		Jada Larsen	3
			Alice Hodgson	4
UNDER 12 BOYS				
Fletcher Kelleher	1		UNDER 12 GIRLS	
Sol Gruending	2		Ruby Rockstar Trew	1
Kash Smith	3		Abigail Hall	2
Koby Jackson	4		Keira Puckeridge	3
				4
UNDER 14 BOYS				
Nate Hopkins	1		UNDER 14 GIRLS	
Xavier Bryce	2		Keira Buckpitt	1
Dorm Thomas	3		Holly Wishart	2
Cooper Collinge	4		Oceanna Rogers	3
			Clara McDonald	4



EVENT WINNERS & FINALISTS – KIAMA

UNDER 8 MIXED			
Cruz Air	1		
Jay Whitfield	2		
Jasper Glossop	3		
Hugo Harrington	4		
UNDER 10 BOYS		UNDER 10 GIRLS	
Taj Air	1	Evie Fisher	1
Sullivan Tucker	2	Lani Cairncross	2
Ben Zanatta Creagh	3	Jada Larsen	3
Jacob Hall	4	Alice Hodgson	4
UNDER 12 BOYS		UNDER 12 GIRLS	
Fletcher Kelleher	1	Ruby Rockstar Trew	1
Sol Gruending	2	Abigail Hall	2
Kash Smith	3	Keira Puckeridge	3
Koby Jackson	4		4
UNDER 14 BOYS		UNDER 14 GIRLS	
Nate Hopkins	1	Keira Buckpitt	1
Xavier Bryce	2	Holly Wishart	2
Dom Thomas	3	Oceanna Rogers	3
Cooper Collinge	4	Clara McDonald	4

SURFING AUSTRALIA

BRANDING





Item 7.2

Attachment 3



SOCIAL MEDIA OVERVIEW

	FOLLOWERS	POSTS	LIKES
	27.4K	15	391+
	15.1K	19	4,793+



SURFING AUSTRALIA
INSTAGRAM

surfing_nsw • Following
 Just's location: New South Wales

surfing_nsw at only five years old Byron Bay's Latham Knappe Zoni, played one with a real attitude as she tore apart the crowd at the Division of the...
 In moments, the Surfer Groms Competition at the Division of the...
 by @surfingnsw at 11:00pm on Feb 11, 2019
 at surfingnsw.com.au
 @surfingnsw | Surfing, NSW |
 #surfingnsw #surfnsw #surfnsw

423 likes



surfing_nsw • Following

surfing_nsw @surfnsw, Australia - representing the state of NSW at the Division of the...
 by @surfingnsw at 11:00pm on Feb 11, 2019
 at surfingnsw.com.au
 @surfingnsw | Surfing, NSW |
 #surfingnsw #surfnsw #surfnsw

423 likes



surfing_nsw • Following
 Just's location: New South Wales

surfing_nsw The future is looking bright. It's a young 15-year-old surfer @surfnsw who is showing to get the best from the competition at the Division of the...
 by @surfingnsw at 11:00pm on Feb 11, 2019
 at surfingnsw.com.au
 @surfingnsw | Surfing, NSW |
 #surfingnsw #surfnsw #surfnsw

423 likes



surfing_nsw • Following
 Just's location: New South Wales

surfing_nsw at only five years old Byron Bay's Latham Knappe Zoni, played one with a real attitude as she tore apart the crowd at the Division of the...
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 at surfingnsw.com.au
 @surfingnsw | Surfing, NSW |
 #surfingnsw #surfnsw #surfnsw

423 likes



Item 7.2

Attachment 3

SURFING AUSTRALIA

PRESS RELEASES - 13

Surfing NSW Media Release View this email in your browser



WOOLWORTHS SURFER GROMS COMP SERIES TO HIT NORTHERN NSW THIS SCHOOL HOLIDAYS.



ABOVE: After taking out two Woolworths Surfer Groms Competitions in its early events, Fletcher Knapik (Fletcher) (NSW) will be looking to claim a hat-trick when the event series hits Coffs Harbour.
MANDATORY IMAGE CREDITS: Photo: Surfer - Surfing NSW (Image: Shutterstock) / Surfing NSW

Surfing NSW Media Release View this email in your browser



2018 WOOLWORTHS SURFER GROMS COMP SERIES WRAPS UP NSW LEG IN KIAMA.



ABOVE: Taking out his second Woolworths Surfer Groms Competition presented by Pura Protein Surfer this for the year, Matt Higgins (Higgins) (NSW) put an exclamation mark on his season with a hat-trick win in Kiama.
MANDATORY IMAGE CREDITS: Photo: Surfer - Surfing NSW (Image: Shutterstock) / Surfing NSW

Surfing NSW Media Release View this email in your browser



GROMMETS LIGHT UP COFFS HARBOUR FOR THE FIRST DAY OF THE WOOLWORTHS SURFER GROMS COMP.



ABOVE: Dusk (Shaner) (Shaner) (NSW) put a high level of excitement in the opening heat of the day, finishing an already hot start dominated by the likes of Josh...

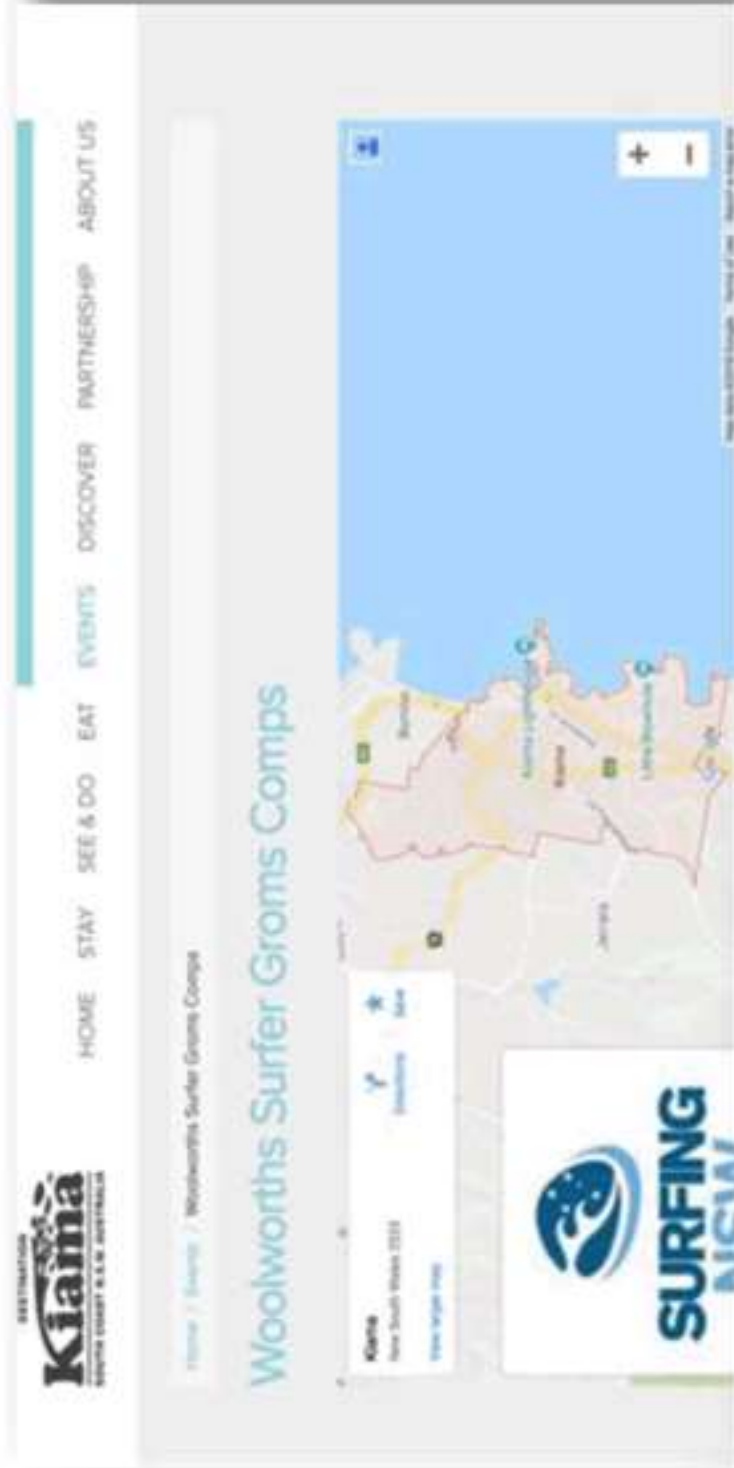


WEBSITE BRANDING



 SURFING AUSTRALIA

EXTERNAL MEDIA CLIPPINGS



Item 7.2

Attachment 3

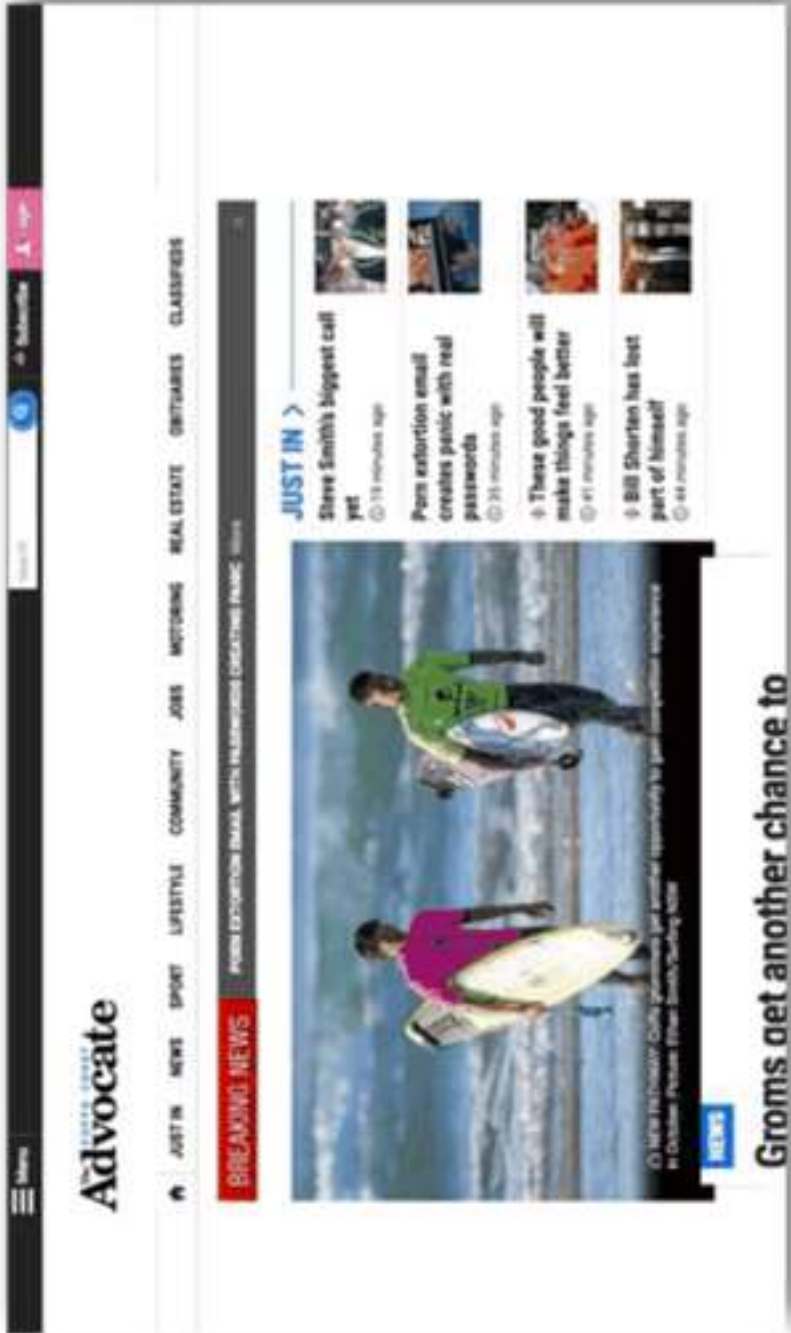


Item 7.2

Attachment 3

SURFING AUSTRALIA

EXTERNAL MEDIA CLIPPINGS



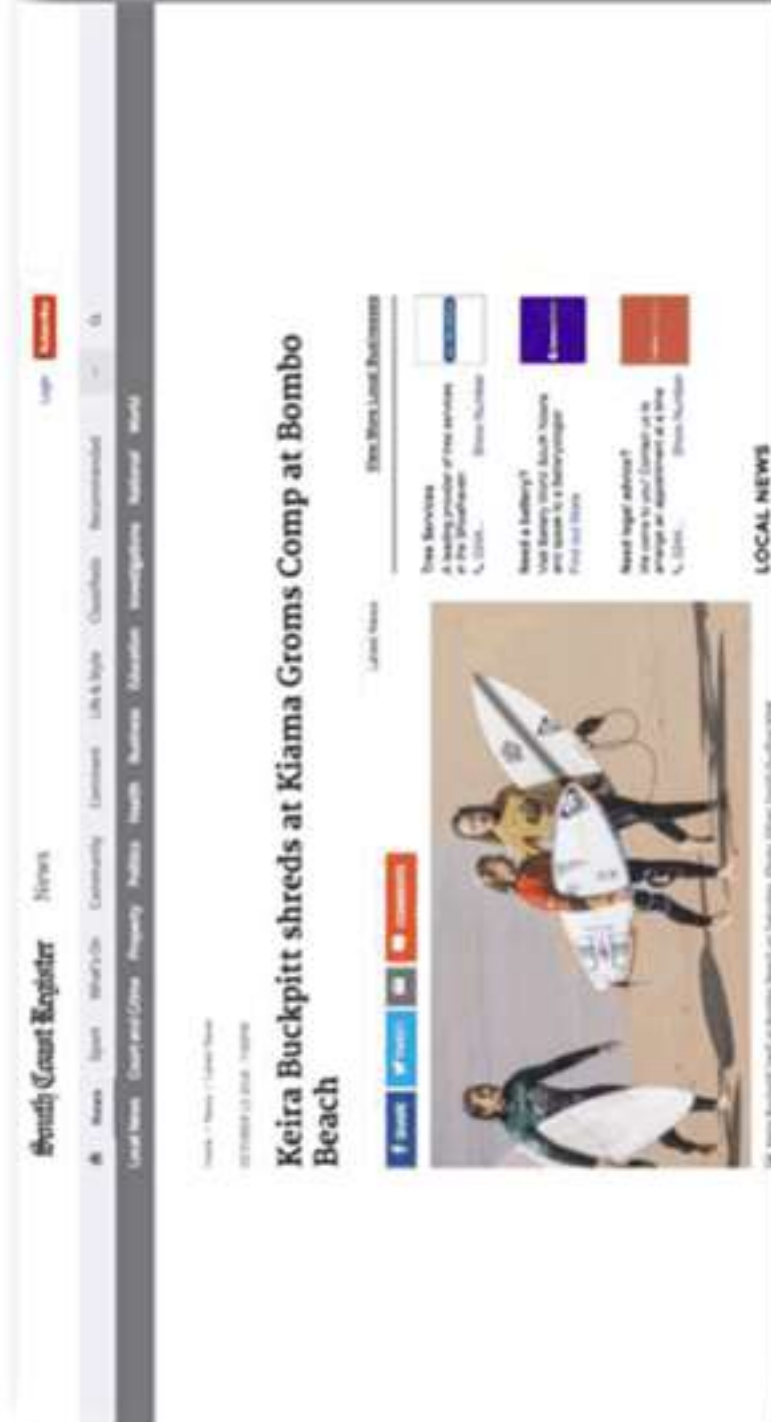
The screenshot shows the Advocate website with a navigation menu including: HOME, JUST IN, NEWS, SPORT, LIFESTYLE, COMMUNITY, JOBS, MOTORING, REAL ESTATE, OBITUARIES, and CLASSIFIEDS. The main content area features a 'BREAKING NEWS' banner with a photo of two surfers and the headline 'Groms get another chance to...'. Below this is a 'JUST IN >' section with several news items:

- Steve Smith's biggest call yet (11 minutes ago)
- Porn extortion email creates panic with real passwords (31 minutes ago)
- These good people will make things feel better (41 minutes ago)
- Bill Shorten has lost part of himself (44 minutes ago)

At the bottom of the page, a URL is provided: <https://www.coffscoastadvocate.com.au/news/groms-get-another-chance-to-impress-with-new-coffs/3494670/>

SURFING AUSTRALIA

EXTERNAL MEDIA CLIPPINGS



Attachment 3

Item 7.2



TV COVERAGE



<https://www.facebook.com/WINNewsIllawarra/videos/2125373314153194/?t=3>



IMAGE GALLERY









Contact: ethan@surfingnsw.com.au

Item 7.2

Attachment 3



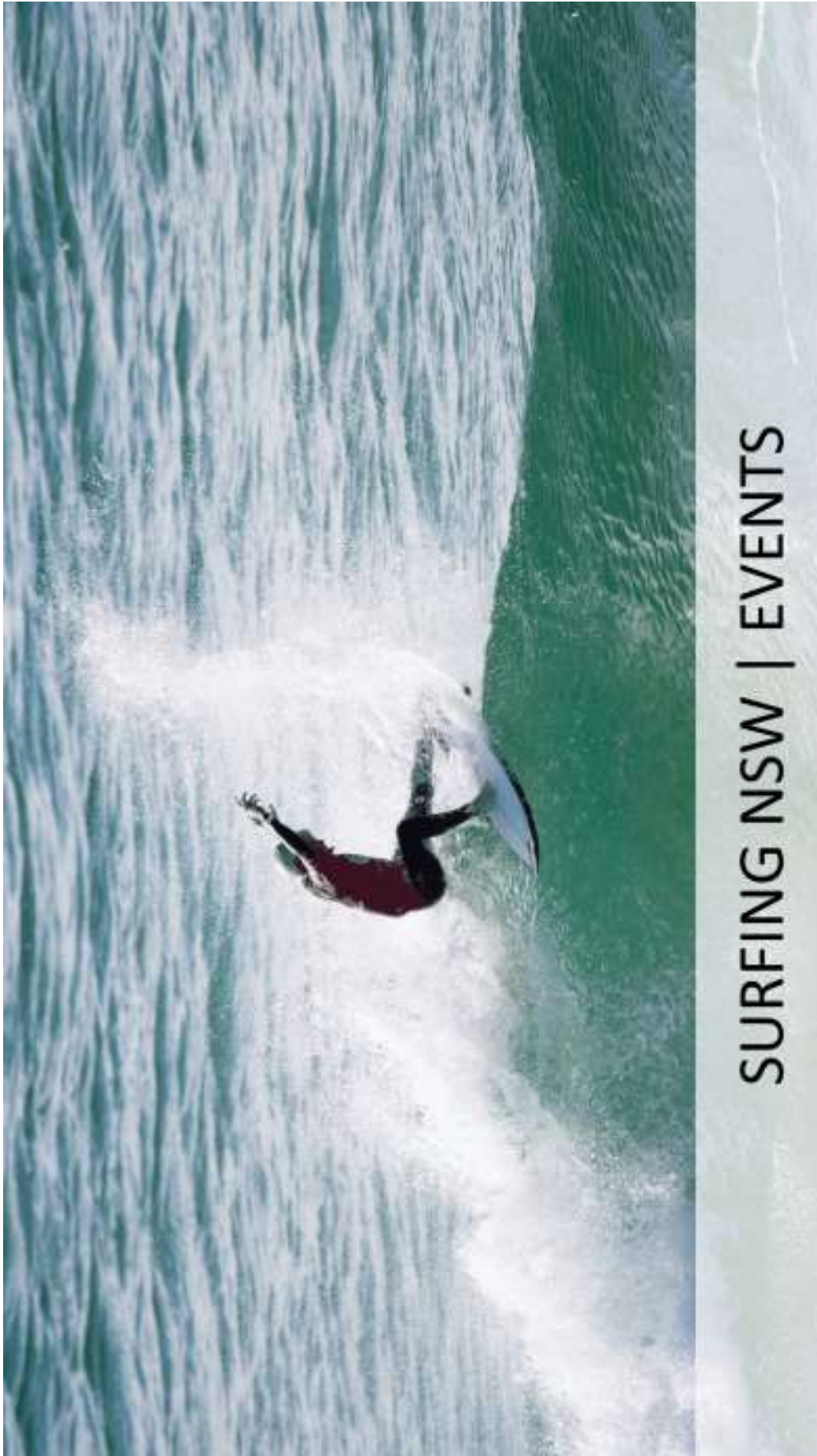
CONTACT

-  Adam Huban – Events Manager
-  adam@surfingnsw.com.au
-  0405 801 628
-  Mat Hodge – Partnerships & Data Coordinator
-  mat@surfingnsw.com.au
-  0447 541 895



Item 7.2

Attachment 4



SURFING NSW | EVENTS

Item 7.2

Attachment 4

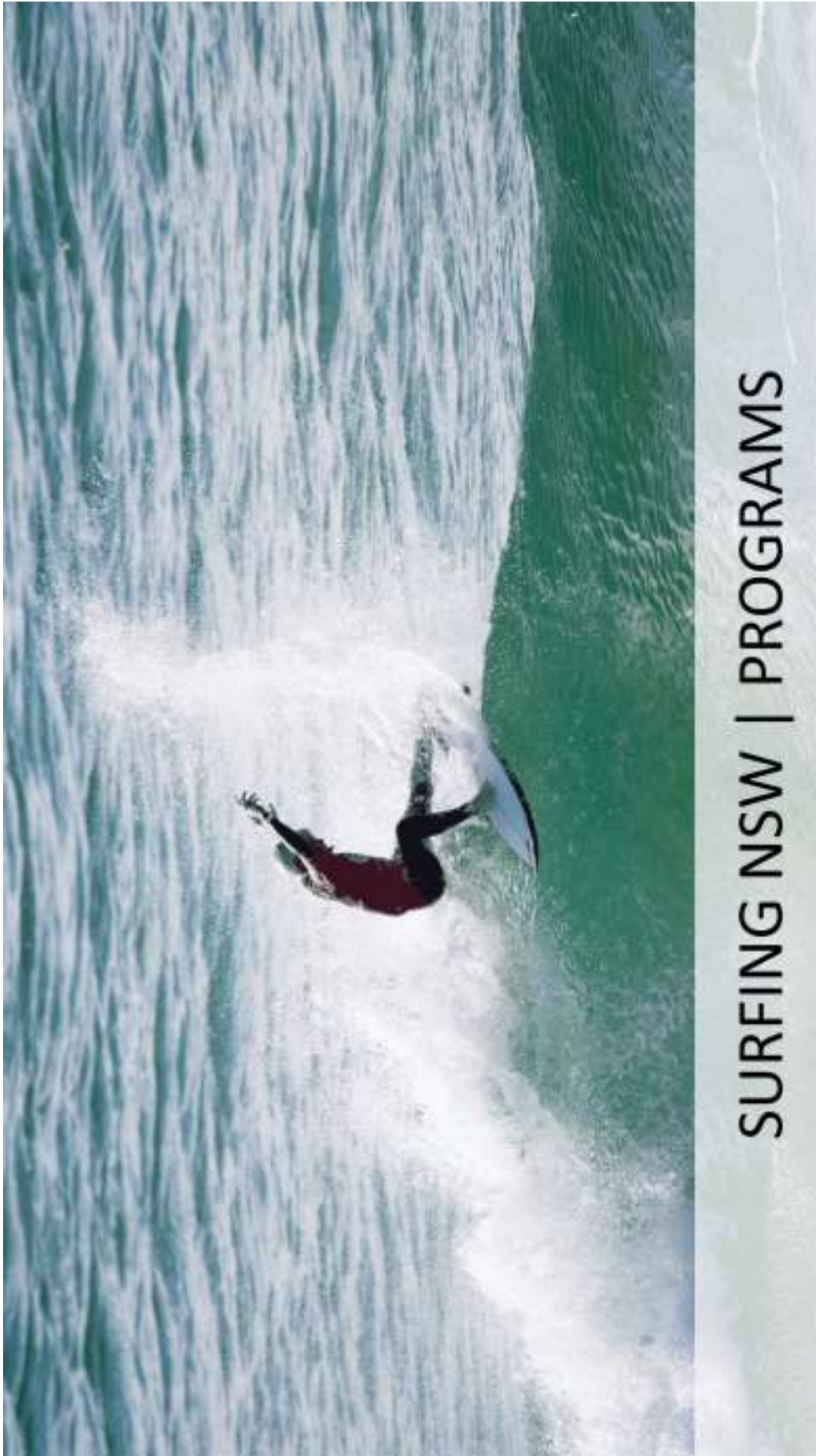
Surfer Grom Comp

Competitor Numbers: 74 Competitors
Crowd Numbers: Estimated 500+
Dates: 13th – 14th October 2018
Location: Bombo Beach, Kiama NSW

- Logo inclusions in all event collateral.
- Social Media Promotions.
- Kiama Municipal council & Destination Kiama branding & event program media releases.
- E-news sent out to database of 10,000+ , promoting Destination Kiama & accommodation deals.
- Beach Pa announcements each day of event.
- Video & Photos captured throughout event. (included in report & upon request)
- Councillor Mark Way presenting winners trophies.



VIDEO: [LINK](#)



Item 7.2

Attachment 4

High Performance & Development Coaching Day

Numbers: 20 Athletes
Dates: 24th – 25th October 2018
Location: Bombo Beach, Kiama NSW

- All athletes stayed overnight in accommodation recommended by Destination Kiama.
- Most athletes from out of region.
- 4 athletes from region.
- Social Media Promotions.
- E-news sent out to database of 10,000+ , promoting Destination Kiama & accommodation deals
- Content captured.



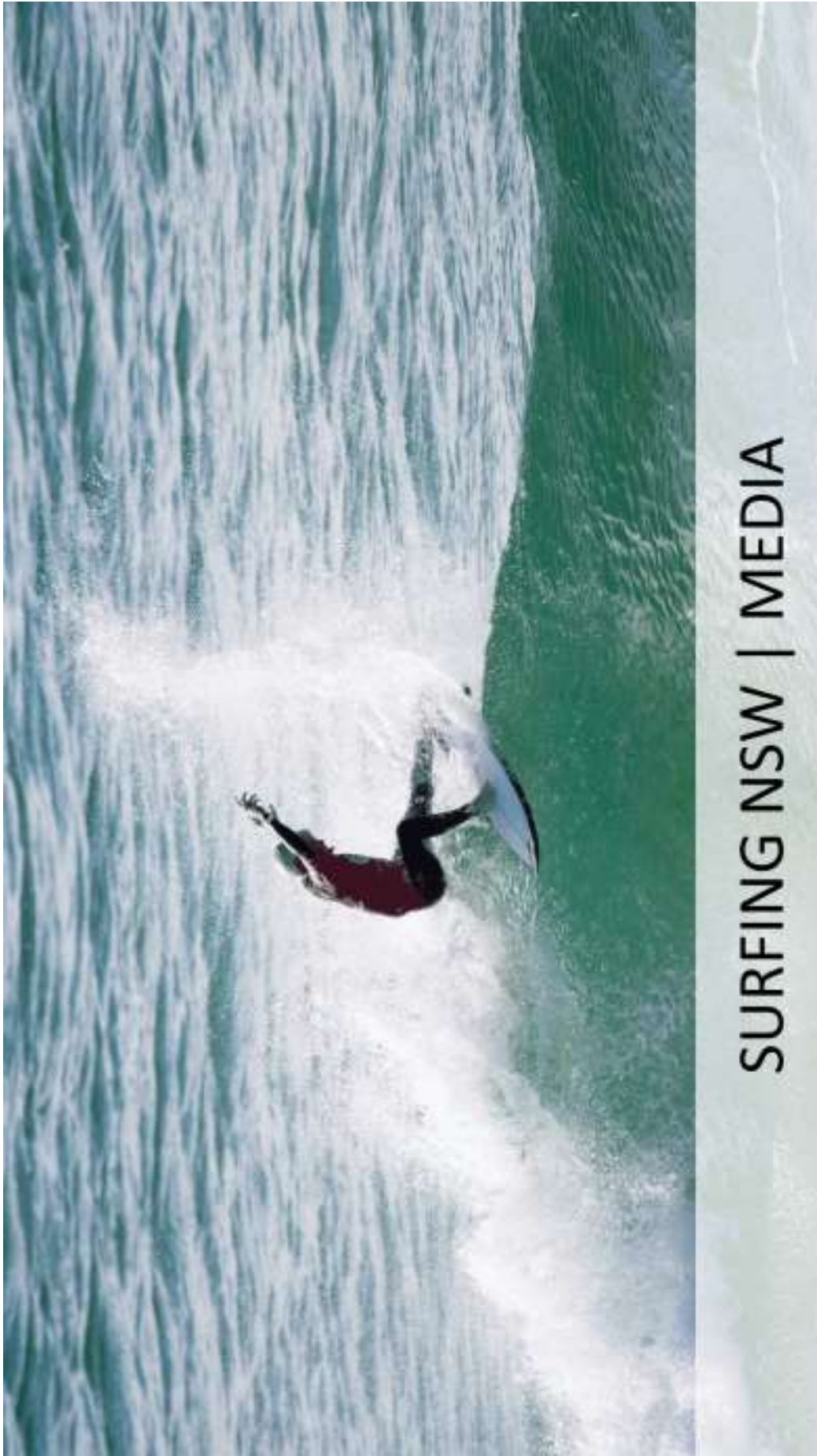
<https://www.instagram.com/p/Bs4fgH5gQr2/>



Indigenous Surfing program

Numbers: 16 kids ages 4-14yrs & 2 Staff
Dates: 24th – 26th November 2018
Location: Kiama NSW

- All travelled to the Kiama region for lesson.
- All from out of region.
- Stayed all 3 days in region.
- Content captured and shared with Destination Kiama (upon request).



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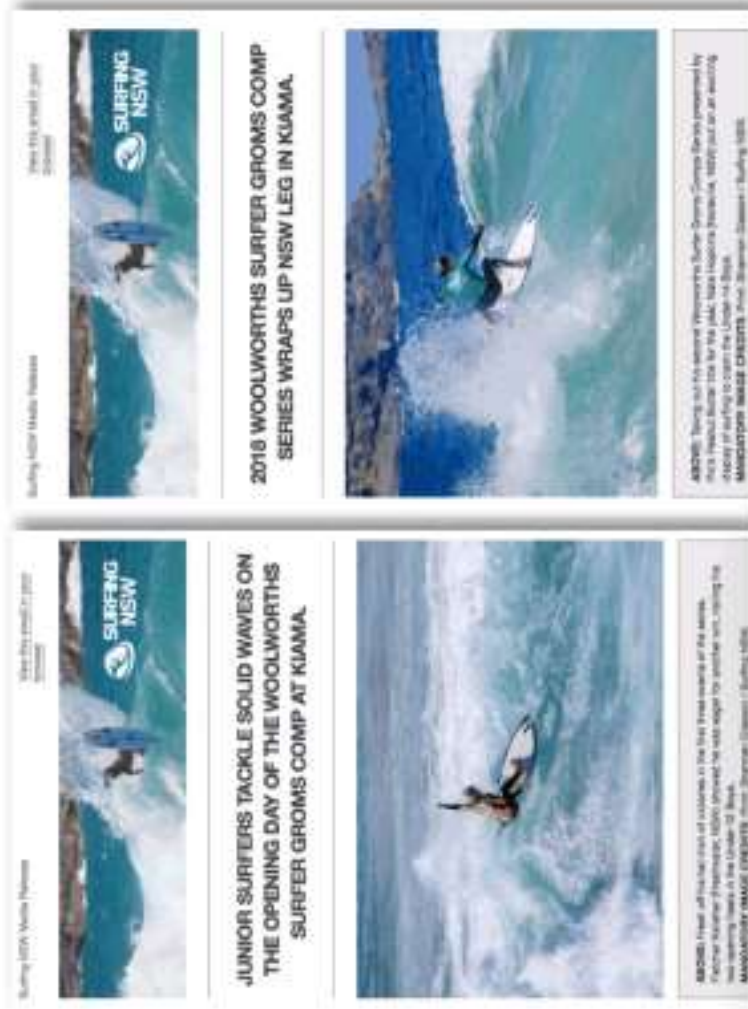
Attachment 4

Pursue partnerships with media agencies in region for each event to profile Kiama as a Surfing destination as well as the surfing events.

Apply Kiama Municipal council & Destination Kiama branding & event program media releases.

- Woolworths Surfer Grom Comp: 3 Media Releases

<https://www.surfindoaustralia.com/states/nsw/news>





Item 7.2

Attachment 4



Item 7.2

Attachment 5

THE 96.5 WAVE FM
KIAMA
SKY SHOW

PRESENTED BY
DESTINATION KIAMA &
KIAMA MUNICIPAL COUNCIL

POST EVENT
REPORT 2018
DRAFT



TABLE OF CONTENTS

1	SUMMARY	3
2	INTRODUCTION	4
2.1	EVENT HISTORY	4
2.2	OBJECTIVE	4
2.3	KPI'S	4
2.4	SPONSORS	5
2.5	EVENT PARTNERS	5
2.6	KEY EVENT PERSONNEL (internal and external)	5
3	POST EVENT SUMMARY OF EVENT CATEGORIES.....	8
3.1	TRAFFIC MANAGEMENT	8
3.2	WASTE MANAGEMENT SERVICES	11
3.3	MARKETING & PROMOTIONS	13
3.4	SPONSORSHIP	19
3.5	BLACK BEACH ACTIVITIES	20
3.6	HINDMARSH PARK ACTIVITIES	26
3.7	EVENT ORGANISATION	28
3.8	TRANSPORT AND PARKING	30
4	FEEDBACK ON EVENT CATEGORIES BY WORKING GROUP	31
4.1	TRAFFIC MANAGEMENT – DISABLED ACCESS	31
4.2	WASTE MANAGEMENT SERVICES	31
4.3	BLACK BEACH ACTIVITIES	32
4.4	HINDMARSH PARK ACTIVITIES	32
4.5	EVENT ORGANISATION	33
4.6	MARKETING, PROMOTIONS & SPONSORSHIP	34
4.7	RISK, SAFETY & SECURITY	34
4.8	TRANSPORT & PARKING.....	34

1 SUMMARY

The 2018 Kiama Sky Show was a great success. With approximately 15,000 people in attendance, the atmosphere was vibrant with locals and visitors to the Kiama area coming together to celebrate the end of another fantastic year.

Held on Monday 31 December 2018, this family-friendly event incorporated some new concepts including an Eat Street, Waste Wise event and broader sponsorship opportunities.

All KPIs set for the event were met which included:

- Waste wise event and awareness for all attendees and stall holders to the event.
- Smoke free event.
- Secure \$10,000 in sponsorship from local stakeholders.
- Safe, family-friendly event.
- Attract at least 10,000 attendees to the event including locals and out of area visitors.
- Achieve 10 positive comments on social media, post event.

This report includes details of the event including what worked well and suggested improvements for 2019. It will be a great resource when planning the 2019 Kiama Sky Show.

2 INTRODUCTION

What	The 96.5 Wave FM Kiama Sky Show
Who	Presented by Destination Kiama & Kiama Municipal Council. Partnership with Wave FM & Kiama and District Business Chamber
When	Monday 31 December 2018
Where	Black Beach, Kiama Harbour, Hindmarsh Park and Shoalhaven Street, Kiama
Why	To celebrate the end of 2018, and welcome in the beginning of 2019. A safe, family friendly community event for locals and visitors to the Kiama area.

2.1 EVENT HISTORY

Traditionally run by the Kiama Visitor Centre as the New Year's Fireworks, Destination Kiama and Kiama Municipal Council attained the event in 2017 revamping it as the Kiama Sky Show in conjunction with the Kiama & District Business Chamber.

With a slightly longer planning period, the 2018 event incorporated new features including road closures on Shoalhaven and Terralong Streets, the creation of an Eat Street and combining the Lasers into the Fireworks Show.

2.2 OBJECTIVE

To celebrate the end of 2018, and welcome in the beginning of 2019. A safe, family friendly community event for locals and visitors to the Kiama area.

2.3 KPI'S

- Waste wise event and awareness for all attendees and stall holders to the event.
- Smoke free event across the entire footprint.
- Secure \$10,000 in Sponsorship from local stakeholders.
- Safe, family-friendly event
- Attract at least 10,000 attendees to the event including locals and out of area visitors.
- Achieve 10 positive comments on social media, post event.

2.4 SPONSORS

- Kiama Coast Holiday Parks
- Big 4 Easts Beach Holiday Park
- Richard Crookes Constructions
- APP Corporation

2.5 EVENT PARTNERS

- Kiama and District Business Chamber
- 96.5 Wave FM

2.6 KEY EVENT PERSONNEL (INTERNAL AND EXTERNAL)

Internal and external stakeholders involved with the planning and delivery of the event.

Working committee

Kiama Municipal Council	
Kerry McMurray	General Manager
Karen Ronning	Manager Tourism & Events
Tony Hardy	Manager Waste Services
Nick Guggisberg	Manager Community & Cultural Development
Renee Winston	Risk Management Coordinator
Keryn Calcraft	Events Coordinator
John Green	Works Coordinator
Bruce Brownlow	Works Team Leader
Brent Blackburn	Communications Officer
Julie Milevski	Environmental Health Officer
Dennis Tracey	Senior Ranger
Josephine St John	Waste Management Officer
Mallory McLennan	Relief Executive Assistant Engineering & Works
Rob Sellars	Waste Services Labourer
District Business Chamber	
Marie Beikmanis	President
Gavin McClure	Secretary
Lisa Kelsey	Business Administration Manager

Event contact list (excluding the organising committee)

NAME	ROLE AT EVENT / COMPANY	
Kiama Municipal Council		
Peta Horner	Event Crew	
Sally Bursell	Event Crew	
Aaron Castro-Matis	Event Crew	
Honni Procter	Event Crew	
Sarah Hollingworth	Bin Monitor	
Jo Skofic	Bin Monitor	
Kerrilyn O'Keefe	Bin Monitor	
Michael Preston	Bin Monitor	
Bruce McLeish	Bin Monitor	
Tom Ward	Ranger	
Steve Meaker	Waste Services Crew	
Anthony Vella	Waste Services Crew	
Jason Mackay	Waste Services Crew	
Paul White	Waste Services Crew	
Jesse Chittick	Waste Services Crew	
Joel Mallam	Outdoor Crew	
Warrick Aubrey	Outdoor Crew	
Graeme Willard	Outdoor Crew	
Nathan Maloney	Outdoor Crew	
Daniel Lee	Outdoor Crew	
Howard Storey	Outdoor Crew	
District Business Chamber		
Cameron McDonald	Event Coordinator	
Ed De Vincenzo	MC, Hindmarsh Park	
Emergency Services		
Gordon Dunlop	NSW Police	
Joe Lopez	Insight Security	
Goran Joveski	Insight Security	On site contact
Karen Williams	Ambulance	
Paul Houghton	St John Ambulance	
Kayla McCormack	St John Ambulance	On site contact
Captain Terry Dryburgh	Fire Service (Station Commander)	
Suppliers		
Murray Guest	Fireworks Australia	
Martin Brady	Fireworks Australia	
Corey Alister	Fireworks Australia	On site contact
David Bongy	Fireworks Australia	On site contact
Arthur Ipsaros	Genius Laser Technology	On site contact
Tony McAdam	Wave FM	On site contact
Dean Kesby	Wave FM	On site contact

Ivan Soares	Traffic Logistics	
Bruce Humble	Traffic Logistics	On site contact
Tim Van Den Berg	Illawarra Production Services (IPS)	On site contact
Kane Blay	Coates Hire, Albion Park	
Jihad Salem	Coates Hire, Port Kembla	
Emma Khourey	Tina Green Circus	On site contact
Liam Marsh	Jamberoo Action Park	
Luke Chambers	Lauries Carnival	On site contact
Phil Winterton	Phil Winterton Photography	On site contact
Peter Izzard	PIP	On site contact
Simon Ghali	Phat Brass Talent Agent	
Lachlan	Phat Brass	On site contact
Sharon Heffernan	BTW Communications	
Alex Brown	Liquid Promotions	
Keiran	Liquid Promotions	On site contact
Ben Kearney	Bungy Bounce	On site contact
Craig Duren	Kiama Harbour Boat Owners Assoc.	
Noel	Presbyterian Church	
Nadia Thompson	Picnic By the Sea	On site contact
Dave Evans	Laughter House Entertainment	
Tricia Ashleford	Farmers Markets	
Robert Baillie	Kiama Station Manager	
Kim Duffy	Kiama Coaches	
David	Premier Illawarra	

Item 7.2

Attachment 5



3 POST EVENT SUMMARY OF EVENT CATEGORIES

3.1 TRAFFIC MANAGEMENT

The Traffic Control Plan (TCP) was managed by external traffic management company, Traffic logistics.

Road closure details

- Partial road closures on
 - Terralong Street – from Collins Street roundabout to Manning Street roundabout
 - Shoahaven Street – from Minnamurra Street roundabout to intersection at Terralong Street.

After much discussion with Council, NSW Police and Traffic Logistics, the following activation was put in place:

- Soft road closures from 12 midday on both Terralong & Shoalhaven Street.
- Hard road closures:
 - Terralong Street: 4.00pm – 9.45pm
 - Shoalhaven Street: 2.00pm – 10.30pm

The main purposes of the road closures were to provide a safe environment for all attendees, comply with new Hostile Vehicle Guidelines and free up more viewing space on Black Beach for attendees by creating an Eat Street on the closed road.

- Four VMS boards were hired from Coates Hire to notify people in Kiama of the upcoming road closures. They were put in set locations one week prior to event commencing (Monday 24 December 2018). The locations included:
 - Two boards located in the Kiama CBD at either end of Terralong Street. One in front of the Police Station, the other opposite Thai@Kiama.
 - Two board were placed on freeway capturing north and southbound traffic. One on the Kiama bends truck rest stop, the other near Bombo train station.

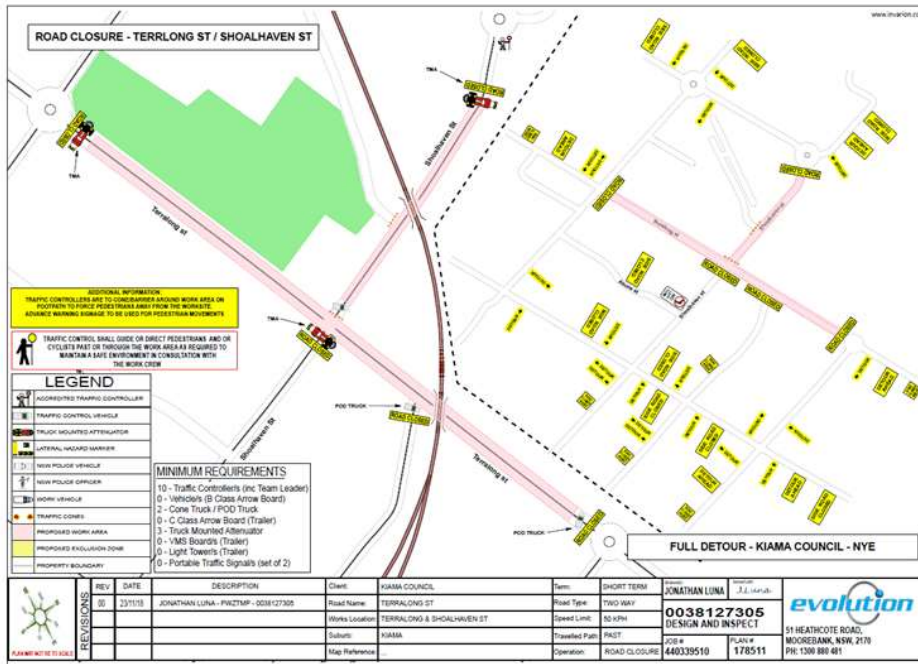
Traffic Control Plan (TCP)

A TCP was created by Evolution Traffic and was approved by Councils Traffic Management Committee on Tuesday 4 December 2018. Council then endorsed the plan in the Tuesday 18 December 2018 meeting.

Following the approval by Councils Traffic Management Committee, a letter was distributed to over 2,000 local businesses and residents in the Kiama CBD, within a 1-kilometer radius of the event venue, notifying them of the upcoming road closure details

The TCP (below) incorporates:

- Four traffic controllers with vehicles,
- Three TMA trucks
- Plenty of signage notifying of closures and detours – which worked really well



The same TCP was endorsed by Traffic Logistics who were secured as the Traffic Management service for the event.

Disability drop off area

The drop off area was located on the Northern end of Shoalhaven Street and consisted of securing two of the existing car parking spaces directly opposite The Sebel’s underground parking entrance.

Councils Outdoor team reserved these parking spaces with bollards and signs at 6.00am on event day.

The purpose of the drop off area was to allow people with disabilities to be driven to a flat location, which was close to the main event area, and access the disability viewing area with ease.

Traffic Logistic managed the access to the drop off area during the event by screening any entrants via Minnamurra Street Roundabout and ensuring the vehicle was removed after drop off.

Outcome

- All vehicles were cleared from the roads needing to be closed by 4.00pm.
- Emergency services could gain access to the closed road with some improvements at access points.
- Guests and employees of The Sebel Harbourside and Penny Whistlers were able to gain access to the Sebel's underground carpark on Shoalhaven Street. Traffic Logistics managed this well at the Minnamurra Street roundabout with no complaints received.
- We received positive feedback from the community about the closure of Terralong & Shoalhaven Streets with families appreciating to be able to roam safely with children.
- On complaint received from a local business owner that the road closures affected their trade. Appropriate action by Council has been taken to address the complaint.

Item 7.2

Attachment 5

3.2 WASTE MANAGEMENT SERVICES

The Kiama Sky Show was proud to be a Waste Wise event. The Waste Services Team and Environment & Health team worked extremely well together to deliver all the needs for the event efficiently and effectively.

Bins

- Red (general), yellow (recycling) and green (compost) bins were available in 26 locations across the event zone from Black Beach to Hindmarsh Park.
- The Waste Services team swapped out the full bins for empty bins every hour.
- Stall holders were provided with their own set of bins in a 'service area' to avoid overflowing the public bins.
- A service area with a waste tip-truck was setup behind the Old Fire Station and this also acted as a base for the six Council employees who worked tirelessly all event from the Waste Services team.
- Six bin monitors coordinated by Josephine St John worked the event.
 - They assisted attendees to the event disposing of the waste correctly to lower the contamination rate. This was part of the 'Waste Wise event' concept.
 - Multiple comments at the event by attendees about how great it was to have event crew monitoring the bins
- Contamination from items placed in the wrong bins was vastly improved from last year. Waste Services management estimated 60% good: 40% contaminated and after processing at the recycling depot, that perfect increased to 80% good: 20% contaminated.
- The event zone was in exceptional condition by 8am the next morning (Tuesday 1 January 2019) with many positive comments being received on social media by the public and within council including direct from the General Manager.
"It was as if an event had never occurred" which is amazing considering there were 15,000 people in attendance.
Management said there was a lot less waste left this year to clean up which helped.

Toilets

- Increased the quantity of portaloos hired this year, including:

- Eight, at blowhole point, as per previous years
- Six, opposite toilets at Black Beach on Terralong Street
- Four at Hindmarsh Park next to Joyce Wheatley Community Center
- The portaloos mentioned above were in addition to the Council toilets open and operational for the event, including:
 - Black Beach reserve
 - Black Beach near Terralong Street
 - Terralong Street next to the Old Fire Station
 - Next to Visitor Information Center
- A team of six Council employees worked tirelessly all event to clean and restock the toilets every hour.
They only received one call all event for a toilet which was out of toilet paper.

Stall holders

- Stall holders must comply with the Waste Wise component of the event which was specified in the event application.
 - Two stall holders did not comply with the Waste Wise requirements which meant their packaging for their food was not compostable or recyclable. These stall holders included the Kebab stall (H&G Catering) and The Prestige Oyster & Prawn supplier.
 - Compostable takeaway packaging for food was very well received by attendees.

Sydney Water Stations

- Sydney Water provided three water stations for the event as per the partnership Council has with them. Each station consisted of three bottle refill taps and one bubbler (pictured below).
 - Two water stations in Black Beach, as per 2017.
 - One station in Hindmarsh Park.



3.3 MARKETING & PROMOTIONS

Creation of new assets

- A hero image (below) was selected for the 2018 event collateral, which was captured by Daniel Hopkins at the 2017 Kiama Sky Show.
- Creation of generic assets in line with branding - letter head & logo (below)



Media partner

- Wave FM
 - Creation of the soundtracks for the Fireworks and laser shows
 - Five (5) pre-recorded promotional pointers (long) broadcast on air from Saturday 22 December – Monday 31 December.
 - Five (5) pre-recorded sweepers (short) broadcast on air from Saturday 22 December – Monday 31 December.
 - Event landing page on wavefm.com.au (insights mentioned below)
 - Attendance at the event with the Wave Raiders car, marquee and giveaways
 - Live crosses from the event (6.00pm – 9.00pm)
 - Live simulcast of the soundtrack at 9.00pm

Social media

- Facebook – Kiama NSW Australia (commercial site – 3,351 followers)
 - An event was created on this page
 - 2.1K interested in attending
 - 590 went (attended – clicked as 'going')
 - 3048 views of the recap video posted on this event
 - Four posts leading up to the event
 - One boosted – reaching 1674 people
 - 2 November – event listing – 175 reactions
 - 1 December - Welcome to December – 12 reactions – 943 reached
 - 30 December - "one more sleep" – 45 reactions – 2.2K reached
 - Recap video posted 2 January 2018 – 59 reactions – 7.3K reached

- Facebook – Destination Kiama (corporate site – 504 followers)
 - Managed by Councils Tourism & Events team (Destination Kiama)
 - 11 posts about the 2018 Kiama Sky Show
 - 27 October – Stall holder callout – 6 reactions
 - 5 November – invitation to be a sponsors – 1 interaction
 - 5 December – event launch – 13 reactions
 - 11 December – event listing on Kiama NSW page – 3 reactions
 - 20 December – program launch – 2 reactions
 - 28 December – Green Caffeen post about NYE share – 4 reactions
 - 30 December – laser practice run – 17 reactions
 - 31 December – behind the scenes – 15 reactions
 - 31 December – KMS share about Waste – 3 reactions
 - 1 January – crowd picture – 52 reactions
 - 2 January – recap video share from Kiama NSW page – 7 reactions

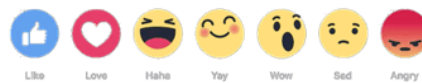
- Facebook – Kiama Municipal Council (4,357 followers)
 - Manage by Councils Communications team
 - Shared Kiama NSW Australia’s event on their page
 - 12 posts about the 2018 Kiama Sky Show
 - 6 December – Event launch – 18 reactions
 - 31 December – Mayors invite - 72 reactions
 - 31 December – Road closures have commenced – 11 reactions
 - 31 December – Hindmarsh Park – 19 reactions
 - 31 December – Waste Wise event – 54 reactions
 - 31 December – Sponsor mention – 1 interaction
 - 31 December – Disability drop off area – 18 interaction
 - 31 December – Toilets – 6 reactions
 - 31 December – Weather update – 15 reactions
 - 31 December – Sky Show times – 12 reactions
 - 31 December – Water stations – 34 reactions
 - 31 December – Last post – 60 reactions

- Facebook – Wave FM (35,725 followers)
 - One post about 2018 Kiama Sky Show:
 - 31 December – event information shared – 3,636 people reached, 17 reactions and 155 post clicks
 - Managed by Wave FM’s Digital Content Manager.

- Facebook – Kiama and District Business Chamber (347 followers)
 - Event listings created promoting the ‘New Year’s Event Concert in the Park’
 - 112 interested, 12 attended.
 - Nine posts about 2018 New Year’s Eve Concert in the Park:
 - 26 November – event information for Concert in the Park – 2 reactions

- 31 December – artwork for Concert in the Park – 1 reaction
- 31 December – KMC road closure post – 3 reactions
- 31 December – Melody moko and stage update – 3 reactions
- 31 December – stall holder post – 8 reactions
- 31 December – Catherine Britt update – 5 reactions
- 31 December – Hindmarsh Park crowd – 5 reactions
- 31 December – Catherine Britt video – 5 reactions
- 31 December – Catherine Britt crowd video – 7 reactions

Note – ‘reactions’ means Like, Love, Haha, Yay, Wow, Sad & Angry emojis which can be selected on Facebook as a response to a post (pictured below). This does not include comments or shares of the posts.

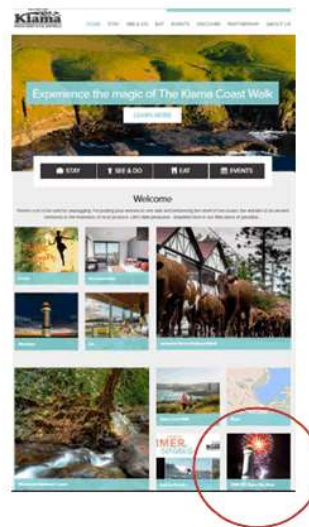


- Instagram - @kiamansw (3,621 followers)
 - Managed by Councils Tourism & Events team
 - No Paid advertisements
 - Posts
 - 31 December – promote sky show - 151 likes & 5 comments
 - 3 January – recap video – 482 views & 2 comments

- Instagram - @kiamacouncil (1,093 followers)
 - Managed by Councils Communications team
 - No Paid advertisements
 - 10 posts about the 2018 Kiama Sky Show
 - 6 December – event launch – 42 likes & 3 comments
 - 31 December – Mayors invite – 34 likes
 - 31 December – road closures – 22 likes
 - 31 December – Hindmarsh Park – 25 likes
 - 31 December – Waste Wise – 39 likes
 - 31 December – Sponsor – 20 likes
 - 31 December – Disability drop off – 20 likes
 - 31 December – Toilets – 13 likes
 - 31 December – Weather – 39 likes
 - 31 December – Sky show times – 30 likes

Websites

- Kiama.com.au
 - Landing page
 - Tile on homepage (right)
 - Website insights are unavailable at this time.
- Wavefm.com.au
 - Landing page was active from 19 December 2018 – 1 January 2019
 - 184 page views
 - Slide promotion on the homepage
 - 4,398 page views



Other Digital

- Destination NSW shared our event
- Update ATDW listing with event details and link to Kiama.com.au
- The Buzz – Destination Kiama’s Enews
 - October 2018 edition – ‘Work has commenced on the 2019 Kiama Sky Show’.
 - November 2018 edition – ‘Stall holder call out’
 - December 2018 edition
 - January 2019 edition
- EDM – to Destination Kiama database
 - 5 November – invitation to be a sponsor



Local PR

- Local media ad space
 - The Kiama Focus Magazine
 - The Bugle
 - The Independent

- Media call
 - With sponsors and partners – Wednesday 5 December 2018
 - Coordinated by Council Communication team
 - Picture below



- Media release
 - Held at Kiama Harbour, all sponsors attended a media call coordinated by Councils Communications Team.
 - The media release went out on 5 December 2018, post the media call on the same day.
- Radio interviews
 - ABC – live cross, Monday 31 December (event day) conducted by Keryn Calcraft.
 - Wave FM– pre-recorded cross, Monday 31 December (event day) conducted by Karen Ronning

Word of mouth

This event has a secure following and is locked-in people's calendars as a great event. Finer details are researched closer to the event or on the day.

Printed material

- A3 Posters
 - 200 copies printed and distributed to the Kiama CBD and members of Destination Kiama

- Program of events (below)
 - The 2018 program increased from two, A4 pages in 2017 to four, A4 (booklet) for 2018. This allowed for new information on road closures and eat street to be included as well as larger maps as per feedback from the 2017 program.
 - 5,000 copies of the program were printed for distribution at the event.

Item 7.2



Attachment 5

3.4 SPONSORSHIP

We secured four sponsors for the 2018 Kiama Sky Show on various levels totalling \$22,500 and two event partners.

The table below outlines the sponsors and event partners, amount and area of the event in which they aligned.

Sponsor	Amount	Area of Event
Kiama Cost Holiday Parks	\$10,000	Laser Sponsor
Big 4 Easts Beach Holiday Park	\$5,000	Fireworks Sponsor
Richard Crooks Constructions	\$5,000	Gold Sponsor (Sky Sofa)
APP Corporation	\$2,500	Eat Street Sponsor
Partner	Amount	Area of Event
Media / event partner 96.5 Wave FM	In Kind support	Black Beach
Kiama and District Business Chamber	Event Partnership to coordinate activities in Hindmarsh Park	

The following sponsorship prospectus was put to market in early September 2018.

For more information on this unique opportunity, please contact Karen Cahill on 4332 0290 or karyn@kiama.nsw.gov.au
Sponsorship deadline - 19/11/2018

SPONSORSHIP PROSPECTUS

Destination Kiama is proud to present the 2018 Kiama Sky Show. With exciting new features planned and an extended time frame, this year's event is set to be a memorable celebration for our community and our visitors.

We now invite businesses to partner with us in staging this event, and offer the following sponsorship opportunities.

SPONSOR BENEFITS	Laser Sponsor \$10,000	Fireworks Sponsor \$5,000	Gold Sponsor \$5,000	Eat Street Sponsor \$2,500
Name credits on Wave FM recorded adverts	X 70x	X 21x	X 21x	X 21x
Logo on kiama.com.au & wavefm.com.au	X	X	X	X
Live mentions on Wave FM on event day	X	X	X	X
Logo in event marketing material	X	X	X	X
Local media acknowledgement	X	X	X	X
Signage at event:				
Reserved 3m x 3m area on Black Beach	X	X	On the sofa Black Beach	Shogham Street
Post event summary	X	X	X	X
Stage appearance opportunity	X	X		
Naming rights of...	Laser Show	Fireworks Show	The host platform	The Eat Street

PRESENTED BY

3.5 BLACK BEACH ACTIVITIES

Eat Street

A new feature to this year's event included an Eat Street along the partial road closure of Shoalhaven Street.

The Eat Street, coordinated by Destination Kiama, included an application process for stall holders. This process included completing a five-page application form before the closing date of Monday 16 November 2018.

Applications were then reviewed by the events team based on products sold, holding a current temporary food stall permit through Council and discussed with the Business Chamber before being sent approval or decline.

We received 22 applications and confirmed 14 for the event. This was due to a duplication of products sold, conflict in products with businesses that are open for trade on Terralong Street for the event and Waste Wise requirements. A stall holder fee of \$200 was paid by all 14 stalls that attended the event.

The Eat Street was sponsored by APP Corporation for \$2,500 and included:

- 14 stall holders trading on the day
 - 2 Smoking Barrels – American style BBQ
 - Mojo Picon – Garlic prawns & chorizo
 - Jett Espresso - coffee
 - Crescent Food Star - Gozleme
 - H&G Catering - Kebabs
 - The Australian Prestige Oyster & Prawn Company
 - Sneaky Burger
 - Mr Squeeze Fresh Juice
 - Dumping Time
 - GF Eats – Gluten free savoury & sweet items (cancelled on the day)
 - Amigos Mexican
 - Ola Lola – Spanish tapas
 - Summerlife – free BBQ
 - Zoe's Children's Home – light up items
 - Face painter
- Managed by Peta Horner on event day
- 2.00pm – 3.30pm bump in
- 10.00pm bump out

Fireworks

- 9.00pm – Fireworks (eight minute duration)
- Fireworks supplier - Fireworks Australia
- Fireworks display simulcast (synchronised) to music and broadcast live by Wave FM
- There was a technical glitch at the commencement of the Sky Show.
 - The Fireworks were speaking with Wave FM radio station to sync up the start of the show with the live radio broadcast and the Lasers were waiting on the same cue so they could all start together.
 - Unfortunately the radio connection went silent, final countdown count not be heard resulting in the fireworks commencing a couple of minutes early.
 - This then required them to stop for 30 second so that both the radio and the lasers could sync back up with the fireworks.
 - As mentioned in the suggestions for improvements below, this needs to be addressed for 2019.

Laser Light Show

- Combined in the Fireworks display from 9.00pm
- First Laser Show directly after the fireworks (seven minutes) to make up a 15 minute Sky Show.
- 9.30pm – Second & different Laser Show (eight minutes). Worked well the second show only being slightly after the first show. Kept the crowd around.
- Laser supplier – Genius Laser Technology
- Laser shows synchronised with music by Wave FM and was great that the two shows were to top 40 hits.
- Ideas for 2019 listed in suggested improvement below.

Carnival

- Laurie's Carnival secured the lease through Council's property department.
- Luke from Laurie's Carnival is a pleasure to work with. Mutually accommodating for ours and their needs in the event.
- Extended trading hours 4.00pm – 11.00pm for NYE event instead of the usual 7.00pm – 10.00pm.
- Located on Old School Flats, the lease allows up to 12 amusement rides
- Luke handed out free tickets to attendees of the event
- The Carnival closed at 8.55pm – 9.15pm & 9.25pm – 9.35pm order for the sound and lights from the carnival to not clash with the Sky Show component of the event.
- The carnival is open for trading for a week after New Year's and attendees can use their leftover tickets.

St Johns Ambulance

- Two x posts (One tent near Eat Street and one tent near Scout Hall)
- Nine x members (on duty staff)
- 18 x admissions
- Two needing to attend a hospital – one via ambulance
 - Simple Abrasion x 2
 - Bluebottle Stings x3
 - Headache
 - Minor puncture
 - Friction burn x3 – one child taken to hospital. Obtained on Laurie's Carnival Giant slide
 - Ear ache
 - Glow stick fluid in the eye x 2
 - Minor burns
 - Existing injury's
 - Oyster cut x 2
 - Cut
 - Serious medical episode – taken by ambulance

Renee Winston, Council Risk Coordinator will be following up with Laurie's Carnival regarding the friction burns.

St John's Ambulance Divisional Corporal, Kayla McCormack appreciated being supplied with a 2-way radio to be connected to the extended event crew on site.

Roving Entertainment

- Three different street theatre acts, from 5.30pm – 8.30pm
 - Phat Brass
 - Six piece roving acoustic group, playing brass instruments and drums.
 - Youth version of the Hot Potato Band with the no vocals
 - Two, 30 minutes sets starting at 5.30pm & 6.30pm
 - Walked up along Black Beach footpath through the crowds
 - Many attendees filming them as they went by. Stopped and caught people attention. Very well liked.
 - Tina Green Circus
 - Walked around Black Beach area doing three, 1-hour performances:
 - Stilt walking dressed as a sailor
 - Interactive hoops with children
 - LED Hoola Hoops once the sun goes down.
 - One female performer, did a great job and had a great response from the audience

- Sammy the Shark
 - Jamberoo Action Park Mascot
 - Attended 5.30pm – 7.30pm
 - Member of Destination Kiama
 - Photo opportunity with children
 - Handed out rulers and flyers to attendees at the event



Item 7.2

Attachment 5

Audio Visual Supplier

- IPS – same supplier as the 2017 event.
- Bumped in Sunday 30 December which took
- Very clean setup with neat cords connected to the speakers around the foreshore area
- One base sound tent setup near the carnival on black beach – very convenient for event organisers but not the best setup for Wave FM compare, Dean Kesby.
- Great sound coverage
- Bump out directly after event
- Three employees on the night very easy and accommodating to work with.
- Supplied with a 2-way to open communication between event crew and IPs employees.

Disabled viewing area

- Trailed for the second year, Council outdoor crew parra-webbed off a space in front of the Information tent.
- We has two people in wheelchairs and their families used it the allocated space to watch the Sky Show, which was an improvement from 2017.
- It is fantastic to have this option available and believe the equipment used for cordoning off and a booking system can make improvements to this space if there is capacity to do so during the planning process for 2019.

Sky Sofa promotion

Another new feature to the event was the Sky Sofa. This was a lounge on Black Beach in an ideal location at an attendee of the event could win to sit on to watch the Fireworks and Laser Show.

It was sponsored by Richard Crookes Construction for \$5,000 and the sofa lounge was kindly supplied by a Council employee.

- Free tickets from information tent 4.00pm – 7.00pm
- 149 tickets given out
- Winner drawn at 7.00pm
- Carlos Chang was the winner of the promotion (pictured below).
- Postcodes were collected at the Information tent when attendees entered the draw. This provided us with some statistics for the event.
 - Most people surveyed were from Albion Park area with a postcode of 2527. This table is below under Event Organisation.



Number of Event Crew – Information tent

- At peak time (7.00pm – 10.00pm) there were eight council employees (event crew) on duty based from the Information tent.
- Eight council employees worked well and would be the minimum number to have at the event.
- In this peak time, we were all stretched to the maximum with crew in all different directions due to a security issue, performance with AV on Black Beach, Information tent to be manned, roving performers, and much more happening all at once.
- The Council employees were fantastic. They completed their role efficiently and effectively and we were very happy with the outcome. Clear duties were outlined in the event manual and all were provided with a detailed run sheet, which was followed well.

Security

An external provider was secured for the 2018 Kiama Sky Show, Insight Security.

They had various duties including:

- Overnight patrol on Sunday 30 December due to bump in of generators, AV equipment, water stations and lasers.
- Four employees on during event day at various time responsible for:
 - laser exclusion zone
 - General presence at event

Post event, security reported:

- an incident with a boat owner who wanted to be in the middle of the harbour for the laser light show and fireworks.
- People bringing sparklers to the event are dangerous and was their biggest source of complaints at the event
- Great family-friendly crowd – not a lot of teen drinkers like at other events which can be the source of problems
- No suspicious terrorism behaviours
- Road closures worked well

3.6 HINDMARSH PARK ACTIVITIES

All activities in Hindmarsh Park were organised by the Kiama and District Business Chamber. Coordinator on the day was Cameron McDonald, a board member of the Kiama and District Business Chamber.

Live Entertainment

- Five performers on the main stage over the duration of the event.
 - Local performers from 4.00pm
 - Melody Moko from 5.30pm
 - Followed by headline act, Catherine Britt and the Cold Cold Hearts at 7.30pm
- Coordination of securing local artists for the beginning of the event proved difficult. Could be due to time of year with school and families on holidays.
- Live music 'Concert in the Park' attracted a good crowd. A lot moved through the park to secure a place at Black Beach.
- 4.00pm – 9.00pm worked well. Slow arrival of attendees at 4.00pm which could have been due to the weather, but it picked up.
- MC was Ed De Vincenzo (as per 2017)

AV provider

- Kiama AV (Joel) worked brilliant. Same provider at 2017 and will definitely use again.
- Setup was much better and safer this year with no trip hazards.
- Sound was great and some lighting provided on stage
- No complaints received regards to the sound level.

Stall Holders

- Nine stall holders in Hindmarsh Park including:
 - Family Gozleme
 - Jett Espresso
 - Lemon Juice Bar
 - Ola Chola
 - Twist Potato
 - Inner Cupcake
 - Paperlight
 - Chilli & Grains
 - Get in to Q

- 2.00pm – 3.30pm bump-in – worked well this year as some stall took a long time to setup.
- 10.00pm bump out also worked great as everyone left the park at 9.00pm when the live music on stage ended and headed to Black Beach for the Fireworks. This allowed the stall holders to commence pack up ready for the bump-out from 10.00pm.
- Many complaints from stall holders that they had a lack of business due to Eat Street stall holders.

Feedback from the Kiama & District Business Chamber & Council Working Committee

- The total cost of activities very high for the Business Chamber
- Disappointed businesses on Terralong Street didn't stay open to utilise the event and the large crowd it brings
- Opinion that we need to secure a high profile performer to attract people.
- Permanent lighting needed on Orry-Kelly Stage.
- Diligent Council employees cleaning the bins did a great job.
- Portaloos location for Park fine.



3.7 EVENT ORGANISATION

Crowd attendance

An estimated at 15,000 people attended the 2018 Kiama Sky Show. This estimation was provided by Insight Security.

A definite positive to the crowd attendance was the low tide at Black Beach and available space on the grass allowed for a very large audience to find seating in this area to watch the Sky Show component of the event.

Small sample of postcodes were taken for the Sky Sofa promotion. When attendees gained their entry into the draw, they provided their postcode. The results are how below and indicate that our main target audience is from the Albion Park, area of 2527.

These results were also confirmed in the feedback from the Kiama train station Master.

POST CODE	SUBURB	No. OF PEOPLE
2046	Five Docks, Chiswick	1
2076	Wahroonga	1
2075	St Ives	2
2140	Homebush	4
2148	Blacktown, Kings Park	1
2160	Merrylands	1
2171	Carnes Hill, Elizabeth Hills, West Hoxton	1
2224	Kangaroo Point, Sylvania	1
2229	Caringbah, Taren Point, Port Hacking	1
2230	Woolooware, Cronulla	1
2231	Kurnell	1
2251	Avoca Beach, Green Point	1
2261	Shelly Beach, The Entrance,	1
2500	Wollongong, Mangerton, Gwynneville, Mount Keira	1
2506	Berkeley	1
2527	Albion Park, Calderwood, Croom, North Mawcquarie, Tongara, Tullimbar, Yellow Rock	25
2528	Barrack Heights, Barrack Point, Lake Illawarra, Mournt Warrigal, Warilla, Windang	5
2529	Shellharbour, Oak Flats, Flinders, Blackbutt, Dunmore	7
2530	Kanahooka, Yallah, Avondale, Dapto, Haywards Bay, Horsley	3
2533	Saddleback Mountain, Minnamurra, Kiama Heights, Kiama Downs, Kiama, Jerrara, Jamberoo, Bombo	14
2534	Werri Beach, Willow Vale, Gerrinogng, Gerroa, Rose Valley, Toolijooa, Foxground,	18
2535	Shoalhaven Heads, Jaspers Brush, Berry, Coolangatte, Budderoo	1
2540	Worrigee, Bewong, Berrara, Bolong	1
2541	Nowra, Bomaderry, South Nowra. Bangalee	8
2560	Appin, Campbelltown	1

2570	Camden, Glenmore,	2
2576	Bowral	2
2577	Carington Falls, Fitroy Falls, Kangaroo Valley, Knights Hill, Macqarie Pass, Moss Vale, Sutton Forrest, Robertson,	12
2578	Bundanoon	5
2604	ACT	1
2620	NSW / ACT	1
2650	Ashmont, Bomen,	2
2652	Rosewood, Boree Creek	1
2666	Nurraburra, Junee Reefs, Remora,	1
2678	Riverina MC	1
2747	Kingswood, Cambridge Gardens, Jordan Springs	1
2758	Kurrajong, Bilpin, Mount Tomah	1
2760	St Marys, Oxley Park	2
2780	Katoomba	1
2790	Lithgow, Jenolan	1
2871	Forbes	1
3158	Victoria	1
3197	Victoria	1
3206	Victoria	1
3844	Victoria	1
4350	Queensland	1
5015	South Australia	1
6164	Western Australia	3
7310	Tasmania	1
Taiwan		2
TOTAL SURVEY SAMPLE		149

Item 7.2

Attachment 5



Image posted on Facebook by Justin Anderson. Permission given for Destination Kiama to share on their Facebook page.

3.8 TRANSPORT AND PARKING

Trains

Working closely with Robert Baillie, Kiama Station Master, we applied for more trains for the event through Transport NSW.



We were able to secure three additional trains (one northbound and two southbound) and a bus which ran for four hours from Kiama train Station to Shellharbour Junction and back.

The trains were the main source of complaint from attendees at the event because we could not sure a train directly after the fireworks and first laser show around 9.45pm.

Feedback from Robert included:

- Passenger numbers
 - At 9.25pm – 30 people on the platform that departed when train left 20 minutes later, 100+ people on the platform and had to wait until 10.30pm for the next train.
 - 9.50pm train – 70 people going South
 - 10.30pm train - 400 people headed North
 - During the day the recorded a lot of poepl coming south for the event (from Shellharbour/ Albion Park) which reflects with the feedback we have from other parts of the event.
- No drunken behavior, everyone were good
- Robert is planning to ask for standby buses for 2019, as he is unable to get the timetable changed for what we need at peak times.

Parking

- Map was included in the event program with parking space allocation in the Kiama CBD. This event program was available via numerous websites prior to event including Facebook, Kiama.com.au and WaveFM.com.au.
- An observation was made by the General Manager, Kerry McMurray, at 8.15pm; the South Akuna Street carpark still had eight parking spaces available.

4 FEEDBACK ON EVENT CATEGORIES BY WORKING GROUP

A lengthy debrief meeting was held on Tuesday 15 January 2019. People delivered a summary of results from the event based on their area of expertise. Attendees of the meeting also had the opportunity to provide feedback & suggestions for improvements on areas of the vent that they did not specialize in.

The following tables are a representation of that feedback.

4.1 TRAFFIC MANAGEMENT – DISABLED ACCESS

Feedback & suggestions for improvements
Flashing lights on top of road closure vehicles need to be on but investigate a way to do so without the truck's engine being on the whole time.
Chicane setup at main round about closures, as per Police request.
Have a meeting with traffic management company and NW police/ ambulance before event

4.2 WASTE MANAGEMENT SERVICES

Feedback & suggestions for improvements
More bins at end of the event on black beach – relocate the Hindmarsh park bins to black beach for the end to reduce overflow.
A bin monitor at each 26 bin stations and remain throughout the event
Pick up (bump out) toilets earlier by supplier to avoid traffic congestion in the town
Observation: Main contamination occurred at end of event when bin monitors and waste services had finished.
Bins along Manning Street should be doubled up with garbage and recycling bins and also services before a during the event to avoid overflowing bins.

Portaloos hire company (Coates Hire) to collect bins earlier in the morning post event to avoid traffic congestion in the main CBD.

Non slip mats near/under the water stations considered as the ground around become wet/ slippery.

Item 7.2

4.3 BLACK BEACH ACTIVITIES

Feedback & suggestions for improvements

Use line marking paint to highlight laser exclusion and maybe pathway at base of stairs into Black Beach (people sitting blocking access at base)

Question the restrictions on people using pop up marquees on black beach as it blocks other peoples view.

Fireworks, laser and radio synchronisation to be addressed to ensure it will work

The Sky Show component of the event needs to build – meaning, the music, the amount and type of fireworks the laser display, all needs to start and then build for a large and memorable finale. How to do this needs to be addressed for 2019.

Can the lasers shine a countdown in the sky to coordinate the synchronization with the fireworks and radio/ music?

Attachment 5

4.4 HINDMARSH PARK ACTIVITIES

Feedback & suggestions for improvements

MC needs improving

Wave FM to look into assisting with more promotion of what is happening in Hindmarsh Park for the event.

Perhaps focus on a kid's area with activities and start the live music on stage with a child's performance (i.e. Yo Gabba Gabba/ Dora the Explorer, face painting, craft area, petting zoo) instead of more food stalls.

Music to start at 5 / 5.30pm
Looks like competing events
Maybe a kid's area as kids park already there. Jumping castle, learn circus (like Kiss Arts)
Local performers to rove, be in Black Beach.
The crowd will come to the event, not sure a high profile performer is required to attract crowds.
Specific food vendor catering for kids as part of the Eat Street.

Item 7.2

4.5 EVENT ORGANISATION

Feedback & suggestions for improvements
Ear piece accessory option for key event stakeholders to use due to unable to hear calls that come through.
Hold Eat Street on Terralong Street between Manning & Railway Parade with tables & Chairs on the road
Hire beanbags
Kids wristbands for parents to write phone numbers on – had 2 requests this year for them
Lost property box/ log
Group security briefing needed
Add hand sanitiser to event toolkit
Raise top sponsorship from \$10,000 to \$12,500
Look into the creation of an app for the event. Could be a valuable resource.
Work on the link with local businesses (assisted by Business Chamber). Create that post event vibe in town for people to continue the celebrations.

Attachment 5

4.6 MARKETING, PROMOTIONS & SPONSORSHIP

Suggestions for improvements
Blackboard at main junctions i.e. Kiama train station, Orry-Kelly Stage, with key information.
Basket at Kiama Train Station with programs
Can the lasers display the sponsors logos as part of the sky show?
Place at top of Hindmarsh Park & Shoalhaven Street to distribute the program
All event partners 'on brand' with the same event look & feel.
For future years, distribution of the event program to all ratepayers in the Kiama LGA is ideal. This is a possible inclusion in the Kimunico or a separate print run. Coordination of key milestones (including stage schedule, road closure approval and design of the program) will be included in the communication plan to meet this distribution deadline.
Wording on the posters for the event can be improved due to sponsors being possible venues for the fireworks and lasers. .

4.7 RISK, SAFETY & SECURITY

Feedback & suggestions for improvements
External security provider to have their own 2-ways between the team

4.8 TRANSPORT & PARKING

Entertainment (acounstic artist) at the train station to entertain while waiting for a train post event. Keep the positive vibe of the event going.
More buses provided by Transport NSW
details timings of trains and buses included in Marketing

7.3 Minutes: Planning Committee - 17 January 2019

Responsible Director: Environmental Services

Attachments

- 1 Planning Committee Minutes - 17 January 2019 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Planning Committee Meeting held on 17 January 2019 be received and accepted.

BACKGROUND

Attached for Councillors' information are the minutes of the Planning Committee meeting held on 17 January 2019.

Minutes of the Planning Committee meeting held on 17 January 2019 at Kiama Council, Commencing at 9am

(19/14077)

Present: Mayor, Clr Mark Honey (Chair), Clr Mark Whesthoff, Clr Kathy Rice, Karen Renkema-Lang, Kerry McMurray, Linda Davis, Mark Lyndon, Brendan Leo, Darryl Smith and Nick Guggisberg.

Apologies: Clr Andrew Sloan, Mark Hitchcock, Clr M Way, Penny Morris and Megan Hutchison.

Item 1 - Attending/Apologies

As above.

Item 2 - Declaration of Pecuniary Interest – Nil.

Item 3 - Minutes of Previous Meeting – 16 December 2018

There were no matters arising from the minutes. Moved: Clr Rice/Seconded: Darryl Smith.

Karen sought clarification on the role of the Committee and how the Committee gets to provide advice that is reflected in planning decisions given that it is largely a non-voting Committee. It was confirmed that the Committee is an advisory Committee and that decisions are made by the elected Council (if not delegated to the staff) and that Council reports are the reports of the Director Environmental Services. The discussions of the Committee inform these processes.

Item 4 – Kiama Town Centre Update

Mark Lyndon gave an update on the Kiama Town Centre and there was discussion about the outcomes from the processes so far. Draft reports for components of the study have recently been received for internal review and the draft Integrated Study Report is expected in early February. Following the receipt of the draft Integrated Study Report, a briefing for Councillors and members of the Committee will be organised – date, time and venue to be confirmed to align with the Mayor’s schedule. A copy of the draft report will be forwarded to Committee members prior to the briefing.

Karen questioned if a sound strategic planning approach was being applied to the study, including a review of the current state of the town centre. Linda confirmed that the development of the brief included a review of the current status of the town and previous studies/policies and that the process represented a sound strategic planning approach.

Item 5 – Summary of Outcomes from Phase 1 – Community Engagement for LSPS

Linda gave an update on the Local Strategic Planning Statement process and summarised the main outcomes from the phase 1 community engagement process undertaken by JOC Consulting:

- Growth in moderation;
 - Sensitive to heritage;
 - Keep the country town feels with unspoilt green hills and coastline sightlines;
 - Landscape and character important;
-

- Sense of community;
- Economic growth – diversity of jobs;
- Tourism;
- Keep agricultural land;
- Environment – sustainable and responsive to climate change;
- Keep unique colourscape of Kiama;
- Transport and infrastructure;
- Use of technology – especially in environmental management;
- Harbour – activation opportunities.

Clr Rice raised an issue concerning holiday houses and the need to obtain a balance between permanent residents and holiday houses. She expressed that it was a challenge to cater for tourists at the expense of the community. Linda advised that it was difficult to regulate.

Linda suggested that position papers to guide phase 2 community engagement may include:

- Managing growth and residential development;
- Economic growth and jobs (including diversity and tourism);
- Managing resource lands (including agriculture and Bombo quarry re-use);
- Managing the environment (including sustainability and climate change);
- Infrastructure and transport (including parking and recreation).

Issues around protecting character, supporting sense of community and the use of technology would also need to be discussed.

Karen asked if there would be a paper on population projections and tracking of housing supply and Linda confirmed that this would be a component of the discussion paper addressing growth and residential development. Karen indicated that a previous presentation about projections and housing supply contained misleading statistics. Linda undertook to review the material.

[post-meeting update: Linda confirms that all statistics in previous presentation were correct and verified]

ACTION: Linda to provide a high level scope of position papers for feedback.

Item 6 – Planning Proposals Update

Mark advised of the following Planning Proposals (PP)

- PP for certain types of Tourist & Visitor Accommodation in Non-Urban Areas was published on 21 December 2018
- PP to introduce minimum lot size for dual occupancies and multi-dwelling housing to address the Missing Middle SEPP progressing. Council preparing additional evidence base as required by the Gateway prior to seeking permission from DPE to exhibit.
- PP – Lot 2 DP 805229 Dido Street, Kiama - rezoning of the 0.62 hectare area along the northern boundary of Lot 2 DP 805229, currently zoned RU1 Primary Production and E2 Environmental Protection, to R2 Low Density Residential and apply the associated controls in keeping with the adjacent land along Glenbrook Drive. Proposal to rezone RU1 land only was endorsed at Council's December meeting to proceed to Gateway Determination.

- PP – Iluka/Irvine Street – waiting for Minister to sign off for approximately 18 months now. **ACTION: Linda to chase up with Minister’s office.**
- PP - Lot 2 DP 626183 Golden Valley Road, Jamberoo – Independent Planning Commission recommended support for the Council resolution to rezoning. With the Department of Planning and Environment to complete the rezoning.
- PP – Saddleback Mountain Road Kiama - Lot 1 DP 707300, Lot 5 DP 740252, Part Lot 101 DP 1077617, Part Lot 102 DP 177617 – 400 lots. Will be reported to Council shortly. Karen indicated that this site is not identified under the Kiama Urban Strategy however it was confirmed that it is identified as a potential site for investigation should additional housing supply be required to meet projection.
- PP – Planning Proposal – Part of Lot 1320 DP 1060995, Part of Lot 189 DP 751279 and Part of Lot 1 DP 1178500 Greyleigh Drive Kiama, Bland, Danube and Caliope Streets, Kiama - Backsaddle Pty Ltd. It was noted that this PP has been referred to the Department of Planning and Environment for a rezoning review.

Item 7 – Other Items

a) Development Application Update

Brendan gave an update on the following development applications:

- 10.2017.245.1 – 96 Rose Valley Road, Gerringong – report to the 22 January Council Meeting.
- 10.2018.7.1 – Lot 12 Jamberoo Road, Croom – Owner: Tang – Section 34 Conference held. Hearing set down for June. If the applicant submits amended plans, then re-notification will be undertaken.
- 10.2018.251.1 - Kiama Village Shopping Centre – staff to meet with the applicant to discuss issues next week.
- 10.2017.291.1 – 10 Bong Bong Street, Kiama – amended plans are expected to be received shortly by Council.
- 10.2016.286.1 – Seniors Living – Collins Street/Meares Place – Approved by JRPP – 29 November 2018.
- 10.2016.304.1 – Akuna Street Development – Deferred commencement consent issued by JRPP on 30 October 2018.
- 10.2018.290.1 – 3 Belvedere Street, Kiama – Storage units – a number of objections have been received. To be reported to Council.
- 10.2018.296.1 – Operation of Surf School – To be reported to Council.

Items 8 – Date of Next Meeting

The next meeting will be held on **21 March 2019**, commencing at 9am.

Agenda item to be added for next meeting – System improvements (LEAN) within the Development Assessment/Customer Services (Brendan).

**There being no further business
the meeting closed at 10.50am**

7.4 Minutes: Economic Development Committee - 29 January 2019

Responsible Director: Corporate & Commercial Services

Attachments

- 1 Economic Development Committee Meeting Minutes 29/01/19 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Economic Development Committee meeting held on 29 January 2019 be received and adopted

BACKGROUND

The minutes of the Economic Development Committee meeting held on 29 January 2019 are attached for Councillors' information.

**Minutes of the Kiama Municipal Council Economic Development Committee meeting
held on 29 January 2019 in the RSL Room**

- 1 Present:** Councillor Mark Honey, Councillor Don Watson, Geoff Pratt, Sandy Rendel,
Attending: Megan Hutchison, Rob Owens (Director Corporate and Commercial Services),
Guests: Kerry McMurray (General Manager), Linda Davis (Director Environmental Services)
Apologies: Councillor Matt Brown, Councillor Warren Steel, Gavin McClure, Michael Hatfield, Andrew Waugh, Steve Thomas, Roy Schmidt

Note: There was no quorum at the meeting. As such the meeting proceeded for information only.

2 Acceptance of previous minutes – to be held over to the next meeting

3 Business arising

Kiama Harbour

The Kiama Harbour Master Plan had been distributed which has identified a number of areas around the harbour that would be suitable for commercial opportunities. These opportunities could be further explored during ongoing discussions between the Department of Crown Lands and Council.

Jerrara Dam

A site visit had been arranged but was postponed due to insufficient numbers. A new date will be set for the visit and members of the Tourism Advisory Committee will also be invited to attend.

Gerringong Association

The newly formed association gave a presentation and briefing to Councillors in November, which outlined a number of initiatives of focus. Of priority was to request that Council install lights in the trees in Fern Street (which was completed prior to Christmas). Council will be holding regular meetings with the Association and will report back to each meeting on the progress of projects.

4 Economic Development Committee 2018 in review

It was agreed to distribute this report to members by email and to table for the next meeting.

5 Kiama Town Centre Study - progress report

The Director of Environmental Services Linda Davis gave an overview of the project. In summary:-

- draft economic and commercial market assessment complete
- Town Vision and draft structure plan was completed
- Part 1 of the Urban design and Architectural form completed
- Part 2 of the Urban design and architectural form to be delivered by mid- February.

- a number of catalyst opportunity sites have been identified and these
- will need to be further developed.
- finalised draft is due by the end of February.

6 Tourism Opportunity Plan

Jerrara Dam – a new site visit will be planned with dates and time to be advised. The Tourism Advisory Committee will also be invited.

Kiama Harbour – A meeting has been arranged with Crown Lands. A preliminary meeting has been held with the Property Manager to discuss ongoing ownership and management of the Harbour Foreshore precinct. An update will be provided to the Committee following this meeting.

7 Bombo Quarry

The Director of Environmental Services, Linda Davis, provided an update on the Bombo Quarry. Boral has ceased quarrying and is undertaking drainage works on its site. It is also working closely with the State Government on the process to commence reparation works and the process to begin filling the hole. It estimates that this will still take from 5-8 years and it will need to lodge a DA with Council prior to commencement of these works.

8 Significant Sites

There are many projects on the drawing board about to commence or in the planning phase. An update of the projects listed below was supplied to the Committee:

- **Kiama Village Shopping Centre-** project under design
- **Akuna Street**
- **Jamberoo - Golden Valley Way-** 40 residential lots
- **35 Manning Street** – restaurant and small bar
- **3 Belvedere Street** – 22 self storage units and strata subdivision
- **47 Thompson Street** – 12 units
- **Mayflower Extension** – approx. \$28m redevelopment
- **Weir Street** – Planning proposal pending
- **Spring Creek**
- **Greyleigh Dr and Old Saddleback Rd** – 410 Lots – planning proposal is with The Department

7. General Business

Nil.

Meeting closed at 7.00pm

Next meeting will be at 5.30pm on 26 March 2019 in the RSL Room.

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 Australian Local Government Association - National General Assembly 2019 - Councillor attendance and call for motions

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

Summary

This report advises of the Australian Local Government Association's National General Assembly (NGA) to be held from 16-19 June 2019 at the National Convention Centre in Canberra and the call for motions to be submitted to the Australian Local Government Association (ALGA) prior to 29 March 2019.

Finance

Early bird registration for the NGA costs \$989 and closes 11 May 2019. If delegates wish to attend the Regional Co-operation and Development Forum being held on 16 June 2019 an additional cost of \$245 will be incurred.

Registration and accommodation costs will be covered by the Councillor conference budget.

Policy

Councillor attendance requires Council approval.

Communication/Community Engagement

A post-conference report will be provided to Council.

Attachments

- 1 Future Focused - Call for Motions Discussion Paper 2019 - National General Assembly of Local Government 2019 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council:

1. determines the Councillors to attend the Australian Local Government Association's National General Assembly held in Canberra on 16-19 June 2019
2. submits any motions for the National General Assembly to the Australian Local Government Association prior to 29 March 2019.

Report of the General Manager

9.1 Australian Local Government Association - National General Assembly 2019
- Councillor attendance and call for motions (cont)

BACKGROUND

Council has received notification from the Australian Local Government Association (ALGA) of the call for motions for the 2019 National General Assembly of Local Government. The National General Assembly (NGA) is being held at the National Convention Centre in Canberra from 16-19 June 2019.

The theme for this year's conference is *'future focused'* acknowledging that the assembly will be held following a federal election and the need to come together to ensure the voice of local government is heard by the incoming government to deliver in collaboration for our communities.

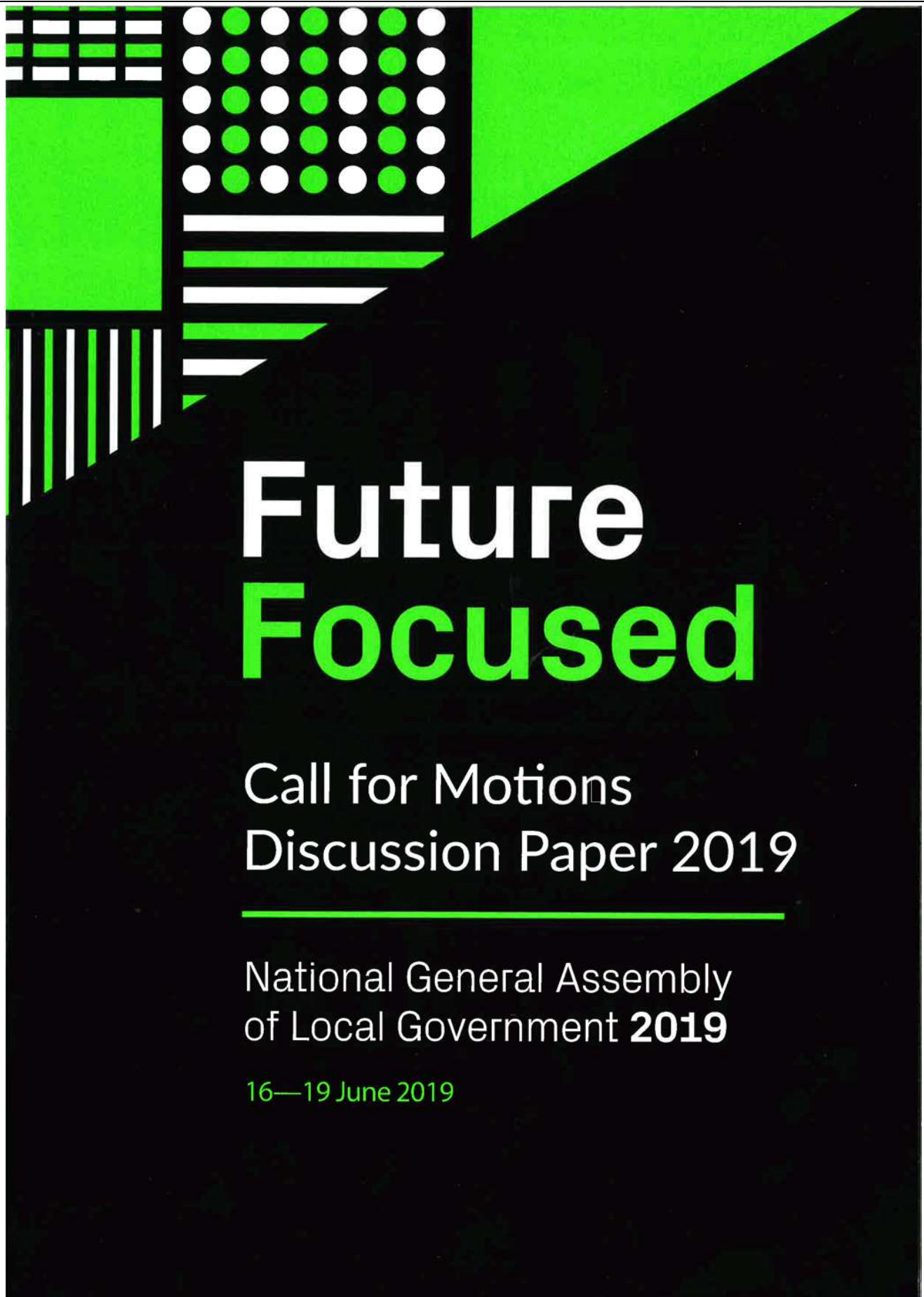
A call for Motions Discussion Paper is attached and identifies critical areas local government needs to consider now and into the future. Any motions must be endorsed by Council and meet the following criteria:

1. be relevant to the work of local government nationally
2. be consistent with the themes of the NGA
3. complement or build on the policy objectives of your state and territory local government association
4. be submitted by a council which is a financial member of their state or territory local government association
5. propose a clear action and outcome
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of local government.

The National General Assembly brings together several hundred delegates from councils across Australia to move and debate resolutions of concern to local government. Speakers include prominent local government leaders, national political leaders and leading Australian experts and academics from fields of interest and relevance to local government.

Further information is available at <https://www.nga19.com.au/>.

Council should determine attendance at the NGA to take advantage of the early bird registration fee (closing on 11 May 2019).



Item 9.1

Attachment 1



SUBMITTING MOTIONS

KEY DATES

End of November 2018
Opening of Call for Motions

29 March 2019
Acceptance of motions close

16 - 19 June 2019
National General Assembly

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda.

To assist you to identify motions that address the theme of the NGA, the Australian Local Government Association (ALGA) Secretariat has prepared this short discussion paper. You are encouraged to read all of the sections of the paper, but are not expected to respond to every question. Your motion/s can address one or all of the issues identified in the discussion paper.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally
2. be consistent with the themes of the NGA
3. complement or build on the policy objectives of your state and territory local government association
4. be submitted by a council which is a financial member of their state or territory local government association
5. propose a clear action and outcome
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. For example: That this National General Assembly call on the Federal Government to restore funding for local government financial assistance grants to a level equal to at least 1% of Commonwealth taxation revenue.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au. All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received no later than 11:59pm on Friday 29 March 2019.

Please note that for every motion it is important to complete the background section on the form. Submitters of motions should not assume knowledge. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the importance and relevance of the issue to local government. Please note that motions should not be prescriptive in directing how the matter should be pursued. With the agreement of the relevant council, motions may be edited before inclusion in the NGA Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association, and will not be included in the NGA Business Papers.

INTRODUCTION

The purpose of this discussion paper is to provide guidance to councils developing Motions for Debate at the 2019 National General Assembly. This will be the 25th National General Assembly and will focus on the future of local government and local communities. It will consider what Councils can do today to get ready for the challenges, opportunities and changes that lie ahead.

Local governments across Australia already face a host of challenges including financial constraints, adapting to rapidly evolving technologies and community expectations of access to 24/7 services via websites, mobiles and call centres, changes in demographics and population size and preferred means of community engagement. It is unlikely that these challenges will disappear. In some cases, they will be compounded by climate change, the ageing population and further advances in disruptive technologies including artificial intelligences.

The challenges may also be exacerbated by increasing community expectations about the level and types of services and infrastructure provided by councils and the community's willingness to pay. The community, as council's customers, are increasingly growing accustomed to steadily falling prices for better products and services such as cars, computers, overseas travels. Exceptions to this are housing and in many cases government services such as health care and tertiary education. Another exception is council rates. While a number of states have capped rates, rates across the nation typically continue to rise.

In the case of rates, local communities can perceive that they are being asked to pay more money for the same product. The community may feel that they are paying enough and are therefore unlikely to be supportive of rate rises or swing behind the call for increased federal funding for local government ($\geq 1\%$ FAGs).

KEY QUESTIONS

This therefore raises the questions of:

1. What can local governments do differently now, and in the future, to deliver more for less?
 - o Are there new business models and new partnerships, new technologies and the willingness to reduce, phase out or change existing practices, opportunities for more sophisticated service planning and more efficient procurement?
2. How can local governments collaborate, be entrepreneurial and embrace disruption and innovation?
3. How can the Commonwealth Government help local governments prepare for the future and why should they care?
 - o What are the opportunities for leveraging regional, state and national partnerships?

THE PRESENT

Demographics

In 2018 the Australian population reached the 25 million mark.

73% of the population lives in stand-alone houses, while 27% of the population live in homes such as flats, apartments, semi-detached, row houses and town houses. 38% of occupied apartments are in high rise blocks with four or more storeys. That's up from 18% in 2006.

67% of Austalians live in capital cities, 23% in other urban areas and 10% live in rural Australia. In total more than 90% of our population lives within 100km of the coast making us one of the world's most urbanised coastal dwelling populations. 86% of all Aussie households have internet access at home.

Australia has an aging population and we're also living longer with almost 4,000 people over the age of 100. In 2017, 308,000 babies were born. As a population, we're made up of more than six million families and they come in all shapes and sizes¹.

Diversity and culture

Australia has one of the most multicultural populations in the world with more than 300 different ancestries and 28% of our resident population born overseas – nearly 7 million people. Across the country more than 300 languages are spoken.

At the 2016 Census 50.7% of the population was female. However, gender equality advances have stalled across the local government sector. The rates of women in senior positions are far lower than any other tier of government. At the last round of local government elections, women accounted for just 32 per cent of all candidates and were elected to 30 per cent of positions. Even fewer (24 per cent) mayoral candidates were women but almost all were elected. Women account for 46 per cent of staff positions but this falls as the management level rises. Only 11 per cent of council chief executives are women².

At the 2016 Census Aboriginal and Torres Strait Islander people made up 2.8 per cent of the Australian population (approximately 649,000 out of 23.4 million people). Only eight politicians who identify as Indigenous have served in the Federal Parliament with six of those having been elected since 2010³. With the exception of a small number of local governments it is expected that there are very few Aboriginal and Torres Strait Islanders holding elected or senior executive positions in local government (data is not available for this issue).

According to the 2016 Census, almost 50 per cent of Australians were born overseas or had a parent born overseas. Census data also indicates that almost one quarter of Australians speak languages other than English in their homes. State and federal parliaments and local governments should reflect contemporary Australia but fail to do so.

A 2016 report by the Australian Human Rights Commission revealed that 1.61 per cent of federal and state public service heads of department, and 0 per cent of federal Ministers and Assistant Ministers come from a non-European background. In the federal parliament 79 per cent of the 226 elected members in the Australian Parliament have an Anglo-Celtic background, 16 per cent have a European background and those from a non-European background make up less than four per cent of the total⁴. There are no statistics available about cultural diversity in local government.

Fair Work Australia statistics indicate that workers compensation claims involving alleged bullying in local government were among the second highest of all sectors in 2017, with 42.2 claims per 100 million hours worked in 2017, up from being the third highest in 2016⁵.

Roles and funding

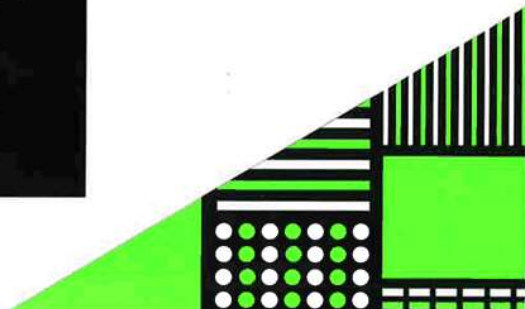
The scale and functional scope of local government spending has been subject to significant change over the last two decades. According to a report by the McKell Institute there has been a fourfold increase in spending by local governments in nominal terms (7.3% p.a. compound growth rate) from total outlays of A\$8.2 billion in 1994-95 to A\$33.6 billion in 2014-15 and \$35.9 billion in 2016-17 despite the fact that in some jurisdictions significant public service responsibilities (such as water and sewerage) have been stripped out from local government.

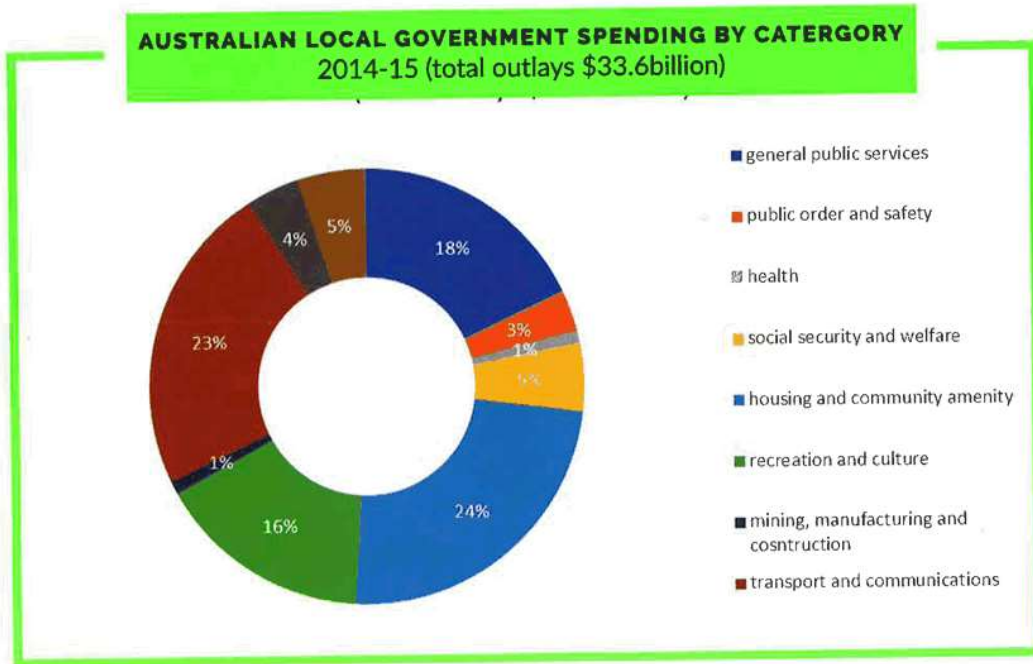
Causes for the increase in functions undertaken by local government⁶ include cost shifting, the need to address market failure (particularly in rural areas where it is commonly not financially viable for the private sector to provide essential goods and services such as aged care or childcare) and increasing community demand which has been rising steeply over the past two decades.

A gap has emerged between the community's propensity to pay for various amenities and the cost to council in providing those services. This has resulted in local governments under-charging and failing to effectively demonstrate the cost to consumers.

KEY QUESTION

What can local governments do differently?

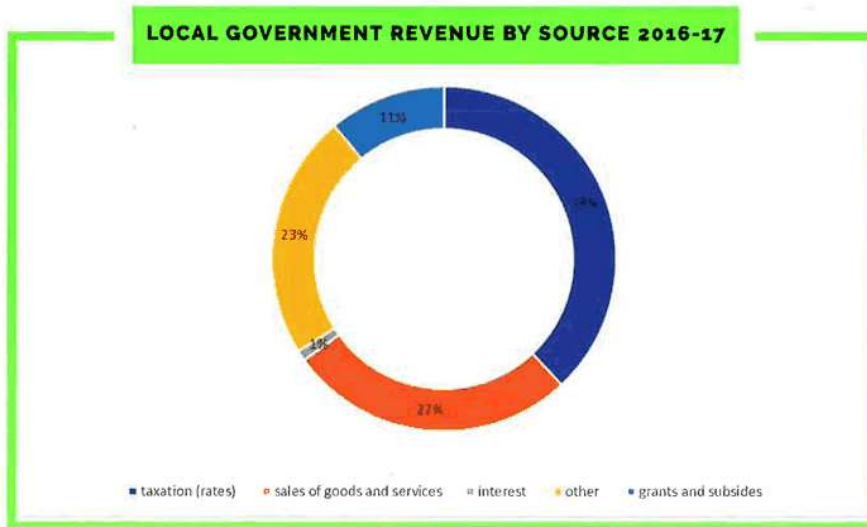




The following table demonstrates some of the key changes in local government expenditure between 2011-12 to 2016-17

Expense by purpose	Proportion of total expenditure	
	2011-12	2016-17
Transport and communications	23.7%	21.5%
Housing and community services	22.3%	24.2%
General public service	18.3%	17.6%
Recreation and culture	15%	16.6%
Social security and welfare	5.3%	4.8%
Other purpose	3.9%	4.2%
Other economic affairs	3.6%	3.6%
Public order and safety	2.6%	2.5%
Public debt transaction	2.1%	1.8%
Health	1.3%	1.2%
Mining, manufacturing and construction	1.2%	1.0%
Education	0.5%	0.6%
Fuel and energy	0.1%	0%
Agriculture, forestry and fishing	0.1%	0.1%
Total in \$\$	\$30.6b	\$35.9b

Between 2011-12 and 2016-17 local government revenue increased from \$36 billion to \$45.5 billion. Of this 88% (in 2011-12) and 89% (in 2016-17) was own source revenue⁷. Funding from the Commonwealth Government in the form of Financial Assistance Grants (FAGs) was \$2.14 billion in 2011-12 and \$2.29 billion (following the end on the freeze to indexation).



KEY QUESTIONS

How can the Commonwealth Government help local governments?

Why should they care?

Total assets increased from \$350 billion in 2011-12 to \$467 billion in 2017-18. It has been estimated that the gross replacement value of local government infrastructure for all Australian councils was \$438 billion in 2014. 11% or \$47 billion of assets are in poor or very poor condition and require renewal or upgrade. Seven per cent or \$31 billion of the asset stock has poor function requiring upgrading to meet current or emerging local and regional service level targets for safety, compliance, social, environmental and economic performance. A further seven per cent or \$31 billion of assets have poor capacity and require augmenting

THE FUTURE

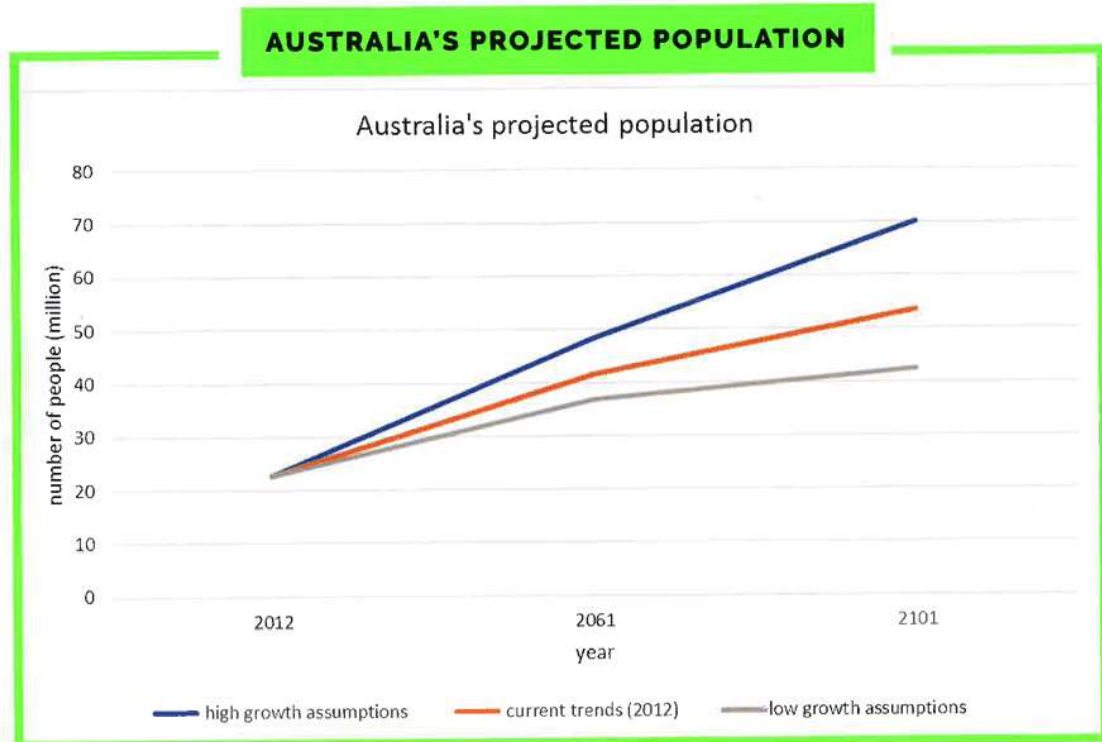
Demographics

Population projections by the Australian Bureau of Statistics illustrate the growth and change in population which would occur if certain assumptions about the future level of fertility, mortality, internal and overseas migration were to prevail over a projection period. Based on an estimated resident population of 22.7 million people at 30 June 2012 the population has been projected to increase to between 36.8 and 48.3 million people by 2061 and to between 42.4 and 70.1 million by 2101.

The median age of Australia's population (37.3 years at 30 June 2012) is projected to increase to between 38.6 years and 40.5 years in 2031 (high growth and low growth respectively) and to between 41.0 years and 44.5 years in 2061.

Item 9.1

Attachment 1



Source: ABS Population projections, Australia 2012 3222.0

Assuming the current (2012) trends continuing, the population will grow in all states and territories except Tasmania. All capital cities except Darwin are projected to experience higher percentage growth than their respective state or territory balances, resulting in a further concentration of Australia's population within the capital cities. In 2012, 66% of Australians lived in a capital city. By 2061 this proportion is projected to increase to 74%.

Item 9.1

Attachment 1

KEY QUESTIONS

What partnerships, business models can help local Government deliver more with less?

State	2012	2061		
		Low growth scenarios (C)	Current trend (B)	High growth scenario
NSW total	7.3 million	10.8 million	11.5 million	12.6 million
Sydney	4.7 million	8.0 million	8.5 million	8.9 million
Balance	2.6 million	2.9 million	3 million	3.7 million
Victoria Total	5.6 million	9.0 million	10.3 million	12.1 million
Melbourne	4.2 million	7.6 million	8.6 million	9.8 million
Balance	1.4 Million	1.4 million	1.7 million	2.3 million
Queensland total	4.6 million	7.9 million	9.3 million	11.1 million
Brisbane	2.2 million	3.8 million	4.8 million	5.6 million
Balance	2.4 million	4.1 million	4.5 million	5.5 million
Western Australia total	2.4 million	5.4 million	6.4 million	7.7 million
Perth	1.9 million	4.4 million	5.4 million	6.6 million
Balance	500,000	975,000	950,800	1.1 million
South Australia total	1.7 million	2.1 million	2.3 million	2.6 million
Adelaide	1.3 million	1.7 million	1.9 million	2.2 million
Balance	377,900	373,700 *	387,400	451,200
Tasmania Total	512,200	460,900 #	565,700 #	714,000
Hobart	217,000	228,700	270,600	339,300
Balance	295,400	232,200	295,100	374,700
Northern Territory total	235,200	455,700	453,000	457,800
Darwin	131,900	254,800	225,900	182,000
Balance	103,200	203,000	227,100	273,700
ACT Total	375,100	612,400	740,900	904,100

* In the low growth scenario, the population for the balance of South Australia is projected to increase marginally over the next twenty years, peaking at 398,100 in 2033, before declining to 373,700 in 2061.

In the current trend scenario (2012) Tasmania's population increases slowly before levelling out by around 2046 and then decreasing marginally from 2047 onwards. In the low growth scenario Tasmania's population increases only slightly over the first 15 years and begins to decline from 2028 onwards*.

In the high growth scenario, Australia's growth rate initially increases to 1.9% per year and remains above the 20-year average (1.3%) until the middle of the century. Over the second half of the century, growth rates gradually decline, reaching 1.0% in 2071 and 0.8% in 2101. In the current (2012) trend scenario Australia's annual growth rate decreases from 1.7% in 2012 to 1.0% in 2045, and to 0.5% in 2101. In the low growth scenario Australia's annual growth rate decreases at a faster rate, reaching 1.0% in 2031 and 0.2% in 2101.

Climate Change

The CSIRO and Bureau of Meteorology have compiled different models for predicting the outcome of climate change in Australia. According to this work, droughts are predicted to increase in a large portion of southern Australia, ("medium" level of confidence). It is predicted that in the main the southern half of Australia will experience less rainfall in winter, spring or both (high or medium confidence). Every part of Australia will continue to experience increases in average temperature, and will have a higher frequency of hot days. This will also result in higher evaporation across Australia, which will continue to make drought conditions worse in the future.

People living in large cities can be more susceptible than non-urban dwellers to the effects of heatwaves as a result of the urban heat island effect. This is caused by the prevalence in cities of heat absorbing materials such as dark coloured pavements and roofs, concrete, urban canyons trapping hot air, and a lack of shade and green space in dense urban environments. It can result in substantially higher temperatures (particularly overnight) than surrounding non-urban areas.



<https://www.climatechangeinaustralia.gov.au/en/climate-projections/future-climate/regional-climate-change-explorer/super-clusters/>

Northern Australia

- Average temperatures will continue to increase in all seasons (very high confidence).
- More hot days and warm spells are projected with very high confidence.
- Changes to rainfall are possible but unclear.
- Increased intensity of extreme rainfall events is projected, with high confidence.
- Mean sea level will continue to rise and height of extreme sea-level events will also increase (very high confidence).
- With medium confidence, fewer but more intense tropical cyclones are projected.

The Rangelands

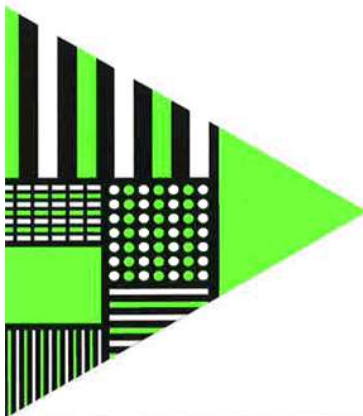
- Average temperatures will continue to increase in all seasons (very high confidence).
- More hot days and warm spells are projected with very high confidence. Fewer frosts are projected with high confidence.
- Changes to summer rainfall are possible but unclear. Winter rainfall is projected to decrease in the south with high confidence.
- Increased intensity of extreme rainfall events is projected, with high confidence.
- Mean sea levels will continue to rise and height of extreme sea-level events will also increase (very high confidence).

Eastern Australia

- Average temperatures will continue to increase in all seasons (very high confidence).
- More hot days and warm spells are projected with very high confidence. Fewer frosts are projected with high confidence.
- Average winter and spring rainfall is projected to decrease with medium confidence. Changes in summer and autumn are possible but unclear.
- Increased intensity of extreme rainfall events is projected, with high confidence.
- Mean sea level will continue to rise and height of extreme sea-level events will also increase (very high confidence).
- A harsher fire-weather climate in the future (high confidence).

Southern Australia

- Average temperatures will continue to increase in all seasons (very high confidence).
- More hot days and warm spells are projected with very high confidence. Fewer frosts are projected with high confidence.
- A continuation of the trend of decreasing winter rainfall is projected with high confidence. Spring rainfall decreases are also projected with high confidence. Changes to summer and autumn rainfall are possible but less clear.
- Increased intensity of extreme rainfall events is projected, with high confidence.
- Mean sea level will continue to rise and height of extreme sea-level events will also increase (very high confidence).
- A harsher fire-weather climate in the future (high confidence).



KEY QUESTIONS

How can local governments collaborate, build partnerships to address climate change?

Table 1 Climate Change Projections for selected Australian Cities

Variable	2030 (intermediate emission scenario)	2090 (intermediate emission scenario)	2090 (high emission scenario)
Adelaide			
Temperate	0.7	1.5	2.9
Rainfall (%)	-4	-7	-9
Days over 35°C (currently 20)	26	32	47
Alice Springs			
Temperate	1	2.1	4.4
Rainfall (%)	-2	-5	-4
Days over 35°C (currently 94)	113	133	168
Brisbane			
Temperate	0.9	1.8	3.7
Rainfall (%)	-4	-9	-16
Days over 35°C (currently 12)	18	27	55
Cairns			
Temperate	0.7	1.4	2.9
Rainfall (%)	0	-2	-2
Days over 35°C (currently 3)	5.5	11	48
Canberra			
Temperate	0.8	1.8	3.8
Rainfall (%)	-2	-6	-5
Days over 35°C (currently 20)	7.1	12	29
Darwin			
Temperate	0.9	1.8	3.7
Rainfall (%)	0	-1	+4
Days over 35°C (currently 11)	43	111	265
Dubbo			
Temperate	1	2.1	4.2
Rainfall (%)	-2	-4	-6
Days over 35°C (currently 22)	31	44	65
Hobart			
Temperate	0.6	1.4	2.9
Rainfall (%)	1	-1	-2
Days over 35°C (currently 1.6)	2	2.6	4.2
Melbourne			
Temperate	0.6	1.5	3
Rainfall (%)	-2	-7	-9
Days over 35°C (currently 11)	13	16	24
Perth			
Temperate	0.8	1.7	3.5
Rainfall (%)	-6	-12	-18
Days over 35°C (currently 28)	36	43	63
Sydney			
Temperate	0.9	1.8	3.7
Rainfall (%)	-3	-2	-3
Days over 35°C (currently 3.1)	4.3	6	11

Source: Webb, L.B. and Hennessy, K. 2015, *Projections for selected Australian cities, CSIRO and Bureau of Meteorology, Australia.*

Employment

Into the future, some of the most significant factors influencing employment will include change in industry structure, technological advances and globalisation. The trend towards employment requiring skills and training is also set to continue. The CSIRO estimates that while 44 per cent of Australian jobs are potentially at high risk of automation, this technology will also be responsible for the creation of new jobs. A projected growth area for regional economies is in the human services-related industries, particularly health care and social assistance for an ageing population. This will have significant implications for regional populations as service industries are more likely to cluster in regional centres than in smaller towns and rural areas. Tourism and related industries such as accommodation, food services and retail trade are also expected to continue to deliver economic growth in regional areas with help from the low Australian dollar. The knowledge economy, science, technology and finance will drive employment growth in urban areas.

Technology

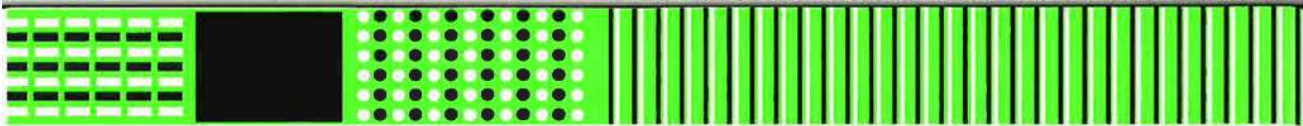
The pace of technological change at present is increasing and almost daily we hear of new technologies that will disrupt existing markets and change the way our communities live, work, play and travel. It is difficult to predict which of these new technologies will come to fruition, let alone the full impact that they will have. It is also difficult to predict what is likely to occur in the future in terms of the type of technological changes and the speed of change. Forward planning is therefore problematic but it is reasonably safe to assume that drones and electric vehicles and semi-or fully autonomous vehicles (self-driving cars) will be part of our future. These will have dramatic impact on the look and feel of our communities and the services and infrastructure needed to support them.

Local government services that utilise Artificial Intelligence (AI) are already emerging. AI has the ability to tap into social media to learn about problems in real time. When people post or tweet about issues in the local area AI powered systems can improve council response times and reduce costs. Predictive elements in AI help councils analyse infrastructure issues and fix small problems before they grow larger. Modern systems can track water pressure and alert workers to fix pipes before they burst. The application of blockchain should allow local councils to reduce a great amount of transaction costs in the delivery of local services, while also providing greater transparency and participation for citizens.

Contact centre chat bots (virtual customer service assistants) can help the public to pay parking fines and rates, or apply for a permit at any time Customer service AI can help community members find the information they need. Website AI can help individuals navigate online services. Some AI can even help residents with applications, guiding them through the process and suggesting additional services.

KEY QUESTIONS

How can local government embrace disruption and innovation?



AI technology is an opportunity to reimagine how future services can be delivered as well as gain value in:

- Reducing demand on services
- Improving efficiencies
- Enhancing the customer experience
- Driving better decision making from data insights

AI technology will not displace a team or service but complement it to truly be user-centric. It can reduce the burden of administrative tasks enabling staff to put their skills to more strategic and creative tasks and gain faster access to valuable insights. In doing so, the council is empowered to make better decisions for citizens.

AI has benefits for the workplace and citizens alike helping solve a problem and improving the lives of citizens. AI can have an enabling role in achieving this for local government today and for the 'council of the future.'

REFERENCES

PAGE FIVE - THE PRESENT:

¹ Interesting Facts about Australia's 25,000,000 population <http://www.abs.gov.au/websitedbs/D3310114.nsf/home/Interesting+Facts+about+Australia%E2%80%99s+population>

² Evans, M and Haussegger, V (2017) why are women so poorly represented in local government administrative leadership and what can be done about it? <http://www.5050foundation.edu.au/assets/reports/documents/online-gender-diversity-co-design-workshop-1-.pdf>

³ Joint select committee on constitutional recognition relating to the Aboriginal and Torres Strait Islander Peoples (2018) Interim report. The Parliament of the Commonwealth of Australia.

⁴ Australian Human Rights Commission (2016) The 'Leading for Change' blueprint

⁵ Clark, G (2018) Bullying endemic in councils, Fair Work turns staff away. Government News https://www.governmentnews.com.au/bullying-endemic-in-councils-fair-work-turns-staff-away/?utm_medium=email&utm_campaign=Newsletter%20-%2011th%20September%202018&utm_content=Newsletter%20-%2011th%20September%202018+Version+B+CID_250d36654e64011424c76af2e32234e8&utm_source=Campaign%20Monitor&utm_term=Bullying%20endemic%20in%20councils%20Fair%20Work%20turns%20staff%20away

PAGE SEVEN - THE FUTURE:

⁶ The McKell Institute (2016) Giving local governments the reboot: improving the financial sustainability of local governments.

⁷ Australian Bureau of Statistics (2018) Government Finance Statistics, Australia, 2016-17 Catalogue No: 55120 <http://www.abs.gov.au/ausstats/abs@.nsf/mf/5512.0>

⁸ Australian Local Government Association (2015) National State of the Assets Report

PAGE SEVEN - POPULATION

⁹ Source: ABS Catalogue 3222.0 - Population Projections, Australia, 2012 (base) to 2101 (LATEST ISSUE Released at 11:30 AM (CANBERRA TIME) 26/11/2013) [http://www.abs.gov.au/ausstats/abs@.nsf/Products/3222.0Main%20Features52012%20\(base\)%20to%202101?opendocument&tabname=Summary&prodno=3222.0&issue=2012%20\(base\)%20to%202101&num=&view=](http://www.abs.gov.au/ausstats/abs@.nsf/Products/3222.0Main%20Features52012%20(base)%20to%202101?opendocument&tabname=Summary&prodno=3222.0&issue=2012%20(base)%20to%202101&num=&view=) (downloaded 4 September 2018)

Item 9.1

Attachment 1



**AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION**

AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION
8 Geils Court Deakin ACT 2600 PHONE (02) 6122 9400
EMAIL alga@alga.asn.au WEB www.alga.asn.au

9.2 Administration of the 2020 Local Government Election

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

Under section 296AA of the *Local Government Act 1993* (the Act), councils must make a decision on how their September 2020 ordinary elections are to be administered no later than 11 March 2019. Each council must resolve to enter into an election arrangement with the NSW Electoral Commissioner (NSWEC) to administer all the council's elections, polls and constitutional referenda or resolve that the General Manager administer council's elections.

Finance

2020-21 Budget – A quote from the NSW Electoral Commission for the administration of the 2020 Ordinary Council Election has been requested, but at the date of this report, had not yet been received.

The cost of the 2016 election run by the NSW Electoral Commission was \$188,589 and for the 2012 election the cost was \$126,270.

Policy

Local Government Act 1993

Communication/Community Engagement

The Ordinary Council Election 2020 will engage with all registered voters within the Local Government Area.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council subject to the outcomes of the IPART Review of the costs of conducting local government elections in NSW:

1. Pursuant to s.296(2) and (3) of the *Local Government Act 1993 (NSW)* ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
2. Pursuant to s. 296(2) and (3) of the Act, as applied and modified by s.18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. Pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a

Report of the General Manager

9.2 Administration of the 2020 Local Government Election (cont)

constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

4. Authorise the General Manager to conduct negotiations with the NSWEC for the administration of the Ordinary Council Election in 2020 and to finalise a contract for engagement, no later than 11 June 2019 (5 months before the scheduled election).

BACKGROUND

Amendments made to the Local Government Act 1993 (The Act) in 2011 removed the mandate of the New South Wales Electoral Commission (NSWEC) to administer all council elections in the State.

The Act requires the General Manager to administer council elections, either personally by the engagement of an independent returning officer, by the engagement of a commercial electoral services provider, or by engaging the services of the NSW Electoral Commission to administer all Council's elections. The Act also requires that a resolution to engage the Commissioner must be made prior to 11 March 2019 (i.e. 18 months prior to the date of the local government elections).

If Council does not engage NSWEC to administer the 2020 Ordinary Council Elections by 11 March 2019 a tender process will be required, as the estimated cost of the administration of the elections may exceed the tender threshold of \$150,000 as prescribed by the Act. The direct engagement of the Electoral Commissioner to administer Council elections has been included in the Act as one of the exemptions to the tender process requirements.

The engagement of the Electoral Commissioner, a commercial election service provider, or an independent Returning Officer, is required pursuant to the requirement of the Act (s296A) that the Returning Officer, or substitute Returning Officer for the elections cannot be the General Manager or any other employee of the Council.

If Council resolves to engage the NSWEC to administer its elections, polls and referenda, the election arrangement with the NSWEC will apply to the 2020 Ordinary Election of Councillors and every election, poll and referendum including any by-election or countback election until the contract is automatically terminated 18 months before the following Ordinary Election of Councillors. However, the arrangement can be terminated by written notice by the Council or the Electoral Commissioner at any time after the next Ordinary Election of Councillors.

The election arrangement is a standardised contract for all councils, which must be finalised no later than 15 months (11 June 2019) before the scheduled election (s. 296(3)). The service schedule and costs schedule of the standardised contract will vary between councils and are made by the NSWEC in consultation with each council. The amendments to the Act allow Council to negotiate commercial terms with the NSWEC based upon a negotiated service level agreement. These negotiations could achieve reductions in the overall cost of administration of the 2020 Ordinary Council Election by undertaking some administrative tasks, or provision of premises, printing of rolls, etc.

Report of the General Manager

9.2 Administration of the 2020 Local Government Election (cont)

By engaging NSWEC to administer Council's elections, polls and referenda we are assured of the integrity of the Commission's systems and processes and the experience of the NSWEC staff in conducting State and Council elections, including complaint and dispute resolutions. Engaging NSWEC will also ensure a separation of interests by not having the General Manager or Council administrative staff directly involved in the administration of the electoral process.

Item 9.2

9.3 Delivery Program Report July to December 2018 & Operational Plan Report October to December 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 9.3

Summary

This report provides an update on progress of the 2017-2021 Delivery Program for July to December 2018 and Operational Plan for October to December 2018.

Finance

As per approved 2018-19 budget

Policy

Local Government Act 1993

Communication/Community Engagement

Integrated Planning and Reporting – Reporting to the community on delivery of the Community Strategic Plan objectives.

Attachments

- 1 Delivery Program Report July to December 2018 & Operational Plan Report October to December 2018 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council receives the Delivery Program and Operational Plan Report for the period October to December 2018.

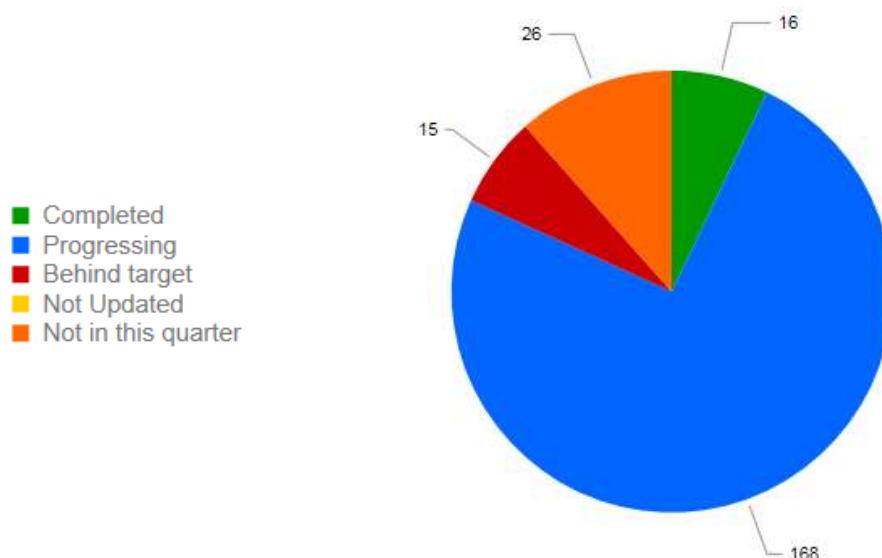
BACKGROUND

In accordance with the *Local Government Act 1993*, this Delivery Program and Operational Plan Progress Report provides Councillors and the Community with a tool for measuring progress towards the adopted strategies of Council's four-year Delivery Program and ten-year Community Strategic Plan.

Report of the General Manager

9.3 Delivery Program Report July to December 2018 & Operational Plan Report October to December 2018 (cont)

This report provides the status of the Delivery Program/Operational Plan actions for the first half of the 2018-19 financial year. The Operational Plan contains 225 actions and activities, and as at 31 December 2018 the status of these are:



Item 9.3

The following Operational Plan activities are currently behind target:

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position
1.1.6.1	Manage footpath and cycleway asset renewals	Percentage of Council approved renewal program completed on time, within approved scope, within budget and to agreed standard.	100% completed	6%	10%	Awaiting completion of works by Sydney Trains prior to work continuing on Boneyard Reserve footpath.	Works Coordinator
		Percentage of renewal budget expended	100% expended	6%			
1.1.7.1	Manage recreation and open space renewals	Percentage of renewal budget expended	100% expended	38%	40%	Program behind target due to other conflicting work priorities including successful grant applications. Renewal Program to be reviewed, with some projects to be rolled over to next financial year.	Manager Depot Operations
		Percentage of Council approved renewal program completed on time, within approved scope, within budget and to agreed standard.	100% completed	38%			
1.1.7.2	Manage new recreation and open space asset creation	Percentage of Council approved new asset program completed on time, within approved scope, within budget and to agreed	100% completed	23%	25%	Program behind target due to other conflicting work priorities including successful grant applications. Works Program to be	Manager Depot Operations

Report of the General Manager

9.3 Delivery Program Report July to December 2018 & Operational Plan Report
October to December 2018 (cont)

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position
		standard.				reviewed, with some projects to be rolled over to next financial year.	
		Percentage of new asset budget expended	100% expended	23%			
1.2.1.8	Prioritise processes to be mapped and complete using ProMapp	Number of processes mapped	12 process pa		0%	Still reviewing current processes before publishing.	Community Programs Manager
1.2.1.13	Monitor viability of National Disability Insurance Scheme (NDIS) services	Monitor financial performance to ensure expenses do not exceed income	expenses < 100% of income	80.3%	25%	The monitoring of the financial performance of the NDIS scheme is formally looked at on a quarterly basis through the Quarterly Budget Review. The current expenditure is not exceeding income. The project to look at unit costing is still in progress with meetings being held between the Coordinators, the Manager for Community Services and the Chief Financial Officer.	Financial Accountant
		Unit costing project completed	100% completed by 31/12/18				
2.2.2.4	Investigate and implement pledges from the Cities Power Partnership Program as funding, resources and opportunities permit	Cities Power Partnership Program pledges are implemented as funding, resources and opportunities permit	2 Pledges pa		80%	Still working through issues with installation of the solar photovoltaic system for the library. System size has had to be downgraded due to issues with the roof capacity identified in the structural engineering assessment and is behind schedule for installation.	Environment Sustainability Officer
2.3.1.11	Process road occupation permits	Road Occupation permits processed within 5 days	90% processed within 5 days	74% processed within 5 days	50%	Council in its role as the Roads Authority received 41 road occupancy applications in the quarter. 11 of these applications took in excess of five days. This equates to only 74% of permits being issued within 5 days. This is an	Subdivision and Development Engineer

Report of the General Manager

9.3 Delivery Program Report July to December 2018 & Operational Plan Report
October to December 2018 (cont)

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position
						improvement from the last quarter which was 58%. Modifications to the lodgement process occurred in December 2018 and this should likely result in the targets being met in the next quarter.	
2.5.1.1	Implement road asset renewal program	Percentage of Council approved program completed on time, within approved scope, within budget and to agreed standard	100% completed	25%	25%	Road Assets renewal is behind target with only 25% completed by end of quarter 2 due to competing priorities. Roads reseal program is ahead of schedule at 71% completion at end of Quarter 2.	Works Coordinator
		Percentage of renewal budget expended	100% expended	25%			
2.5.3.1	Implement Community Buildings asset renewals	Percentage of Council approved renewal program completed on time, within approved scope, within budget and to agreed standard	100% completed	17%	20%	Construction behind target - awaiting construction design and approval. Design work progressing.	Maintenance Coordinator
		Percentage of renewal budget expended	100% expended	17%			
2.5.3.4	Provide public adult change facilities and ambulant assisted cubicles in each main town, which are easily accessible, well sign-posted and promoted in Council's media	Public adult change facilities and ambulant assisted cubicle installed at Kevin Walsh Oval Jamberoo - subject to available funding	100% completed by 30/06/2019	50%	50%	Design complete. Tenders received, however identified short-fall in funding. Currently investigating options and funding opportunities.	Manager Design and Development
2.5.4.1	Implement other assets and infrastructure asset renewals	Percentage Council approval renewal program completed on time, within approved scope, within budget and to agreed standard.	100% completed		20%	Current status of Capital Renewal works program has been calculated from all work order expenditure and budgets.	Asset Officer
		Percentage of renewal budget	100% expended				

Report of the General Manager

9.3 Delivery Program Report July to December 2018 & Operational Plan Report
October to December 2018 (cont)

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position
		expended					
2.5.4.2	Implement new other assets and infrastructure asset creation	Percentage Council approved new asset program completed on time, within approved scope, within budget and to agreed standard	100% completed		20%	Current status of Capital New works program has been calculated from all work order expenditure and budgets.	Asset Officer
		Percentage of new asset budget expended	100% expended				
3.3.1.6	Develop and implement Managed Service Agreement with each Holiday Park	Managed Service Agreement developed and approved at each Holiday Park	100% completed by 31/10/2018	50%	50%	The Managed Service Agreements for each Holiday Park have been drafted. The target was to have these approved by 31/10/2018 however other priorities have resulted in delays in progressing this action and the adjusted target completion date is now 01/03/2018. This will allow sufficient time for discussions to take place and the agreements can then be finalised after the Christmas break (as this holiday period will be a busy time for the parks).	Manager Information Services
3.3.2.10	Develop and implement Managed Service Agreement for the Visitor Information Centre	Managed Service Agreement developed and approved	100% completed by 31/10/2018	50%	50%	The Managed Service Agreement for the Visitor Information Centre has been drafted. This task is behind schedule due to conflicting priorities. The next step is to finalise and seek approval.	Manager Information Services
4.2.1.10	Provide information and communication systems which meet business needs	Service Delivery will be measured by response times for Requests / Incidents. ManageEngine will be used to provide these statistics	95% SLA met	SLAs to be defined	40%	Service Level Agreements (SLAs) have been defined and will now be submitted for approval before being deployed. The Service Desk tool used by the IT Team (ManageEngine) is	Manager Information Services
		Service Delivery will be measured by	85% SLA				

Report of the General Manager

9.3 Delivery Program Report July to December 2018 & Operational Plan Report
October to December 2018 (cont)

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position
		resolution times for Requests / Incidents. ManageEngine will be used to provide these statistics	met			approx 95% configured to provide the statistics. The IT equipment replacement plan has been drafted and is under review. As the plan has not yet been implemented, this task has been marked as behind target.	
		IT equipment replacement plan developed and implemented	100% completed by 31/12/2018				

There were a number of highlights during the first half of the 2018-19 financial year, including:

- Annual Local Government Regional NAIDOC Awards were held at the Kiama Pavilion with Kiama Council being this year's host council – with over 200 people attending
- 13 issues around disability access and safety addressed throughout the Local Government Area
- NSW Bike Week 'Kiama Classic Family Fun Bike Ride, promotional activity was held in September.
- Surf awareness and education programs were facilitated by the Kiama Lifeguard across all local primary schools during the period under review
- Kiama High School tree planting day conducted in August with 250 students planting trees across five sites
- World Environment Day was recognized by a series of workshops being held, including Bird Watching, Native Bees, Bees Wrap and Making Home Composting
- Tree management and vandalism policy has been developed and submitted to Community for feedback
- The Community Recycling Centre has been operational from 8 am to 4 pm Monday to Sunday
- Household bulky waste pick up was held in September with 142.32 tonnes collected
- A new Gerringong Business Networking Group was launched with excess of 50 local businesses attending
- Council continues to perform above the Reserve Bank 90-day Bank Bill Index

Report of the General Manager

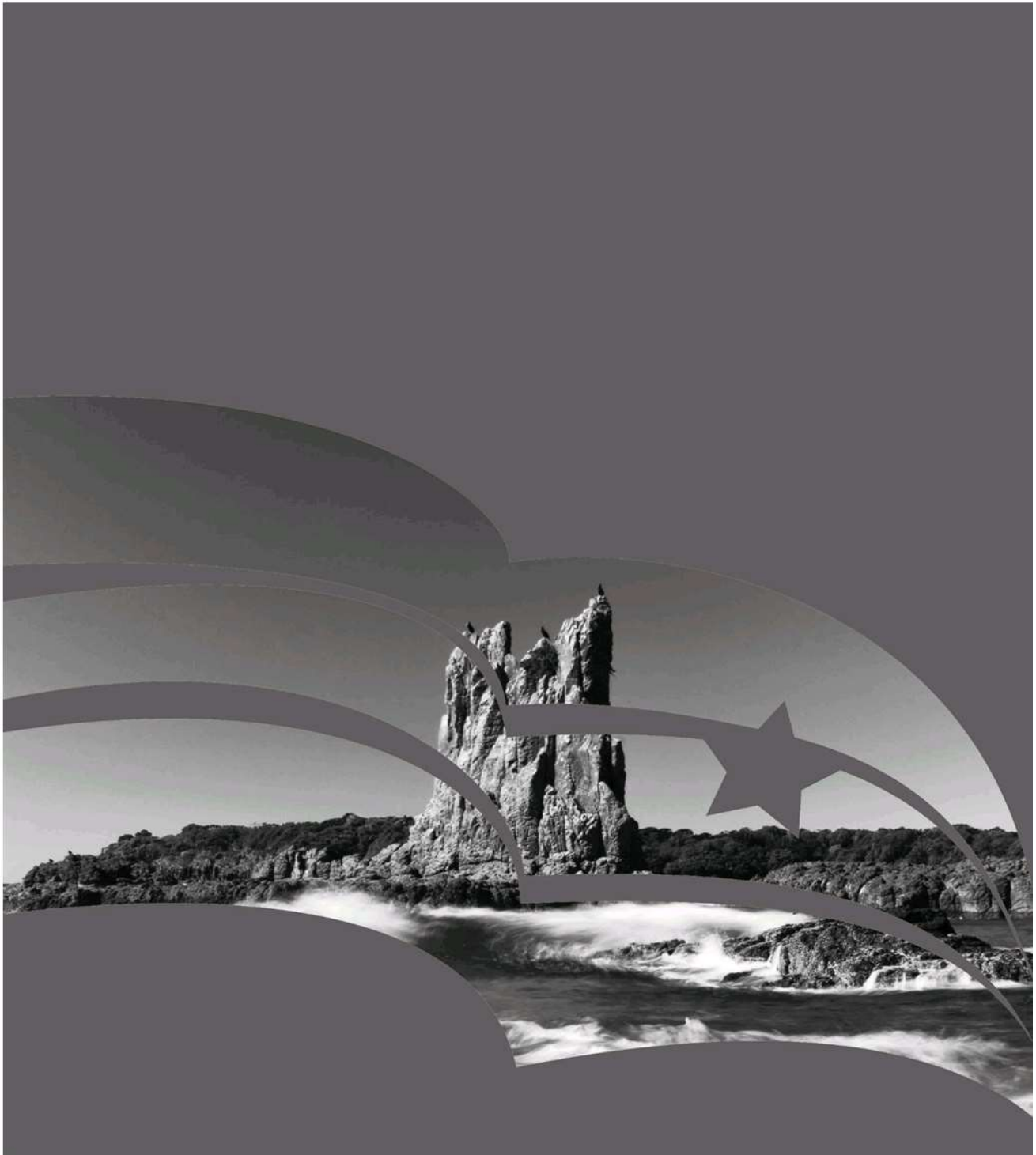
9.3 Delivery Program Report July to December 2018 & Operational Plan Report
October to December 2018 (cont)

-
- Two Dementia Friendly Alliance meetings held, one community education session delivered, one professional development education session delivered to Meals on Wheels Volunteers.
 - 45 library community sessions were held this quarter to support recreation and lifelong learning with 966 people attending.
 - 4,391 enquiries were made at the Library and 463 at the Family History Centre this quarter.
 - 27,047 loans were processed at Kiama Library and 1,032 at Gerringong Library this quarter.
 - Health and wellbeing programs for young people delivered to Kiama High School Volunteers and the Year 6 Emotional Transition to High School Program.
 - There are currently 60 plus active volunteers assist with lifestyle programs across the Blue Haven Care.
 - Three Youth Advisory Committee meetings held in the quarter with 15 young people attending each meeting on average.
 - A container/ site office was purchased for North Bombo beach to provide ongoing lifeguard storage and office facilities for the beach lifeguard staff. This was then painted by local "budding" artists and was officially opened by the Mayor on 10th December 2018.
 - Nine Food Safety Recall emails were distributed to over 350 food premises and operators.
 - 22 food shop inspections and nine re-inspections were undertaken.
 - 29 participants participated in and completed the 'I'm Alert' online food education training
 - 55% of private swimming pools requiring an inspection have been inspected in accordance with legislative requirements.
 - Ten dogs were impounded this quarter, with six dogs returned directly to owners and four re-homed.
 - 146 parking patrols were conducted in scheduled zones this quarter, resulting in 91 infringements being issued.
 - Ooaree Creek/ Werri Lagoon flood study has been completed with exhibition of study completed and currently being assessed.
 - A preliminary brief has been prepared to undertake Heritage Assessment of Manning Street Precinct.
 - Minnamurra Headland bank rehabilitation project earthworks were completed during the quarter in conjunction with the Office of Environment and Heritage, heritage conservation section.

Report of the General Manager

9.3 Delivery Program Report July to December 2018 & Operational Plan Report
October to December 2018 (cont)

-
- Grant funding has been awarded for Minnamurra wetlands weed control project for three years work in the wetlands at the end of Charles Avenue. Grant funding has been awarded for the Blue Angle Creek bank stabilisation options assessment and detailed design. A brief will be developed and released early in 2019 to complete the project by mid 2019.
 - Birds of the Illawarra walk and talk was held at Spring Creek in October 2018.
 - Blue Kiama Marine Education Expo was held 1st December 2018. 100+ participants got involved in the beach clean-up with 85kgs of waste collected from the Black Beach foreshore.
 - Fishing tackle bins have been designed and manufactured for installation in key fishing locations along the coastline from Wollongong to Shoalhaven. Bins are proposed to be installed in January 2019.
 - 2,612.46 tonnes of organic waste was processed during the quarter and 1,412 tonnes of recyclable materials.
 - 58 illegal dumping incidents were reported during the quarter with 96.8% closed with a total waste amount of 409.26 tonnes.
 - Council is continuing to meet all of the Fit for the Future benchmarks.



Item 9.3

Attachment 1

Kiama Council

Delivery Program July to December 2018 & Operational Plan October to December 2018 Report



Enquiries may be made to:

The General Manager
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Contents

Vision, Mission, Values & Principles	4
Introduction	5
Our Objectives	6
 Community	14
 Environment	49
 Economy	69
 Civic Leadership	81

Vision, Mission, Values & Principles

Community Vision
Working together for a healthy, sustainable and caring community

Council Mission
Kiama Council will work to create a Municipality that has a healthy, vibrant lifestyle, beautiful environment and harmonious, connected and resilient community

Council Values & Principles

- Values the commitment of the community to our local region
- Recognises the value of the area's rural and coastal lifestyle
- Will strive to maintain the natural beauty of the environment

Item 9.3

Attachment 1

Introduction

The *Operational Plan 2018-19* is our annual action plan. It outlines the services, programs events, facilities and infrastructure we will provide and maintain for the 2018-19 financial year, to work towards the commitments made in the four-year *Delivery program 2017-21*.

The *Delivery Program 2017-21* is our four-year statement of commitment to the community outlining Council's plans, projects and activities for this period in order to progress towards achieving the long-term objectives identified in the *Kiama Community Strategic Plan 2017-2027*.

This Biannual Review of the Delivery Program/Quarterly Review of the Operational Plan is an opportunity to report to the community on how our services and activities are meeting our community's expectations.



Our Objectives

To achieve our vision of Working together for a healthy, sustainable and caring community we will focus on these objectives over the next ten years.

1.0 A Healthy, Safe and Inclusive Community

2.0 Well Planned and Managed Spaces, Places and Environment

3.0 A Diverse, Thriving Economy

4.0 Responsible Civic Leadership that is Transparent, Innovative and Accessible

Overall Performance Summary

Kiama's 10-year *Community Strategic Plan* reflects the community's long-term priorities and aspirations for the future.

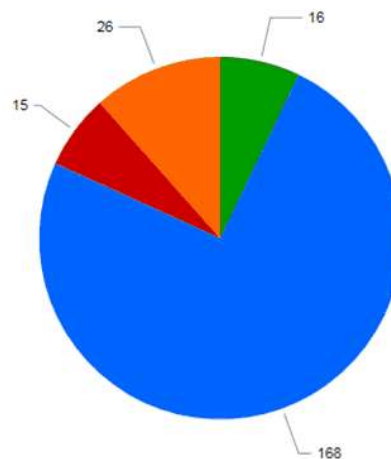
Our Delivery Program sets out a four-year Plan to respond to and meet the community's long-term vision and objectives included in this *Community Strategic Plan*.

The annual Operational Plan is a sub-plan of the Delivery Program and sets out the activities and services to be undertaken in each year of the Delivery Program.

To meet legislative requirements, Kiama Council reports biannually against actions contained in its Delivery Program to monitor progress and effectiveness and quarterly on the progress of its Operational Plan.




Below is a progress summary of Council's overall performance as at 31 December 2018 in progressing towards the targets in the *Delivery Program 2017- 21* and *Operational Plan 2018-19*.




- Completed
- Progressing
- Behind target
- Not Updated
- Not in this quarter








Exception Reporting



The following Operational Plan activities were reported as being behind target for the period 1 October to 31 December 2018.



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.6.1	Manage footpath and cycleway asset renewals	Percentage of Council approved renewal program completed on time, within approved scope, within budget and to agreed standard.	100% completed	6%	10%	Awaiting completion of works by Sydney Trains prior to work continuing on Boneyard Reserve footpath.	Works Coordinator	Behind target 
		Percentage of renewal budget expended	100% expended	6%				
1.1.7.1	Manage recreation and open space renewals	Percentage of renewal budget expended	100% expended	38%	40%	Program behind target due to other conflicting work priorities including successful grant applications. Renewal Program to be reviewed, with some projects to be rolled over to next financial year.	Manager Depot Operations	Behind target 
		Percentage of Council approved renewal program completed on time, within approved scope, within budget and to agreed standard.	100% completed	38%				
1.1.7.2	Manage new recreation and open space asset creation	Percentage of Council approved new asset program completed on time, within approved scope, within budget and to agreed standard.	100% completed	23%	25%	Program behind target due to other conflicting work priorities including successful grant applications. Works Program to be reviewed, with some projects to be rolled over to next financial year.	Manager Depot Operations	Behind target 
		Percentage of new asset budget expended	100% expended	23%				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.8	Prioritise processes to be mapped and complete using ProMapp	Number of processes mapped	12 process pa		0%	Still reviewing current processes before publishing.	Community Programs Manager	Behind target 
1.2.1.13	Monitor viability of National Disability Insurance Scheme (NDIS) services	Monitor financial performance to ensure expenses do not exceed income	expenses < 100% of income	80.3%	25%	The monitoring of the financial performance of the NDIS scheme is formally looked at on a quarterly basis through the Quarterly Budget Review. The current expenditure is not exceeding income. The project to look at unit costing is still in progress with meetings being held between the Coordinators, the Manager for Community Services and the Chief Financial Officer.	Financial Accountant	Behind target 
		Unit costing project completed	100% completed by 31/12/18					
2.2.2.4	Investigate and implement pledges from the Cities Power Partnership Program as funding, resources and opportunities permit	Cities Power Partnership Program pledges are implemented as funding, resources and opportunities permit	2 Pledges pa		80%	Still working through issues with installation of the solar photovoltaic system for the library. System size has had to be downgraded due to issues with the roof capacity identified in the structural engineering assessment and is behind schedule for installation.	Environment Sustainability Officer	Behind target 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.3.1.11	Process road occupation permits	Road Occupation permits processed within 5 days	90% processed within 5 days	74% processed within 5 days	50%	Council in its role as the Roads Authority received 41 road occupancy applications in the quarter. 11 of these applications took in excess of five days. This equates to only 74% of permits being issued within 5 days. This is an improvement from the last quarter which was 58%. Modifications to the lodgement process occurred in December 2018 and this should likely result in the targets being met in the next quarter.	Subdivision and Development Engineer	Behind target 
2.5.1.1	Implement road asset renewal program	Percentage of Council approved program completed on time, within approved scope, within budget and to agreed standard	100% completed	25%	25%	Road Assets renewal is behind target with only 25% completed by end of quarter 2 due to competing priorities. Roads reseal program is ahead of schedule at 71% completion at end of Q2.	Works Coordinator	Behind target 
		Percentage of renewal budget expended	100% expended	25%	25%			

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.3.1	Implement Community Buildings asset renewals	Percentage of Council approved renewal program completed on time, within approved scope, within budget and to agreed standard	100% completed	17%	20%	Construction behind target - awaiting construction design and approval. Design work progressing.	Maintenance Coordinator	Behind target 
		Percentage of renewal budget expended	100% expended	17%				
2.5.3.4	Provide public adult change facilities and ambulant assisted cubicles in each main town, which are easily accessible, well sign-posted and promoted in Council's media	Public adult change facilities and ambulant assisted cubicle installed at Kevin Walsh Oval Jamberoo - subject to available funding	100% completed by 30/06/2019	50%	50%	Design complete. Tenders received, however identified short-fall in funding. Currently investigating options and funding opportunities.	Manager Design and Development	Behind target 
2.5.4.1	Implement other assets and infrastructure asset renewals	Percentage Council approved renewal program completed on time, within approved scope, within budget and to agreed standard.	100% completed		20%	Current status of Capital Renewal works program has been calculated from all work order expenditure and budgets.	Asset Officer	Behind target 
		Percentage of renewal budget expended	100% expended					

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.4.2	Implement new other assets and infrastructure asset creation	Percentage Council approved new asset program completed on time, within approved scope, within budget and to agreed standard	100% completed		20%	Current status of Capital New works program has been calculated from all work order expenditure and budgets.	Asset Officer	Behind target 
		Percentage of new asset budget expended	100% expended					
3.3.1.6	Develop and implement Managed Service Agreement with each Holiday Park	Managed Service Agreement developed and approved at each Holiday Park	100% completed by 31/10/2018	50%	50%	The Managed Service Agreements for each Holiday Park have been drafted. The target was to have these approved by 31/10/2018 however other priorities have resulted in delays in progressing this action and the adjusted target completion date is now 01/03/2018. This will allow sufficient time for discussions to take place and the agreements can then be finalised after the Christmas break (as this holiday period will be a busy time for the parks).	Manager Information Services	Behind target 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.2.10	Develop and implement Managed Service Agreement for the Visitor Information Centre	Managed Service Agreement developed and approved	100% completed by 31/10/2018	50%	50%	The Managed Service Agreement for the Visitor Information Centre has been drafted. This task is behind schedule due to conflicting priorities. The next step is to finalise and seek approval.	Manager Information Services	Behind target 
4.2.1.10	Provide information and communication systems which meet business needs	Service Delivery will be measured by response times for Requests / Incidents. ManageEngine will be used to provide these statistics	95% SLA met	SLAs to be defined	40%	Service Level Agreements (SLAs) have been defined and will now be submitted for approval before being deployed. The Service Desk tool used by the IT Team (ManageEngine) is approx 95% configured to provide the statistics. The IT equipment replacement plan has been drafted and is under review. As the plan has not yet been implemented, this task has been marked as behind target.	Manager Information Services	Behind target 
		Service Delivery will be measured by resolution times for Requests / Incidents. ManageEngine will be used to provide these statistics	85% SLA met	SLAs to be defined				
		IT equipment replacement plan developed and implemented	100% completed by 31/12/2018	80%				



**A healthy, safe and
inclusive community**




Item 9.3




Attachment 1



1.0: A Healthy, Safe and Inclusive Community

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



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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.1.1	Monitor and improve accessibility within the Municipality	Access Committee regularly advises Council on accessibility issues, infrastructure and developments	5 meetings held pa	Two meetings held in this period.	50%	Main areas currently being addressed/ considered are: advocating for a Disability Access Business Award in local business awards, loss of the Radio Doctor Service in Kiama, improving pedestrian access along Terralong St, some specific access issues in the built environment, consideration for provision of Beach Access Matting at Surf Beach, review of the capital works plan for 2019/20.	Manager Community & Cultural Development	Progressing 
1.1.1.2	Encourage, develop and acknowledge volunteers	Timebanking program set up and promoted	20% increase in membership pa		25%	A community volunteer has been working on the administration of Timebanking throughout 2018 for 1-2hrs each week. Numbers have remained steady with new people joining having slowed considerably. After some initial exchanges of volunteer hours, exchanges within the system have slowed to almost zero.	Community and Cultural Development Officer	Progressing 
1.1.1.3	Support Age/Disability sector development	Grant funding received and activity plan targets met	> 80% of activity targets met pa	Over 80% of activity targets met in this period	50%	Improvements around information provision particularly targeted this period with a new document under development which collates all the accessible features of the	Manager Community & Cultural Development	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.1.4	Maintain currency of information about the accessibility of Council's public toilets, on the National Public Toilets Register	National Public Toilet Register is kept up to date	100% updated	100%	50%	LGA into one accessible document. Another highlight has been the disability awareness training run during this period that saw over 100 Council staff (including indoor & outdoor, managers & directors), plus Councillors trained. Currently 100% up to date.	Manager Community & Cultural Development	Progressing 
1.1.1.5	Assist local businesses and commercial facility owners to identify and address existing barriers to access or use of their business by people with a range of abilities.	Number of articles promoting accessibility in Council newsletters	2 articles pa	Information distributed twice in this period.	50%	Information distributed regularly when opportunities arise, helping to maintain the currency of this topic.	Manager Community & Cultural Development	Progressing 
1.1.1.6	Work with local business networks to provide training and resource support to develop and promote Kiama as an outstanding accessible community and holiday venue for	Number of presentations promoting accessibility at Council run events	2 presentations pa	0	50%	No external presentations, but one internal presentation at a 'Lunch & Learn' event with a guest speaker from the Deaf Society.	Manager Community & Cultural Development	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.1.7	Allocate an accessibility budget to support access resources and assistance to ensure maximum opportunity for all residents to genuinely participate in Council functions, consultations, events and activities.	Annual budget allocated to assist accessibility of Council's community consultations and events	100% of budget allocated		50%	Presentation at an internal event (Lunch & Learn, plus at three session of Disability Awareness Training) delivered in this period on how to access and utilise the accessibility budget.	Manager Community & Cultural Development	Progressing 
1.1.1.8	Support the Dementia Friendly Kiama Project subject to available funding	Activities of the Projects Action Plan are implemented, subject to funding	100% of activities implemented	80%	50%	Two Alliance meetings held, one community education session delivered, one professional development education session delivered to Meals on Wheels Volunteers. One new grant application submitted in partnership with the University of Wollongong. Work with local businesses not progressed due to changing priorities.	Manager Community & Cultural Development	Progressing 

1.1.2: Work collaboratively with the Aboriginal community





Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.2.1	Plan and undertake annual NAIDOC Week activities	Annual NAIDOC Week activities are completed in July 2018	activities 100% completed		25%		Manager Community & Cultural Development	Not in this quarter
1.1.2.2	Participate in planning and staging of annual Local Government Regional NAIDOC Awards	Annual Local Government Regional NAIDOC Awards are held in July 2018	100% completed		100%		Manager Community & Cultural Development	Completed 
1.1.2.3	Maintain Council representation on the Aboriginal Education Consultative Group (AECG)	Attendance at scheduled meetings	>90% of scheduled meetings attended		25%	AECG currently not meeting.	Manager Community & Cultural Development	Not in this quarter
1.1.2.4	Plan and undertake Annual Sorry Day events	Annual Sorry Day events held in May 2019	100% completed by May 2019		0%		Manager Community & Cultural Development	Not in this quarter
1.1.2.5	Undertake other activities to engage with the local Aboriginal community as opportunities arise	All opportunities for engagement investigated	100% completed	100%	50%	Minnamurra Massacre 200 Anniversary acknowledged with a small event near the massacre site on 1 October. Aboriginal Liaison Officer continues to liaise with local Aboriginal residents informally and formally as opportunities arise.	Manager Community & Cultural Development	Progressing 
1.1.2.6	Develop a targeted Employment Strategy to attract and retain Aboriginal staff to grow a talented and diverse workforce in local government.	Aboriginal Employment Strategy developed and adopted	100% completed by 30/06/2019		0%	Not occurring in this quarter.	Senior HR Officer	Not in this quarter



1.1.3: Provide and promote cultural and artistic activities and programs

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.3.1	Undertake activities that promote cultural diversity	Number of cultural diversity events held	2 events held pa	One event held	50%	Preparations are underway for 2019 Sorry Day event.	Community and Cultural Development Officer	Progressing 
1.1.3.2	Undertake activities that support the 'Build' strategy identified in Council's BSI cultural planning document as funding allows	Plans are developed and progressed to be DA ready	100% completed by 30/06/2019	25% complete	25%	Consultants and architect working towards DA level plans	Community and Cultural Development Officer	Progressing 
1.1.3.3	Undertake activities that support the 'integrate' strategy identified in Council's BSI cultural planning document	Cultural Board meetings are held each year Deliver the annual Music in the Park program	6 meetings pa 100% completed	Two meetings held 2018 season completed	35%	The four Cultural Board vacant positions have been filled, with the new Board holding its first full meeting in December 2018. The Board was fully briefed on the range of Cultural Arts projects currently underway and the expectations for Board member engagement. The 2018 Music in the Park season was completed in November 2018, satisfaction surveys were distributed to audience members with the results reported to Council's December meeting. As per the three year contract with the Kiama Jazz and Blues Club a review meeting was held with members of the Jazz and Blues Club to discuss improvements and issues for the 2019 season.	Community and Cultural Development Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.3.4	Undertake activities that support the 'Sustain' strategy identified in Council's BIS/ cultural planning document	The annual Arts Honour Roll program is completed	100% completed	100% completed	50%	Four ArtsBiz workshops were offered in September and October 2018, with all four being cancelled due to insufficient numbers booking in. A survey is currently underway to gauge interest, availability and financial viability of artists in relation to offering further workshops. This will be reviewed and action in conjunction with Shellharbour Council's Community and Cultural Development Officer. Three Artists Gatherings held in 2018 with an average of 15 artists in attendance.	Community and Cultural Development Officer	Progressing 
		Annual program of Arts Biz education workshops are held in partnership with Shellharbour City Council	>3 workshops held pa	Four workshops offered				
		Number of artists gatherings held to promote networking	4 gatherings held pa	Three artist gatherings held				
1.1.3.5	Undertake activities that support the 'invest' strategy identified in Council's BIS/ cultural planning document	Opportunities for increasing public art installations within the Kiama LGA are investigated	100% completed	Ongoing	50%	Wingecarribee Council has held training sessions for local artists on the use of the Weave Artist Directory, two new artists have signed up to date.	Community and Cultural Development Officer	Progressing 
		Kiama Cultural Grants rounds are held and projects funded.	100% completed	One Funding Round Completed				
		'Weave' directory updated and promoted as required	100% completed	Update completed and promotion ongoing				

1.1.4: Provide a range of library resources and services that support our community in recreational and lifelong learning




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.4.1	Manage Library and Family History Centre programs	Provide a range of library community programs that support recreation and lifelong learning Provide a range of Family History Centre community programs that support recreation and lifelong learning	70 programs pa 2 programs pa	53 sessions with 1,328 people attending YTD 1 program with 36 participants YTD	50%	45 sessions held with 966 people attending this quarter. Tech Connect has been a very popular program. Volunteer High School student support people with technology – 9 sessions held with 23 attending this quarter	Manager Library Services	Progressing 
1.1.4.2	Manage Library and Family History Centre customer services	Number of Family History Centre enquiries satisfied Number of library enquiries completed	100 enquiries pa 15,000 enquiries pa	781 YTD 4,391 YTD	50%	463 Family History enquiries and 4,391 library enquiries this quarter.	Manager Library Services	Progressing 
1.1.4.3	Manage Library loan services	Number of loans processed at Gerringong Library Number of loans processed at Kiama Library	4,000 loans pa 120,000 loans pa	1,948 YTD 58,784 YTD	50%	1,032 loans processed at Gerringong and 27,047 processed at Kiama this quarter. Reduced loans due to public holidays and closure between Christmas and New Year.	Manager Library Services	Progressing 
1.1.4.4	Develop and implement literacy programs	Undertake satisfaction survey of literacy program attendees as required	100% completed	Not this quarter	50%	26 Literacy events held with 611 participants.	Manager Library Services	Progressing 




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.4.5	Manage Library Information Technology Program	Number of literacy events held	48 events pa	45 YTD				
		Number of attendees at literacy events	200 attendees pa	2,469 YTD				
1.1.4.5	Manage Library Information Technology Program	Number of hours of internet access provided	2,000 hours pa	2,507 YTD	50%	1,207 hours of internet access provide this quarter, with 1,506 users. Reduced usage due to public holidays and library closed between Christmas and New Year.	Manager Library Services	Progressing 
		Number of users of public computers	2,000 users pa	3,242 YTD				
1.1.4.6	Identify opportunities and implement changes to improve disability access and inclusion in facilities and services	Number of changes investigated	2 changes implemented pa	Not this quarter	0%		Manager Library Services	Not in this quarter
1.1.4.7	Plan for and implement Gerringong Library services	Collaborate with Project Manager to ensure required HR, Risk, Policies and Protocols are developed by various KMC teams and implemented as required	100% completed	Design consultants selected and 25% of design project completed.	50%		Manager Library Services	Progressing 
		Ensure all required library resources (collections, IT resources, etc.) are available for opening of new facility	100% completed	Investigations as to potential technology requirements for new library undertaken.				





Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		Regular attendance and input into Project planning meetings	100% attendance	Attended all meeting scheduled by APP including Project initiation with new consultants and 25% design brief				



1.1.5: Facilitate sport and health related facilities and programs

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.5.1	Implement a range of health and wellbeing programs for young people	Number of health and wellbeing programs for young people completed	4 programs held pa	Two programs delivered in this period.	50%	Programs delivered include: Kiama High School Volunteers program and the Year 6 Emotional Transition to High School Program.	Senior Youth Worker	Progressing 
		Number of young people participating in health and wellbeing programs	60 participants pa	>250 young people for the Transition program, and 12 for the volunteers.				
		80% of program participants report in their evaluations that they feel more confident about their wellbeing having participated in the program	>80% of participants pa	90% for transition, and 80% for volunteers.				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.5.2	Incorporate strategies from the reviewed Kiama Health Plan into Council's Integrated Planning and Reporting framework for 2019-20	Revised strategies are developed and ready for inclusion in the Operational Plan for 2019-20	100% completed by 30/06/2019	80	80%		Health Promotions Officer	Progressing 
1.1.5.3	Engage with and educate members of the community on healthy, affordable and sustainable food and gardening practices	Implement activities to engage with and educate members of the community on healthy, affordable and sustainable food and gardening practices	> 2 activities pa	1	50%		Health Promotions Officer	Progressing 
1.1.5.4	Engage with and educate members of the community on leading an active, healthy and sustainable lifestyle	Implement activities to engage with and educate members of the community on leading an active, healthy and sustainable lifestyle	> 2 activities pa	2	75%		Health Promotions Officer	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.5.5	Engage with members of the community to promote Council and community health and sustainability events, information and activities	Implement activities to promote Council and community health and sustainability events, information and activities	> 4 activities pa	2	50%		Health Promotions Officer	Progressing 
1.1.5.6	Collaborate with Council's Human Resources department to develop a Breastfeeding Friendly protocol for Council staff	Breastfeeding Friendly protocol for Council staff is developed and implemented	100% completed by 30/06/2019	75	75%		Health Promotions Officer	Progressing 
1.1.5.7	Maintain an up-to-date New Residents' Kit for the Kiama Local Government Area	Ensure New Residents' Kit is reviewed and updated as required and available for distribution to local residents	100% completed	0	0%		Health Promotions Officer	Not in this quarter
1.1.5.8	Deliver community health grants programs	Ensure Health and Sustainability grants programs are offered	2 grants pa	1	50%		Health Promotions Officer	Progressing 
		Ensure Community Garden Grants are offered	1 grant pa					




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.5.9	Facilitate Health and Sustainability Committee Meetings	Ensure Health and Sustainability meetings are held	>4 meetings pa	3	40%		Health Promotions Officer	Progressing 
1.1.5.10	Undertake planned program of maintenance to ensure the Leisure centre and Jamberoo pool facilities are maintained to required standards	Leisure centre and Jamberoo pool programmed maintenance is completed within budget	100% completed	Maintenance has been completed on time and within budget.	50%	Planned weekly, monthly and quarterly Leisure Centre and Jamberoo Pool maintenance has been completed on time and within budget.	Leisure Centre Manager	Progressing 
1.1.5.11	Undertake capital improvements and renewal to ensure the Leisure Centre and Jamberoo pool facilities are maintained to required standards	Planned program of capital works and renewal completed on time and within budget	100% completed		50%	Current capital projects including new plans for outdoor fitness area, upgrade to first aid room are progressing. The outdoor fitness area plan is to be re-evaluated to ensure staff parking is still accessed during winter. The works to upgrade the first aid room has been delayed due to staff leave. Quotes are currently being obtained for new and renewal capital items - pool toys, spa UV system, new spa shell and air conditioning units for gymnasium.	Leisure Centre Manager	Progressing 
1.1.5.12	Ensure effective operations of Leisure centre and Jamberoo Pool to meet community needs	Monitor total Leisure Centre patronage to meet customer needs Maintain number of pool bookings for schools, swim	200,000 patrons pa 10 bookings pa	 In the 3rd quarter, there were two school swim	50%	Leisure Centre and Jamberoo pool operations progressing this quarter and continue to meet community needs. In partnership with Illawarra health services, three Leisure Centre staff have completed	Leisure Centre Manager	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		clubs and aquatic customers pa		carnivals, Dept of Education swim scheme and the Leisure Centre ran two private schools learn to swim programs.		training to commence a pilot program - Health Moves, for persons with chronic health issues. Program to commence 3rd Quarter. The Leisure Centre has employed a Swim School Supervisor to provide better management and services to promote the swim school within our community.		
		Ensure Leisure Centre membership is maintained at capacity	900 members	End of Dec 2018 - 808				
		Swim school operation levels are maintained	85% capacity	92.4% capacity for 3rd quarter				
1.1.5.13	Maintain or increase user satisfaction of Leisure Centre and Jamberoo Pool facilities and its activities and programs	Customer satisfaction levels in annual customer satisfaction survey reported as good, very good or excellent	95% of patrons		50%	Survey is currently under review to ensure all reporting can be assessed for KLC to meet customer satisfaction	Leisure Centre Manager	Progressing 
1.1.5.14	Identify opportunities and implement changes to improve disability access and inclusion in facilities and services at Leisure Centre	Number of changes completed	2 changes pa		50%		Leisure Centre Manager	Not in this quarter
1.1.5.15	Represent the Mayor as a foundation Member	Scheduled Members' meetings attended	>80% of meetings pa		100%	Representation has been changed to Councillor Mark Way.	Director Environmental Services	Completed 





Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	of the Illawarra Academy of Sport							

1.1.6: Manage footpath and cycleway infrastructure and assets

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.6.1	Manage footpath and cycleway asset renewals	Percentage of Council approved renewal program completed on time, within approved scope, within budget and to agreed standard.	100% completed	6%	10%	Awaiting completion of works by Sydney Trains prior to work continuing on Boneyard Reserve footpath.	Works Coordinator	Behind target 
		Percentage of renewal budget expended	100% expended	6%				
1.1.6.2	Manage new footpath and cycleway asset creation	Percentage of Council approved new asset program completed on time, within approved scope, within budget and to agreed standard.	100% completed	37%	40%	Design and consultation continues for the Mimmamura Boardwalk project. Cycleway extension completed at Bonaira Oval and Nile Close.	Works Coordinator	Progressing 
		Percentage of new asset budget expended	100% expended	37%				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.6.3	Implement maintenance program for footpath and cycleway infrastructure and assets.	Percentage of Council approved maintenance program completed on time, within approved scope, within budget and to agreed standard.	100% completed	50%	50%	All unscheduled maintenance completed within five days.	Works Coordinator	Progressing 
		Unscheduled maintenance completed within 5 days	90% completed within 5 days	50%				
1.1.6.4	Consult with people with a range of disability types to establish priorities within Council's pathway management plan	Quarterly review of pathways planning invites input from Council's Access Committee	100% completed		0%		Manager Depot Operations	Not in this quarter
1.1.6.5	Identify and prepare cycleway funding applications	Lodgement of applications for external grant funding for cycleways	100% of applications completed	100%	90%	All appropriate available funding opportunities completed.	Manager Design and Development	Progressing 
1.1.6.6	Process access driveway permits	Driveway access inspections carried out within 48 hours	80% completed within 48 hours	100%	50%	All driveway inspections carried out within 48 hours or less from request	Engineering Inspector	Progressing 

1.1.7: Manage recreation and open space infrastructure to cater for current and future generations




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.7.1	Manage recreation and open space renewals	Percentage of renewal budget expended	100% expended	38%	40%	Program behind target due to other conflicting work priorities including successful grant applications. Renewal Program to be reviewed, with some projects to be rolled over to next financial year.	Manager Depot Operations	Behind target 
		Percentage of Council approved renewal program completed on time, within approved scope, within budget and to agreed standard.	100% completed	38%				
1.1.7.2	Manage new recreation and open space asset creation	Percentage of Council approved new asset program completed on time, within approved scope, within budget and to agreed standard.	100% completed	23%	25%	Program behind target due to other conflicting work priorities including successful grant applications. Works Program to be reviewed, with some projects to be rolled over to next financial year.	Manager Depot Operations	Behind target 
		Percentage of new asset budget expended	100% expended	23%				
1.1.7.3	Implement maintenance program for recreation and open space infrastructure.	All required maintenance completed within 5 days	50% completed within 5 days		50%	Maintenance of all Recreation and Open Infrastructure has been completed. All customer requests have been actioned and rectified.	Engineering Administration Officer	Progressing 
1.1.7.4	Improve accessibility of recreational facilities including wheelchair access	Where facilities are to be upgraded or new facilities provided,	100% completed	100%	50%	Where facilities are to be upgraded or new facilities provided, the plan for these facilities are tabled at Access	Manager Design and Development	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	to seating, shaded areas, outdoor exercise and play equipment	the plan for these facilities are tabled at Access Committee for comment with the feedback incorporated into the 4-year work program				Committee for comment with the feedback incorporated into the 4-year work program.		
1.1.7.5	Continue to provide free public Wi-Fi in the Kiama CBD	Wi-Fi availability	95% availability	100%	50%	Free public Wi-Fi continues to be provided in the Kiama CBD.	Manager Information Services	Progressing 






1.2: Planning for and assisting specific needs groups



1.2.1: Operate Blue Haven Care






Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.1	Provide grant-funded group and individual transport to targeted service users	Meet contractual requirements in reporting on community transport funding	100% completed		50%	Due to issues with new software system in Community Transport there was some difficulty in finalising our Data Exchange (DEX) report but the program has maintained its target number of trips for the past six month period.	Community Programs Manager	Progressing 
1.2.1.2	Provide residential care at Blue Haven	Household rosters implemented and working effectively Manage service delivery within budget	100% completed by 31/12/2018 <100% of budget	50% Over budget at present	50%	Provision of aged care across the Home is on target. The new admissions trial is progressing well and having a dedicated resource for admissions ensures occupancy is managed in a timely fashion.	Manager Governance and Strategy	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		Compliance with aged care accreditation standards	100% compliant	100%				
1.2.1.3	Plan for the professional development needs of Blue Haven Care to meet current aged care standards	Corporate Professional Development Plan developed for Blue Haven Care	100% completed by 31/12/2018	50%	50%	Blue Haven Care is working through the New Standards implementation program delivered by Critical Success Solutions and is on track for completion by June 2019. An annual education plan is in place for staff at Blue Haven Care Home.	Manager Governance and Strategy	Progressing 
1.2.1.4	Provide programs to enhance the culture of Blue Haven Care	FISH Philosophy program implemented across Blue Haven Care	100% completed by 30/06/2019	50%	50%	Ongoing discussions around embedding the values occurs on a monthly basis at all staff meetings.	Manager Governance and Strategy	Progressing 
1.2.1.5	Undertake Quality reviews as required by the Aged Care Quality Agency	Community Transport reviewed and positive assessment received Home Care Packages reviewed and positive assessment received Commonwealth Homes Support Program reviewed and positive	100% completed by 30/09/2018 100% completed by 30/09/2018 100% completed by 30/09/2018	Completed 19/12/2018 Completed 19/12/2018 Completed 19/12/2018	100%	Quality Review was undertaken on 18 and 19 December 2018. Outcome overall was positive with 17 out of 18 Expected Outcomes met. The one area unmet Standard 1.6 Risk Management. Need to develop a more comprehensive Business Continuity Plan to include potential risk for care recipients and the organisation in regards to IT issues (including cyber-attack). Action Plan developed and forwarded to the Australian Aged Care Quality Agency and awaiting a response.	Community Programs Manager	Completed 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.6	Create a positive volunteer culture within Blue Haven Care	assessment received						
		Targeted volunteer recruitment strategy developed and implemented	100% completed by 30/09/2018	70%	70%	60 plus active volunteers assist with lifestyle programs across the Home.	Manager Governance and Strategy	Progressing 
1.2.1.7	Coordinate workforce, infrastructure and service planning for Blue Haven Bonaira	Volunteer satisfaction levels	>90% satisfaction rating	Survey yet to be conducted				
		Fittings, furniture and equipment requirements are identified and procured within governance framework	100% completed	30%	50%	The Fittings Furniture and Equipment Group (FFE) have been engaged to procure FF&E for the Residential Aged Care Facility (RACF) and Independent Living Units (ILU) and a number of items have been signed off. A sign-off process is in place. A scope of works has been identified for the active information	Director Blue Haven	Progressing 
		ITC working group meetings are convened and chaired as scheduled	>90% pa	50%		Communication Technology (ITC) and tender documents are being prepared. In workforce planning an Enterprise Bargaining Agreement (EBA) has been drafted and unions notified. Work has continued to refine the model of care which in turn will inform recruitment needs. Meetings of the Executive Steering Committee are held weekly.		
		Workforce Planning working group meetings are convened and chaired as scheduled	90% pa	30%				
		Executive Steering Committee meetings are convened and	>90% pa	50%				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.8	Prioritise processes to be mapped and complete using ProMapp	Number of processes mapped	12 process pa		0%	Still reviewing current processes before publishing	Community Programs Manager	Behind target 
1.2.1.9	Refine/review marketing plan for National Disability Insurance Scheme and extend across Blue Haven Care	Marketing Plan adopted	100% completed by 31/12/2018		50%	Marketing Plan across Blue Haven Care still being reviewed. Marketing and Communication Officer given six month contract while position is reviewed	Community Programs Manager	Progressing 
1.2.1.10	Support Carers through the delivery of funded carer programs	Manage service delivery within budget	<100% of budget expended		25%	Monitoring of expenditure continues in order to meet targets. Additional one off events for Carers have increased expenditure and additional events are planned for the remainder of the financial year to ensure brokerage target is met.	Coordinator Information and Carer Support	Progressing 
1.2.1.11	Investigate the capacity of LeeCare to manage maintenance and quality programs	Review undertaken	100% completed by 30/09/2018	0%	0%	Demonstrations will occur in March 2019.	Manager Governance and Strategy	Not in this quarter
1.2.1.12	Blue Haven Care to be recognised as an inclusive organisation	Rainbow Tick achieved	100% achieved by 30/06/2019		50%	Inclusion Training completed on 18th October 2018. Continue working on Action Plan for Rainbow Tick through the Quality Committee	Community Programs Manager	Progressing 
1.2.1.13	Monitor viability of National Disability	Monitor financial performance to ensure expenses	expenses < 100% of income	80.3%	25%	The monitoring of the financial performance of the NDIS scheme is formally looked at on	Financial Accountant	Behind target 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	Insurance Scheme (NDIS) services	do not exceed income Unit costing project completed	100% completed by 31/12/2018			a quarterly basis through the Quarterly Budget Review. The current expenditure is not exceeding income. The project to look at unit costing is still in progress with meetings being held between the Coordinators, the Manager for Community Services and the Chief Financial Officer.		
1.2.1.14	Expand the Commonwealth Home Care Packages program to eligible people across Shoalhaven, Kiama, Shellharbour and Wollongong local government areas	Increase total number of packages by 10% from original allocation	121 packages pa	97	50%	Package numbers have stabilised with a significant increase in clients transferring to higher level packages. Staff in consultation with Council Finance Officer will review fees in line with changes in funding guidelines as from May 2019. This will include reviewing the clients daily fee as this seems to be impacting on new referrals choosing Blue Haven Care as many other organisations are either not charging or have reduced this fee.	Community Programs Manager	Progressing 
1.2.1.15	Expand the Commonwealth Home Care Packages program to eligible people across Shoalhaven, Kiama, Shellharbour and Wollongong local government areas	Meet contractual requirements in reporting on all programs including Home Maintenance, Personal Care, Social Support, Domestic Assistance and Respite	100% completed		50%	Service hours across programs have been maintained although incoming referrals to most of the programs have been reduced due to budgetary restraints. Service hours for Flexible Respite are below target due to insufficient volunteers to provide one on one respite in the home. With ongoing volunteer promotion it is estimated these hours will increase over the next reporting period	Community Programs Manager	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.16	Investigate the implementation of Point to Point transport	Recommendation made in regard to the delivery Point to Point transport following review of guidelines and analysis of viability for Blue Haven Care	100% completed by 30/09/2018		50%	With implementation of new software and delivery of two new buses in December 2018 the Community Transport program will be registering for Point to Point over the next reporting period.	Community Programs Manager	Progressing 
1.2.1.17	Set up brokerage model	Brokerage unit is fully operational to manage all Support Worker requests, rosters, recruitment, etc.	100% completed by 30/09/2018		100%	Planning to recruit more Support Workers in the next few months to enable all Commonwealth Home Support Program (CHSP) services to be transferred to Blue Haven Care's brokerage Program.	Community Programs Manager	Completed 
1.2.1.18	Determine the cost and viability of providing social support groups	Recommendation made in regard to the provision of Social Support groups following an analysis of cost and viability for Blue Haven Care	100% completed by 31/12/2018		50%	Working Group close to finalising Unit Cost (volunteers) to determine the cost of providing Social Support Groups.	Community Programs Manager	Progressing 
1.2.1.19	Measure satisfaction with Blue Haven Care community services	Satisfaction surveys, focus groups, complaints resolution feedback	>90% of surveys		20%	Working with University of Wollongong to finalise surveys and numbers to be completed by April 2019.	Community Programs Manager	Progressing 
1.2.1.20	Implement free Wi-Fi at Blue Haven Aged Care for the use of residents and their visitors	Wi-Fi availability	100% availability	100%	50%	Free Wi-Fi is available at Blue Haven Aged Care and this is expected to remain in place for the remainder of the period.	Manager Information Services	Progressing 


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.21	Blue Haven Care to be recognised as a dementia friendly organisation	Assessment undertaken and approved	100% completed by 30/06/2019		25%	Continue to develop Action Plan through the Quality Committee.	Community Programs Manager	Progressing 
1.2.1.22	Meet all prudential reporting requirements required by funding bodies	All acquittals and financial reporting completed on time	100% completed	100%	50%	During the December 2018 Quarter a review of the current Prudential Policy was tabled to the Board. This was reviewed and approved. The December 2018 quarter return to ensure that the Liquidity Standard has sufficient funds to meet the requirements of the approved policy.	Financial Accountant	Progressing 



1.2.2: Operate Blue Haven Independent Living Units

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.2.1	Maintain occupancy levels to ensure that units are reoccupied within the mandatory 6 month refund requirement under the with the Retirement Villages Act 1999 and Retirement Villages Regulation 2017	Percentage of units reoccupied within six months of vacaton	100% of units pa		95%	Stage 1 units are the only stock without a significant waiting list. Refurbishment now including a redesign to improve attractiveness.	Manager Project Development and ILU Operations	Progressing 
1.2.2.2	Ensure compliance with the Retirement Villages Act 1999 and Retirement	Audited Financial Statements are prepared and made available in accordance with	100% completed	100% completed	50%	Progress in quarter according to plan.	Manager Project Development and ILU Operations	Progressing 


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	Villages Regulation 2017	the Retirement Villages Act and Regulation						
		Disclosure, marketing and contract documentation are maintained in accordance with the Retirement Villages Act and Regulation	100% completed	100% compliant				
		Refunds to outgoing Residents or their estate is undertaken within the 6 month period required under with the Retirement Villages Act and Regulation	100% compliant	100% compliant				

1.2.3: Operate the Kiama Youth Centre and facilitate youth services and programs



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.3.1	Develop and implement a program of events for young people	Percentage of program participants report in their evaluations that they feel more confident about themselves having	> 80% of participants	> 80%	50%	Six activities/ events/ programs were delivered in this period including: monthly Youth Advisory Committee meetings; sponsorship of the Kiama High School Festival held at the end of term four and organised by students with support from SENTRAL; consultations with	Senior Youth Worker	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.3.2	Provide a range of educational and recreational community development programs in conjunction with local schools	Percentage of program participants report in their evaluations that they gained valuable skills and knowledge from participating in the programs	> 80% of participants	>80% for the volunteers program.	50%	local primary and high school students for input into the development of Local Strategic Planning Statements; the delivery of the Year 6 Transition to High School to all primary schools in the municipality; weekly barista training, and the Kiama High School Volunteers program which is delivered each Wednesday afternoon at SENSRAL during school term. Three Youth Advisory Committee meetings held in this period with 15 young people attending each meeting on average. Participated in the year 12 Farewell Day with over 150 young people. Kiama High School Volunteers program delivered during Term 4 with 12 young people.	Senior Youth Worker	Progressing 
1.2.3.3	Provide information, referral, advocacy and support for young people through the SENSRAL youth facility and online mediums	Percentage of program participants report that the support provided by the Youth Service has assisted them	> 90% of participants		50%	Youth Worker at Kiama High School run during Term 4 with youth workers attending the school each Friday morning during the school term to provide individual support to referred students. Around five young people attended individual support session each Friday during this reporting period. In addition, individual support provided to five young people during this reporting period.	Senior Youth Worker	Progressing 




1.3: We live in a safe community
1.3.1: Provide lifeguard and beach safety services and programs




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.1.1	Undertake scheduled patrol programs for Council beaches	Ratio of rescues conducted to preventative actions undertaken	Ratio 1:20		50%	The peak season beach lifeguard service commenced 17 December 2018. Seven Kiama beaches are patrolled for the six week school holiday period with either a five or seven day service (five-day services at the three beaches where surf clubs operate weekend patrol services). This year the beaches will be supported by a Supervising Lifeguard roving for seven days to assist all staff and the community. This quarter we also purchased a container/ site office for North Bombo beach to provide ongoing lifeguard storage and office facilities for the beach lifeguard staff. The office/ container has been painted by local "budding" artists and was officially opened by the Mayor on 10 December 2018.	Leisure Centre Manager	Progressing 
1.3.1.2	Conduct surf awareness education programs in local primary schools	Annual program completed	100% completed		100%		Leisure Centre Manager	Not in this quarter
1.3.1.3	Undertake program of scheduled maintenance of equipment	Maintenance schedule completed on time and within budget	100% completed		100%		Leisure Centre Manager	Not in this quarter



1.3.2: Implement public health and community compliance regulations and programs


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.1	Administer Food Safety Legislation	Food recall system implemented with 48 hours of notification	100% implemented within 48 hours	100%	40%	<p>Nine Food Safety Recall emails were distributed to over 350 food premises and operators. 100% food recalls processed within 48 hours of notification (October - 4, November - 2, December - 3)</p> <p>20 Temporary Food Stall applications received for approval. One temporary food stall was inspected with satisfactory results. Two mobile food van applications were received and approved. Food Safety Inspections: 22 food shop inspections were undertaken (11 were rated 5 star, two were rated 4 star, four were rated 3 star, five were rated failure), 17 out of 22 (81.81%) primary inspections had a 3 to 5 star rating.</p> <p>Food Safety re-inspections: Nine food shop re-inspections were undertaken (one was rated 5 star, four were rated 4 star, three were rated 3 star, one was rated failure). Eight out of nine (89%) of re-inspections had a 3 to 5 star rating.</p>	Environmental Health Officer	Progressing 
		Temporary food stall applications determined within 21 working days	100% determined within 21 days	100% of applications processed within timeframes.				
		Inspections conducted in accordance with NSW Food Regulation Partnership	80% completed					
1.3.2.2	Provide Food Safety Education	Compliance with legislation and food safety standards	90% 3 to 5 star rating		50%	<p>One Food Safety newsletter was distributed to 350 food premises and operators. 29 participants completed the 'I'm Alert' online food education</p>	Environmental Health Officer	Progressing 
		Number of Food Safety Newsletters developed and distributed	2 editions per	50% (1)				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.3	Ensure Occupation Certificates are issued/received for completed premises	Number of food safety education workshops held	1 workshop pa			training - Annual Target achieved.		Not in this quarter
		Provide 'I'm Alert' online food education training	40 participants pa	Annual Target achieved				
1.3.2.4	Create a register and implement a compliance program as required by the Environmental Planning and Assessment Regulation	Establish an audit program to identify recently completed premises that have not been issued with an Occupation Certificate, investigate and take appropriate action as required	25% of premises inspected		0%		Manager Development Assessment	
		Ensure Annual Fire Safety Statements are received annually for all relevant premises	90% completed		40%	16 Annual Fire Safety Statements were received this quarter.	Manager Development Assessment	Progressing 
1.3.2.5	Implement and record registration and inspection program as required by legislation i.e. Roads Act	Registration and Inspection Program implemented as per legislation	100% completed		50%	All statutory and legislative requirements for leases, licences and other agreements appropriately recorded onto the property register and actioned. Inspections undertaken for all new and renewing agreements and land uses.	Manager Commercial Services	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.6	Create a register and implement an inspection and compliance program as required by the Swimming Pool Act	Ensure all pools requiring an inspection are inspected in accordance with requirements of Swimming Pool Act to ensure compliance	90% inspected		55%	During the quarter 101 pools were inspected meaning 55% of pools requiring an inspection have been inspected in accordance with requirements of Swimming Pool Act to ensure compliance since the commencement of the compliance program in October 2017.	Manager Development Assessment	Progressing 
1.3.2.7	On-site Sewerage Management legislative compliance	Percentage of compliant operating systems	80% compliant		50%	Total number of Onsite Sewerage Management Facilities inspected = 94 (70 low risk; 24 high risk). Number of compliant systems = 71 (75.53%) (49 low risk; 22 high risk). Number of defective systems = 18 (24.47%) (16 (22.86) low risk; 2 (8.33%) high risk). Number of preliminary assessments completed = 5 (5 low risk; 0 high risk). There are 781 Low Risk Systems, 117 (14.9%) low risk systems have been inspected during the 1st and 2nd quarters. There are 138 High Risk Systems, 54 (39%) high risk systems have been inspected during 1st and 2nd quarters.	Manager Environment and Health	Progressing 
		High risk system inspections conducted in accordance with risk rating schedule	95% inspected pa					
		Low risk systems inspections conducted in accordance with risk rating schedule	25% inspected pa					
1.3.2.8	Implement Public Health Act legislation (public and private swimming pools and water supplies, skin	Annual report submitted to NSW Health by due date Action to rectify breaches of	100% completed 100% action commenced		25%	There were no skin penetration complaints made in this quarter. Swimming pool sampling of Council operated pool was conducted in November and	Environmental Health Officer	Progressing 





Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	penetration, legionella)	legislation commenced within 5 days of notification	within 5 days			December of this quarter. Ongoing updating of warm water systems and cooling tower, Legionella risk register. Ongoing updating of the skin penetration register. Ongoing updating of the public water supply register. Ongoing updating of the swimming pool registers. Six public health complaints received. 100% investigated and actioned within five days.		
		Registers of premises and compliance are reviewed and updated as required by legislation	100% completed					
		Inspections of all registered premises conducted in accordance with schedule	100% completed					
1.3.2.9	Inspect and issue approval for caravan parks to operate as required by the Local Government Act	Annual inspection of all caravan parks approvals to operate issued	100% completed		35%	No caravan park inspections were undertaken and no approvals to operate were issued this quarter.	Manager Development Assessment	Progressing 
1.3.2.10	Implementation of Dog Off Leash Areas	Users satisfied, aware of usage requirements and comply with requirements	90% compliance		50%	Ten off leash areas - five customer action requests received during 2nd quarter - (five non-compliances)	Senior Ranger	Progressing 
1.3.2.11	Implementation of Companion Animals Legislation	Annual reports and registration financial statements submitted to Department of	100% completed by due date		50%	Two (100%) dog attacks investigated within 24 hours of complaint - two reported to Department of Local Government, ten dogs impounded, six dogs collected	Senior Ranger	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.12	Facilitate Companion Animals Education	Local Government by due date				and returned directly to owners and four dogs rehomed. 100% dogs returned to owner or rehomed. Three cats impounded; one cat rehomed, one cat euthanised. One cat currently in pound.	Senior Ranger	Progressing 
		Dog attacks investigated within 24 hours of notification	100% investigated within 24 hours					
		Animals impounded are returned to owner or rehomed	90% returned or rehomed			56 companion animal complaints received. 100% (56) investigated within specific timeframes. One infringement notice issued for Companion Animal Act breached (\$550 face value).		
		Complaints about animals investigated within 2 days of notification	95% investigated within 2 days					
1.3.2.13	Implementation of Roads Transport Act, Impounding Act, Crown Lands Act and Road Rules	Non-high risk public and environmental health complaints investigated within 2 days of notification	100% investigated within 2 days		50%	Media campaign conducted regarding care and control of dogs during 2018 New Year's Eve Fireworks event.	Senior Ranger	Progressing 
		Enforcement action undertaken for non-compliance (Cautions, Penalty Infringement Notices issued) of	100% completed within 2 days	100% of breaches actioned within required time frames.	50%	146 parking patrols conducted in scheduled zones, 91 infringements issued (\$20,495 face value)		

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.14	Implementation of Protection of Environment Operations (Clean Air) Regulations	established breach of legislation issued within 2 days of notification						Progressing 
		Non-high risk vehicle complaints investigated within 2 days of notification	100% investigated within 2 days	100%				
		High risk public and environmental health complaints investigated within 4 hours of notification	100% investigated within 4 hours					
		High risk vehicle complaints investigated within 4 hours of notification	100% investigated within 4 hours	5 (100%) of high risk abandon vehicle complaints investigated with 4 hours of notification and actioned with 48 hours				
		Parking patrols conducted in accordance with monthly schedule	100% completed	100%				
		Determine applications under Protection of Environment Operations (Clean Air) Regulations within 14 days	100% determined within 14 days			50%	Three (100%) Permits to create smoke (pile burning applications) processing within timeframes.	

2018 & Operational Plan October to December 2018

1.3.3: Undertake local community safety initiatives

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.3.1	Implement Local Road Safety Action Plan	Council endorsed recommendations implemented or included in Asset Management Plan	100% completed	Completed	100%		Road Safety Officer	Completed 
		Plan, promote and implement Road Safety Workshop	4 workshops pa	Completed				
		Plan, promote and implement Bike Week activities	100% completed	Completed				
1.3.3.2	Prepare road safety funding applications	Applications lodged for all available grant funding for road safety initiatives	100% completed	Completed	100%		Road Safety Officer	Completed 
1.3.3.3	Implement and manage the ongoing operation of CCTV systems in public spaces identified in Council's Crime Prevention Plan	Timely responses to approved requests for CCTV footage	95% processed within 2 weeks	100% processed within 2 weeks	50%	Refresher training run for all Council staff who play a role in receiving and processing requests for images and/or viewing.	Manager Community & Cultural Development	Progressing 
		95% compliance is achieved, identified through an independent audit conducted each council term	>95% compliance pa	not in this period				
1.3.3.4	Community Safety Committee meets on a regular basis	Number of Community Safety Committee meetings held	4 meetings pa	Committee not convened yet.	10%	Membership of committee re-advertised during this period. Only one application received at time of reporting.	Manager Community & Cultural Development	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.3.5	Action Local Traffic Committee recommendations	Meetings held monthly	12 meetings held pa	Six meetings held	50%	Monthly traffic committee meetings held as required and all actions implemented.	Manager Design and Development	Progressing 
		Endorsed recommendations implemented or included in Asset Management Plan	100% completed	100%				
1.3.3.6	Plan, promote and implement Road Safety activities	Host NSW Bike Week Activities	100% completed	Completed	90%		Road Safety Officer	Progressing 
		Host Road Safety Workshops	100% completed	Completed				
1.3.3.7	Participate in the Shoalhaven Illawarra Enabling Regional Adaptation Project	Attend regional workshops and provide input as appropriate	100% participation		50%	Officer attended 'Learning to Adapt' professional development course sponsored by the OEH through the enabling regional adaptation project. Draft Regional Waste Disaster Management Plan finalised	Environment Sustainability Officer	Progressing 



Well Planned and
Managed Spaces, Places
and Environment




Item 9.3

Attachment 1

2.0: Well Planned and Managed Spaces, Places and Environment

2.1: Maintain the separation and distinct nature of local towns, villages and agricultural land

2.1.1: Develop and implement appropriate land use plans

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.1.1.1	Prepare catchment flood studies	Complete the preparation of catchment flood studies identified in annual budget Schedules	100% completed	95%	95%	Ooaree Creek / Werri Lagoon flood study completed with exhibition of study completed. Currently assessing public submissions.	Manager Design and Development	Progressing 
2.1.1.2	Prepare flood study funding applications	Lodgement of applications for external grant funding for flood studies - dependent on budget allocation	100% completed		0%		Manager Design and Development	Not in this quarter
2.1.1.3	Commence research and community engagement process to inform review of strategic and statutory land use planning documents	Vision and principles to inform the review of strategic and statutory land use planning documents complete	100% completed		40%	Local Strategic Planning Statements phase 1 community consultations carried out in November 2018.	Manager Strategic Planning	Progressing 
2.1.1.4	Assess Planning Proposals against relevant State Government legislation and Council Policy.	Requests for Planning Proposals are reported/determined within 90 days of lodgement All Planning Proposals are completed within	100% reported within 90 days 100% completed		40%	Amendment 13 published 21 December 2018. Housekeeping amendments lodged with Department of Planning and Environment (DPE) for Gateway Determination. Two new re-zoning applications lodged with Council.	Manager Strategic Planning	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.1.1.5	Review planning outcomes and controls for Kiama Town Centre	Prepare a Kiama Town Centre Study	100% completed by 30st November 2018		80%	Town Centre Study all community engagement activities completed and some preliminary draft reports received. Timeframe for completion of final report extended to 3rd quarter.	Manager Strategic Planning	Progressing 

2.1.2: Recognise and protect our heritage

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.1.2.1	Assess development applications in accordance with relevant Heritage requirements	Assessments carried out in accordance with adopted Protocols with referral to Council's Heritage Advisor	90% completed		50%	Three Development Applications were referred to Council's Heritage Advisor for assessment and comment in accordance with the adopted Protocols.	Manager Development Assessment	Progressing 
2.1.2.2	Protect and maintain heritage items through LEP and DCP controls	Identification and introduction of controls for the Terralong Heritage Precinct into the Kiama LEP	100% completed by 30/06/2019		50%	Preliminary brief prepared to undertake Heritage Assessment of Manning Street Precinct. Awaiting result of Town Centre study before proceeding as boundaries of proposed heritage conservation to be confirmed. Amendments to Chapter 30 completed.	Manager Strategic Planning	Progressing 

2.1.3: Recognise and protect our agricultural lands

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.1.3.1	Protect and maintain productive agricultural lands through ensuring Council's statutory and policy documents contain necessary framework	Council to liaise with NSW DPI- Lands to determine a timeframe for agricultural classification mapping project	100% completed by 31/12/2018		0%	Mapping project has not yet commenced for the Klamia LGA. Staff continuing to liaise with State Government to progress mapping project according to the timeframes set down in the Illawarra-Shoalhaven Regional Plan implementation plan schedule.	Manager Strategic Planning	Not in this quarter




2.2: Our community and natural environments are adaptive, resilient and sustainable and informed of predicted climate change impacts

2.2.1: Implement adopted Coastal Management Programs and legislative requirements

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.1.1	Implement actions identified within adopted Coastal Zone Management Plans in accordance with funding and resource availability	Grant funded programs are delivered to schedule	100% completed		50%	Minnamurra Headland bank rehabilitation project earthworks were completed during the quarter in conjunction with the Office of Environment and Heritage, heritage conservation project will be completed in early 2019. Grant funding has been awarded for Minnamurra wetlands weed control project for three years work in the wetlands at the end of Charles Avenue. A contractor will be sought to undertake the work for the next three years in early 2019. Grant funding has been	Environment Sustainability Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.1.2	Implement programs required as a result of the NSW Coastal Reforms process	Develop Kiama LGA Coastal Management Program in line with agreed work program	100% completed by 31/08/2020		50%	awarded for the Blue Angle Creek bank stabilisation options assessment and detailed design. A brief will be developed and released early in 2019 to complete the project by mid-2019. The tender for the development of the Kiama Council Coastal Management Program was released, assessed and a preferred consultant identified and reported to Council for endorsement.	Environment Sustainability Officer	Progressing 

2.2.2: Protect and maintain environmentally significant natural areas





Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.2.1	Support and implement local Illawarra Landcare projects	Requests for technical/material support completed within allocated budget	10 completed pa	7	50%	Busy time assisting Little Blowhole and Jones Beach groups with material assistance as requested.	Landscape Officer	Progressing 
2.2.2.2	Pursue grant funding for natural area restoration at priority sites on Council land	Appropriate grant applications are reviewed and/or submitted for funding consideration	100% completed		80%	Grant application for works on Hyams Creek was submitted to the Dept of Primary Industries Fisheries Habitat Action Grants Program.	Environment Sustainability Officer	Progressing 
2.2.2.3	Manage vegetation at Seven Mile Beach Reserve	All bush regeneration works are completed as scheduled	100% completed	50%	50%	New bush regeneration contractor appointed and progressing with program. Landcare group active.	Landscape Officer	Progressing 





Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.2.4	Investigate and implement pledges from the Cities Power Partnership Program as funding, resources and opportunities permit	Cities Power Partnership Program pledges are implemented as funding, resources and opportunities permit	2 Pledges pa		80%	Still working through issues with installation of the solar photovoltaic system for the library. System size has had to be downgraded due to issues with the roof capacity identified in the structural engineering assessment and is behind schedule for installation.	Environment Sustainability Officer	Behind target 
2.2.2.5	Bushfire prone land is accurately mapped and considered in planning processes	Review of bushfire prone land mapping is completed	100% completed by 30/06/2019		30%	Preliminary work undertaken by Spatial Information Officer. Liaising with NSW Rural Fire Service regarding mapping requirements. To be completed by end of financial year.	Manager Strategic Planning	Progressing 



2.2.3: Ensure environmental protection compliance


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.3.1	Comply with Biosecurity Act obligations through Illawarra District Weeds Authority	All notifiable events are reported to the Illawarra District Weeds Authority	100% completed		50%	All obligations complied with through Illawarra District Weeds Authority.	Landscape Officer	Progressing 
2.2.3.2	Undertake and support on-ground activities and biodiversity education to promote and enhance natural areas	Community education events aligned to National Tree Day and World Environment Day	2 Events pa		100%	Birds of the Illawarra walk and talk held at Spring Creek on 27 October 2018. There were ten attendees at the workshop.	Environment Sustainability Officer	Completed 

2.3: The principles of ecologically sustainable development and compliance underpin town planning and local development
 2.3.1: Conduct development and building assessment/approval functions in accordance with statutory requirements, policies and procedures

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.3.1.1	Process Development Applications in accordance with delegations	Report all Development Applications to Council for determination in accordance with delegations	100% completed		50%	Five Development Applications were reported to Council for determination in accordance with delegations during the last quarter.	Manager Development Assessment	Progressing 
2.3.1.2	Development Applications are processed and determined in accordance with adopted timeframes	Process Local Development Applications within legislative requirements and timeframes	50% processed within 40 days		50%	Data reporting requirements being updated to enable accurate extraction of reporting against this action.	Manager Development Assessment	Progressing 
		Process Integrated Development Applications within legislative requirements and timeframes	50% processed within 60 days					
2.3.1.3	Undertake Building Inspections as Principal Certifying Authority	Requested inspections undertaken on the scheduled day with 48 hours' notice	90% completed within 48 hours		50%	52 building inspections undertaken in the quarter with 100% completed on the scheduled day.	Manager Development Assessment	Progressing 
2.3.1.4	Process Complying Development Certificates within legislative timeframes	Complying Development Certificates processed within 10 days after provision of all	100% completed within 10 days		50%	No Complying Development Certificates were issued during the quarter.	Manager Development Assessment	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.3.1.5	Process Construction Certificates within legislative timeframes	Occupation Certificates processed within 10 days after provision of all relevant information	100% completed within 10 days		50%	Six Occupation Certificates were issued during the quarter all within ten days after provision of all relevant information. 13 Construction Certificates were issued during the quarter all within ten days after provision of all relevant information.	Manager Development Assessment	Progressing 
		Construction Certificates processed within 10 days after provision of all relevant information	75% processed within 10 days					
2.3.1.6	Process Section 149 Certificates and maintain required data base to meet statutory requirements	Planning Certificates issued within 3 days after provision of all relevant information	90% issued within 3 days	Target met for reporting period	50%	10.7(2): 148 10.7(5): 66 Total: 214 S149 Certificates 100% were processed within three days or less.	Manager Strategic Planning	Progressing 
2.3.1.7	Apply and oversight application of Council's S94 plan(s)	Councils updated indirect Contributions Plan exhibited and adopted	100% completed		40%	Review of existing plans progressing.	Manager Strategic Planning	Progressing 
2.3.1.8	Implement tree management legislation and policies and investigate breaches of	Tree Management Applications processed or determined within 21 days	90% determined within 21 days	80%	50%	All tree management applications processed as soon as possible. All reported breaches of tree management legislation investigated in a timely manner, with	Manager Design and Development	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.3.1.9	legislation and customer action requests	Reported breaches of tree management legislation are investigated within 21 days of notification	90% investigated within 21 days	100%		approximately 12 reports investigated this quarter. 100% of high-risk reports investigated within four hours - total of five this quarter.	Subdivision and Development Engineer	Progressing 
		Non-high risk Customer Action Requests related to trees on Council land investigated within 21 days of notification	95% investigated within 21 days	95%				
		High risk Customer Action Requests related to trees on Council land investigated within 4 hours of notification	100% investigated within 4 hours	100%				
	Process engineering development assessment	Engineering development referrals are completed within 14 days	80% completed within 14 days	96.5% for the quarter	50%	During this quarter 114 Development Assessment engineering referrals were assessed. Four of these referrals took in excess of 14 days. This equates to 96.5% of application being completed within 14 days. Over the two quarters combined 198 Development Assessment engineering referrals were assessed. 23 of these referrals took in excess of 14 days. This equates to 88.5% of applications being completed within 14 days.		Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.3.1.10	Implement tree management legislation and policies and investigate breaches of legislation and customer action requests	Review Chapter 3 (Preservation and management of trees and vegetation) of Kiama DCP	100% completed by 30/06/2019		0%		Director Engineering & Works	Not in this quarter
2.3.1.11	Process road occupation permits	Road Occupation permits processed within 5 days	90% processed within 5 days	74% processed within 5 days	50%	Council in its role as the Roads Authority received 41 road occupancy applications in the quarter. 11 of these applications took in excess of five days. This equates to only 74% of permits being issued within five days. This is an improvement from the last quarter which was 58%. Modifications to the lodgement process occurred in December 2018 and this should likely result in the targets being met in the next quarter.	Subdivision and Development Engineer	Behind target 




2.4: Effectively manage our waste and resources



2.4.1: Manage waste services

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.1.1	Operate Community Recycling Centre	Amount of waste diverted from landfill	300 tonnes diverted pa		50%	Still experiencing downturn in customers using the Community Recycling Centre (CRC) due to neighbouring CRC.	Manager Waste Services	Progressing 
		Increase in the usage of the Community Recycling Centre	10% increase pa					
2.4.1.2	Provide scheduled domestic and commercial collections for waste, recycling and organics	Services comply with collection and recycling contract and service schedule	100% completed on schedule	100%	50%	All Scheduled Domestic Commercial collections for Waste, Recycling and Organics for the first quarter have been provided and completed within contract and service schedules.	Manager Waste Services	Progressing 

2.4.2: Undertake waste management programs

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.2.1	Implement programs identified in the Regional Waste Plan	Programs commenced or completed in accordance with adopted annual work plan	90% pa		70%	Planning for Recycle Right Community Education Campaign commenced. Lounge Recycling Project trial undertaken results pending. University of Wollongong Reuse and Recycling Projects identified (engineering timbers, carpet/textiles, soft furnishing and hard plastics)	Waste Minimisation Officer	Progressing 




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.2.2	Implement programs identified in the Regional Litter Strategy	Programs commenced or completed in accordance with adopted annual work plan	90% pa		50%	<p>Planning for 2018-2019 Summer Holiday Litter Education Program finalised to be implemented January to April 2019</p> <p>Assisted with the preparation of a grant application for funding under the NSW Environmental Protection Authority (EPA) stage 4 Litter Reduction Grants. Blue Klamia Marine Education Expo held 1 December 2018. This event was organised in collaboration with Illawarra Shoalhaven Joint Organisation and NSW EPA as identified in the Regional Litter Strategy. 100+ participants got involved in the beach clean-up whereby 85kgs of waste was collected from the Black Beach foreshore. Fishing tackle bins have been designed and manufactured for installation in key fishing locations along the coastline from Wollongong to Shoalhaven. Bins are proposed to be installed in January 2019.</p>	Waste Minimisation Officer	Progressing 
2.4.2.3	Improve the format and accessibility of online waste and recycling information on Council's website main page	Produce an accessible online waste and recycling information video for inclusion on Council's website	100% completed		80%	Information updated regularly.	Waste Minimisation Officer	Progressing 
2.4.2.4	Develop and implement approved programs funded	Programs implemented as per Better Waste	100% completed		70%	Holiday Parks program - Seven Mile Beach HP still underway. Kendall's Beach assessed in	Waste Minimisation Officer	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.2.5	Through the NSW EPA Better Recycling Fund Undertake scheduled waste management programs and workshops	Recycling Fund Project Table				October 2018 with improvements to be implemented in April 2019. Warri Beach and Surf Beach are undergoing an upgrade in 2019-21 therefore it was decided not to include them in this project.		
		Total tonnages diverted from landfill from programs undertaken	150 tonnes diverted pa	85kgs	60%	Blue Klama Event - 85 kg diverted from landfill. Two Home Composting workshops conducted during this quarter. Blue Klama Marine Education Expo held 1 December 2018. Waste Information Shop Front Kiosk x four held 5 to 8 December 2018. A total of 146 residents were consulted.	Waste Minimisation Officer	Progressing 
		Number of waste management workshops Number of annual waste management events undertaken	4 workshops held pa 3 Events pa	2 2				
2.4.2.6	Process recyclables and organics	Total tonnages of organics processed (including kerbside and drop off facility).	5,500 tonnes pa	2,612.46 Tonnes	50%	All Recycling and Organics have been effectively managed and processed with schedule.	Manager Waste Services	Progressing 
		Resource Recovery target achieved as set by NSW EPA	75% achieved pa	75%				
		Total tonnages of recyclable processed (including kerbside and drop off)	3,000 tonnes pa	1,412 Tonnes				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.2.7	Implement programs identified in the Regional Illegal Dumping Plan	Illegal dumping incidents investigated within 5 days of notification	100% investigated within 5 days		30%	58 illegal dumping incidents reported, investigations Closed: 56 (96.8%) Total Waste: 409.26 tonnes Investigations Open: Two (3.4%). This represents a 9.4% increase on the previous quarter. 47 (81%) of incidents had insufficient information to take action. Regulatory action taken: two (4.3%). Regulatory action taken: one (1.7%). No waste found: five (8.6%) Offender/Land Owner Clean Up/ No Action Taken: Two (3.4%) Other: One (2.2%) Estimated clean-up costs: \$4,650 Penalty Notices issued: Four (face value \$4,000). One Sect 100 Protection of the Environment Operation Act (POEO) Fail to Pay Prevention Notice issue Fee \$500. One Sect 211 POEO Fail to Comply with Chapter 7 requirement \$750.00. One Section 145 Deposit Litter from vehicle \$2,500. One Section 145 Deposit Litter Individual \$250. One Official Caution	RID Compliance Officer	Progressing
		Proactive illegal dumping patrols undertaken	80 patrols pa					
		Control structures, detection systems or actions implemented to reduce illegal dumping incidents	5 implemented pa					

2.5: Effectively manage our transport, drainage and other infrastructure and assets




2.5.1: Manage road infrastructure through the Road Asset Management Plan

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.1.1	Implement road asset renewal program	Percentage of Council approved program completed on time, within approved scope, within budget and to agreed standard	100% completed	25%	25%	Road Assets renewal is behind target with only 25% completed by end of quarter 2 due to competing priorities. Roads reseal program is ahead of schedule at 71% completion at end of quarter 2.	Works Coordinator	Behind target 
		Percentage of renewal budget expended	100% expended	25%				
2.5.1.2	Implement new road asset creation	Percentage of Council approved program completed on time, within approved scope, within budget and to agreed standard	100% completed	24%	25%	Planning continues for the Hyams Creek pedestrian access bridge.	Works Coordinator	Progressing 
		Percentage of New Asset budget expended	100% expended	24%				
2.5.1.3	Implement maintenance program for roads, footpaths and cycleways	All required maintenance completed within 5 days	90% completed within 5 days		50%	Maintenance of all roads, footpaths and cycleways have been completed. All CRMs have been actioned and rectified.	Engineering Administration Officer	Progressing 




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.1.4	Complete audit of all accessible parking places and identify improvements. Where facilities are to be upgraded or new facilities provided, the plan for these facilities are tabled at Access Committee for comment with the feedback incorporated into the 4-year work program	Completion of audit	100% completed by 30/06/2019	100% Complete	50%	Audit completed. Plans to be tabled to future access committee for discussion as required.	Manager Design and Development	Progressing 
		Plans tabled at Access Committee for comment as required	100% completed	100%				
2.5.1.5	Complete audit of all signs at bus stops to assess accessibility for people with a disability	Audit completed with any identified improvements included in 4-year work program	100% completed by 30/06/2019	100%	100%	Audit finalised in previous quarters.	Maintenance Coordinator	Completed 

2.5.2: Manage drainage infrastructure through Drainage Asset Management Plans

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.2.1	Implement drainage asset renewals	Percentage of Council approved renewal program completed on time, within approved scope, within budget and to agreed standard	100% completed		50%	Stage one complete, stage two works to be established, currently progressing with investigation works.	Asset Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.2.2	Implement new drainage asset creation	Percentage renewal budget expended	100% expended					
		Percentage of Council approved new asset program completed on time, within approved scope, within budget and to agreed standard	100% completed		50%	No new drainage assets within the program	Asset Officer	Progressing 
2.5.2.3	Implement maintenance program for drainage infrastructure	Percentage of new asset budget expended	100% expended					
		All required maintenance completed within 5 days	90% completed within 5 days		50%	Maintenance of all drainage infrastructure has been completed. All CRM's have been actioned and rectified.	Engineering Administration Officer	Progressing 
2.5.2.4	Manage drainage asset maintenance and operation including gross pollutant traps and drainage pits	All required maintenance completed within 5 days	90% completed within 5 working days		50%	All maintenance completed within the thresholds of the CRM system. Annual schedule development for maintenance is yet to be determined.	Engineering Administration Officer	Progressing 
		Annual schedule developed	Schedule developed by August each year					

2.5.3: Manage community buildings through the Community Building Asset Management Plan

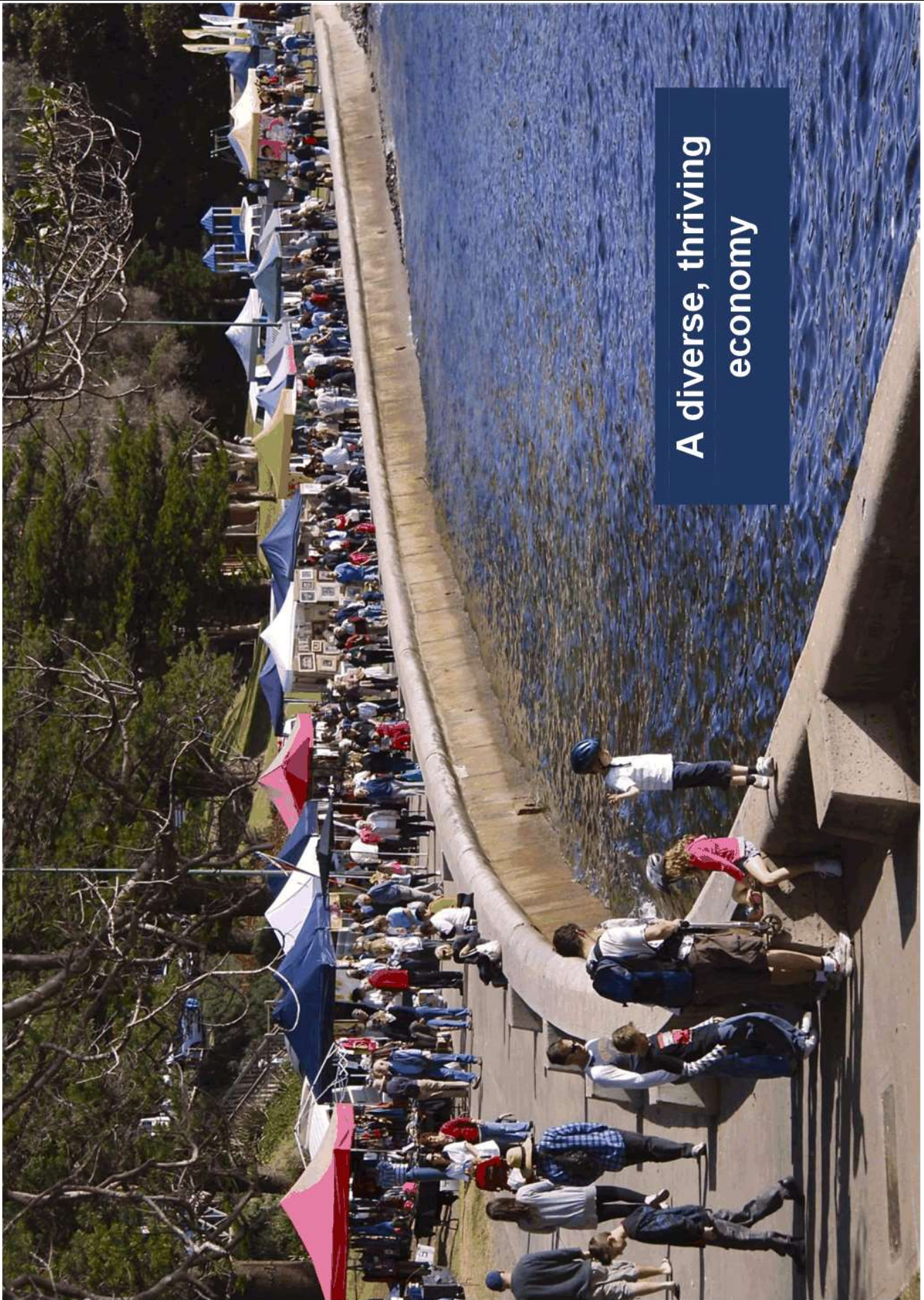
Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.3.1	Implement Community Buildings asset renewals	Percentage of Council approved renewal program completed on time, within approved scope, within budget and to agreed standard	100% completed	17%	20%	Construction behind target - awaiting construction design and approval. Design work progressing.	Maintenance Coordinator	Behind target 
		Percentage of renewal budget expended	100% expended	17%				
2.5.3.2	Implement new Community Buildings asset creation	Percentage of Council approved new asset program completed on time, within approved scope, within budget and to agreed standard	100% completed		50%	No new community buildings within the program.	Asset Officer	Progressing 
		Percentage of new asset budget expended	100% expended					
2.5.3.3	Implement maintenance program for community buildings	All required maintenance completed within 5 days	90% completed within 5 working days	90%	50%	90% of all required maintenance completed within five working days.	Maintenance Coordinator	Progressing 
		Public adult change facilities and ambulant assisted cubicles in each	100% completed	50%	50%			

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	main town, which are easily accessible, well sign-posted and promoted in Council's media	installed at Kevin Walsh Oval Jamberoo - subject to available funding	by 30/06/2019			investigating options and funding opportunities.		
2.5.3.5	Develop a 4-year work program that identifies and measures the number of public toilets and signage on other public buildings to be replaced to improve accessibility	Where facilities are to be upgraded or new facilities provided, the plan for these facilities is tabled at Access Committee for comment and feedback incorporated into 4-year work program	100% completed		50%	All required notification has been provide to Councils Access Committee and approved.	Asset Officer	Progressing 

2.5.4: Manage other assets and infrastructure through the Other Asset and Infrastructure Asset Management Plans

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.4.1	Implement other assets and infrastructure asset renewals	Percentage Council approval renewal program completed on time, within approved scope, within budget and to agreed standard. Percentage of renewal budget expended	100% completed		20%	Current status of Capital Renewal works program has been calculated from all work order expenditure and budgets,	Asset Officer	Behind target 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.4.2	Implement new other assets and infrastructure asset creation	Percentage Council approved new asset program completed on time, within approved scope, within budget and to agreed standard	100% completed		20%	Current status of Capital New works program has been calculated from all work order expenditure and budgets.	Asset Officer	Behind target 
		Percentage of new asset budget expended	100% expended					
2.5.4.3	Implement maintenance program for other assets and infrastructure	All required maintenance completed within 5 days	90% completed within 5 working days	100%	50%	All Customer Requests received in quarter 2 have been actioned or completed.	Engineering Inspector	Progressing 



A diverse, thriving
economy




Item 9.3

Attachment 1

3.0: A Diverse, Thriving Economy

3.1: Promote and encourage business development and economic prosperity in the local area

3.1.1: Implement the Kiama Economic Development Strategy


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.1.1.1	Prioritise key projects in partnership with the Economic Development Committee	Regular meetings are held with the Economic Development Committee	6 meetings pa	1 meeting held	50%	The October meeting further discussed initiatives identified in the Tourism Opportunities Plan. 1. Jerrara Dam - site visit scheduled was postponed. New date to be set. 2. Kiama Harbour - meetings with the Department of Crown Lands being scheduled.	Manager Economic Development	Progressing 
3.1.1.2	Undertake a 'Demand Study' to ensure an adequate supply of employment lands to meet future needs	Completion of Demand Study	100% completed by 30/12/0018		90%	The report has been undertaken but not finalised. Would expect completion by the end of 3rd quarter 2019.	Manager Economic Development	Progressing 
3.1.1.3	Participate in ongoing process reviews to minimise 'red tape'	Number of processes reviewed	> 5 processes reviewed pa		50%	This is an ongoing program. Working with the Home Based Business reference group to develop resources to streamline the process for Home based Business. Completion of this project should be the end of 4th Quarter 2019. Also part of the Night Time Economy Forum with a workshop held in Bankstown with outcomes on planning reforms to facilitate the growth of night time activities	Manager Economic Development	Progressing 

3.1.2: Develop opportunities to increase the economic output of rural land

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.1.2.1	Develop Agribusiness Policy	New business enquiries resulting from Guidelines completed and implemented	10 new business enquiries pa		10%		Manager Economic Development	Not in this quarter
3.1.2.2	Participate in review of LEP to facilitate rural diversification	Number of new ventures entered into	10 new ventures pa		50%	Liaising with Planning staff on further streamlining measures. Also, the Office of Small business will be reviewing the processes and we have requested to be included in the working groups as this is a priority.	Manager Economic Development	Progressing 

3.1.3: Encourage business innovation, creativity and diversification opportunities

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.1.3.1	Conduct forums and programs that support Economic Development via the Kiama Small Business Forum	Number of forums and programs held supporting the Kiama Small Business Forum	6 forums/programs supported pa	Small Business Month October	50%	Small business October held with five events held under the Small Business October Banner. The events were well attended. See details below for attendee details. Also assisted the Chamber with the Mayoral Breakfast event with speaker information and marketing and promotion of the event. Seven newsletters sent to the business database during this time. Illawarra Business awards held in Wollongong with Uncle	Manager Economic Development	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.1.3.2	Work with local business networks to provide training and resource support to develop and promote Kiama as an outstanding accessible community and holiday venue for people with a disability	Speaker presentations undertaken	6 per annum		50%	Joe's Brew winning an award. Kiama had several finalists and Council had a table with the chamber and Uncle Joe's Brew. A real Kiama presence. Facilitated a Councillor briefing with the Gerringong Business Association which resulted in the Gerringong Christmas lights being erected. The Engineering Department managed to have the lights installed in the week prior to Christmas which was well received by all in Gerringong.	Manager Economic Development	Progressing 
3.1.3.3	Encourage local businesses to enter Tourism Awards recognising disability inclusion and promote accordingly	Relevant articles placed in newsletters	6 articles pa		50%		Manager Economic Development	Not in this quarter
3.1.3.4	Develop and promote Kiama's economic and	Development of an Investor's Prospectus	100% completed by 30/06/2019		50%	The Kiama Town Centre study is progressing with the project due to be finalised by June 2019. The investor prospectus	Manager Economic Development	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	employment opportunities					may be completed by this time. Also progressing, the Klamath Tourism Opportunity projects identified for facilitation by the Economic development Committee.		



3.2: Recognise and support Council as a significant purchaser in the local area



3.2.1: Procurement protocols encourage local and regional business engagement

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.2.1.1	Monitor and implement procurement policy	All major procurement considered for regional procurement via Illawarra Shoalhaven Joint Organisation (ISJO) Continual review to identify opportunities for procurement from social enterprise	100% of major procurement considered	100%	50%	Council continues to work in partnership with Illawarra Southern Joint Organisation to improve procurement processes and engage with regional suppliers/providers to get the best project outcomes.	Director Engineering & Works	Progressing 

3.3: Promote and support tourism in the local area
3.3.1: Management of Kiama Coast Holiday Parks as viable business entities

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.1.1	Operate Kiama Coast Holiday Parks as a financially sustainable, quality accommodation provider	Net financial returns of Kiama Coast Holiday Parks achieve budget	100% budget achieved	\$2,576,437 income for the quarter	50%	Net income for the second quarter = \$2,576,437. This is a decrease of \$10,833 from the previous year. Reasons include less forward deposits being made, direct deposits not going into account until 1 January 2019 and an increase in Holiday Van debts. No audits undertaken this month.	Holiday Parks Coordinator	Progressing 
		A program of planned and mystery audits are undertaken to ensure quality facilities and high level customer service is maintained	100% of audit program completed	No audits in this quarter				
3.3.1.2	Undertake activities to actively promote Kiama Coast Holiday Parks as a destination of choice	Maximise social media exposure for Kiama Coast Holiday parks	> 200 Facebook likes pa	An increase of 534 likes across all six pages.	50%	Attendance at Canberra Home and Leisure Show and stand booked for February 2019 Newcastle Caravan and Camping Show. Attendance at NSW Caravan and Camping Industry Association (CCIA) Mega Day and Awards night by Council officers and managers of Kiama Harbour Cabins, Surf Beach and Seven Mile Beach Holiday Parks. Five blogs on website and continued posts on Facebook and Instagram. Likes for the Kiama Coast Holiday Parks page has increased by 182 likes, plus the individual park pages increasing by 352 likes in total. Artwork confirmed for the Kiama Visitors Guide and Wollongong	Holiday Parks Coordinator	Progressing 
		Maximise park representation at industry specific training/conferences as appropriate	100% attendance at appropriate events	Attendance at NSW CCIA Mega Day and Awards Night				
		Increase market exposure by placement of online and print media advertisements	10 placements pa	Five blogs on website. Featured in the travel section of Sunday Telegraph.				
		Provide sponsorships and donations to community groups	12 community groups	Sponsored the laser light shows for the Kiama NYE Sky Show.				





Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.1.3	Meet all legislative and accreditation requirements for Holiday Parks	Number of trade shows attended to increase market exposure	5 shows pa	Attended the Canberra Home and Leisure Show		Accommodation Guide. Sponsorship of the Laser Light Shows (Kiama NYE Sky Show) and Twilight Jazz Concert. Donation given to The Friends of Blue Haven Annual Fete. Warri Beach joined the "Top Parks" chain. Surf Beach featured in an article in the travel section of the Sunday Telegraph "The Best 5 Camping Grounds within three hours of Sydney" (November 2018) attributable to the Top Parks membership. New 18 month promotional calendars designed and printed, well received. Promotional banners created.	Holiday Parks Coordinator	Progressing 
		Park Managers compliance with contract requirements	100% compliant	Sponsored the Twilight Jazz Festival. Donation to the Friends of Blue Haven Annual Fete	50%	Section 68 licences received for Surf Beach overflow camping (Chapman Point Reserve) and Showground camping. All others up-to-date. National accreditation inspections undertaken November 2018. All Parks were re-accredited.		
3.3.1.4	Identify opportunities and implement changes to improve disability access and inclusion in facilities and services	Consideration to improve disability access and inclusion incorporated into all planning processes	100% completed	Progressing	40%	Flick mixer installed in new bathroom at Kiama Harbour Cabins. Still working on design for accessible cabin for Surf Beach as part of overall holiday park redevelopment 2019.	Holiday Parks Coordinator	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.1.5	Implement strategies identified in the Kiama Coast Holiday Parks Masterplan	Cabin occupancy rates are maintained at NSW average during Master Plan implementation period	>49% occupancy pa	Average occupancy this quarter for cabins = 67%	35%	Upgrade to accommodation fleet includes bathroom (one), deck (one), external painting (two), hot water system (one), replacement of sub-floor boards (ten). Other upgrades includes a new concrete sewer tank at Seven Mile, a new septic tank pump at Werrri Beach, ongoing landscaping upgrade at Kendalls, and the Civil Works for Surf Beach Holiday Park going out to tender. Waiting assessment and report to Council to award successful tenderer.	Holiday Parks Coordinator	Progressing 
		Powered site occupancy rates are maintained at NSW average during Master Plan implementation period	>27% occupancy pa	Average occupancy for powered sites (does not include ensuite sites or unpowered sites and is for only four of the Parks) = 54.6%				
		Complete planned maintenance program for Holiday Parks on time and within budget	100% completed	Ongoing				
3.3.1.6	Develop and Implement Managed Service Agreement with each Holiday Park	Complete capital works and renewals program for Holiday Parks on time and within budget	100% completed by 30/06/2019	Ongoing. Surf Beach redevelopment is behind schedule due to resources	50%	The Managed Service Agreements for each Holiday Park have been drafted. The target was to have these approved by 31 October 2018 however other priorities have resulted in delays in progressing this action and the adjusted target completion date is now 1 March 2018. This will allow sufficient time for	Manager Information Services	Behind target 
		Managed Service Agreement developed and approved at each Holiday Park	100% completed by 31/10/2018	50%				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
						discussions to take place and the agreements can then be finalised after the Christmas break (as this holiday period will be a busy time for the parks).		

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


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.2.1	Implement the Strategic Tourism and Events Plan	Provide industry development opportunities annually	3 opportunities pa	100%	100%		Manager Tourism & Events	Completed 
		Overnight Visitor Expenditure (averaged) is maintained or increased	\$200M overnight visitor spend pa	100%				
3.3.2.2	Deliver and promote a year round Events Strategy	Events Strategy is developed and adopted by Council	100% completed by 31/08/2018	100%	100%		Manager Tourism & Events	Completed 
		Annual Events Calendar is created	100% completed by 30/09/2018	100%				
		Event funding criteria is developed and implemented	100% completed by 31/08/2018	100%				

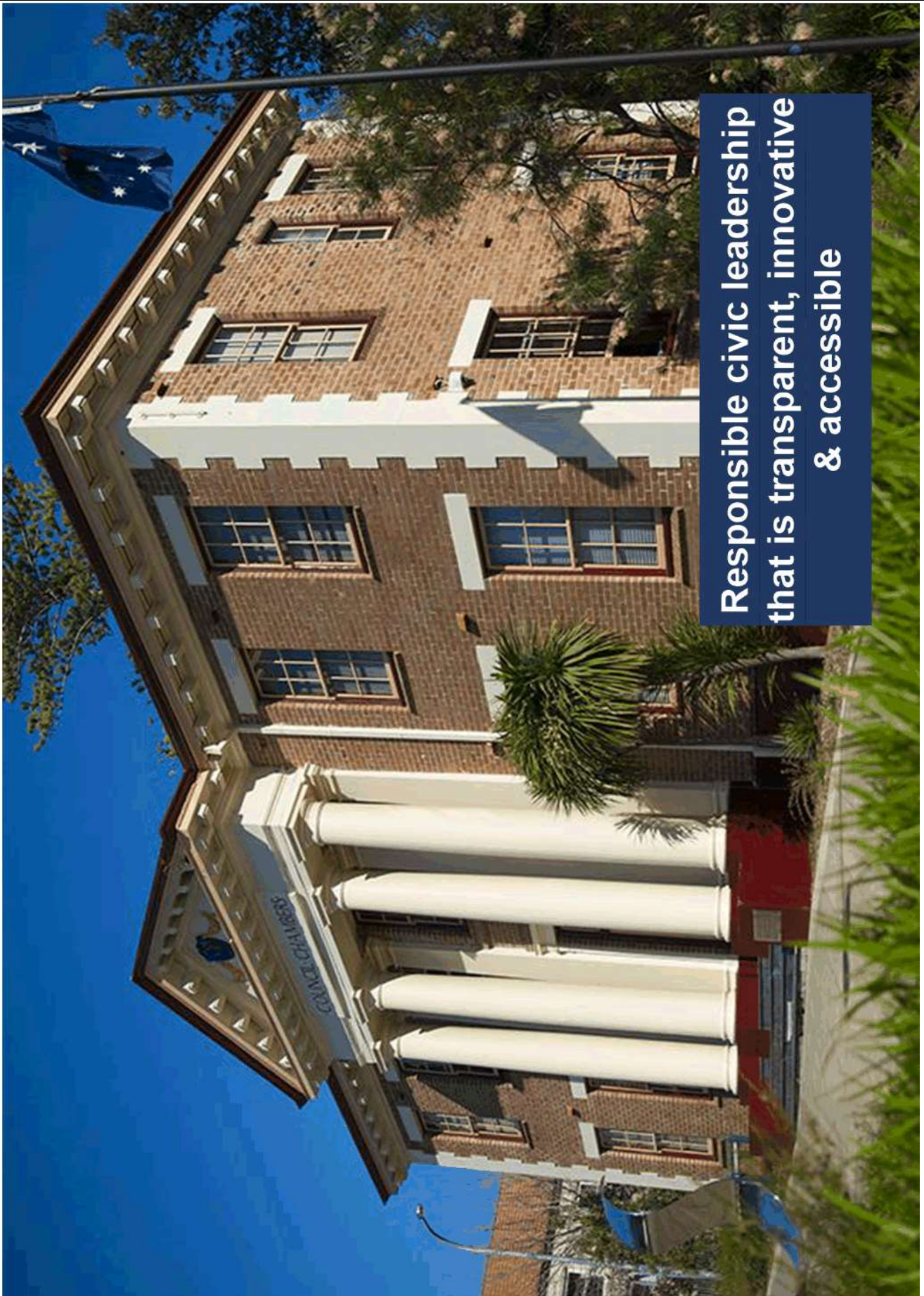
Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.2.3	Identify and prioritise tourism development opportunities	Tourism Opportunity Plan is completed and adopted	100% completed by 31/08/2018	100%	100%		Manager Tourism & Events	Completed 
		Tourism Opportunity Plan priorities are communicated and actioned by Council and external stakeholders	100% completed by 30/06/2019	100%				
3.3.2.4	Grow community and tourism industry engagement	Conduct Tourism After Hours events	4 events pa	75	75%		Manager Tourism & Events	Progressing 
3.3.2.5	Market and promote visitation to Kiama	An annual destination marketing campaign is conducted	100% completed by 30/06/2019	100%	100%		Manager Tourism & Events	Completed 
		Australian Tourism Data Warehouse listings for Kiama are increased	10% increase pa	40%				
3.3.2.6	Work with local tourism businesses to address existing access barriers for potential customers and users with a disability	Accessibility issues are included in presentations for tourism operators	100% completed	100%	100%		Manager Tourism & Events	Completed 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.2.7	Operate the Visitors Information Centre to provide high level visitor services seven days per week	Maintain a Level 1 Accreditation	100% completed by 30/06/2019		100%		Visitor Services Coordinator	Completed 
3.3.2.8	Implement upgraded network at the Visitor Information Centre	Upgraded network completed on time and within budget	100% completed by 30/06/2019		0%		Manager Information Services	Not in this quarter
3.3.2.9	Implement upgraded public WiFi at the Visitor Information Centre	Upgrade of IT facilities completed	100% completed by 30/06/2019		0%		Manager Information Services	Not in this quarter
3.3.2.10	Develop and implement Managed Service Agreement for the Visitor Information Centre	Managed Service Agreement developed and approved	100% completed by 31/10/2018	50%	50%	The Managed Service Agreement for the Visitor Information Centre has been drafted. This task is behind schedule due to conflicting priorities. The next step is to finalise and seek approval.	Manager Information Services	Behind target 

3.3.3: Promote and manage activities and functions at The Pavilion Kiama

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.3.1	Pursue opportunities to increase number of events hosted at The Pavilion Kiama	Increase number of events	5% increase pa	39.4% increase	50%	2017/18 – 61; Events 2018/19 - 85 events. Draft web content given to web designer. Redesign style guide including implementation of new logo.	Event & Conference Marketing Coordinator 1	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.3.2	Implement the provisions of the Disability Inclusion Plan for The Pavilion Kiama	Ensure disability inclusion is considered for all Pavilion events	100% considered		70%	<p>Drafted new marketing collateral for conference packages, A5 conference note pads/pens, presentation folder, business cards, email signatures, menu templates.</p> <p>Continued social media engagement. Q2 followers: Instagram – 1009; Facebook - 964.</p> <p>Kiama I Do coordination.</p> <p>Surveys: conference - 20 sent (40% returned); wedding - five sent (100% returned); community - four sent (50% returned).</p> <p>Implementation of Active Campaign for wedding, commercial and community events.</p> <p>Establishing coordinators KPI's to improve efficiencies across marketing and operational tasks.</p> <p>Working with Aged Friendly Illawarra by accepting age friendly seating to be available at all Pavilion events.</p> <p>Consideration will be given to accessibility when re-designing new marketing material and adding accessibility of venue to front page of refreshed Pavilion website.</p>	Event & Conference Marketing Coordinator 1	Progressing 



Item 9.3

Attachment 1

4.0: Responsible Civic Leadership that is transparent, innovative and accessible

4.1: Council is financially sustainable

4.1.1: Meeting and reporting against IPART/Fit for the future benchmarks

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.1.1.1	Maintain financial sustainability	Council meets the seven 'Fit for the Future' financial health and sustainability ratios	7 benchmarks met		50%	Council is continuing to meet all of the Fit for the Future benchmarks.	General Manager	Progressing 
4.1.1.2	Implement financial ledger restructure	Successful implementation of new financial ledger	100% completed by 30/06/2019		0%		Manager Financial Strategy and Operations	Not in this quarter
4.1.1.3	Implement Accounts Payable workflow	Accounts Payable Workflow implementation	100% completed by 30/06/2019		0%		Manager Financial Strategy and Operations	Not in this quarter

4.1.2: Identify opportunities to diversify and maximise funding sources




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.1.2.1	Maximise return from commercial operations	Returns from commercial operations exceeds budget	95% of budget achieved		0%		Director Corporate and Commercial Services	Not in this quarter
4.1.2.2	Comply with all financial legislative requirements	All requirements met with designated dates	100% completed within designated dates		50%	Annual Financial Statements deadline was extended with the Office of Local Government (OLG) to assist the auditors in completing the audit. Council	Manager Financial Strategy and Operations	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.1.2.3	Maximise interest return from investments	Interest rates exceed benchmarks while meeting investment guidelines	>90 day Bank Bill Swap Rate (BBSR)		100%	was able to submit the audited Annual Financial Statements to the OLG by the extended deadline.	Manager Financial Strategy and Operations	Completed 
4.1.2.4	Review Council's fees and charges annually	Fees and charges other than those subject to legislation or community obligations at least meet Council's expense	100% reviewed		0%		Manager Financial Strategy and Operations	Not in this quarter





4.2: Council embraces good governance and better practice strategies





4.2.1: Manage effective risk framework across council


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.1.1	Provide timely, comprehensive advice on proposed corporate policy and legislative change.	All proposed changes reviewed and reported	100% completed	100%	50%	All Corporate Policies and Protocols reviewed in accordance with prescribed legislation. Work continues on further development of the online Delegations Database, New Code of Conduct and Code of Meeting Practice were prescribed in Parliament in December 2018. New Code of Conduct and Code of Meeting Practice under development - to be implemented no later than June 2019.	Corporate Planner/Public Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.1.2	Maintain legislated corporate reporting requirements including PID, GIPA, Complaints Register, Publication Guide, Code of Conduct	All legislative reporting is submitted by due dates	100% compliant	100%	50%	All reporting completed and submitted on time, including Public Interest Disclosure report.	Corporate Planner/Public Officer	Progressing 
4.2.1.3	Review, coordinate and implement the Risk Management program of works	Manage claims in accordance with legislation and Council protocols	100% compliant	50	50%	Risk register reviews will be mapped for achievement this year. Business continuity drill has occurred and CBD select tree mapping planned which have contributed to Continuous Risk Improvement Program (CRIP) audit outcomes. Business continuity policy and procedure being updated accordingly. March 2017, ransomware and November 2017 claims have been submitted.	Risk Coordinator	Progressing 
		Planned program of work delivered within agreed timeframe	100% completed by 31/12/2018	50				
4.2.1.4	Review, coordinate and implement the Work Health and Safety program of works	Planned program of work delivered within agreed timeframe	100% completed by 31/12/2018	Complete	50%	Support through provision of advice and recommendations provided to all sections of Council. Principal projects involving development of electronic reporting of risk assessments, incident notifications and development of safety based competence assessment continues.	Risk Management Officer - Work Health & Safety	Progressing 
		Review and implement improvements to the Contractor Management System for engaging new contractors	100% completed by 30/06/2019	Complete				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.1.5	Review, coordinate and implement the Injury Management program of works	Maintain and action Council's Hazard Register	100% of reported hazards registered and actioned	Up to date				
		Conduct investigations into significant incidents	100% of significant incidents investigated	Complete				
		Deliver Work Health and Safety Services in line with service level agreements (SLA)	100% of services delivered within SLA	Complete				
4.2.1.6	Review, coordinate and implement the Enterprise Risk Management framework	Planned program of work delivered within agreed timeframe	100% completed	50% completed	50%	Implementation of Injury Management Program continues. Management of claims in line with best practice strategy and legislative requirements. Fitness Passport program implemented and is now available to all Council employees. Job demand analysis review was completed on all Council roles. All pre-employment functional assessment tools and documents were reviewed and updated.	Risk Management Officer - Injury Management	Progressing 
		Claims managed in accordance with legislative requirements	100% compliant	50% completed				
4.2.1.6	Review, coordinate and implement the Enterprise Risk Management framework	Review and implement Risk Management Policy	100% completed by 31/12/2018	50	40%	Have been educating managers on a face to face basis to prepare them for their upcoming reviews. Have been doing follow up with some Managers that have had initial meetings. Viewed the Promapp risk	Risk Coordinator	Progressing 
		Planned program of work delivered	100% completed	50				



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
						module in a session with administrators. Will need to configure the module to fit with councils formatting.		
4.2.1.7	Implement continuous improvement for risk management	CRIP Audit actions implemented	100% completed by 31/12/2018	50	65%	Presented to MANEX and Audit Risk and Improvement Committee (ARIC) committee last quarter. Improvements with business continuity drill being conducted and procedure being updated. CBD tree assessment for Morton Bay Figs also to be initiated. Note that some measures have a target date beyond 30 June 2019.	Risk Coordinator	Progressing 
4.2.1.8	Enact corporate risk management strategies	CRIP audit report recommendations implemented	80% implemented		50%	Business Continuity drill held in December	General Manager	Progressing 
4.2.1.9	Establish and maintain Audit Risk and Improvement Committee	Audit Risk and Improvement Committee meets at least quarterly and reviews implementation of risk management strategies and actions	4 meetings held pa		50%	ARIC met in November 2018 and an Internal Auditor was appointed in December 2018 (to commence in January 2019)	General Manager	Progressing 
4.2.1.10	Provide information and communication systems which meet business needs	Service Delivery will be measured by response times for Requests / Incidents. ManageEngine will be used to provide these statistics	95% SLA met	SLAs to be defined	40%	Service Level Agreements (SLA's) have been defined and will now be submitted for approval before being deployed. The Service Desk tool used by the IT Team (ManageEngine) is approximately 95% configured to provide the statistics.	Manager Information Services	Behind target 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		Service Delivery will be measured by resolution times for Requests / Incidents. ManageEngine will be used to provide these statistics	85% SLA met by 31/12/2018	SLAs to be defined		The IT equipment replacement plan has been drafted and is under review. As the plan has not yet been implemented, this task has been marked as behind target.		
		IT equipment replacement plan developed and implemented	100% completed by 31/12/2018	80%				
4.2.1.11	Develop and implement automated monitoring with the ability to record availability statistics for our network	Automated monitoring of the network is in place and availability statistics are recorded	100% completed by 30/06/2019	75%	75%	Automated monitoring of the network is in place and availability statistics are on track to be implemented within target.	Manager Information Services	Progressing 
4.2.1.12	Develop and implement an Information Technology Disaster Recovery (DR) Plan	Develop Disaster Recovery Plan and publish in TRIM and ProMapp	100% completed by 01/03/2019	40%	40%	The Disaster Recovery Plan is being drafted and is approximately 40% complete. This action is on track to be completed by the target date.	Manager Information Services	Progressing 
4.2.1.13	Annual review of ICT (Information Communication Technology) Strategic Plan	Review and update of Plan is complete	100% complete by 30/06/2019	50%	50%	Initial review of the ICT Strategic Plan continues to progress. This action is on track to be completed by the target date.	Manager Information Services	Progressing 
4.2.1.14	Develop and implement an Information Technology Backup Plan	Develop Backup Plan and publish in TRIM and ProMapp	100% completed by 01/03/2019	20%	20%	This action is on track and the next step is to update the draft to include new information relating to the upgraded environment.	Manager Information Services	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.1.15	Develop and implement internal Service Level Agreements for IT services across Council functions	Service Level Agreements developed and implemented	100% completed by 31/12/2018	50%	50%	The Service Level Agreements have been drafted and will now be finalised and submitted for approval.	Manager Information Services	Progressing 

4.2.2: Manage an effective workforce in an environment of continuous improvement

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.2.1	Develop, review and implement the Human Resource Management program of works	Review and implement Council's Employee Improvement and Performance Review process Develop an employee recognition and reward process Review and implement Council's Salary Structure Deliver a weekly payroll service, with 95% accuracy or above Planned program of work delivered	100% completed by 08/07/2018 100% completed by 31/12/2018 100% completed by 31/03/2019 95% accuracy 100% completed	Ongoing Ongoing Ongoing 95% accuracy Ongoing	50%	Continuing to progress the HR Program of work including Performance Review process, Reward and Recognition process, Salary structure review and other major projects, while supporting the organisation in day to day activities.	Senior HR Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.2.2	Develop, review and implement the Organisational Development program of works	within agreed timeframe	by 31/12/2018					
		Deliver HR services in line with Service Level Agreements	100% of services delivered within SLA	No Service Level Agreement in place for Q2				
		Develop and implement the Corporate Learning and Development Plan	100% completed by 31/12/2018	30%	50%		Organisation Development Coordinator	Progressing 
4.2.2.3	Revise Council's recruitment practices to ensure	Coordinate special interest groups - including the Women's Leadership Group and Lunch and Learn	100% annual schedule completed by 31/12/2018	100%				
		Planned program of work delivered within agreed timeframe	100% completed by 31/12/2018	100%				
		Develop and implement the leadership development program	100% completed by 31/12/2018	100%				
		Disability inclusion awareness is included in staff training/inductions	100% completed	100%				
4.2.2.3	Revise Council's recruitment practices to ensure	Ongoing review of recruitment	100% completed	Progressing	50%	Draft update to Recruitment, Selection and Appointment Protocol in progress - to be	Senior HR Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	that access and equity principles are actively and consistently implemented	practices as appropriate				discussed at February Consultative Committee meeting. New e-recruitment system in implementation phase to be rolled out March 2019.		
4.2.2.4	Develop and promote supported placements for people with a disability to develop work skills in Council operations and services	Supported employment placement protocol for people with a disability is endorsed by MANEX	100% completed by 30/06/2019		0%	Not occurring in this quarter.	Senior HR Officer	Not in this quarter

4.2.3: Council, the Illawarra Pilot Joint Organisation and our neighbour councils working together

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.3.1	Initiate and support collaboration through Illawarra Shoalhaven Joint Organisation (ISJO) to advance Council and regional strategic objectives	New joint activities and procedures established for mutual benefit of ISJO stakeholders	>4 new joint activities or procedures pa		50%	Recruitment of Executive Officer has commenced.	General Manager	Progressing 




4.2.4: Develop strategic partnerships with regional and other organisations to advance local community priorities



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.4.1	Initiate and support partnerships at regional level to advance Council's strategic objectives	All approved partnerships are implemented	100% completed		50%	Quarterly meeting with Department of Premier and Cabinet held. Cities Power Partnership Conference held in Kiama and attended by Councillors and staff.	General Manager	Progressing 
4.2.4.2	Advocate for provision of improved and accessible public transport within and between towns	Advocacy undertaken with key stakeholders	100% completed		0%		General Manager	Not in this quarter





4.3: Council and the community working together

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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.3.1.1	Council's website meets legal requirements, industry and accessibility standards and facilitates effective engagement for community and staff	Website availability Annual website review ensures web pages are up-to-date Annual website review ensures WACAG 2.0 Level AA compliance - 75% Compliant	99% available 100% completed by 30/06/19 100% completed by 30/06/19		50%	Council's website remained available 100% of the quarter, with no downtime reported. The clean-up of content continued with further meetings between Communications Officer - Website and Intranet, Web Publishers and Subject Matter experts. During the quarter over 800 dated or unused articles, documents, and images were deleted from the site, bringing the total for the	Communications Officer 01	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		Annual website review of compliance, quality, accessibility, and useability undertaken	5% increase in users pa			year to 1,264 items. A further 1,900 edits to pages were made during the quarter.		
4.3.1.2	Provide Plain English, easy read, and low vision readability versions of Council's communications material	Priority items implemented Program for priority items created	100% completed by 30/06/19 100% completed by 31/12/2018		50%	New design, easy-read forms uploaded to Council's website and made available in Council's Administration Centre foyer. Over 1,800 web pages edited to improve readability and improve accessibility.	Communications Officer 01	Progressing 
4.3.1.3	Coordinate information on Council activities and policies on a regular basis through a range of media	Public notices and regular notifications placed in local newspapers	20 notices pa		50%	On track - media releases, social media, email newsletter, paid advertising and regular mayor's columns	Communications Officer 02	Progressing 
4.3.1.4	Distribute information of Council activities and policies on a regular basis through a range of media	Community newsletter printed and distributed to ratepayers (hard copy) each quarter Community newsletter distributed to residents and ratepayers electronically each week (50 weeks pa)	4 newsletter editions pa 50 newsletter editions pa	2 15	50%	Printed Kimunic on track, email version below target number of editions due to lack of staff to manage it. However 30% subscriber growth and open rate remains more than double industry average click rate.	Communications Officer 02	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.3.1.5	Facilitate effective engagement with the community on Council activities and policies	Review of Community Engagement Strategy includes a range of accessible participation options	100% completed		0%		Communications Officer 01	Not in this quarter
		Community Engagement Strategy is reviewed and implemented	100% completed by 31/12/2018					
		Interactive Community Engagement Strategy available on Intranet by March 2019	100% completed by 31/03/2019					
4.3.1.6	Live broadcast of Council meetings and public access meetings	Council meeting recordings are available online within 2 working days following the meeting	90% availability	100%	50%	For each Council meeting and public access meeting this quarter, the live broadcast has been available and the meeting recordings have been online within two working days following the meeting. The actual measure for this action is currently at 100% and as we are reporting on the second quarter, the overall % complete is marked at 50%.	Manager Information Services	Progressing 
		Availability of Live broadcast of Council meetings and public access	90% availability of live broadcast	100%				
4.3.1.7	Council's social media sites are coordinated for content compliance with Social Media Protocol and Style Guide	Account access and content of Council social media sites are reviewed for compliance	100% of sites reviewed		50%	KMC Facebook page total reach over quarter of 114,650	Communications Officer 02	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.3.1.8	Council's Intranet is coordinated and managed to provide business efficiencies for staff and is reviewed for improved access and engagement.	Annual review of Council's Intranet for access and business efficiencies	5% increase in number of published articles pa		25%	A review of the Intranet's Information Architecture commenced, to begin restructuring the site according to our current organisational structure. Over 230 items were either added or edited during the quarter.	Communications Officer 01	Progressing 
		Increase in user engagement due to annual review of Council's Intranet for access and business efficiencies	5% increase in user engagement pa					
4.3.1.9	Coordinate Council's media liaison and provide timely information to the community.	Media releases and statements comply with Council's Communications Protocol	100% completed		50%	Approximately 50 media releases issued with 326 media articles recorded for a total audience of 3.8m people (value in equivalent paid ad space of \$433,494.	Communications Officer 02	Progressing 
4.3.1.10	Promote availability of accessible Council information and events	Accessible Council information and events are promoted	100% completed		25%	Council promoted accessible tourism in a Mayoral speech, and continued to improve its website accessibility.	Communications Officer 01	Progressing 
4.3.1.11	Council's events and consultation procedures revised to ensure suitable transport, access facilities and services are included.	Ensure disability inclusion is considered for all events managed by the Tourism and Events team	100% completed	100%	100%		Manager Tourism & Events	Completed 

9.4 Change of March meeting date

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

This report seeks Council's endorsement to change the March 2019 meeting date from 19 March 2019 to 26 March 2019 to allow for consideration of the Minnamurra Boardwalk Review of Environmental Factors Stage 1 and Stage 2.

Finance

Not applicable

Policy

Code of Meeting Practice and Meeting Schedule

Communication/Community Engagement

Change of date will be advertised in local and social media, and on Council's website.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council endorse the change of the March meeting date to 26 March 2019.

BACKGROUND

Cardno will be delivering the Review of Environmental Factors for Stage 2 of the Minnamurra Boardwalk project on 15 February 2019 and this will be on public exhibition until 15 March 2019. In order for Council staff and Cardno to consider and review any submissions and prepare a report to Council an additional week is required. Consequently it is proposed that the March meeting date be rescheduled from 19 March 2019 to 26 March 2019.

Under the current legislative framework approval of the REFs is required by 3 April 2019.

9.5 Donation request: Slow Food Saddleback workshops

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

Item 9.5

Summary

Following a request from Slow Food Saddleback this report seeks approval to provide in-kind support to run 2 fermentation workshops at Gerringong Town Hall on 9 March 2019.

Finance

Any donation would be funded from the Community Contributions – Donations General budget

Policy

N/A

Communication/Community Engagement

Slow Food Saddleback would be requested to advertise Council support in promotional material and through any social media.

Attachments

1 Slow Food Saddleback - email received 31/01/19 - waiver of hall hire charges [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council approve an in-kind donation to Slow Food Saddleback of the hire of Gerringong Town Hall for the purposes of conducting 2 workshops on 9 March 2019.

BACKGROUND

Slow Food Saddleback (SFS) is a not for profit organisation established in the Kiama LGA in 2006. The Slow Food movement is a global organisation of some 100,000 members. The organisation has been proactive in promoting the use of local, seasonal and sustainable produce by practicing Slow Food's good, clean and fair principles. They run workshops and events to educate and inform both growers and locals as to benefits of locally grown foods and to promote diversity in local food production.

SFS are running 2 fermentation workshops on 9 March 2019 led by an experienced and highly regarded teacher. SFS are targeting younger people to attend and are currently working with Kiama High and other groups to promote the workshops.

Report of the General Manager

9.5 Donation request: Slow Food Saddleback workshops (cont)

SFS were successful in their application for a Health and Sustainability Grant receiving \$500 towards running the workshops. The \$500 will cover payment of the professional teacher, the cost of food and other supplies.

The cost of hall hire amounts to \$536 and waste charges \$50. In order to make the workshops affordable for participants Slow Food are requesting that the hire of the Gerringong Town Hall and waste charges be waived.

A copy of the Slow Food Saddleback request is attached for Councillors' information.

Item 9.5

Emailed received 31 January 2019

Dear Mr McMurray

I am writing to request that Council waive the rent for Gerringong Town Hall for the use of Slow Food Saddleback on Saturday 9 March.

Slow Food Saddleback has booked the Hall to run two Fermentation workshops on the day. This would enable us to charge a minimal attendance fee at this important workshop.

Slow food Saddleback received a grant from Council under the Health and Sustainability Grant Program to run fermentation workshops in Kiama.

Our plan has been to provide 2 workshops, one specifically aimed at young people, especially those in their late teens at a very subsidised price.

The aim is to promote good, clean and healthy food, and the fermentation and preserving of food are important skills for good eating.

Slow Food encourages healthy eating and is especially keen to foster Good, Clean and Fair food habits in young people.

At the workshops, basic skills will be taught, recipes and lunch provided and other healthy eating principles explained.

Attendees will be able to take home their efforts.

In order to reduce the registration price we need to reduce costs.

At present the \$500 grant covers the payment to the professional teacher at the event, food and supply costs, and lunch supplies.

All planning, management of the day and preparation of meals on the day is being done by volunteers and members of Slow Food Saddleback.

Our Council grant does not stretch to the Hall rental, which will total over \$500, plus the waste charge.

The waiving of this fee was suggested by Council staff and would allow us to charge only a nominal amount to students and other attendees.

This will encourage people to attend who would otherwise not be able to afford it.

We are working with Kiama High and other groups to attract young attendees.

I apologise for leaving this request so late, we need to decide our final pricing structure in the coming week, so if at all possible would request an early answer.

Slow Food Saddleback continues to work with Kiama Council towards Health and Sustainability in the area and again thanks Council for its initial grant.

Yours sincerely



Leader

Slow Food Saddleback

9.6 Donation request: waiving of administration fee

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

Following a request from a community member this report seeks approval to waive the administration fee (100 people or more) in the amount of \$160 which is usually charged to a casual hirer.

Finance

Any donation would be funded from the Community Contributions – Donations General budget.

Policy

N/A

Communication/Community Engagement

Recognition of Council's support would be requested in promotional material and mentioned at the event.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council waive the administration fee (100 people or more) for the fundraising event being held on 23 March 2019 at the Kiama Downs Surf Life Saving Club.

BACKGROUND

A fundraising event is being held at the Kiama Downs Surf Life Saving Club on 23 March 2019 to support Chris English, a Kiama resident, who in March 2018 had a serious fall and is now a quadriplegic. Chris has always been an active part of the community, previously managing the Seaside Markets and is a long term member of the Kiama Lions Club. All money raised from the event will go directly to purchasing a wheelchair accessible car.

The Surf Club have kindly donated the hall hire fee and Council would usually charge an administration fee for the event. The administration fee of \$160 is charged to casual hirers to cover insurance and any processing of paperwork that is

Report of the General Manager

9.6 Donation request: waiving of administration fee (cont)

required. Council's Risk Manager has advised that there is no issue regarding policy coverage if this administration fee is waived.

Item 9.6

10 REPORT OF THE DIRECTOR ENVIRONMENTAL SERVICES

10.1 Post Exhibition Report - Planning Proposal - Rezoning of 144 Jamberoo Mountain Road

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

This report seeks the final endorsement of the Planning Proposal (PP) to rezone part of Lot 144 DP751279 and part of Lot 1 DP129766 - 144 Jamberoo Mountain Road, Jamberoo from E2 Environmental Conservation to E3 Environmental Management.

Finance

Relevant fees have been paid in regard to this proposal in accordance with the Fees and Charges.

Policy

Consideration of requests for rezoning of land require consideration of a number of Acts, Government policies, Council's environmental planning instruments and planning documents. Specifically, the Environmental Planning and Assessment Act 1979, Kiama Local Environmental Plan 2011, Illawarra-Shoalhaven Regional Plan, Kiama Urban Strategy and the Kiama Planning Proposal Policy.

Communication/Community Engagement

The Gateway Determination required the PP be exhibited for a minimum 14 days, however due to this being close to the Christmas shutdown of Council's offices, the exhibition period was extended from 10 December 2018 to 4 January 2019.

Attachments

- 1 Application for Planning Proposal - 144 Jamberoo Mountain Road, Jamberoo - Set Consultants - document without application form and receipt - for Council report 21 November 2017 [↓](#)
- 2 Correspondence - Planning Proposal - Kiama LEP - Gateway Determination - 144 Jamberoo Mountain Road Jamberoo - Planning & Environment [↓](#)
- 3 PP_2018_KIAMA_003_00 - RFS Comments [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council proceed with the preparation and finalisation of the draft Kiama LEP to rezone part of Lot 144 DP751279 and part of Lot 1 DP129766 from E2 Environmental Conservation to Environmental Management, in conjunction with

Report of the Director Environmental Services

10.1 Post Exhibition Report - Planning Proposal - Rezoning of 144 Jamberoo Mountain Road (cont)

[NSW Parliamentary Counsel.](#)

BACKGROUND

On 16 August 2017 Council received a request to prepare a planning proposal prepared by SET Consultants on behalf of the property owners. The proposal is for the rezoning of part of the subject lots from E2 Environmental Conservation to E3 Environmental Management. The purpose of the rezoning is to allow for the construction of a dwelling house, which is currently a prohibited land use in the E2 zone under the Kiama LEP 2011.

Council endorsed the PP at its Ordinary meeting on 21 November 2017 to be forwarded to NSW Department of Planning and Environment for Gateway Determination (see below):

OC-17/162

Committee recommendation that Council endorse the request to prepare a Planning Proposal for the rezoning of part of the subject lots from E2 Environmental Conservation to E3 Environmental Management and forward the proposal to the NSW Department of Planning and Environment for Gateway Determination.

(Councillors Brown and Reilly)

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

Against: Councillor Rice

The PP was submitted to the NSW Department of Planning and Environment (DPE) for a Gateway Determination 16 March 2018. DPE issued a Gateway Determination on 3 August 2018 with a number of conditions (see attached).

A copy was forwarded to both the NSW Rural Fire Service (RFS) and NSW Office of Environment and Heritage (OEH). The RFS advised that Council needed to be satisfied that the property access was acceptable and requested that the road be upgraded so that it was sealed up to the northern boundary of the property. A site inspection, however, confirmed that sealed road access is available from Daltons Road to the property access at the site's northern boundary, that satisfies the requirements of Part 4.1.3 (2) Property Access in the Rural Fire Service's document 'Planning for Bushfire Protection 2006'. This includes appropriate grades, passing opportunities and clearance from vegetation. The RFS raised no other objections to the PP subject to a requirement that the future development comply with 'Planning for Bush Fire Protection 2006'. It is noted that the existing provisions in both the Environmental Planning and Assessment Act 1979 (Section 4.14) and the Rural Fires Act 1997 (Section 100B) currently, and will continue to, ensure future development complies with 'Planning for Bush Fire Protection 2006'.

NSW OEH did not object to the proposal, however recommended that due diligence be carried out in relation to the potential for Aboriginal cultural heritage items on the property. Utilising the guide in Part 8 of the NSW OEH's 'Due Diligence Code of

Report of the Director Environmental Services

10.1 Post Exhibition Report - Planning Proposal - Rezoning of 144 Jamberoo Mountain Road (cont)

Practice for the Protection of Aboriginal Objects in New South Wales', the area of land to be rezoned is not located within 200m of a watercourse, located on a ridge or rocky outcrop. It is therefore unlikely, albeit still possible, that relics are located within the subject area. As no dwelling envelope has been identified at this stage, it is recommended that a due diligence cultural heritage assessment form part of a development application for a future dwelling.

The public exhibition period ran from 10 December 2018 to 4 January 2019. No submissions were received.

Summary

Due to the vegetated and isolated nature of the site, the main issues that were apparent during the assessment of the PP were the potential for vegetation removal and compliance with Planning for Bush Fire Protection 2006. These issues have been addressed as there is sufficient cleared area within the area to be rezoned to accommodate a future dwelling, asset protection zone and any required effluent disposal areas. Access to the site is via a sealed road which is compliant with Section 4.1.3 (2) of PBP 2006 and there is sufficient area within the site for fire fighting vehicles.

There is a low potential for Aboriginal relics to be discovered on the site and this can be addressed through the conditions attached to any future dwelling consent.

The PP has demonstrated consistency with the Kiama Planning Proposal Policy and NSW DPE's Guide to Preparing Planning Proposals and Guide to Preparing Local Environmental Plans.

All other matters for consideration were considered during the assessment of the PP and are considered to be satisfactory.

Conclusion

Endorsement of the PP to proceed with the preparation and finalisation of the amendment to the LEP 2011 in conjunction with Parliamentary Counsel is recommended.



Planning Proposal

Amendment to KLEP 2011 to Rezone Land

144 Jamberoo Mountain Road,
Jamberoo
Part of LOT 1 DP 129766 and Part of Lot
144 DP 751279

10 August 2017
Reference: L103415

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		Ver 1.0 Final Issue	

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Planning Proposal
Part of Lot 1 DP 129766 and Part of Lot 144 DP 751279 144 Jamberoo Mountain Road, Jamberoo

1

Contents

1	STATEMENT OF OBJECTIVES OR INTENDED OUTCOMES	3
2	EXPLANATION OF PROVISIONS	4
3	JUSTIFICATION.....	4
3.1	Need for a Planning Proposal	4
3.1.1	Is the Planning proposal the result of any strategic study or report?	4
3.1.2	Is the Planning Proposal the best means of achieving the objectives or intended outcomes, or is there a better way?.....	4
3.2	Relationship to Strategic Planning Framework	5
3.2.1	Is the planning proposal consistent with objectives and actions of the applicable regional or sub-regional strategy (including the Sydney Metropolitan and exhibited draft strategies)?	5
3.2.2	Is the planning proposal consistent with a Council's local strategy or other local strategic plan?	6
3.2.3	Is the planning proposal consistent with applicable State Environmental Planning Policies?.....	7
3.2.4	Is the planning proposal consistent with applicable Ministerial Directions (s117 directions)?.....	9
3.3	Environmental Social and Economic Impact.....	10
3.3.1	Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?	10
3.3.2	Are there any other likely environmental effects as a result of the Planning Proposal and how are they proposed to be managed?.....	11
3.3.3	Has the Planning Proposal adequately addressed any social and economic effects? 12	
3.4	State and Commonwealth Interests	13
3.4.1	Is there adequate public infrastructure for the planning proposal?	13
3.4.2	What are the views of State and Commonwealth public authorities consulted in accordance with the Gateway determination?.....	13
4	MAPPING.....	14
4.1	Aerial of Land the subject of the Planning Proposal.....	14

Planning Proposal	2
Part of Lot 1 DP 129766 and Part of Lot 144 DP 751279 144 Jamberoo Mountain Road, Jamberoo	
4.2 Proposed Land Use Zone under this Planning Proposal	15
5 COMMUNITY CONSULTATION.....	15
6 PROJECT TIMELINE	16
7 APPENDIX.....	16
Appendix 1 S.117 Directions	
Appendix 2 Map (Rezoning Shape File provided electronically)	
Appendix 3 Flora and Fauna Assessment prepared by OMVI Ecological	
Appendix 4 Bushfire Risk Assessment prepared by SET Consultants	
Appendix 5 Copy of Portion Plan (DP 751279) and DP 129766	
Appendix 6 Certificate of Title	
Appendix 7 Status of Road Search and Crown Land Tenures – Department of Industry (Lands)	
Appendix 8 AHIMS Search	
Appendix 9 Pre-lodgement Meeting Notes – Kiama Municipal Council	
Tables	
Table 1: Rural Planning Principles	9
Table 2: Project Timeline	16

1 Statement of Objectives or intended outcomes

The objective of this planning proposal is to amend the Kiama Local Environmental Plan (LEP) 2011 to rezone Part of Lot 1 DP 129766 and Part of Lot 144 DP 751279 from E2 Environmental Conservation to E3 Environmental Management to better reflect the ecological values of this portion of the site and so that a dwelling house would be permitted on this portion of the site.



Figure 1 Existing Cleared Portion (looking west)



Figure 2 Existing Cleared Portion and view to existing vehicle access point (looking north-east)

No new dwelling entitlement

It must be noted that this Planning Proposal does not seek to create any additional dwelling entitlements.

The subject property known as 144 Jamberoo Mountain Road, Jamberoo is comprised of four (4) parcels (Lots 143, 144, 160 and 166 DP 751279) which when consolidated have an area which exceeds the minimum lot size of 40ha. The owners have also purchased a fifth parcel along the northern boundary which has an area of 7,689m² (Lot 1 DP 129766). This parcel would also be included in any future consolidation.

A portion of the property (on Lot 143 DP 751279) is currently zoned E3 – Environmental Management and a dwelling is permissible with consent on this portion of E3 land. However, there is no existing or approved dwelling on this E3 land. This portion of E3 land is difficult to access. The intended outcome of this Planning Proposal is to permit a dwelling house on a portion of the property which is more easily accessible and also suitable for E3 zoning.

Planning Proposal
Part of Lot 1 DP 129766 and Part of Lot 144 DP 751279 144 Jamberoo Mountain Road, Jamberoo

4

This Planning Proposal will not result in any increase in the number of dwellings permitted than is currently permitted.

2 Explanation of Provisions

The intended outcome will be achieved by amending Kiama LEP 2011 as follows:-

1. Amend the Land Zoning Map – Sheet LZN_005 applying to Part of Lot 1 DP 129766 and Part of Lot 144 DP 751279 from zone E2 to zone E3.

3 Justification

3.1 Need for a Planning Proposal

3.1.1 Is the Planning proposal the result of any strategic study or report?

A meeting with members of Council's Strategic staff was held on 1 February 2017¹. Council presented the Department of Planning and Environment's *'Northern Councils E Zone Review Final Recommendations Report'* as a guideline for ascertaining if an Environmental Zoning was appropriate for any given land. A Flora and Fauna Assessment prepared by *OMVI Ecological* of the area now proposed to be rezoned was undertaken in May 2017². This report found *"it is unlikely that any criteria for either and E2 or E3 is met in the area"*³. Notwithstanding this, given surrounding land and zonings, an Environmental Zoning was appropriate and an E3 Zoning was suitable.

3.1.2 Is the Planning Proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

Consideration was given to leaving the land zoned E2 and adding 'dwelling houses' as an additional permitted use. This would achieve the intended outcomes of permitting a dwelling to be erected on this portion of land, however this method would not satisfy the intended outcome of zoning the land to better reflect its ecological values. In this regard, the Flora and Fauna Assessment did not find evidence that the land satisfied the criteria for E2 Environmental Conservation and as such a rezoning is considered appropriate.

¹ See Appendix 9 for Pre-lodgement notes.

² See Appendix 3 for Flora and Fauna Report prepared by OMVI Ecology. P64.

³ Based on the criteria outlined in the Department of Planning and Environment's *'Northern Councils E Zone Review Final Recommendations Report'* published October 2015.

Rezoning the land rather than adding an additional permitted use was therefore considered the best way of achieving the intended outcomes.

As the Flora and Fauna Assessment prepared by OMVI Ecological also found no evidence that the land satisfied the criteria for an E3 Environmental Management Zone, consideration was given to rezoning the land to RU2 Rural Landscape. Land within the larger locality of the site, specifically to the north-east of the site is zoned RU2 and adjoins both E2 and E3 land. However, the subject site is higher up the escapement and as stated in the Flora and Fauna Assessment an environmental zoning is still considered appropriate for the site given its proximity *“to biodiverse environmental and National Parks estate and forms part of a local and regional corridor along the Great Dividing Range”*⁴. An RU2 zoning would permitted a number of additional uses on the site which are not permitted in an E3 zone and the objectives of the RU2 zone are not focused on environmental protection.

The proposed rezoning to E3 Environmental Management is therefore considered the best means of achieving the intended outcomes of the site given the location of the site. This zoning is also consistent with LEP Practice Note PN 09-002 which states that ‘areas where a broader range of uses is required (whilst retaining environmental protection) may be more appropriately zoned E3 Environmental Management.’

3.2 Relationship to Strategic Planning Framework

3.2.1 Is the planning proposal consistent with objectives and actions of the applicable regional or sub-regional strategy (including the Sydney Metropolitan and exhibited draft strategies)?

The applicable regional strategy for the area is the *Illawarra-Shoalhaven Regional Plan* (ISRP) published in November 2015. The ISRP contains key principles including ‘identify and protect land with high environmental value...’ and ‘support sustainable use of land’. The ISRP uses the *Illawarra Biodiversity Strategy Action Plan 2011* (IBSAP) for input. This Action Plan identifies regional biodiversity corridors. Both the ISRP and the IBSAP identify the area in which the subject site is located to be part of a biodiversity corridor.⁵ This biodiversity corridor is mapped at a regional scale and does not identify individual sites.

The area subject to this planning proposal is mostly cleared grassland and although mapped at a regional scale to be within a biodiversity corridor, the Flora and Fauna

⁴ See Appendix 3 for Flora and Fauna Report prepared by OMVI Ecology. P64.

⁵ Note: Figure 1 of ISRP and Map 3 of the IBSAP are both large scale regional maps and exact location of specific sites cannot be acutely determined.

Planning Proposal

Part of Lot 1 DP 129766 and Part of Lot 144 DP 751279 144 Jamberoo Mountain Road, Jamberoo

6

Assessment prepared by *OMVI Ecological* of the site does not find it to have high ecological value consistent with Environmental Conservation zone. Notwithstanding this, the proposal seeks to retain an Environmental zoning given the biodiversity corridor and other factors.

The Planning Proposal will provide for an alternative location for a dwelling house on the property. This alternative location has an existing and safer access vehicle access route than the area where a dwelling is currently permissible. The Flora and Fauna Assessment prepared by *OMVI Ecological*, finds that such a development on the subject area is “unlikely to impact conservation dependant biota, locally or regionally” and that “an E3 zoning would maintain suitable protection”⁶ while achieving the intended outcomes of the planning proposal.

The Planning Proposal is therefore considered to be consistent with the ISRP as the proposal will allow for a land use assessed to be appropriate for the site whilst being consistent with protection levels required for areas identified as having a high environmental value.

3.2.2 Is the planning proposal consistent with a Council’s local strategy or other local strategic plan?

Kiama Community Strategic Plan (CSP) 2013-2023 has recently been reviewed and a draft Kiama Community Strategic Plan (dCSP) 2017-2027 is currently on exhibition. The Planning Proposal would not prevent any of the strategies provided in the current or draft CSP to be met. The proposal is not inconsistent with strategies detailed in the CSP and draft CSP regarding well planning and managed spaces, places and environment.

The Kiama Urban Strategy (KUS) was adopted by Council on 20 September 2011 and is Kiama’s overarching strategy to meeting housing targets identified in the then applicable Illawarra Regional Strategy which has now been superseded by the Illawarra-Shoalhaven Regional Plan (ISRP). The KUS also includes a component which aims to protect the ecologically sensitive natural environment. The KUS had a direct influence on the preparation of the Kiama LEP 2011.

The site affected by the Planning Proposal is not specifically identified or explored in the KUS. As noted in Section 1 of this Planning Proposal, no additional housing will be permitted as a result of this proposal. In this regard, the proposal does not propose urban infill / expansion. The proposal seeks to apply a more suitable environmental zoning to a

⁶ See Appendix 3 for Flora and Fauna Report prepared by OMVI Ecology. P64.

Planning Proposal

Part of Lot 1 DP 129766 and Part of Lot 144 DP 751279 144 Jamberoo Mountain Road, Jamberoo

7

long standing cleared portion of land in a manner that will not adversely impact on the environmentally sensitive areas within the locality. The proposal is not inconsistent with the KUS.

3.2.3 Is the planning proposal consistent with applicable State Environmental Planning Policies?

The Planning Proposal is consistent with applicable State Environmental Planning Policies (SEPPs) and deemed State Environmental Planning Policies (deemed SEPPs) as detailed below.

State Environmental Planning Policy No. 55 Remediation of Land

SEPP 55 aims to provide a planning approach to the remediation of contaminated land for the purposes of reducing risk of harm to human health or any other aspect of the environment. Specifically relevant is that SEPP 55 specifies certain matters to be considered when rezoning land.

The Planning Proposal does not seek to rezone the land to residential. However residential use of the land will be permitted on the land as a result of the Planning Proposal. Whether or not the land is contaminated must therefore be considered if a purpose referred to in Table 1 to the contaminated land planning guidelines could have lawfully been carried out on that land. Records indicate that the site has historically been zoned in a manner consistent with an environmental zoning. As such, uses in Table 1 of the document now known as '*Managing Land Contamination – Planning Guidelines SEPP 55 – Remediation of Land*' are unlikely to have been permitted on the site. A search of Council's file does not show any record of development approvals granted on the subject land. Notwithstanding this, the portion of the site to be rezoned has been cleared and potentially may have been used for some form of agricultural activity in the past. Although the cleared area is small with regards to common agricultural uses undertaken in this area, such as grazing. Given the low risk of site contamination it is considered that the Stage 1 Preliminary Investigation Report, required under Clause 6 of SEPP 55 and detailed in '*Managing Land Contamination Planning Guidelines SEPP 55 – Remediation of Land*' should not be required until after and in accordance with any Gateway determination.

State Environmental Planning Policy (Rural Lands) 2008

This SEPP applies to the subject site. The subject site is zoned and is proposed to remain an 'environmental zone' as defined by the SEPP. The site is not zoned nor is proposed to be zoned a 'Rural Zone' as defined by the SEPP. The Rural Planning Principles have been considered as per Direction 1.5 issued under Section 117(2) of the Environment Planning and Assessment Act.

Rural Planning Principle	Response
<i>The promotion and protection of opportunities for current and potential productive and sustainable economic activities in rural areas</i>	The land is not zoned for rural purposes. The planning proposal seeks to rezone land from E2 to E3. This rezoning will increase the range of land uses permitted. These uses are consistent with this Planning Principle.
<i>Recognition of the importance of rural lands and agriculture and the changing nature of agriculture and of trends, demands and issues in agriculture in the area, region or State</i>	The site is not zoned rural and the proposal will not impact on any land currently used for agricultural purposes. The Planning Proposal seeks to permit a dwelling house to be erected in area largely clear of vegetation. The site is not currently used for agriculture however the proposal will not prevent agricultural use of the site. The planning proposal will increase the land uses permitted including extensive agriculture although opportunities for such use of the land would be limited due to the area of land to be rezoned.
<i>Recognition of the significance of rural land uses to the State and rural communities, including the social and economic benefits of rural land use and development</i>	The site is separated from rural zoned land by distance and vegetation. The proposal does not have the capacity to adversely impact on any rural land.
<i>In planning for rural lands, to balance the social, economic and environmental interests of the community</i>	The proposal does not involve any rural zone land. The proposal does not have the capacity to adversely impact on any rural land.
<i>The identification and protection of natural resources, having regard to maintaining biodiversity, the protection of native vegetation, the importance of water resources and avoiding constrained land</i>	A Flora and Fauna Assessment prepared by OMVI Ecological of the site has been undertaken and found that despite not meeting criteria for an Environmental Zoning, such a zoning is suitable given the site's proximity to biodiverse environments and National Parks. This E3 Zoning will assist to ensure natural resources are protected.
<i>The provision of opportunities for rural lifestyle, settlement and housing that contribute to the social and economic welfare of rural communities</i>	The planning proposal seeks to provide the opportunity for a dwelling to be erected on the property in a more suitable location that would otherwise be permitted.
<i>The consideration of impacts on services and infrastructure and appropriate location when providing for rural housing</i>	There is an existing vehicle access route to the area proposed to be rezoned and there is no such infrastructure existing on the E3 land. Locating a dwelling on the land proposed to be

	rezoned is therefore considered more appropriate.
<i>Ensuring consistency with any applicable regional strategy of the Department of Planning or any applicable local strategy endorsed by the Director-General</i>	See Sections 3.2.1 and 3.2.2 of this Planning Proposal.

Table 1 Rural Planning Principles

Clause 10 of the SEPP provides matters to be considered in determining development applications for rural subdivisions or rural dwellings and applies to a rural zone, a rural residential zone or an environment protection zone. As such this Clause would apply to any future development application for the erection of a dwelling on the subject site. The land surrounding the subject site is undeveloped environmental conservation land. The Flora and Fauna Assessment prepared by *OMVI Ecological* found that the erection of a dwelling on the subject site is *'unlikely to impact conservation dependant biota, locally or regionally'*⁷. In this regard, any future development application is likely to be consistent with the SEPP. Furthermore, any such application is also likely to be consistent with the applicant development standards and not require refer to a rural lands planning panel.

Draft State Environmental; Planning Policy – Vegetation

This draft SEPP was placed on public exhibition in May 2017. The draft SEPP seeks to safeguard native vegetation in urban areas and land zoned for environmental protection by providing a consistent approach to clearing in NSW. This draft SEPP applies to the subject site.

No vegetation is proposed to be removed as part of this Planning Proposal. Details of any vegetation removal required as part of the development application will be assessed as part of the development assessment process. In this regard, the Flora and Fauna Assessment prepared by *OMVI Ecological* found that *'the subject site and potential likely dwelling envelope is located within cleared grassland which has been historically cleared and 'improved' possibly for livestock grazing'*⁸. Moreover, the current proposal aims to minimise impacts and utilise existing access tracks and other infrastructure, thus minimising the impacts to native vegetation.'

3.2.4 Is the planning proposal consistent with applicable Ministerial Directions (s117 directions)?

⁷ See Appendix 3 for Flora and Fauna Report prepared by OMVI Ecology. P64

⁸ See Appendix 3 for Flora and Fauna Report prepared by OMVI Ecology. P64



The Planning Proposal has been assessed against the relevant Ministerial Directions. The proposal is consistent with these Directions. A checklist has been provided in **Appendix 1**.

3.3 Environmental Social and Economic Impact

3.3.1 Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

A Flora and Fauna Assessment prepared by *OMVI Ecological* has been undertaken. This Assessment involved field surveys and desk top studies and assessed the *'the potential effects on threatened species, migratory species, and endangered populations and ecological communities or their habitats, of a proposed rezoning of 4.5 hectares (subject site) of the 66 hectare property (study area), as required under the relevant schedules of state and commonwealth threatened species legislation...'*⁹

This assessment has found *'No threatened species were recorded during the site surveys across the study area. A vegetation community with attributes of two endangered ecological communities as described on the schedules of the NSW TSC Act has been assessed as being present along the lower slopes and creeklines in the study area, as well as potential habitat for several other mobile threatened fauna species. None was recorded likely as being impact either directly or indirectly by the rezoning.'*¹⁰

The Planning Proposal does not seek to amend the Terrestrial Biodiversity Mapping which applies to the site and the Flora and Fauna Assessment finds that *'an E3 zoning would maintain suitable protection while allowing permissible development in already cleared lands.'* The Assessment also acknowledges that *'The subject site and potential likely dwelling envelope is located within cleared grassland... moreover, the current proposal aims to minimise impacts and utilise existing access tracks and other infrastructure, thus minimising the impacts to native vegetation.'*¹¹

In light of the above-mentioned Assessment, the Planning Proposal is considered unlikely to adversely impact on any critical habitat or threatened species.

⁹ See Appendix 3 for Flora and Fauna Report prepared by OMVI Ecology. P64

¹⁰ See Appendix 3 for Flora and Fauna Report prepared by OMVI Ecology. P64

¹¹ See Appendix 3 for Flora and Fauna Report prepared by OMVI Ecology. P64

Planning Proposal

Part of Lot 1 DP 129766 and Part of Lot 144 DP 751279 144 Jamberoo Mountain Road, Jamberoo

11

The Kiama LEP contains Biodiversity and Riparian maps referred to by Clause 6.4 Terrestrial Biodiversity and Clause 6.5 Riparian Land and Watercourses. These Clauses contain controls for development occurring on or within close proximity of land so mapped. Clause 5.9 also provides controls for the preservation of trees and vegetation. Any future development of the land would be subject to all relevant Clauses of the Kiama LEP as part of the Development Assessment process. The planning proposal does not seek to change the Biodiversity and Riparian maps nor Clause 5.9, 6.4 or 6.5 of the Kiama LEP.

3.3.2 Are there any other likely environmental effects as a result of the Planning Proposal and how are they proposed to be managed?

Views

Existing vegetation surrounding the site and distance to surrounding developments ensure that a dwelling could be constructed on the site without resulting in any significant adverse impact on views gains from other private properties.

The site is a cleared area which is located below the Illawarra Escarpment. It is likely that the site is visible from vantage points along the escarpment. The location of a dwelling on this cleared land would not be out of character for the locality which contains a number of scattered dwellings within cleared areas. Notwithstanding, any development assessment undertaken of any proposed dwelling would need to consider and appropriately condition the colour and reflectivity of any external materials to be used.

The site is elevated above sea level and distant ocean glimpses may be possible between vegetation to the south-east. The bushfire report has found that the site is capable of providing a building envelope which would not require removal of the existing trees which screen this view. Construction of a dwelling is therefore considered possible without creating any significant adverse impacts on the landscape when viewed from afar. Notwithstanding, the location of any future dwelling and its visibility from surrounding areas would be assessed in more detail as part of the any future development assessment process.

Effluent Disposal

The existing cleared area to be rezoned has an area sufficient to suggest that an effluent disposal system could be located on the site without resulting in any significant adverse impacts. As such a Geotechnical Report has not been undertaken at this stage. A geotechnical assessment will more appropriately be undertaken as part of any future development application for a dwelling. This will determine the most appropriate type and location for effluent disposal.

Planning Proposal
Part of Lot 1 DP 129766 and Part of Lot 144 DP 751279 144 Jamberoo Mountain Road, Jamberoo

12

Bushfire

The subject site is mapped as Bushfire Prone. A Bushfire Risk Assessment prepared by *SET Consultants Pty Ltd* has been undertaken (see Appendix 4). The area proposed to be rezoned is mostly cleared of vegetation with the exception of a number of scattered trees. The Bushfire Assessment found that *“this area is compliant with Asset Protection Zone (APZ) requirements, some thinning will be necessary within the existing disturbed area to achieve compliance. The area to be rezoned will have direct access to Dalton Road.”*¹²

Any development application for a dwelling house lodged in the future would trigger an assessment under Section 79BA of the Act. In order to ensure that the intended outcome of the Planning Proposal is achievable, the Bushfire Assessment modelled a potential building envelope. The Bushfire Assessment found that a dwelling could be erected on the site which if constructed and maintained in accordance with the recommendations outlined in that report would comply with the performance requirements provided in *Planning for Bushfire Protection (2006)* and would provide adequate provision for firefighting strategies. While the recommendations of this report, nor the modelled building envelope do not form part of the proposed amendment to the LEP, it does demonstrate that development of the site for a dwelling would be possible. It also demonstrates that a dwelling could be located on the site such that the Asset Protection Zones required for Bushfire proposes would result in minimal need for vegetation clearing. In this regard the Asset Protection Zones would not extend beyond the rezoned land.

3.3.3 Has the Planning Proposal adequately addressed any social and economic effects?

Vehicle Access

As discussed in Section 1 of this Planning Proposal, the property has sufficient land size to permit a dwelling to be erected. The property also has a current portion of land which is zoned E3 Environmental Management on which the erection of a dwelling house is permissible. There is no formed roadway to this existing E3 land. The ‘Status search of roads’ document issued by the *Department of Industry (Lands)* (see Appendix 7) indicates that there are unformed Crown Roads connecting this E3 land to Jamberoo Mountain Road.

Construction of one of these unformed roads for access to the existing E3 portion of land would result in either the clearing of vegetation and/or the dissection of existing cleared grazing land. The Planning Proposal seeks to provide an alternative location for the erection of a dwelling which gains access via an existing vehicle access route. Eliminating

¹² See Appendix 4 for Bushfire Assessment prepared by SET Consultants. P4

Planning Proposal
Part of Lot 1 DP 129766 and Part of Lot 144 DP 751279 144 Jamberoo Mountain Road, Jamberoo

13

the need to construct a new road which may adversely impact on existing land uses, vegetation and the landscape is considered to be a positive social outcome of the Planning Proposal.

Further to the above impacts, the formation of any access route to the existing E3 land would need to connect with Jamberoo Mountain Road. Jamberoo Mountain Road has many sections which have limited sight lines for drivers. Eliminating the need to establish a new intersection with Jamberoo Mountain Road is considered to be in public's interest with regards to road safety.

Aboriginal Heritage

A search of the Office of the Environment and Heritage AHIMS Web Services (Aboriginal Heritage Information Management System) shows that no Aboriginal sites are recorded or been declared in or near the subject site (see Appendix 8 of the Planning Proposal).

Any development consent issued for works on the subject site should involve a condition regarding the protection procedures should any items be found.

3.4 State and Commonwealth Interests

3.4.1 Is there adequate public infrastructure for the planning proposal?

The Planning Proposal will not result in any additional dwellings being entitled to be erected on the property.

The Planning Proposal will allow for the erection of a dwelling in a location which is closer to existing services currently provided to properties in Daltons Road (electrical and telecommunication). Extension of these services to the subject site may be required as part of any development application for the erection of a dwelling, although it is the owners intend to seek approval to erect a dwelling and associated on-site infrastructure which will not require the connection to any services. The site has sufficient area to provide for on-site effluent disposal and the placement of water tanks for water supply.

The proposal is not of a scale that has the potential to adversely impact on public infrastructure.

3.4.2 What are the views of State and Commonwealth public authorities consulted in accordance with the Gateway determination?

Planning Proposal
Part of Lot 1 DP 129766 and Part of Lot 144 DP 751279 144 Jamberoo Mountain Road, Jamberoo

14

No State or Commonwealth authorities have been consulted as part of the preparation of this Planning Proposal.

It is requested that the Gateway determination confirm the following list of State authorities to be consulted and nominate any other State or Commonwealth authorities required for consultation.

- NSW Rural Fire Service
- NSW Department of Planning and Environment;

4 Mapping

The following images illustrate the proposed land use zoning amendment to the Kiama LEP 2011 for the subject site and are indicative only. No changes to the Principal Development Standards maps are proposed. A digital copy of the shape file detailing the proposed new zone boundary have been submitted with the Proposal. An aerial photograph of the site is also included below showing the area of the planning proposal outlined in blue.

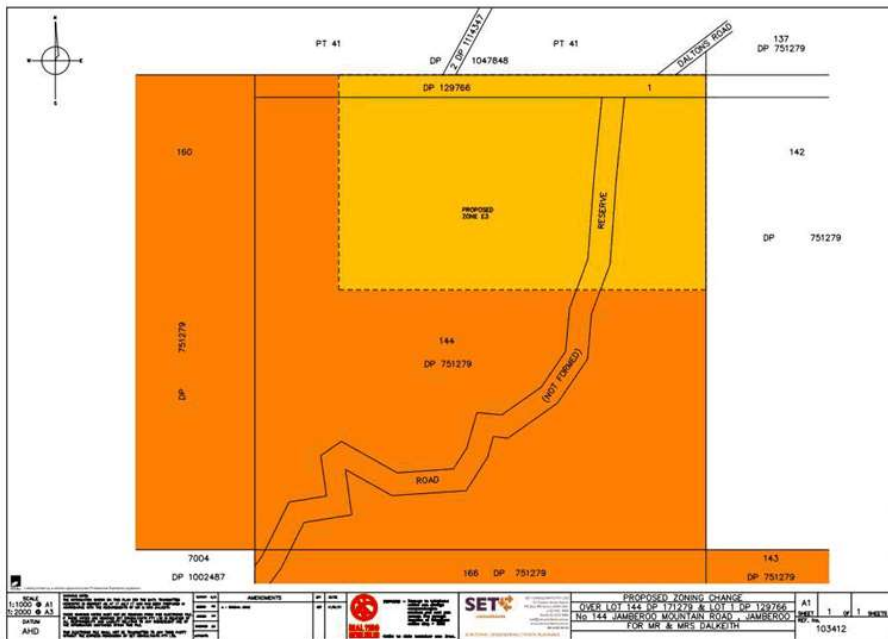
4.1 Aerial of Land the subject of the Planning Proposal



Planning Proposal
Part of Lot 1 DP 129766 and Part of Lot 144 DP 751279 144 Jamberoo Mountain Road, Jamberoo

15

4.2 Proposed Land Use Zone under this Planning Proposal



**Item 10.1
Attachment 1**

5 Community Consultation

A notification period of 14 days is recommended for this Planning Proposal. This would include:-

- Notification in local newspaper;
- Hard copies made available at the Council Administration Building;
- Electronic copy on Council’s website;
- Notification letters to adjoining and surrounding property owners;
- Letters to any State and Commonwealth Public Authorities identified in the gateway determination; and
- any other consultation methods deemed appropriate for the proposal.



6 Project Timeline

The following table outlines the anticipated timeline for the project. This timeline has been established on the basis of the proposal being reported to the Council meeting scheduled for 19 September 2017.

Stage	Anticipated Timeframe	Possible Dates
Planning Proposal to the Department	Following Council meeting 19 September 2017	September 2017
Gateway determination	4 weeks from Council forwarding the Planning Proposal to the Minister	November 2017
Consultation with State / Commonwealth agencies	4 weeks after gateway determination.	December 2017
Exhibition of Planning Proposal	4 weeks after gateway determination.	December 2017
Review of submissions and preparation of report to Council.	4 weeks from end of public exhibition period.	January 2018
Report to Council	First available Council meeting after review of submissions and report preparation.	February 2018
Submission to the department to finalise	4weeks from Council meeting	March 2018
Anticipated date LEP will be notified		April 2018

Table 2 Project Timeline

7 Appendix



PP_2018_KIAMA_003_00/IRF 18/4042

Mr Kerry McMurray
General Manager
Kiama Municipal Council
PO Box 75
KIAMA NSW 2533

Dear Kerry

**Planning proposal PP_2018_KIAMA_003_00 to amend Kiama Local
Environmental Plan 2011**

I am writing in response to Council's request for a Gateway determination under section 3.34(1) of the *Environmental Planning and Assessment Act 1979* (the Act) and 2 July 2018 in respect of the planning proposal to rezone land at 144 Jamberoo Mountain Road, Jamberoo.

As delegate of the Minister for Planning, I have now determined that the planning proposal should proceed subject to the conditions in the enclosed Gateway determination.

I have also agreed, as delegate of the Secretary, the planning proposal's inconsistency with section 9.1 Directions 2.1 Environmental Protection Zone and 5.10 Implementation of Regional Plans are justified in accordance with the terms of the Directions. No further approval is required in relation to this Directions.

Consistency with section 9.1 Directions 4.4 Planning for Bushfire Protection remains unresolved until consultation with the NSW Rural Fire Service Commissioner in accordance with the Direction has been undertaken prior to community consultation.

It is noted that Council has requested to be authorised as the local plan-making authority. I have considered the nature of Council's planning proposal and have conditioned the Gateway for Council to be authorised as the local plan-making authority.

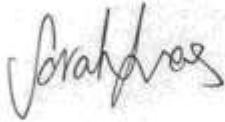
The amending Local Environmental Plan (LEP) is to be finalised within 9 months of the date of the Gateway determination. Council should aim to commence the exhibition of the planning proposal as soon as possible. Council's request to draft and finalise the LEP should be made directly to Parliamentary Counsel's Office 6 weeks prior to the projected publication date. A copy of the request should be forwarded to the Department of Planning and Environment.

The state government is committed to reducing the time taken to complete LEPs by tailoring the steps in the process to the complexity of the proposal, and by providing

clear and publicly available justification for each plan at an early stage. In order to meet these commitments, the Minister may take action under section 3.32(2)(d) of the Act if the time frames outlined in this determination are not met.

Should you have any further enquiries about this matter, I have arranged for Mr Nathan Foster to assist you. Mr Foster can be contacted on 4224 9459.

Yours sincerely



3 August 2018

Sarah Lees
Director Regions, Southern
Planning Services

Encl: Gateway determination
Authorised plan-making reporting template



Gateway Determination

Planning proposal (Department Ref: PP_2018_KIAMA_003_00): to rezone part of Lot 1 DP129766 and part of Lot 144 DP751279, 144 Jamberoo Mountain Road, Jamberoo from E2 Environmental Conservation to E3 Environmental Management.

I, the Director Regions, Southern at the Department of Planning and Environment, as delegate of the Minister for Planning, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Kiama Local Environmental Plan (LEP) 2011 to rezone part of Lot 1 DP129766 and part of Lot 144 DP751279, 144 Jamberoo Mountain Road, Jamberoo from E2 Environmental Conservation to E3 Environmental Management should proceed subject to the following conditions:

1. Public exhibition is required under section 3.34(2)(c) and schedule 1 clause 4 of the Act as follows:
 - (a) the planning proposal is classified as low impact as described in *A guide to preparing local environmental plans* must be made publicly available for a minimum of **14 days**; and
 - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 5.5.2 of *A guide to preparing local environmental plans* (Department of Planning and Environment 2016).
2. Consultation is required with the following public authorities / organisations under section 3.34(2)(d) of the Act and/or to comply with the requirements of relevant section 9.1 Directions:
 - Office of Environment and Heritage
 - NSW Rural Fire Service

Each public authority/organisation is to be provided with a copy of the planning proposal and any relevant supporting material, and given at least 21 days to comment on the proposal.
3. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).

PP_2018_KIAMA_003_00 (IRF 18/4042)



Planning & Environment

4. The planning proposal authority is authorised as the local plan-making authority to exercise the functions under section 3.36(2) of the Act subject to the following:
 - a. the planning proposal authority has satisfied all the conditions of the Gateway determination;
 - b. the planning proposal is consistent with section 9.1 Directions or the Secretary has agreed that any inconsistencies are justified; and
 - c. there are no outstanding written objections from public authorities.
5. The time frame for completing the LEP is to be **9 months** following the date of the Gateway determination.

Dated 3rd day of August 2018.

A handwritten signature in black ink, appearing to read "Sarah Lees".

Sarah Lees
Director Regions, Southern
Planning Services
Department of Planning and Environment

Delegate of the Minister for Planning

PP_2018_KIAMA_003_00 (IRF 18/4042)

Item 10.1

Attachment 2



NSW RURAL FIRE SERVICE



The General Manager
The Council of the Municipality of Kiama
PO Box 75
KIAMA NSW 2533

Your reference: PP_2018_KIAMA_003_00
Our reference: R18/2204
DA18082114623 BB

Attention: : Mark Lyndon

03 October 2018

Dear Sir/Madam,

Planning Proposal - Rezone part of Lot 1 DP129766 and part of Lot 144 DP751279, 144 Jamberoo Mountain Road, Jamberoo

Reference is made to Council's correspondence dated 15 August 2018 seeking comment in relation to the above proposal which seeks to amend the *Kiama Local Environmental Plan 2011* to rezone Part of Lot 1 in DP129766 and Part of Lot 144 in DP751279 from E2-Environmental Conservation to E3-Environmental Management.

The New South Wales Rural Fire Service (NSW RFS) has reviewed the proposal with regard to the directions issued in accordance with Section 9.1 of the *Environmental Planning and Assessment Act 1979*.

The objectives of the direction are:

- (a) to protect life, property and the environment from bush fire hazards, by discouraging the establishment of incompatible land uses in bush fire prone areas, and
- (b) to encourage sound management of bush fire prone areas.

The direction provides that a planning proposal must:

- (a) have regard to Planning for Bushfire Protection 2006 (PBP),
- (b) introduce controls that avoid placing inappropriate developments in hazardous areas, and
- (c) ensure that bushfire hazard reduction is not prohibited within the Asset Protection Zones (APZ).

With regards to the above, the NSW RFS has considered the information submitted and notes that the proposal will result in the rezoning of an isolated parcel of land, situated in a high risk locality with inherent access constraints. Although the Bushfire Risk Assessment report prepared by Set Consultants (Referenced L103415, dated 26 July 2017) states that subsequent development within the site will have the capacity to comply with PBP 2006, any subsequent development will require the extension and upgrade of Daltons Road in order to comply with the access provisions outlined in PBP 2006.

Postal address

NSW Rural Fire Service
Planning and Environment Services
Locked Bag 17
GRANVILLE NSW 2141

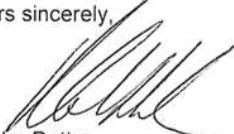
T 1300 NSW RFS
F (02) 8741 5433
E records@rfs.nsw.gov.au
www.rfs.nsw.gov.au



Without the extension and upgrade of Daltons Road to the northern boundary of Lot 1 in DP129766, the Proposal is not considered to be consistent with the directions outlined above. Prior to the proposal progressing, Council shall be satisfied that access to the site can be provided in accordance with the relevant design specifications for public access roads. Consideration should also be given to the level of additional vegetation management within land zoned E2 that may be required along the access road to ensure safe access and egress is provided to the site during a bush fire event.

Should you wish to discuss this matter please contact Bradley Bourke on 1300 NSW RFS.

Yours sincerely,



Martha Dotter
Acting Team Leader, Development Assessment and Planning
Planning and Environment Services (South)

Item 10.1

Attachment 3

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy

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 10.2

Summary

This report reviews Development Application 10.2017.173.1 which involves the construction of an attached dual occupancy.

The report recommends that Council approve Development Application 10.2017.173.1 as the proposal is:

- Permissible in the R2 Low Density Residential and complies with the zone objectives and is consistent with the relevant development standards of the Kiama Local Environment Plan 2011 (LEP); and
- Generally consistent with the Kiama Development Control Plan 2012 (DCP).

Finance

N/A

Policy

N/A

Communication/Community Engagement

Required: Yes (newspaper advertisement and letter notification).

Notification Period: 14 days from 29/06/2017 to 13/07/2017.

Submissions: 4 submissions.

Reason for the Report

This report is submitted to Council because only the elected Council can determine applications involving more than 3 objections.

Attachments

1 10.2017.173.1 - Council Report Plans [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council approve Development Application No 10.2017.173.1 under Section 4.16 of the Environmental Planning and Assessment Act 1979, subject to conditions at the end of this report.

BACKGROUND

Development Site

The property is described as Lot 20 DP 1151501 which is located at 15 Caliope Street, Kiama.

The overall site measures 635.5m² and is irregular in shape. The site is currently vacant and is bounded by residential land containing principally dwellings.

The site is zoned R2 Low Density Residential under the Kiama LEP 2011.

The site is cleared and slopes slightly from the western corner to the eastern corner with a fall of 4m or 4.5%. The site drains to the adjoining public roads.



Figure 1 – Locality Plan

Access to the property is gained via direct frontage to Hanrahan Place (i.e. a Public Road).

The site is serviced by reticulated water, sewer, electrical and telecommunications infrastructure.

Background

The site history is as follows:

DA No	Description	Lodgement	Determined	Decision
10.2014.161.1	16 lot Torrens title subdivision & creation of road reserve	18/07/2014	16/12/2014	Approved by Council
10.2014.161.2	16 lot Torrens title subdivision – modified to reduce width of road	30/01/2015	12/03/2015	Approved

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

10.2014.161.3	16 lot Torrens title subdivision – modified to include residue rural lot	05/06/2015	01/07/2015	Approved
10.2014.161.4	16 lot Torrens title subdivision – modified to include Lot 1429 DP 1061892 (Council Reserve) to create drainage easement.	04/01/2016	08/03/2016	Approved
10.2014.161.5	16 lot Torrens title subdivision – modified to reduce the size of some lots in order to increase lots 10 and 16.	15/02/2018	17/04/2018	Approved
10.2014.161.6	16 lot Torrens title subdivision – modified to rectify mis-description that occurred with DA 10.2014.161.4.	07/09/2018	13/09/2018	Approved

Item 10.2

The current proposal, for the attached dual occupancy, was lodged prior to the registration of the subdivision that created the lot. The subdivision was finally registered on 8/11/2018. This delay restricted Council's ability to determine the current proposal.

Description of the Proposed Development

The proposal involves the construction of an attached dual occupancy.

The proposal is described as:

- The construction of 2 attached two-storey dwellings, with separate driveways and landscaped areas.
- The dwellings have a combined gross floor area (GFA) of 285.15m² (excluding garage).

The details of each of the dwellings is as follows:

Dwelling 1 - 144.06m² GFA	Dwelling 2 - 141.09m² GFA
<u>Ground Floor</u>	<u>Ground Floor</u>
<ul style="list-style-type: none"> • Open plan kitchen, dining, living • Laundry • Covered outdoor area 	<ul style="list-style-type: none"> • Open plan kitchen, dining, living • Laundry • Covered outdoor area

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

Dwelling 1 - 144.06m² GFA	Dwelling 2 - 141.09m² GFA
<ul style="list-style-type: none"> • single car garage at Hanrahan Place <p><u>First Floor</u></p> <ul style="list-style-type: none"> • 3 x bedrooms (Bed 1 with WIR, ensuite) • Bathroom • Lounge • Linen cupboard • Verandah (external from Lounge) 	<ul style="list-style-type: none"> • single car garage at Hanrahan Place <p><u>First Floor</u></p> <ul style="list-style-type: none"> • 3 x bedrooms (Bed 1 with WIR, ensuite) • Bathroom • Lounge • Linen cupboard • Verandah (external from Lounge)

Item 10.2

The proposal is shown in Figures 2-11 below:

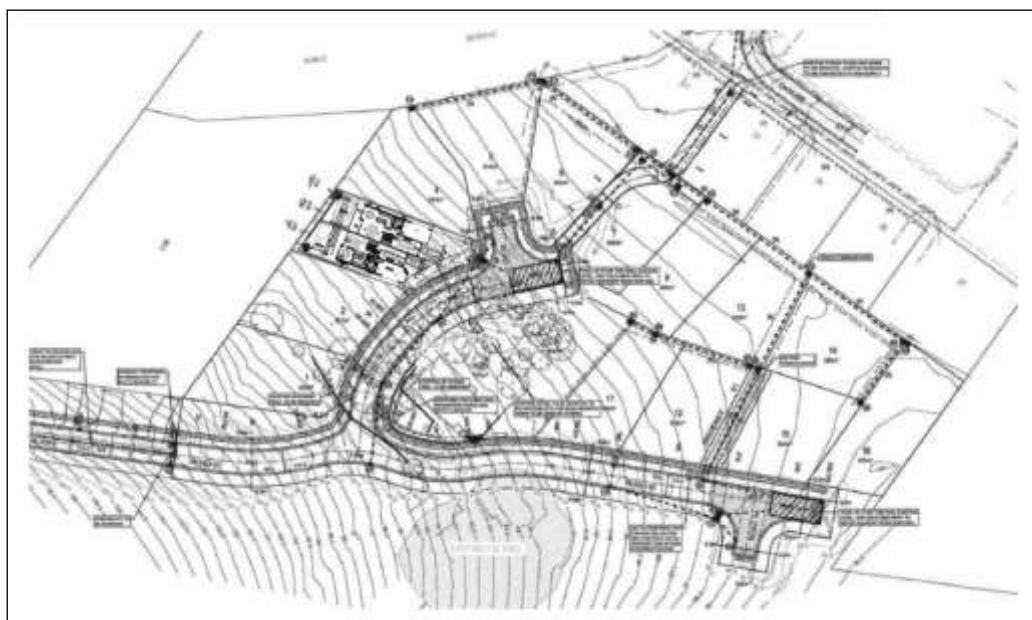


Figure 2 – Site Plan

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

Item 10.2



Figure 3 – North-eastern 3D Elevation (streetscape Hanrahan Place)

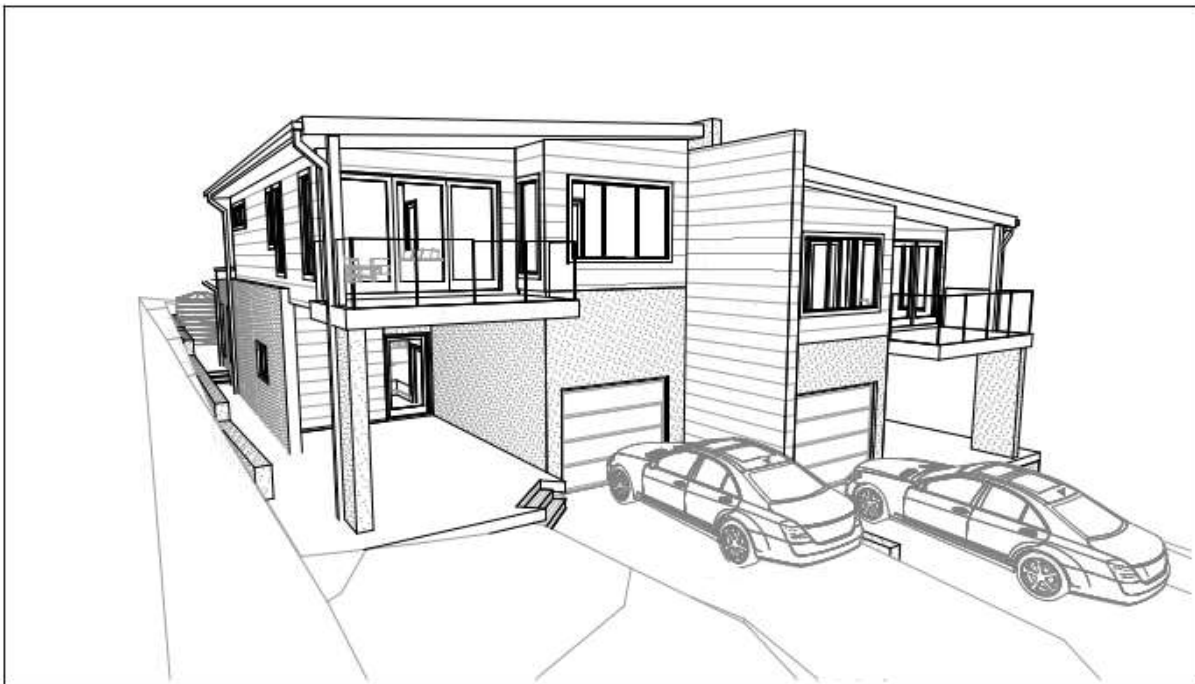


Figure 4 – South-eastern 3D Elevation (streetscape Hanrahan Place)

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

Item 10.2



Figure 5 – South-western 3D Elevation (rear view)



Figure 6 – North-western 3D Elevation (rear view)



Figure 7 – East Elevation (streetscape Hanrahan Place)



Figure 8 – North Elevation



Figure 9 – South Elevation



Figure 10 – West Elevation (rear view)

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

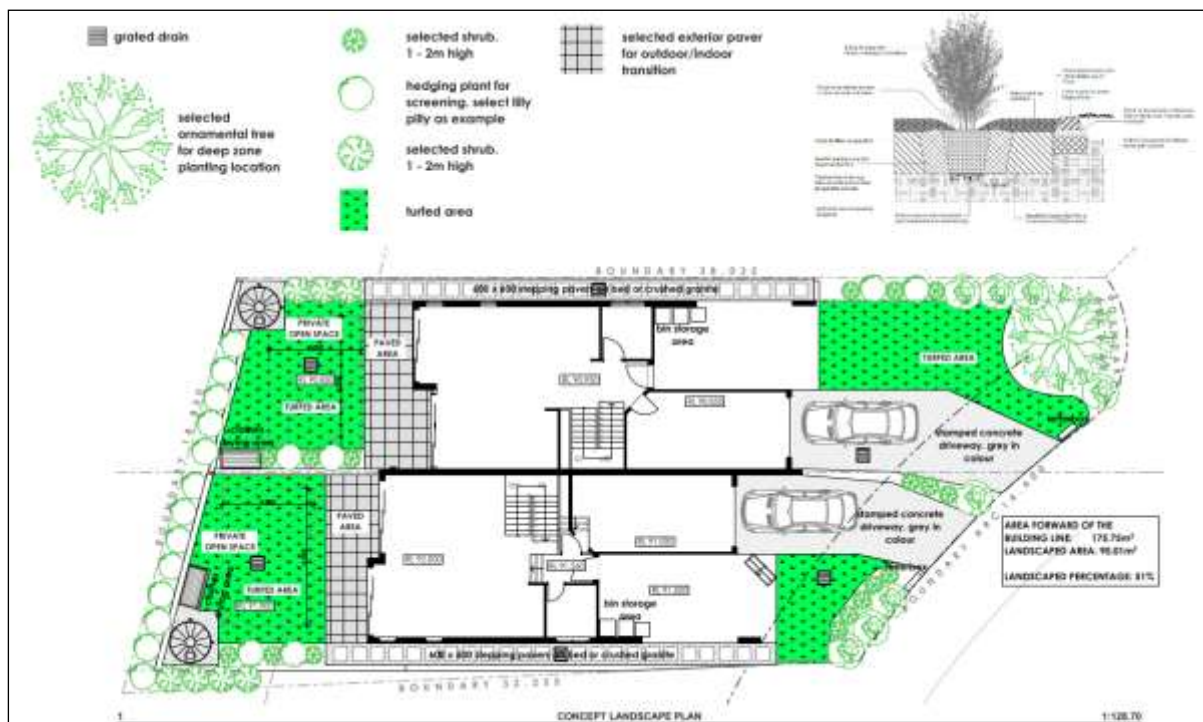


Figure 11 – Landscape Plan

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 (Building Sustainability Index: BASIX) 2004

A BASIX Certificate (Certificate numbers 818496S & 818483S) was lodged for the each new dwelling with the application which demonstrates that each dwelling has been designed in accordance with BASIX.

- State Environmental Planning Policy No 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.

- Kiama LEP 2011

Clause 2.3 - Zone objectives and Land Use Table

The subject land is zoned LEP2011 - R2 Low Density Residential under Kiama LEP 2011. The proposal is defined as an *attached dual occupancy* under the provisions of the LEP 2011, which are permitted with consent in the R2 Low Density Residential zone.

Item 10.2

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

Item 10.2

The consent authority must have regard to the objectives for development in a zone when determining a development application in respect of land within the zone.

As the proposal will provide for the housing needs of the community within a low density residential environment it is considered to be consistent with the zone objectives.

Specific clauses requiring consideration:

Clause 4.3 - Height of Buildings

Clause 4.3 requires that the height of the building does not exceed the maximum height shown on the Height of Buildings Map. The height of building map identifies that a maximum building height of 8.5m applies to the site. The proposed dual occupancy will have a maximum height of 7.45m above existing ground level and as such complies.

Clause 4.4 - Floor Space Ratio

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 (FSR) map. The Floor Space Ratio (FSR) map of the Kiama LEP 2011 identifies that a maximum floor space ratio of 0.45:1 applies to the site. As per the definition provided in the Kiama LEP 2011 the *gross floor area* of the proposed development is 285.15m². In this regard the proposed development has a FSR of 0.448:1 with the site and as such complies.

Clause 5.9AA - Trees or Vegetation not Prescribed by the Development Control Plan

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 does not include the removal of any tree or vegetation which are of a species or kind prescribed for preservation.

Clause 6.2 - Earthworks

Clause 6.2 lists considerations for proposals which involve earthworks. The proposal complies with the objectives of the clause and as the proposed earthworks are ancillary to the proposed dwelling separate development consent is not required.

The proposed development is consistent with the relevant provisions of the Kiama LEP 2011 and is permissible within in the R2 Low Density Residential zone.

Any Draft Environmental Planning Instruments

- Draft State Environmental Planning Policy

Nil

Kiama Development Control Plan 2012

The proposed development is not inconsistent with the objectives Kiama DCP 2012. The minor non-compliance is addressed in the table below:

Control	Comment
Chapter 4 – Low Density Development	

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

Control	Comment
<p><i>C2 Generally, where development greater than single storey is proposed, that component greater than one storey shall be located within 12.0m of the applicable front building line:</i></p> <ul style="list-style-type: none"> • <i>Development in excess of one storey beyond this point will be more critically analysed in respect to the amenity impacts on adjoining properties, by the development, with particular reference to the following:</i> • <i>Maintenance of privacy into the adjoining dwellings and private open space areas</i> • <i>Access to natural light and/or overshadowing</i> • <i>Visual bulk</i> • <i>Treatments to reduce the likely amenity impacts on adjoining properties might include, screens, opaque glazing, highlight windows, increased side setbacks, broken roof lines, split floor levels or a general height reduction.</i> • <i>New development shall comply with the Building Height Plane</i> 	<p>Due to the curvature of the front boundary a small portion of the two-storey component of Unit 2 and a substantial portion of the two-storey component of Unit 1 is located beyond 12m of the front building line.</p> <p>It is noted that the properties to the north and south are currently vacant. The proposed development will not overlook the adjoining dwellings or private open space areas at 51 Old Saddleback Road. The proposed development is immediately adjacent to the internal road for 51 Old Saddleback Road.</p> <p>The two-storey component of the development complies with the building height plane. The two-storey component of the development has been further setback from the rear boundary that the ground floor. The two-storey component of the development is setback approximately 13m from the rear boundary.</p> <p>The two-storey component of the development does not adversely impact on the amenity of the adjoining properties.</p>

Item 10.2

The proposed development generally complies with the relevant controls of the DCP 2012, and where strict compliance is not achieved the objectives of the controls are maintained.

Any Planning Agreement

Nil.

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached
Dual Occupancy (cont)

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* as no demolition is proposed.

- Clauses 93, 94 and 94A

The proposal does not involve a change of use or additions and alterations to an existing building, or the erection of a temporary building.

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. The bulk, scale and design of the proposal is consistent with relevant planning instruments and is not inconsistent with the streetscape.

- 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 reasonable.

The orientation of the allotment is such that the submitted shadow diagrams show that the proposed development will overshadow the side setbacks of the subject site and the adjoining site and adjoining public roads located to the south of the proposed dwellings.

Shadow diagrams have been supplied with the development application which indicate that the overshadowing impacts of the proposed development will be reasonable as shown in Figure 12, 13 and 14 below:

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

Item 10.2

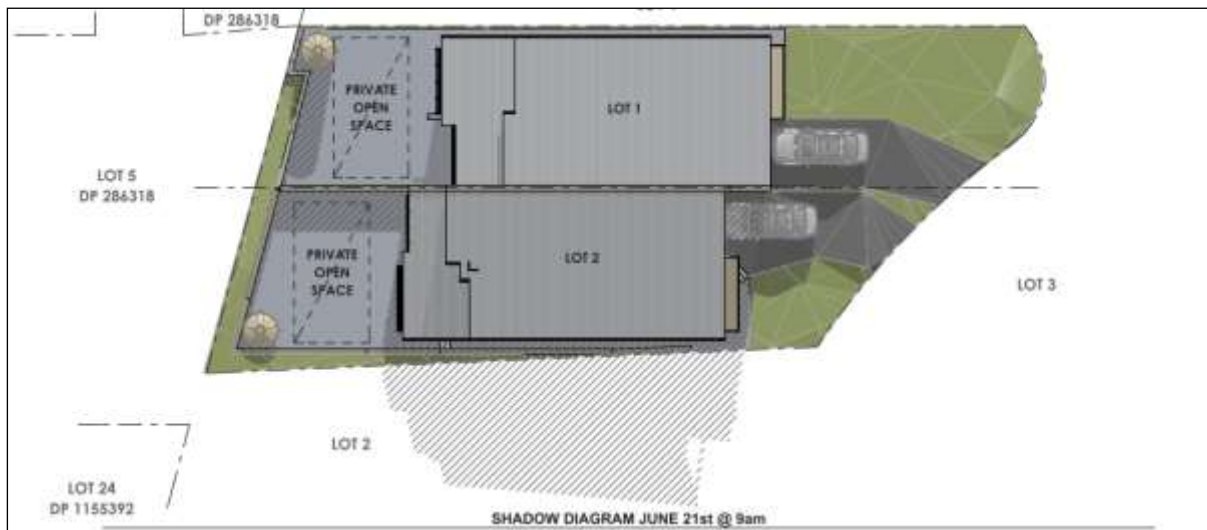


Figure 12 – 9am Shadows Mid-winter

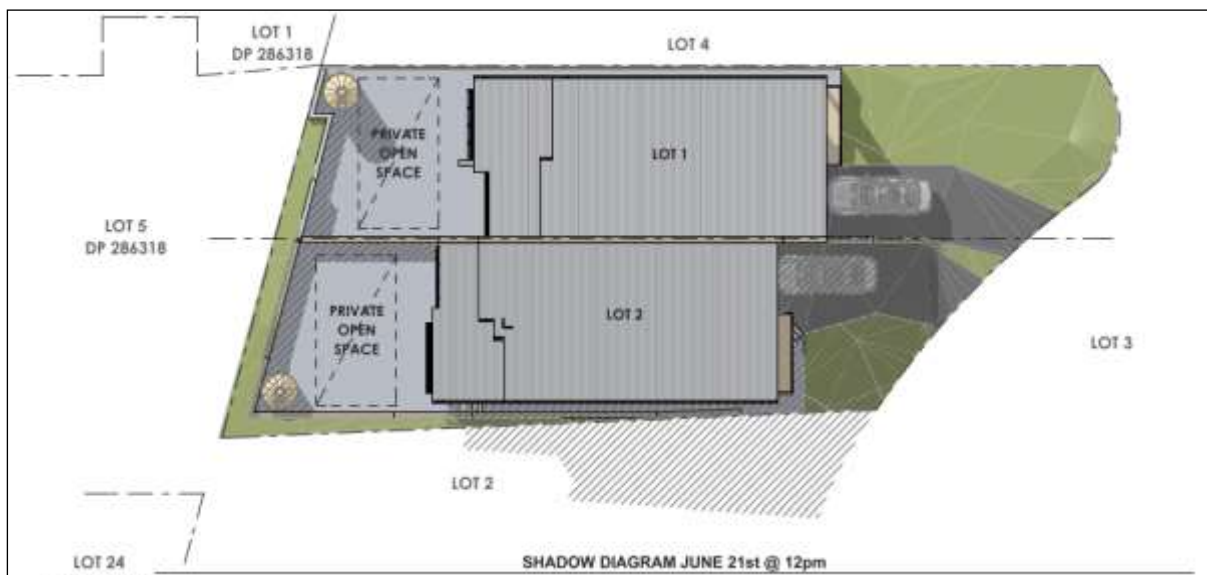


Figure 13 – 12 noon Shadows Mid-winter

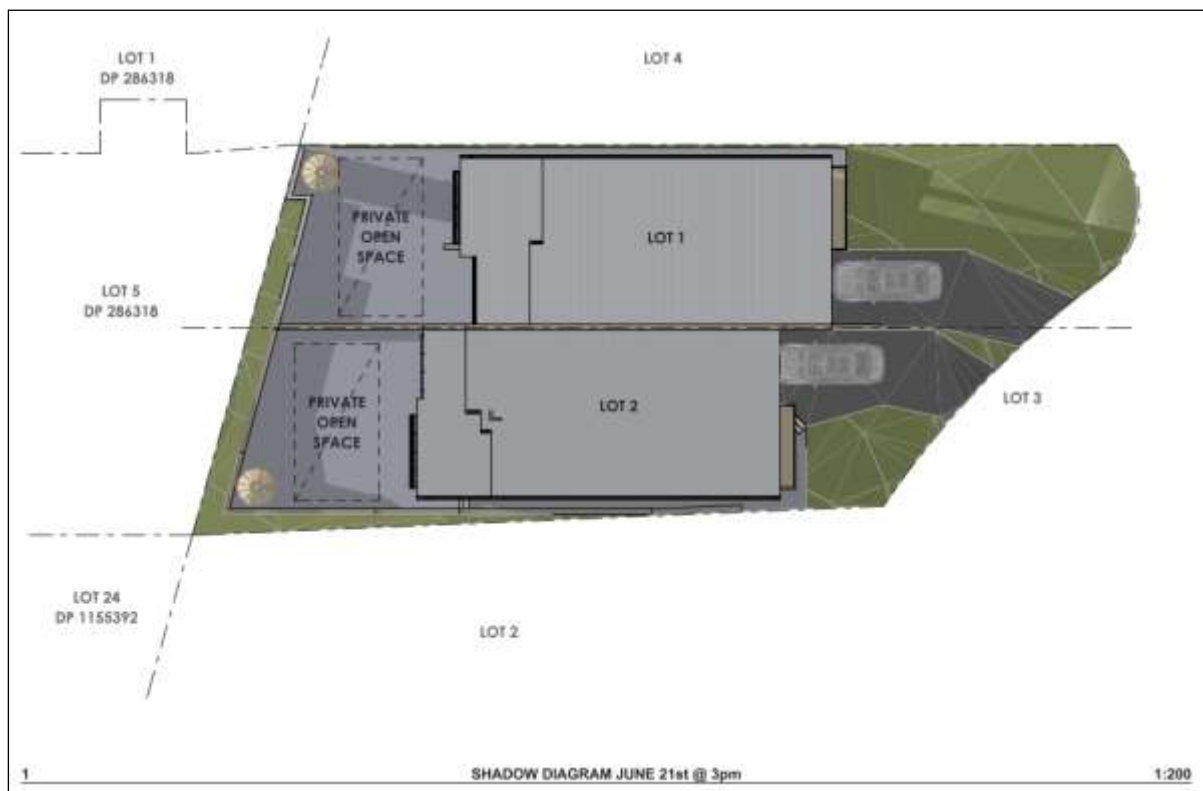


Figure 14 – 3pm Shadows Mid-winter

- 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 the street.

- Environmental Impacts

Vegetation Removal – No vegetation is to be removed.

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.

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

Impact on Water Resources – Rainwater tanks 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

The proposed development will likely have minimal adverse social or economic impacts. The amenity impacts of the proposed development have been considered in detail and no concerns raised in submissions warrant refusal of the application.

The Suitability of the Site for the Development

The proposal fits within the locality and the site attributes are considered to be conducive to development.

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, four (4) submissions were received which raised the following (summarised) matters of concern:

	Objection	Assessment Officer's Comment
Item 1	Original subdivision was advertised as single dwelling lots.	The site is zoned R2 Low Density Residential under the LEP. Dual occupancies are permissible in the R2 zone. The proposed development complies with all the relevant bulk and scale LEP and DCP controls. This is not a valid objection
Item 2	Overshadowing of properties to the west of site.	Shadow diagrams have been supplied with the development application which indicate that the overshadowing impacts of the proposed development will be reasonable.

The objections received did not warrant the applicant providing amended the plans. Concerns raised in submissions have been considered and do not warrant refusal of the application.

External Referrals

Nil

Internal Referrals

The application was referred to the following Council Officers for their consideration.

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached
Dual Occupancy (cont)

- Building Assessment Officer

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.

The Public Interest

The proposal is considered to be consistent with all relevant Environmental Planning Instruments and Development Control Plan, 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 suitable for the site and therefore is considered to be consistent with the public interest.

Developer Contributions

- Local Infrastructure

The proposal has a nexus on the demand for the provision of public infrastructure and services therefore a Local Infrastructure contribution of \$6,704.74 applies to the development and has been levied by inclusion of a recommended conditions of consent based on Council's Section 94 Plan Nos 1 and 2.

Final Comments and Conclusions

The proposed development has been assessed having regard to all relevant matters for consideration prescribed by Section 4.15 of the Environmental Planning and Assessment Act, 1979. The proposal is consistent with Kiama LEP 2011 and relevant Kiama DCP 2012 Chapters. The proposed development is consistent with the objectives of the R2 Low 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 Development 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 10.2017.173.1 dated *Date of Council Resolution* except as amended by the following conditions: (g005.doc)
- (2) The development shall be completed in accordance with the approved colour schedule shown on the approved Elevations Plans. (g014.doc)

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

-
- (3) The applicant shall submit engineer's details of the foundation based on geotechnical advice prepared by a suitably qualified geotechnical engineer. Such detail/advice is to be provided prior to the issue of a Construction Certificate. (g015.doc)
 - (4) 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 issue of a Construction Certificate. (g030.doc)
 - (5) 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)
 - (6) The property owners shall be made aware that all Aboriginal relics in NSW are protected under Section 90 of the National Parks and Wildlife Act 1974, which makes it an offence to knowingly damage, disturb, deface or destroy an Aboriginal relic or site, without first obtaining the written consent of the Director-General of the National Parks and Wildlife Service. If such a site is discovered, the Southern Zone Archaeologist of the National Parks and Wildlife Service shall be contacted immediately. (g050.doc)
 - (7) The developer shall provide and maintain temporary fencing around the development site to prevent unauthorised entry into the site by persons or livestock and shall remove the temporary fencing upon completion of all work. (g140.doc)
 - (8) The developer shall under Section 138 of the Roads Act 1993 make application to the Road Authority for permission to occupy the public road reserve, Hanrahan Place for the purpose of carrying out activities associated with the development. All of the conditions of approval shall be complied with at all times during occupation of the public road reserve. (g145.doc)
 - (9) The developer and any contractor or sub-contractor used to carry out any work authorised by or out of this development consent on Council owned or controlled land, is to carry the following insurance, copies of which are to be produced to Council upon request:
 - a Motor vehicle insurance (comprehensive or property damage) for all self propelled plant, as well as valid registration or Roads and Traffic Authority permit (Including Compulsory Third Party insurance). Primary producer's registration is not valid registration for use on Public Road construction work.
 - b Workers Compensation Insurance.
 - c Ten Million Dollar Public Liability Insurance. (g155.doc)
 - (10) The developer shall not carry out any work other than emergency procedures to control dust or sediment-laden runoff outside the normal working hours, namely, 7.00am to 5.00pm, Monday to Friday and 8.00am to 1.00pm Saturday, without the prior written approval of the Principal Certifying Authority. Any request to vary these hours shall be submitted to the Principal Certifying Authority in writing detailing:-

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

-
- a The variation in hours required.
 - b The reason for that variation.
 - c The type of work and machinery to be used. (g165.doc)
- (11) The air conditioning units shall be located away from common property boundaries and must be acoustically enclosed and ventilated so that noise from the plant shall not exceed 5 decibels above the background level when measured at any point along the common boundaries. Details of the AC unit location and/or acoustic enclosure shall be submitted to the accredited certifier prior to the release of the Construction Certificate.

Bonds and 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 Plan No. 1 shall be paid to Council for tree planting prior to issuing of the Subdivision Certificate. The total contribution required for the subdivision is \$359.60. (bo010.doc)
- (2) 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 & 2 shall be paid to Council prior to the issuing of the Subdivision Certificate. The total contribution required for the development is \$6704.74. (bo015.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:
 - 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 \$4,000, 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.

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

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 applicant shall nominate on the Construction Certificate plans, a minimum of one (1) adaptable housing units. All nominated adaptable housing units 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 Certifying Authority prior to the issue of any 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.

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 issue of the Construction Certificate. (pt034.doc)
- (6) A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

-
- 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)

- (7) 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)
- (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 the retaining walls in excess of 1.0 metre high. (pt068.doc)
- (9) The roadway, footpath or public reserve shall not be used to temporarily or permanently store building material, plant and/or machinery without the prior approval of Council.

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 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)
- (3) 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)

Stormwater Management

- (1) Stormwater shall be connected to the existing system. (sm005.doc)

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

-
- (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) The developer shall provide stormwater outlets to kerb lines converting to 90 millimetre diameter uPVC for barrier kerbs and 127 x 64 x 4 millimetre steel rectangular hollow section hot dip galvanised or aluminium for roll kerb sections. (sm020.doc)
 - (4) 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)
 - (5) 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 issue of a Construction Certificate. (sm055.doc)
 - (6) 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)
 - (7) 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 issue of any Occupation Certificate. (sm130.doc)
 - (8) 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 proposed development site. The proposed treatments shall be submitted to the accredited Certifying Authority for assessment and approval prior to the issue of the Construction Certificate. (sm135.doc)
 - (9) 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 issue of the Construction Certificate. (sm150.doc)
 - (10) 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

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

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)

- (11) 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.

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 Council prior to issue of the final Occupation Certificate. (us005.doc)
- (2) The developer shall bear the cost of relocation of any service utilities required in the provision of vehicular access. (us045.doc)

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) 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)

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

-
- (6) Where retaining walls exceed 1.0 metre in height, the wall is to be certified by a practising structural engineer prior to occupation of the building being permitted. (bu110.doc)
- (7) 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)
- (8) 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)
- (9) 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)
- (10) 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)

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 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.
 - Unnecessary disturbance of the site (eg; excessive vehicular access) must not occur.
 - All cuts and fills must be stabilised or revegetated as soon as possible after the completion of site earthworks.
 - All the above requirements must be in place for the duration of the construction works. (esc005.doc)

Energy Efficiency

- (1) For the purpose of water conservation all water closets installed within the building/addition are to have a maximum 6/3 litre dual flush cistern. This condition does not apply to existing cisterns unless that cistern and its pan are being replaced by the works under this approval. (ee010.doc)

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached Dual Occupancy (cont)

-
- (2) For the purpose of water conservation all shower heads fitted with reduced water flow devices are to be at least AAA Rated. Certification is to be provided to the Principal Certifying Authority prior to occupation of the building. (ee015.doc)
 - (3) For the purpose of energy efficiency and child safety, all new or replacement hot water systems shall deliver hot water to a maximum of 50° Celsius at the outlet of all sanitary fixtures used for personal hygiene. (ee020.doc)

Landscaping Works

- (1) A detailed landscape plan shall be approved by Council prior to issue 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)
- (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)
- (4) The landscape works shall remain in situ for the perpetuity of the development. (lw040.doc)
- (5) Prior to issue of the Occupation Certificate or Subdivision Certificate the developer shall provide a Compliance Certificate from a suitably qualified landscape professional or Council's Landscape Officer stating that all landscape works have been completed in accordance with the approved landscape plans and the conditions of the development consent. (lw170.doc)

Site Facilities

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

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

Report of the Director Environmental Services

10.2 10.2017.173.1 - Lot 3 DP 1210621 - 5 Hanrahan Place, Kiama - Attached
Dual Occupancy (cont)

Prior to Occupation

- (1) The completed Waste Management Compliance Sheet (Appendix 1C) shall be submitted to and approved by Council prior to issue of the Final Occupation Certificate.

Supporting documentation (dockets/receipts) verifying recycling and disposal shall be attached to the Compliance Sheet. (po002.doc)

- (2) 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)

- (3) 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)

- (4) The developer shall complete all access and drainage works prior to the issue of any occupation certificate. (po010.doc)

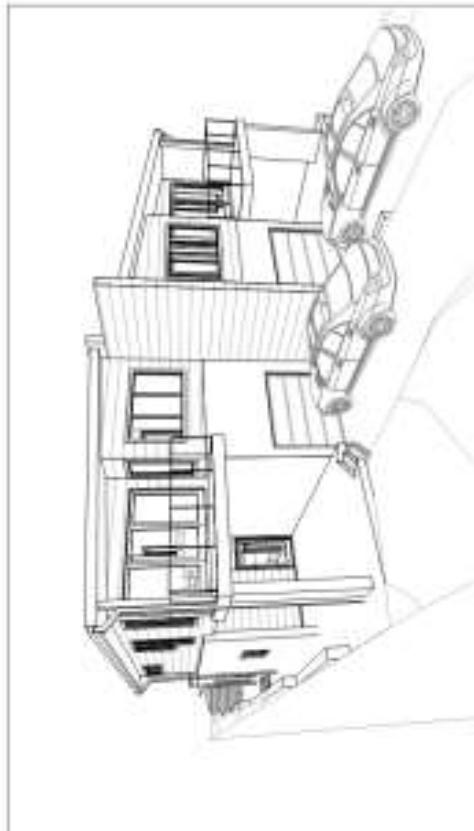
- (5) A certified Works-As-Executed (WAE) drawing for all drainage and access related works shall be submitted to the Principal Certifying Authority (PCA) prior to the issue of any Occupation Certificate (OC). The WAE drawing shall be signed by a Registered Surveyor. The WAE drawing shall show in red 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.

- (6) Documentary evidence must be submitted to the accredited certifying authority demonstrating that compliance with Condition (11) under heading 'Genera' has been achieved and the AC unit location and/or attenuation must be inspected by the accredited certifying authority prior to the release of any occupation certificate.

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 above requirement shall be undertaken prior to the issue of any Occupation Certificate.

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)



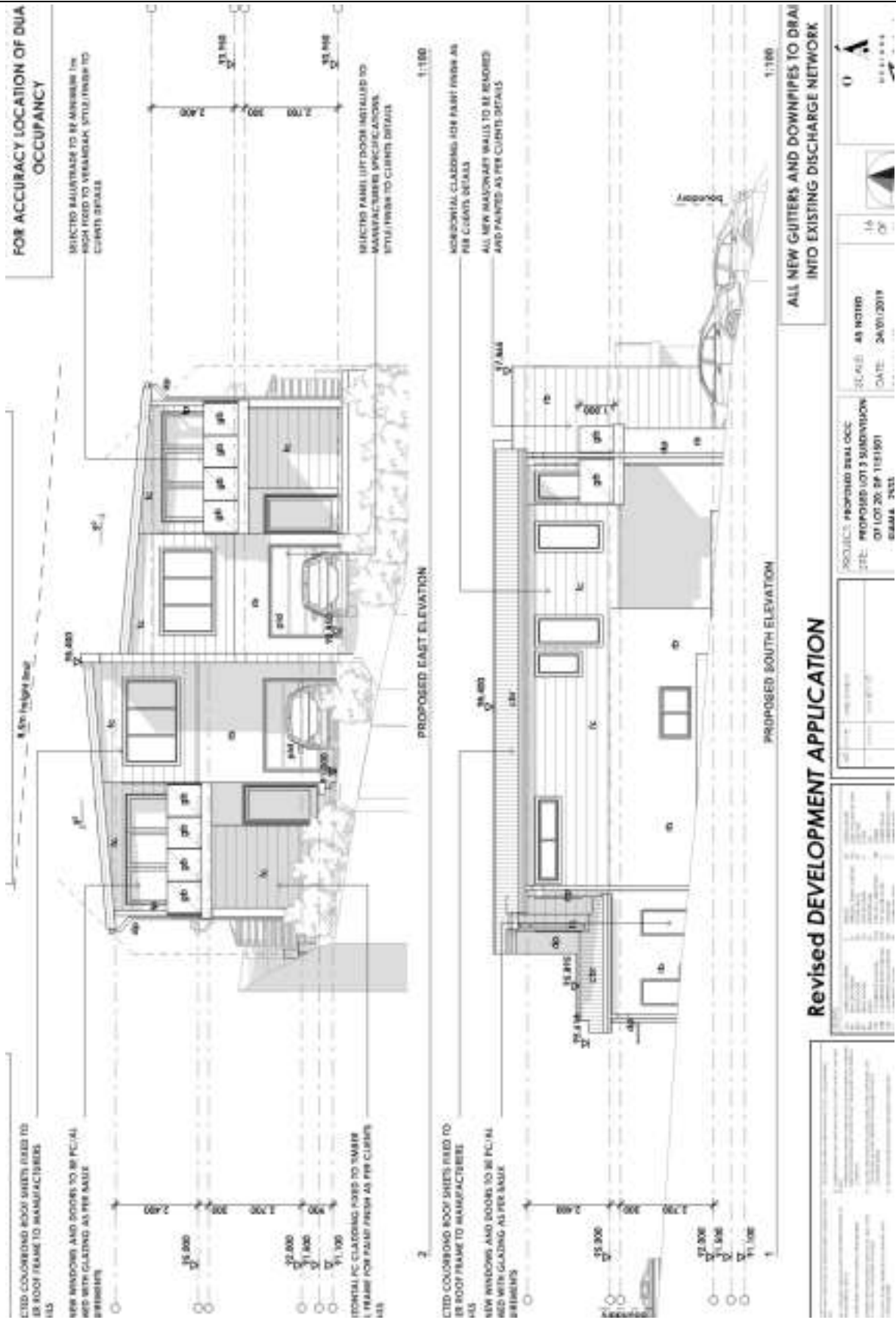
Revised DEVELOPMENT APPLICATION

Project Name: []
Site: []
Scale: []
Date: []

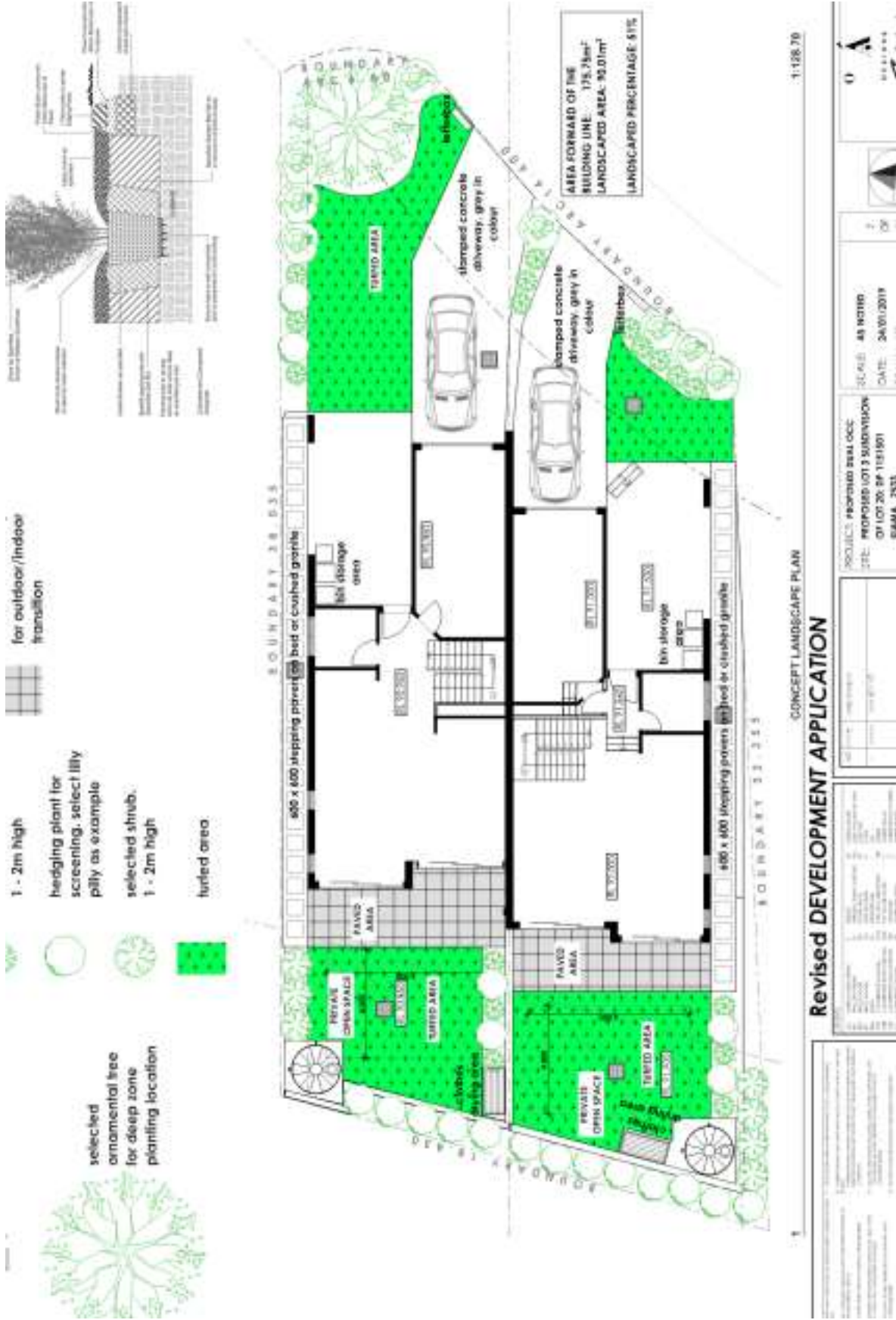
PROJECT: PROPOSED DUAL OCC
SITE: PROPOSED LOT 3 SUBDIVISION
DP LOT 20- BP 1181501
KIAMA TOWN

SCALE: AS NOTED
DATE: 24/01/2019





Attachment 1 Item 10.2



Attachment 1

Item 10.2



Item 10.2

Attachment 1

10.3 10.2018.172.1 - Lot 10 DP 1210621 - 11 Caliope Street, Kiama - 2 Lot Torrens Title Subdivision

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 10.3

Summary

This report reviews the DA 10.2018.172.1 which involves a 2 Lot Torrens Title subdivision.

The report recommends that Council refuse DA 10.2018.172.1 as the proposal is:

- Non-compliance with Control 27 of Chapter 4 of the Kiama Development Control Plan 2012
- Non-compliance with Control 37 of Chapter 4 of the Kiama Development Control Plan 2012
- Unacceptable planning outcome in regards to lack of privacy and car parking arrangements.

A request to vary Control 27 has been received.

Finance

N/A

Policy

N/A

Communication/Community Engagement

Required: Yes (newspaper advertisement and letter notification).

Notification Period: 14 days from 19/07/2018 to 02/08/2018.

Submissions: Nil submissions.

Reason for the Report

This report is submitted to Council because only the elected Council:

- determine applications involving more than a minor variation to the development control plan provisions.

Attachments

1 10.2018.172.1 - Council Report Plans [↓](#)

Enclosures

Nil

Report of the Director Environmental Services

10.3 10.2018.172.1 - Lot 10 DP 1210621 - 11 Caliope Street, Kiama - 2 Lot Torrens Title Subdivision (cont)

RECOMMENDATION

That Council refuse Development Application No 10.2018.172.1 under Section 4.16 of the Environmental Planning and Assessment Act, 1979 for the following reasons:

- 1) Non-compliance with Control 27 of Chapter 4 of the Kiama Development Control Plan 2012.
- 2) Non-compliance with Control 37 of Chapter 4 of the Kiama Development Control Plan 2012.
- 3) Unacceptable planning outcome in regards to lack of privacy and car parking arrangements.

Item 10.3

BACKGROUND

Development Site

The property is described as Lot 10 DP 1210621 which is located at 11 Caliope Street, Kiama.

The overall site measures 954.9m² and is irregular in shape. The site currently contains the existing dwelling (i.e. Class 1 building) and is bounded by vacant residential land.

The site is zoned R2 Low Density Residential under the Kiama LEP 2011.

The site is cleared and slopes moderately from the eastern boundary to the western boundary with a fall of 6m or 11.6%. The site drains to the adjoining public roads.



Figure 1 – Locality Plan

Access to the property is gained via direct frontage to both Caliope Street and Hanrahan Place (i.e. Public Roads).

Report of the Director Environmental Services

10.3 10.2018.172.1 - Lot 10 DP 1210621 - 11 Caliope Street, Kiama - 2 Lot
Torrens Title Subdivision (cont)

The site is serviced by reticulated water, sewer, electrical and telecommunications infrastructure.

The site is subject to the following constraints:

- Easement for support (of existing retaining wall) 1.5m wide under DP 1210621

Background

The site history is as follows:

DA No	Description	Lodgement	Determined	Decision
10.2014.161.1	16 lot Torrens title subdivision, creation of road reserve & demolition of existing cottage	18/07/2014	16/12/2014	Approved by Council
10.2014.161.2	16 lot Torrens title subdivision – modified to reduce length & width of road, partial demolition of existing cottage and removal of all trees except fig trees	30/01/2015	12/03/2015	Approved
10.2014.161.3	16 lot Torrens title subdivision – modified to include residue rural lot	05/06/2015	01/07/2015	Approved
10.2014.161.4	16 lot Torrens title subdivision – modified to include Lot 1429 DP 1061892 (Council Reserve) to create drainage easement.	04/01/2016	08/03/2016	Approved
10.2014.161.5	16 lot Torrens title subdivision – modified to reduce the size of some lots in order to increase lots 10 and 16.	15/02/2018	17/04/2018	Approved

10.3 10.2018.172.1 - Lot 10 DP 1210621 - 11 Caliope Street, Kiama - 2 Lot Torrens Title Subdivision (cont)

10.2014.161.6	16 lot Torrens title subdivision – modified to rectify miss-description that occurred with DA 10.2014.161.4.	07/09/2018	13/09/2018	Approved
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Item 10.3

The current proposal has been lodged to further subdivide Lot 10 in the subdivision referred to above.

Originally the demolition of the existing cottage was approved as part of DA 10.2014.161.1. As part of DA 10.2014.161.2 only a small portion of the existing cottage was to be demolished. The subdivision layout, approved as part of the consents listed above, was designed around the amenity and functionality of the existing cottage. Given the long road frontage affecting the majority of the boundary length of the lot, the existing cottage was provided with a larger curtilage to accommodate compliant private open space and functional car parking.

The approved subdivision layout is shown in Figure 2:

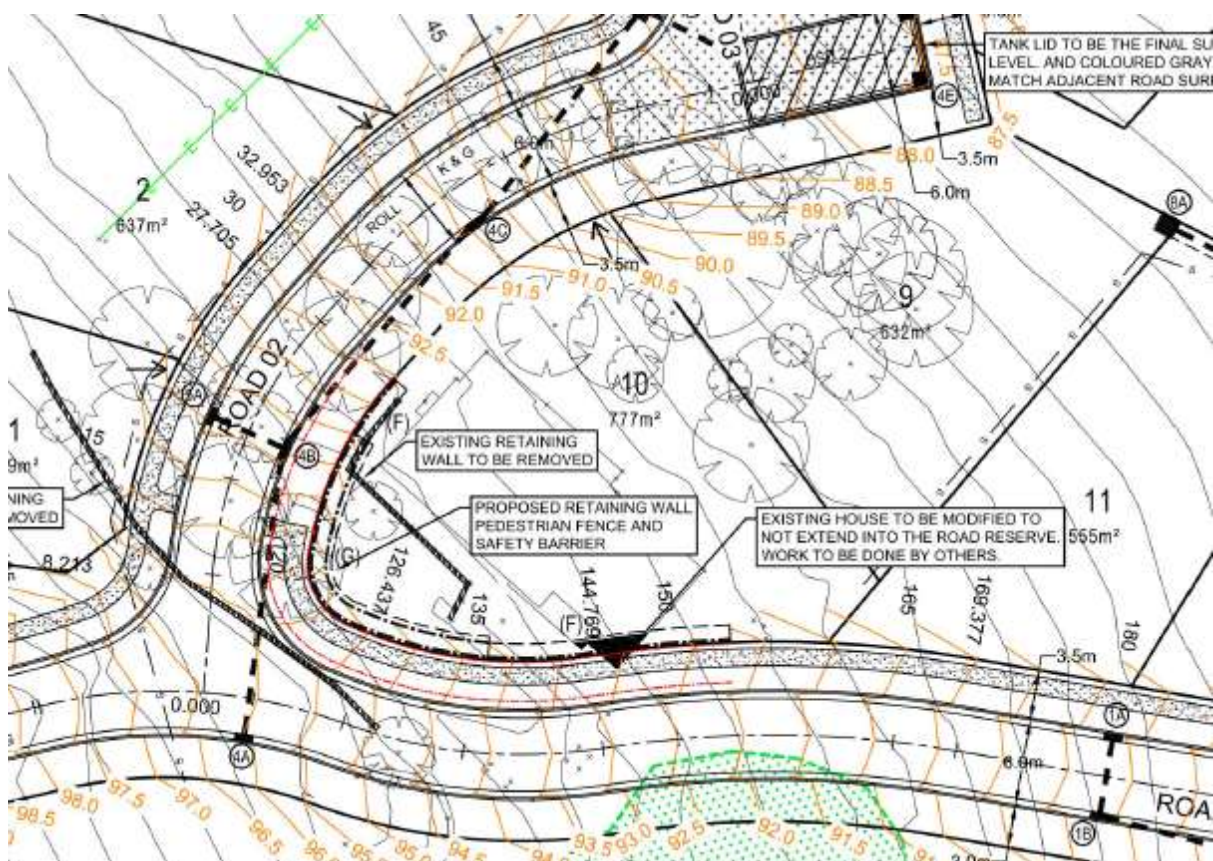


Figure 2 – Approved Subdivision Layout (10.2014.161.2)

Description of the Proposed Development

The proposal involves a 2 Lot Torrens Title subdivision.

The proposal is described as:

Report of the Director Environmental Services

10.3 10.2018.172.1 - Lot 10 DP 1210621 - 11 Caliope Street, Kiama - 2 Lot Torrens Title Subdivision (cont)

- Subdivision of Lot 10 DP 1210621 into Lot 101 and 102 each lot with an area of 450m² and 504.9m² respectively.
- The existing dwelling will be located on proposed Lot 102 and will be setback from the proposed boundary line by a minimum of 900mm.

The proposal is shown in Figure 3:

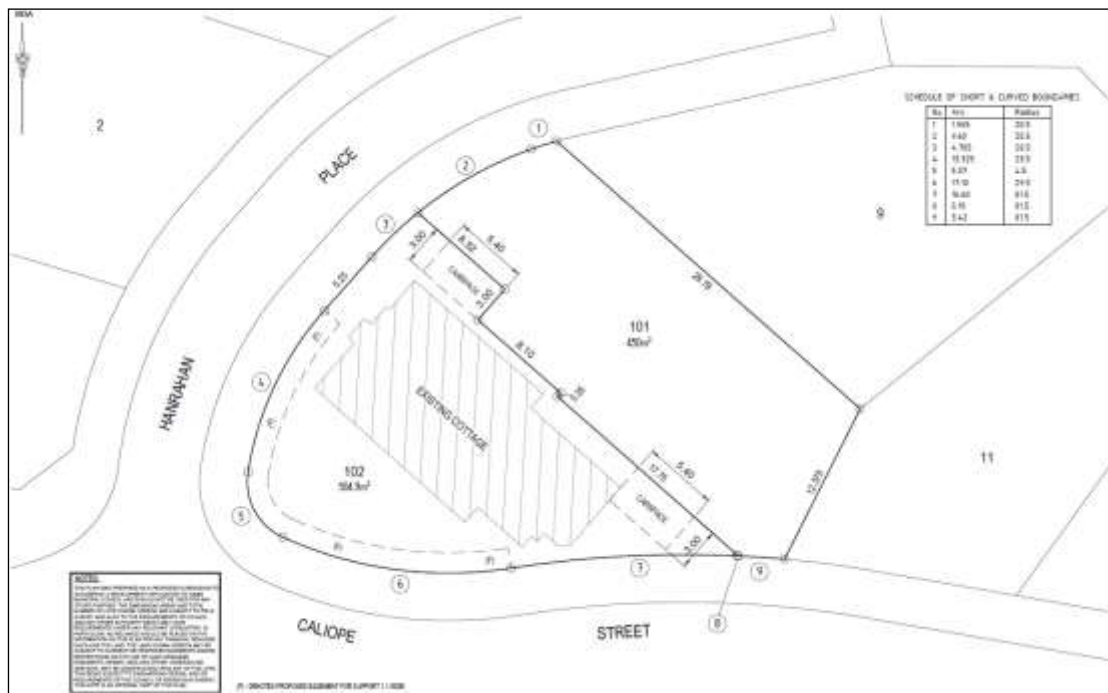


Figure 3 – Subdivision Plan

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 No 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.

- 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 Development Control Plan (DCP) 2012 outlines that certain trees can be removed without requiring consent. No trees are proposed to be removed as part of this development.

- Kiama LEP 2011

Item 10.3

Report of the Director Environmental Services

10.3 10.2018.172.1 - Lot 10 DP 1210621 - 11 Caliope Street, Kiama - 2 Lot
Torrens Title Subdivision (cont)

Clause 2.3 - Zone objectives and Land Use Table

The subject land is zoned R2 Low Density Residential under the Kiama LEP 2011. Clause 2.6 of the LEP outlines that land can only be subdivided with development consent.

The consent authority must have regard to the objectives for development in a zone when determining a development application in respect of land within the zone.

As the proposal will provide for the housing needs of the community within a low density residential environment is considered to be consistent with the R2 Low Density Residential zone objectives.

Specific clauses requiring consideration:

Clause 4.1 - Minimum Subdivision Lot Size

Clause 4.1 requires that the minimum subdivision lot size is not less than the minimum size shown on the Lot Size Map. The site is listed with a minimum resulting lot size of 450m² on the lot size map.

Proposed Lot 101 will have an area of 450m² and proposed Lot 102 will have an area of 504.9m² respectively. As both proposed allotments have areas greater than 450m² the proposed development complies with the provisions of Clause 4.1.

Clause 4.4 - Floor Space Ratio

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 (FSR) map. The Floor Space Ratio (FSR) map of the Kiama LEP 2011 identifies that a maximum floor space ratio of 0.45:1 applies to the site. As per the definition provided in the Kiama LEP 2011 the *gross floor area* of the existing dwelling is 212.058m². In this regard the proposed subdivision will result in a FSR of 0.42:1 with proposed Lot 102 and as such complies.

The proposed development is consistent with the relevant provisions of the Kiama LEP 2011 and is permissible within in the R2 Low Density Residential zone.

Any Draft Environmental Planning Instruments

- Draft State Environmental Planning Policy

Nil

Kiama Development Control Plan 2012

The proposed development is inconsistent with the objectives Kiama DCP 2012. The non-compliances are addressed in the table below:

Control	Comment
Chapter 4 – Low Density Development	
C27	The proposed subdivision will result in the private open space area for the existing dwelling to be

Report of the Director Environmental Services

10.3 10.2018.172.1 - Lot 10 DP 1210621 - 11 Caliope Street, Kiama - 2 Lot Torrens Title Subdivision (cont)

Control	Comment
<p><i>Private open space areas will require space available or need to be clearly designated on a plan. An area proposed forward of the building line will not be generally favoured but will be considered on merit in exceptional circumstances.</i></p>	<p>located forward of the building line.</p> <p>Staff raised concerns regarding the lack of privacy, as a result of overlooking, for the private open space for the existing dwelling.</p> <p>As part of their request to vary this control the applicant has proposed to install a 1.2m high fence along the boundary of the property to satisfy these concerns. The applicant has elected to provide this fence in accordance with the <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i> and as such its construction does not form part of this assessment. The applicant suggests that the provision of this fence, and the existing landscaping, preclude a pedestrian on the verge from seeing down into the private space. The applicant has provided modelling to support their request (see Figures 3 & 4 below).</p> <p>The photos displayed in Figures 5 & 6 have been taken from the footpath and at height of approximately 1.5m. The photos show that a person will be able to clearly view into the 'private open space area' from the footpath and as such the private open space area could not be considered private. This is considered to be an unacceptable planning outcome.</p>
<p>C37</p> <p><i>Drying areas must be provided at a rate of 8 lineal meters of line per dwelling and:</i></p> <ul style="list-style-type: none"> • <i>Should not be visible from any public place</i> • <i>Must not be located in the main private open space area</i> • <i>Cannot be located forward of the building line</i> 	<p>The only space available for clothes drying areas will be located forward of the building line and will therefore be visible from a public place.</p> <p>The applicant has not specifically addressed this non-compliance.</p> <p>As discussed above a person will be able to view the 'private open space area' from the footpath and as such will not be private. This is considered to be an unacceptable planning outcome.</p>

Item 10.3

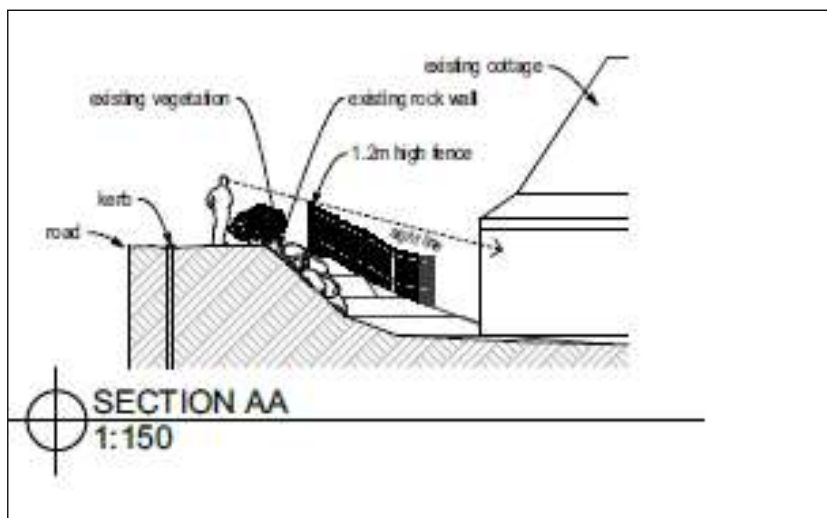


Figure 3 – Cross Section AA

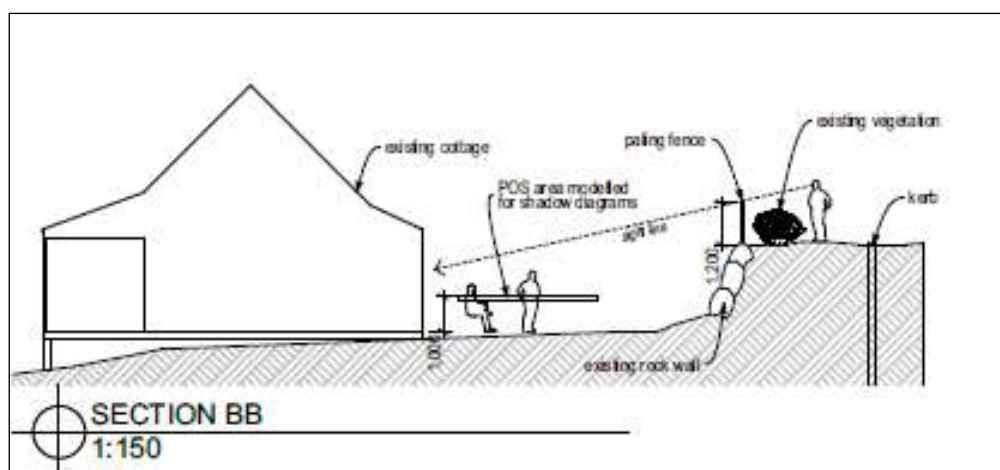


Figure 4 – Cross Section BB

Report of the Director Environmental Services

10.3 10.2018.172.1 - Lot 10 DP 1210621 - 11 Caliope Street, Kiama - 2 Lot
Torrens Title Subdivision (cont)



Figure 5 – Photo Taken from location of Cross Section AA



Figure 6 – Photo Taken from location of Cross Section AA

The proposed development complies with the majority of the other relevant controls contained in Kiama DCP 2012. However, the proposed subdivision will result in a non-compliance with Controls 27 and 37 of Chapter 4. A person will be able to view the 'private open area' from the footpath (i.e. public area) and as such will not be private. This is considered to be an unacceptable planning outcome.

Any Planning Agreement

Nil.

Report of the Director Environmental Services

10.3 10.2018.172.1 - Lot 10 DP 1210621 - 11 Caliope Street, Kiama - 2 Lot
Torrens Title Subdivision (cont)

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* as no demolition is proposed.

- Clauses 93, 94 and 94A

The proposal does not involve a change of use or additions and alterations to an existing building, or the erection of a temporary building.

Any Coastal Zone Management Plan

Nil.

The Likely Impacts of the Proposed Development

- 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

The design of the proposed subdivision raises concerns in relation to lack of privacy, as a result of overlooking, for the private open space for the existing dwelling. As the private open space, for the existing dwelling, is forward of the building it will be visible from the public domain and as such will not be private. This is considered to be an unacceptable planning outcome.

Without the proposed subdivision, the existing dwelling has a larger curtilage that accommodates private open space consistent with the DCP.

- Overshadowing

The orientation of the allotment is such that the existing dwelling currently overshadows the front setbacks of the subject site and the adjoining public roads located to the south, east and west of the proposed dwellings. The proposed subdivision will not alter the existing overshadowing.

- Views

The proposal will have no unreasonable impact upon views currently available from neighbours.

- Vehicular Access, Parking and Manoeuvring

A sufficient amount of car parking is proposed.

Report of the Director Environmental Services

10.3 10.2018.172.1 - Lot 10 DP 1210621 - 11 Caliope Street, Kiama - 2 Lot
Torrens Title Subdivision (cont)

Manoeuvring is compliant with AS/NZS 2890.1 – 2004 and the driveway will comply with required gradients.

It is noted that the proposed parking arrangements are undesirable and result in an unorthodox lot boundary. The location of the proposed car parking space for the existing dwelling will greatly reduce the potential to construct all weather car parking spaces.

- Stormwater Management

A satisfactory drainage design has been provided with the application.

All stormwater will drain to the street.

- Environmental Impacts

Vegetation Removal – No vegetation is to be removed.

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 – The proposed subdivision will have no direct impact on water resources.

- Social and Economic Impacts

The proposed development will likely have minimal adverse social or economic impacts. Overlooking of the private open space of the existing dwelling is an amenity impact. Refer to discussion under heading 'Public Interest' below.

The Suitability of the Site for the Development

The proposal is a poor fit for the locality with the site attributes giving rise to overlooking of the private open space. The proposed is considered not to be conducive to the site, having a sound planning outcome if developed this way.

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 no submissions were received.

External Referrals

Nil

Internal Referrals

The application was referred to the following Council Officers for their consideration.

- Subdivision & Development Engineer

Report of the Director Environmental Services

10.3 10.2018.172.1 - Lot 10 DP 1210621 - 11 Caliope Street, Kiama - 2 Lot
Torrens Title Subdivision (cont)

Council's Subdivision & Development Engineer raised a number of concerns with the original proposal. These concerns were primarily related to the impact of the design of the proposed subdivision on vehicular access/parking for the site. The applicant has amended to plan to comply with the numerical requirements of the relevant controls and satisfy the initial concerns raised by Council's Subdivision & Development Engineer. No objection has been raised in relation to the revised 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.

- GIS Officer

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 largely consistent with all relevant Environmental Planning Instruments and most of Kiama DCP with the exception of the private open space controls. These non-compliances are likely to cause adverse social impacts due to the lack of privacy afforded between the residents of the existing dwelling and users of the public domain.

Final Comments and Conclusions

The proposed development has been assessed having regard to all relevant matters for consideration prescribed by Section 4.15 of the Environmental Planning and Assessment Act, 1979. The proposal is consistent with Kiama LEP 2011 and with the objectives of the R2 Low Density Residential zone. However the proposal is inconsistent with Controls 27 and 37 of Chapter 4 of the Kiama DCP 2012 and will result in unacceptable planning outcomes.

Consideration has been given to the social, economic and environmental impacts of the proposed development and concerns regarding privacy are raised.

The proposed development is considered to be unreasonable and refusal is recommended. The application is recommended for refusal for the following reasons:

- 1) Non-compliance with Control 27 of Chapter 4 of the Kiama Development Control Plan 2012
- 2) Non-compliance with Control 37 of Chapter 4 of the Kiama Development Control Plan 2012
- 3) Unacceptable planning outcome in regards to lack of privacy and car parking arrangements.



Attachment 1 Item 10.3

10.4 10.2018.212.1 – Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591 – 106 North Kiama Drive Kiama Downs - Use of Stairs on Council Reserve

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 10.4

Summary

This report reviews Development Application No 10.2018.185.1 which seeks consent for the use of stairs on a Council reserve.

The report recommends that Council refuse Development Application No 10.2018.212.1 as the proposal is:

- Prohibited within the RE1 – Public Recreation zone;
- An unauthorised structure built without a planning approval over public land;
- Generally inconsistent with some of the objectives of Kiama Local Environmental Plan (LEP) 2011 and State Environmental Planning Policy – (Coastal Management) 2018

Finance

N/A

Policy

N/A

Communication/Community Engagement

Required: Yes (letter notification).

Notification period: 14 days from 6/09/2018 to 20/09/2018.

Submissions: Nil submissions received.

Attachments

1 10.2018.212.1 - Plans [↓](#)

2 10.2018.212.1 - Photos [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council refuse Development Application No 10.2018.212.1 under Section 4.16 of the Environmental Planning and Assessment Act 1979 for the following reasons:

1. The proposal is prohibited development within the RE1- Public Recreation Zone.
2. The stairs are an unauthorised structure built without a planning approval over

Report of the Director Environmental Services

- 10.4 10.2018.212.1 – Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591 – 106 North Kiama Drive Kiama Downs - Use of Stairs on Council Reserve (cont)
-

public land.

3. The proposal is inconsistent with the objectives of the RE1- Public Recreation Zone.
4. The proposal is inconsistent with the objectives of the State Environmental Planning Policy (Coastal Management) 2018.
5. The proposal is not considered to be in the public interest.
6. The approval of the proposal would set an undesirable precedent.

Item 10.4

BACKGROUND

The subject property is described as Lot 1027 DP 232243 which is a large allotment held in public ownership located to the east of urban development along the foreshore of Jones Beach, Kiama Downs. The subject stairs service and are located at the rear of Lot 857, DP 231616 - 106 North Kiama Drive Kiama Downs.

The site is zoned RE1 - Public Recreation, under Kiama LEP 2011.

The public reserve spans from its most northern point at the end of Eureka Avenue along the coastline south down to the rear of No 36 Cliff Drive, Kiama Downs. The beach is located along the eastern side of the reserve with R2 Low Density Residential lots located to the west as well as a section of North Kiama Drive and the Kiama Downs Surf Life Saving Club also located to the west of the reserve. The site currently contains approximately 13 individual sets of stairs allowing direct access to the beach from the rear of private properties which have been erected over the years and are of varying standards.

This set of stairs was brought to Council's attention when a complaint regarding illegal dumping of fill was received. Once Council was made aware of the stairs a Notice of Intention to Serve an Order to demolish was issued to the owner of 106 North Kiama Drive, Kiama Downs as the concrete stairs are connected to the concrete hardstand area at the rear of the private property.

This Development Application was subsequently lodged in response to the Notice in an attempt to legitimise the stairs. The black circles on the figure below denote where the subject stairs are located in relation to the public reserve.

Report of the Director Environmental Services

10.4 10.2018.212.1 – Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591 – 106 North Kiama Drive Kiama Downs - Use of Stairs on Council Reserve (cont)



Item 10.4

Description of the proposed Development

The proposal involves the use of stairs unlawfully constructed on a public reserve located directly to the rear of 106 North Kiama Drive, Kiama Downs. The existing stairs cover an area of approximately 18.63m² extending a distance of 11.01m from the rear boundary of 106 North Kiama Drive into the public reserve. The stairs are constructed of concrete.

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:

- State Environmental Planning Policy – (Coastal Management) 2018

The site is located within the coastal zone, including a coastal environment area and a coastal use area, as defined by the abovementioned SEPP.

As detailed in Division 3, Clause 13 of the SEPP, development consent must not be granted to development on land within the coastal environmental area unless the consent authority has considered whether the proposed development is likely to cause an adverse impact on the following:

- (a) The integrity and resilience of the biophysical, hydrological (surface and groundwater) and ecological environment;
- (b) Coastal environmental values and natural coastal processes;

Report of the Director Environmental Services

10.4 10.2018.212.1 – Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591 – 106 North Kiama Drive Kiama Downs - Use of Stairs on Council Reserve (cont)

-
- (c) The water quality of the marine estate (within the meaning of the Marine Estate Management Act 2014), in particular, the cumulative impacts of the proposed development on any of the sensitive coastal lakes identified in Schedule 1;
 - (d) Marine vegetation, native vegetation and fauna and their habitats, undeveloped headlands and rock platforms;
 - (e) Existing public open space and safe access to and along the foreshore, beach, headland or rock platform for members of the public, including persons with a disability;
 - (f) Aboriginal cultural heritage, practices and places;
 - (g) The use of the surf zone.

It is considered that the proposal does not meet the requirements of Clause 13(e) of the SEPP as this development will have adverse impacts on the existing public open space of the reserve which is along the foreshore as well as promoting private use of the public reserve from 106 North Kiama Drive which is contrary to the objectives of this SEPP

As detailed in Division 4, Clause 14 of the SEPP, development consent must not be granted to development on land within the coastal environmental area unless the consent authority has considered whether the proposed development is likely to cause an adverse impact on the following:

- i. Existing, safe access to and along the foreshore, beach, headland or rock platform for members of the public, including persons with a disability;
- ii. Overshadowing, wind funneling and the loss of views from public places to foreshores;
- iii. The visual amenity and scenic qualities of the coast, including coastal headlands;
- iv. Aboriginal cultural heritage, practices and places;
- v. Cultural and built environment heritage.

It is considered that the proposal does not meet Clause 14(a)(i) of the SEPP as this development will only provide private access to the foreshore from 106 North Kiama Drive, and will have no regard to the public use of the foreshore area as per the objectives of this SEPP

- Kiama LEP 2011

The subject land is zoned RE1 - Public Recreation under Kiama LEP 2011. Dwelling houses and their ancillary structures are a prohibited landuse in the zone. The objectives of the zone are as follows:

- To enable land to be used for public open space or recreational purposes.
- To provide a range of recreational settings and activities and compatible land uses.
- To protect and enhance the natural environment for recreational purposes.

Report of the Director Environmental Services

- 10.4 10.2018.212.1 – Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591 – 106 North Kiama Drive Kiama Downs - Use of Stairs on Council Reserve (cont)

The proposal is inconsistent with the objectives of the zone as it is considered to promote private access and private benefit over the public reserve for the benefit of residents and occupants of 106 North Kiama Drive. Furthermore it also does not protect the natural environment or enhance it for recreational use by the public.

Any draft Environmental Planning Instruments

Nil

Any Matters Prescribed by the Regulations

- NSW Coastal Policy 1997

The proposed development is partly inconsistent with the Objectives of the Coastal Management Act 2016 No 20. Specifically the following objectives

- (a) *to protect and enhance natural coastal processes and coastal environmental values including natural character, scenic value, biological diversity and ecosystem integrity and resilience.*

The stairs are impacting upon the natural character and scenic value of the foreshore as the concrete stairs are not fitting with the surrounding environment and are enhancing any coastal environmental values.

- (b) *To support the social and cultural values of the coastal zone and maintain public access, amenity, use and safety.*

The stairs are only serving 106 North Kiama Drive which does not promote public access, amenity and use. This also promotes private use and sets a precedent for other similar developments.

- (e) *To facilitate ecologically sustainable development in the coastal zone and promote sustainable land use planning decision-making.*

The stairs have been constructed without approval, therefore preventing the opportunity to implement sustainable land use planning decision-making.

- (f) *To mitigate current and future risks from coastal hazards, taking into account the effects of climate change.*

The construction methods used to fix the stairs to the embankment are unknown and no geotechnical information has been provided, meaning council cannot satisfy itself that the stairs will be able to mitigate current and future risks from coastal hazards such as tidal inundation and land slip.

The Likely Impacts of the Proposed Development

- Social and Economic Impacts

The proposed development will have minimal social and economic impacts, but the social impacts will be negative as the proposal caters for private benefit over public land to the detriment of the community.

Submissions Received

Report of the Director Environmental Services

- 10.4 10.2018.212.1 – Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591 – 106 North Kiama Drive Kiama Downs - Use of Stairs on Council Reserve (cont)

Notification letters were sent to neighboring property owners who were provided with 14 days in which to comment on the proposal. At the conclusion of the notification period, no submissions were received.

The Public Interest

The proposal is not likely to cause significant adverse impacts to the natural environmental or likely to cause significant adverse social and economic impacts. The impacts of approving this proposal would nonetheless lead to a negative environmental and social outcome. It is acknowledged that adjoining neighbours and others in the locality have historically constructed stairs within the reserve. Despite this, this new proposal is a substantial structure and is considered not to be consistent with Kiama LEP 2011 and Kiama DCP 2012 and as such it is considered not to be consistent with the public interest.

External Referrals

No external referrals were required for the proposal.

Internal Referrals

The application was referred to the following Council Officers for their consideration.

- Property Coordinator

The following comments were provided:

“The stairs in association with the development are located on a Council reserve. Property does not manage works on reserves. There is no lease or licence able to be considered.”

- Risk Assessment Officer

The following comments were provided:

- The proposed stairs, if approved, would be become a Council asset. The stairs in its current form are unauthorised and the construction practices do not meet the required safety standards.
- If approved, details of the construction of the stairs, demonstrating appropriate high level safety standards that would result in no liability to Council if an incident was to occur, would be required. Modifications to the stairs would be required to meet the high level safety standards.
- If approved, the stairs would be included in Council’s Asset Register and would therefore require Council to undertake a recorded regular inspection regime and take responsibility for maintenance of the stairs indefinitely.

- Subdivision & Development Engineer

The Following comments were provided:

- The construction of the stairs within the dunes may alter tidal flow patterns, which in turn may cause erosion along the beach and adjoining private allotments. The proposal therefore does not satisfy Clause 15 of

Report of the Director Environmental Services

10.4 10.2018.212.1 – Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591 – 106 North Kiama Drive Kiama Downs - Use of Stairs on Council Reserve (cont)

-
- State Environmental Planning Policy (Coastal Management) 2018* in this respect. Council would be liable for repairs to property and lands.
- The proposal has not been supported with a Statement of Environmental Effects. It cannot be assessed as to whether the proposal satisfies Clause 13 and Clause 14 *State Environmental Planning Policy (Coastal Management) 2018*.
 - The proposal makes no provision for the capturing and disposal of stormwater. In this respect the stairs are an impermeable structure and the ground where the stairs end may result in scouring and thus presenting a danger to users if there is a large drop-off created by stormwater overflows. As the stairs are within the public reserve they would become a Council asset, with Council liable for repairs and injuries to users.
 - It is unknown, how the stairs are fixed into the embankment. Poor construction techniques may lead to the staircase breaking up during tidal inundation with these components causing damage to persons or property in the locality as they are washed away. As the stairs are within the public reserve they would become a Council asset, Council will be liable for damages to persons or property.
 - No geotechnical information has been provided on the embankment foundation design for the stairs, assessment of the land slip risks, potential fill of the embankment or the potential impacts the stairs would have on the stability of the embankment. Should failure of the embankment occur due to the stairs, Council will be liable for damages to persons or property.
 - It is unknown what the design life of the stairs is. A shortened design life of less than the expected 30 years would lead to the stairs being required to be regularly maintained by Council. Failure to do so could lead to accidents and resulting injuries to users. As the stairs are within the public reserve they would become a Council asset, with Council liable for repairs and injuries to users.
 - The staircase appears to be provided with electrical wiring. It is unknown what the final purpose of this wiring will be. The electrical wiring is subject to tidal inundation and therefore currently poses a danger to the public. Council will not accept domestic wiring standards in public areas.
 - The top landing for the stairs unnecessarily protrudes into the public reserve. Construction of this landing should be within the private property boundary and not the public domain.
 - The stairs constructed on public land serve no public purpose and are for the benefit of a single private property only. This would set a precedent for other similar developments (not just stairs) in this area and across the Kiama LGA, which cannot be supported.

Report of the Director Environmental Services

- 10.4 10.2018.212.1 – Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591 – 106 North Kiama Drive Kiama Downs - Use of Stairs on Council Reserve (cont)
-

Note: Aerial photos from 2016 show vegetation/trees at the rear of the property, however these do not appear on the current plans or site photos of the constructed works, which may require further investigation by Council's Tree Management Officer and/or Council's Environment Officer.

Final Comments and Conclusions

The proposed development has been assessed having regard to all relevant matters for consideration prescribed by Section 4.15 of the Environmental Planning and Assessment Act, 1979. The proposal is not considered to be consistent with Kiama LEP 2011. The proposed development is a prohibited land use in the RE1 Public Recreation Zone.

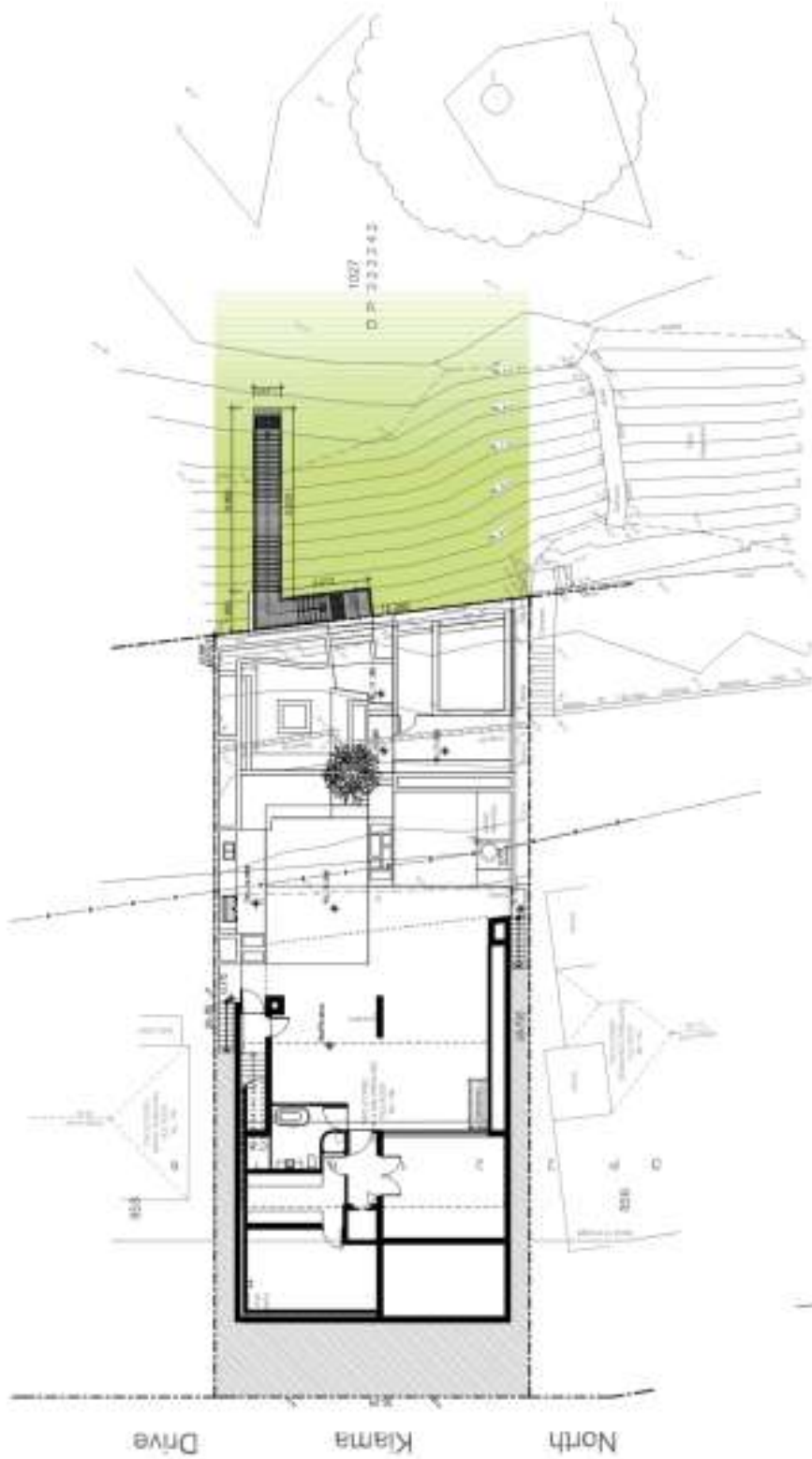
It is Council's opinion that the proposed stairs are inappropriate despite the historic precedent set by other properties backing onto the public reserve having constructed stairs in the public reserve. As mentioned, the proposed stairs are a prohibited land use in the RE1 zone and are inconsistent with the objectives of the State Environmental Planning Policy (Coastal Management) 2018 and the zone objectives.

Consideration has been given to the social, economic and environmental impacts of the proposed development and it is considered that the stairs will have a negative impact upon the reserve and foreshore area.

The proposed development is therefore considered to be unreasonable and refusal is recommended.

Reasons for Refusal

1. The proposal is prohibited development within the RE1- Public Recreation Zone.
2. The stairs are an unauthorised structure built without a planning approval.
3. The proposal is inconsistent with the objectives of the RE1- Public Recreation Zone.
4. The proposal is inconsistent with the objectives of the State Environmental Planning Policy (Coastal Management) 2018.
5. The proposal is not in the public interest.
6. The approval of the proposal would set an undesirable precedent.

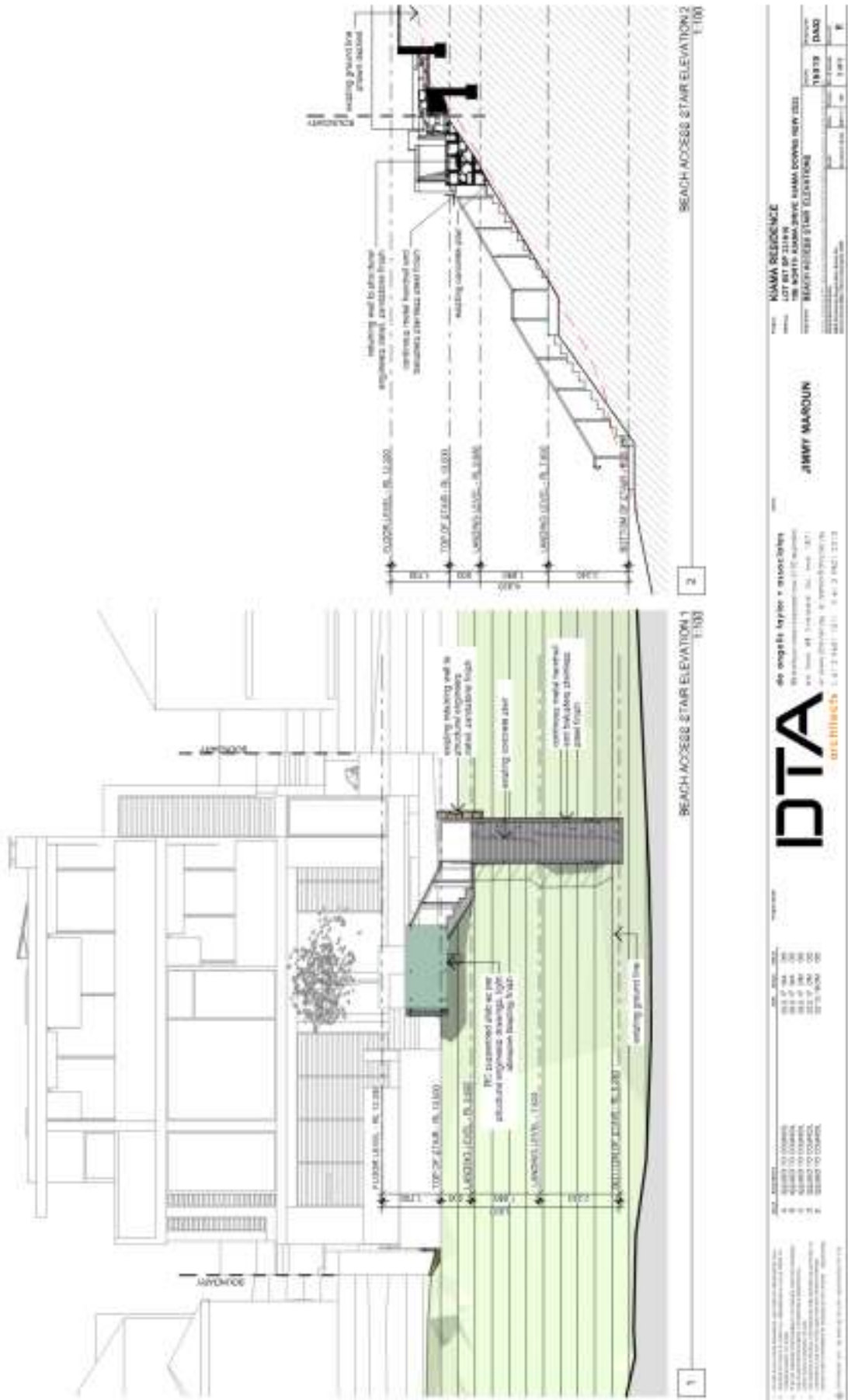


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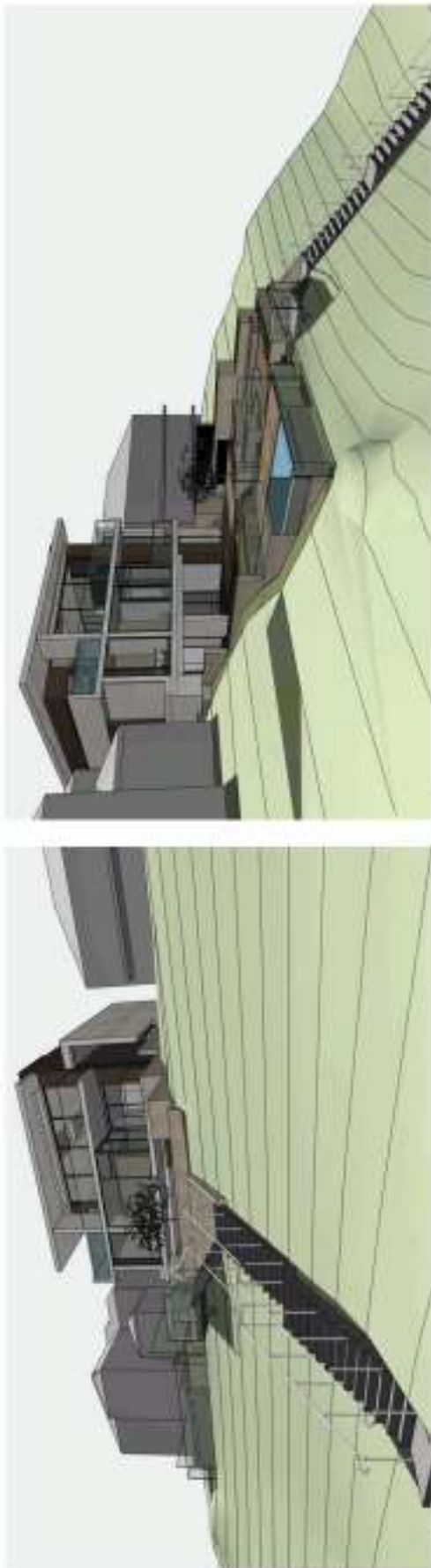
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Attachment 1 Item 10.4



Attachment 1 Item 10.4



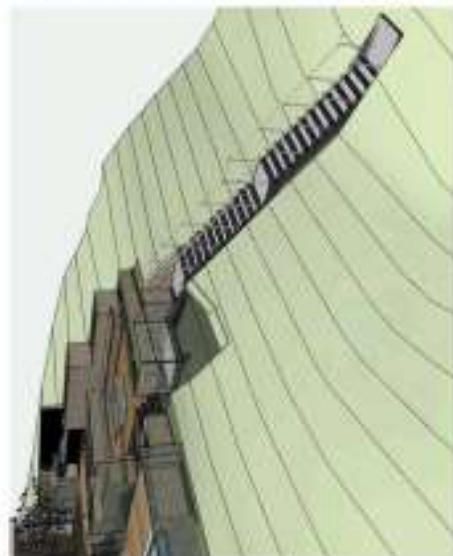
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KIAMA RESIDENCE
 150 NORTH KIAMA DRIVE KIAMA DOWNS NSW 2532
 ARCHITECT: JIMMY MARCOUN
 DATE: 18/03/18

NO.	REV.	DATE	DESCRIPTION
01	01	18/03/18	ISSUED FOR PERMIT
02	01	18/03/18	ISSUED FOR PERMIT
03	01	18/03/18	ISSUED FOR PERMIT

Development Application No 10.2018.212.1

Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591
106 North Kiama Drive Kiama Downs - Use of Stairs on Council Reserve



Item 10.4

Attachment 2

Development Application No 10.2018.212.1

Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591
106 North Kiama Drive Kiama Downs - Use of Stairs on Council Reserve



Item 10.4

Attachment 2

Development Application No 10.2018.212.1

Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591
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Item 10.4

Attachment 2

Development Application No 10.2018.212.1

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Item 10.4

Attachment 2

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Item 10.4

Attachment 2

Development Application No 10.2018.212.1

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Item 10.4

Attachment 2

Development Application No 10.2018.212.1

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Item 10.4

Attachment 2

Development Application No 10.2018.212.1

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Item 10.4

Attachment 2

Development Application No 10.2018.212.1

Lot 1027 DP 232243 - 150 North Kiama Drive Kiama Downs and Lot 852 DP 231591
106 North Kiama Drive Kiama Downs - Use of Stairs on Council Reserve



Item 10.4

Attachment 2

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama

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

Council has received a request to prepare a Planning Proposal (PP) for the rezoning and amendment of development controls on land adjoining Greyleigh Drive and Old Saddleback Road, Kiama (attached – Executive Summary only). The PP was prepared by Cardno Pty Ltd on behalf of the landowners. This report overviews the reports submitted by the applicant against criteria outlined in Council's Planning Proposal Policy, the Department of Planning & Environment's Guide to Preparing Planning Proposals and Guide to Preparing LEPs and relevant legislative requirements.

It is recommended that the Planning Proposal **not** proceed to the Department of Planning and Environment (DPE) to obtain a Gateway determination, as the PP:

- Is premature given the status of Council's Local Strategic Planning Statement which has commenced preparation,
- Misrepresents the current potential housing supply from strategically identified greenfield release areas,
- Is inconsistent with the Illawarra-Shoalhaven Regional Plan 2015,
- Is inconsistent with the Kiama Urban Strategy 2012,
- Is inconsistent with Council's Planning Proposal Policy,
- Is inconsistent with Ministerial Direction 1.2 – Rural Lands,
- Is inconsistent with Ministerial Direction 1.5 – Rural Zones,
- Is inconsistent with Ministerial Direction 2.1 – Environmental Protection Zones,
- Is inconsistent with Ministerial Direction 3.4 Integrating Land Use and Transport,
- Is inconsistent with Ministerial Direction 5.10 – Implementation of Regional Plans,
- Is inconsistent with Ministerial Direction 6.2 – Reserving Land for Public Purposes,
- Is inconsistent with *State Environmental Planning Policy (Rural Lands) 2008*,
- Would expand the areas that could be considered for seniors housing under the provisions of the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*,
- Would extend residential development further west than the existing western boundary, contrary to community values,

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

-
- Would increase the existing interface between residential and rural land, which in turn will increase the potential for rural land use conflicts, and
 - Would create medium density residential development on a site is not proximate to existing employment and commercial areas, public transport, schools etc.

It is noted that the proponent has already lodged a Rezoning Review with the NSW Department of Planning and Environment, for determination by the NSW Southern Regional Planning Panel (the Panel). This report will be provided to the Panel in support of Council's position not to support the proposed rezoning.

Finance

A fee structure for submission and review of planning proposals has been developed by Council and is contained in Council's fees and charges schedule. Relevant fees have been paid in regard to this proposal.

Policy

Consideration of requests for rezoning of land require consideration of a number of Acts, Government policies, Council environmental planning instruments and planning documents. Specifically the *Environmental Planning and Assessment Act 1979*, *Kiama Local Environmental Plan 2011*, Illawarra-Shoalhaven Regional Plan, Kiama Urban Strategy and the Kiama Planning Proposal Policy.

Communication/Community Engagement

If Council endorses the Planning Proposal, or the Regional Planning Panel support the PP, the Gateway Determination issued by the NSW Department of Planning and Environment with outline the minimum requirements for consultation with government agencies and the community.

Reason for Report to Council

As required by Council's Planning Proposal Policy, PP's need to be considered by the elected Council. In line with Council's Planning Proposal Policy, this report gives an overview of the details submitted with the concept PP and provides an assessment of the proposal.

Attachments

- 1 Planning Proposal - Executive Summary [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council not endorse the Planning Proposal proceeding to Gateway and notify the applicant and the NSW Southern Regional Planning Panel of this decision.

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

BACKGROUND

Council has received a Planning Proposal (PP) for consideration for rezoning of the following lots:

- Lots 156, 186 and 189 DP 751279;
- Lot 2 DP 1135218;
- Lot 1320 DP 1060995;
- Lot 1 DP 1178500;
- Lot 1 DP 1003719;
- Lot 1 DP 995058;
- Lot 99 DP 1042908;
- Unformed Crown Road reserve (Permit 39357).

The Crown Road reserve is the subject of an enclosure permit granted to Backsaddle Pty Ltd which permits the use of the land as part of the consolidated site for low intensity grazing. Should the PP proceed, the applicant will need to liaise with NSW Crown Lands to formally close and purchase the land. This process does not appear to have commenced based on the information contained within the PP.

This report provides an assessment of the PP against the relevant provisions of the Legislation, Illawarra & Shoalhaven Regional Plan (ISRP), Kiama Urban Strategy (KUS) and Council's Planning Proposal Policy. It is recommended that the Planning Proposal **not** proceed to the Department of Planning and Environment (DPE) to obtain a Gateway determination, as the PP:

- Is premature given the status of Council's Local Strategic Planning Statement which has commenced preparation;
- Misrepresents the current potential housing supply from strategically identified greenfield release areas;
- Is inconsistent with the Illawarra-Shoalhaven Regional Plan 2015;
- Is inconsistent with the Kiama Urban Strategy 2012;
- Is inconsistent with Council's Planning Proposal Policy;
- Is inconsistent with Ministerial Direction 1.2 – Rural Lands;
- Is inconsistent with Ministerial Direction 1.5 – Rural Zones;
- Is inconsistent with Ministerial Direction 2.1 – Environmental Protection Zones;
- Is inconsistent with Ministerial Direction 3.4 Integrating Land Use and Transport;
- Is inconsistent with Ministerial Direction 5.10 – Implementation of Regional Plans,
- Is inconsistent with Ministerial Direction 6.2 – Reserving Land for Public Purposes;

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

-
- Is inconsistent with *State Environmental Planning Policy (Rural Lands) 2008*;
 - Would expand the areas that could be considered for seniors housing under the provisions of the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*;
 - Would extend residential development further west than the existing western boundary, contrary to community values;
 - Would increase the existing interface between residential and rural land, which in turn will increase the potential for rural land use conflicts; and
 - Would create medium density residential development on a site which is not proximate to existing employment and commercial areas, public transport, schools etc.

It is noted that the proponent has already lodged a Rezoning Review with the DPE, for determination by the NSW Southern Regional Planning Panel (the Panel). This report will be provided to the Panel in support of Council's position not to support the proposed rezoning.

Previous Rezoning Application

A previous rezoning application to rezone a small part of the site located between Bland Street and Greyleigh Drive to R2 Low Density Residential was rejected by Council on 22 May 2015. This proposal was to rezone Part Lot 1320 DP 1060995, Part Lot 189 DP751279 and Part Lot 1 DP 1178500, Greyleigh Drive, Danube and Caliope Streets, Kiama from RU2 Rural Landscape to R2 Low Density Residential and adjust the building controls under Kiama LEP, 2011 to allow residential development (up to 32 lots). Council was not supportive of this proposal as it did not meet the criteria as outlined in Council's endorsed Planning Proposal Policy in the following regard;

- The land is not identified as a nominated expansion area in the Urban Strategy.
- The land is not identified as assisting to meet Council's strategic direction.
- There is no zoning anomaly existing in regard to the site.

Council's position with respect to land expansion opportunities located west of the town boundary was clearly and consistently articulated through the formulation of the KUS and Kiama LEP 2011. As a part of the process of formulation of Kiama LEP 2011 and KUS, Kiama Council appointed a Community Panel operating under, but independent of, the Steering Committee appointed by Council to review and reflect on key strategic local environmental planning issues. The Community Panel Report of June 2005 stated that "*the Community Panel is equally concerned that the area known as West Kiama, should never be developed ... The Panel is opposed to any isolated 'greenfield' development further to the west of this area towards Jamberoo ... (p6)*"

The applicant applied for a pre-gateway review through the DPE. The DPE's review identified that while the request was eligible, it was not supported for referral to the Joint Regional Planning Panel for the following reasons:

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

-
- The site has not been identified in the Kiama Urban Strategy, Illawarra Regional Strategy or draft Illawarra Regional Growth and Infrastructure Plan as a greenfield or potential greenfield area. The planning proposal has not been justified against the sustainability criteria contained in the Illawarra Regional Strategy.
 - Kiama Municipal Council has consistently upheld its policy position of no residential development beyond the western town boundary as identified in its strategic plans.
 - The planning proposal would set a precedent for other rural greenfield sites to be rezoned that would result in a shift in the town boundary to the west. This would undermine Council's long held strategic planning and policy for the area.
 - The seniors living development south of the site has not created a zoning anomaly between Bland and Caliope Streets as it relied on the Seniors SEPP for permissibility. It is considered that it has not shifted the boundary of the defined urban area to the south west as the approval was specifically conditioned to limit visibility from Jamberoo Road in the West. The planning proposal could not be similarly conditioned.
 - This is a matter of local planning significance without regional or State implications and is inconsistent with the regional and local strategic framework.

It is noted that the current PP could potentially result in an addition 400 residential lots compared to the 32 lot proposal that was previously rejected by both Council and the DPE.

Mayoral Minute

The PP is inconsistent with the Mayoral Minute from the Ordinary meeting on 17 October 2017 which recommended that Council not support any new planning proposals that involve new residential land outside of the identified town boundaries referred to in the adopted urban strategy area. This was supported by the majority of Councillors at the time.

15.1 Kiama Urban Strategy**OC-17/201****Committee recommendation that Council:**

1. *not support any new planning proposals that involve new residential land outside the identified town boundaries referred to in the adopted urban strategy areas;*
2. *seek the Member for Kiama's assistance in ensuring that the NSW Government does not support any planning proposals that involve land outside the identified town boundaries referred to in the adopted urban strategy areas; and*
3. *seek the Member for Kiama's urgent assistance in progressing the rehabilitation and development of the Bombo quarry area which provides significant opportunity to meet the Municipality's housing needs for at least the next 20 years.*

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

(Councillors Honey and Westhoff)

For: Councillors Brown, Honey, Sloan, Watson, Way and Westhoff

Against: Councillor Reilly

Site Details

The subject site is located to the west of Kiama on land adjoining Greyleigh Drive and Old Saddleback Road. The site is approximately 38 hectares in area and has historically been used for agricultural grazing. The site is currently zoned mainly RU2 Rural Landscape, with some areas of E2 Environmental Conservation and E3 Environmental Management.

A map of the subject area is identified below:



Intent of Planning Proposal

The PP aims to rezone the site to a mix of residential zones, including R2 Low Density Residential, R3 Medium Density Residential and R5 Large Lot Residential zones, along with land reserved for Seniors Living, Environmental Conservation zones and areas of public open space. The PP will have an estimated yield of 400 allotments.

Controls	Current	Proposed
Zone	RU2 Rural Landscape, E2 Environmental Conservation and E3 Environmental Management.	R2 Low Density Residential, R3 Medium Density Residential, R5 Large Lot Residential, E2 Environmental Conservation and RE1 Public Recreation.
Floor space ratio	None	0.45:1 (R2/R5 zone) and 0.7:1 (R3

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

		zone).
Minimum lot size	40ha	Range from 300m ² , 450m ² , 1000m ² and 40ha.
Building height	None	8.5m

The proposed mix of zone is outlined in the map below:



Illawarra-Shoalhaven Regional Plan 2015

One of the claims made in the PP is that the dwelling targets in the KUS have not been achieved. This claim is not considered correct as outlined in the table below extracted from the Illawarra-Shoalhaven Urban Development Program (ISUDP):

	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018
Detached	109	70	85	79	111	158	103
Multi-unit	20	99	28	41	99	43	65
Medium density	6	28	24	12	19	29	49
Flat 1-2	0	3	1	0	1	3	0
3+	14	68	3	29	79	11	16
Other	0	0	0	0	0	0	0
Total	129	169	113	120	210	201	168

Kiama LGA housing approvals 2011-2018

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

The Illawarra-Shoalhaven Regional Plan (ISRP) projects that 2,850 additional houses are required for the Kiama LGA by 2036. On average 143 new dwellings are required each year. Since the Regional Plan was published (i.e. November 2015) a total of 683 new dwellings have been approved in the Kiama LGA. While housing approvals have been generally on track to meet housing projections up to this point, it is acknowledged that there are limited greenfield release areas to cater for the future demand. The submitted PP suggests that rezoning this site enables Council to satisfy the ISRP projections while development at Spring Creek and Bombo Quarry are stalled due to quarrying operations. This matter was discussed at the August 2018 ISUDP meeting. The minutes of that meeting reflect that:

- Council and the land owner would like to be in a position to start development of Spring Creek as soon as possible following the adoption of a DCP, which is currently being prepared for exhibition.
- As the ISUDP reporting reflects the current state of plan, the ISUDP Committee does not need to resolve anything before this can proceed.
- The buffer on Spring Creek, preventing future development while quarrying was active, was not a condition of consent, rather something Council imposed.
- Council would therefore need to be satisfied a buffer was no longer needed for the development of Spring Creek to proceed.

In this regard development of Spring Creek is more imminent than is suggested by this PP.

In addition, there are still sites within the KUS that have been identified as being more suitable for residential development that have not yet been developed or rezoned. Through the development of the KUS, these sites have been the subject of a comprehensive consultation process with the local community which included workshops, information sessions and extensive advertising. In the medium term, these sites include Spring Creek (see commentary above), south Kiama and west Elambra. There is a combined lot yield of approximately 800 new residential lots associated with these sites. Council has received a PP for south Kiama which is currently being assessed by staff and will be reported to the next Council meeting. In the long term (i.e. beyond 10 years) Bombo Quarry offers a unique opportunity for future development. It is anticipated that an application for remediation of part of the Quarry will be submitted by Boral in the coming weeks.

It is acknowledged that new residential release areas in the Kiama LGA are limited to those discussed above. The ISRP acknowledges that there is not enough land or 'market ready' infill development in the planning pipeline to meet demand. For this reason the ISRP states that the NSW Government will "*work with Kiama Municipal Council to monitor and review the potential of the area to accommodate housing demand*". It is anticipated that the NSW Government will work with Kiama Council as part of the preparation of our Local Strategic Planning Statement (LSPS).

Local Strategic Planning Statement

As detailed within recent changes of the Environmental Planning and Assessment Act 1979 (the EP&A), "*The Council of an area must prepare and make a local*

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

strategic planning statement". Council is currently undertaking this process and developing their 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 address planning matters across land use categories (relevant to Council) such as residential, agriculture, environment, recreation and cultural facilities and themes such as housing, employment and infrastructure. Council has recently commenced the preparation of their LSPS with a scheduled completion date of November 2019.

Outcomes from the phase 1 community engagement forums held in November 2018 and from the recently completed community satisfaction survey will inform the development of potential policy settings for a draft LSPS. Outcomes from these engagement processes indicate that the Kiama community highly value the natural environment, agricultural lands, scenic landscapes and existing urban character of the Municipality. The community has also indicated its strong preference for a modest approach to growth and raised concern about the identification of additional urban expansion beyond those areas contained in the KUS. Whilst it is too early to conclude a residential growth policy, these issues will be considered and discussed with the DPE through the LSPS process which the Government has established as the appropriate approach to setting strategic planning agenda for local government areas.

Once the LSPS is in place, it will inform the review of the Kiama LEP 2011, DCP 2012, Community Strategic Review (scheduled for 2020-21), and potentially the KUS. It would seem inappropriate and premature at this time to rezone sites that are not included in the KUS until Council has finalised its LSPS setting out an agreed strategic direction for the Municipality.

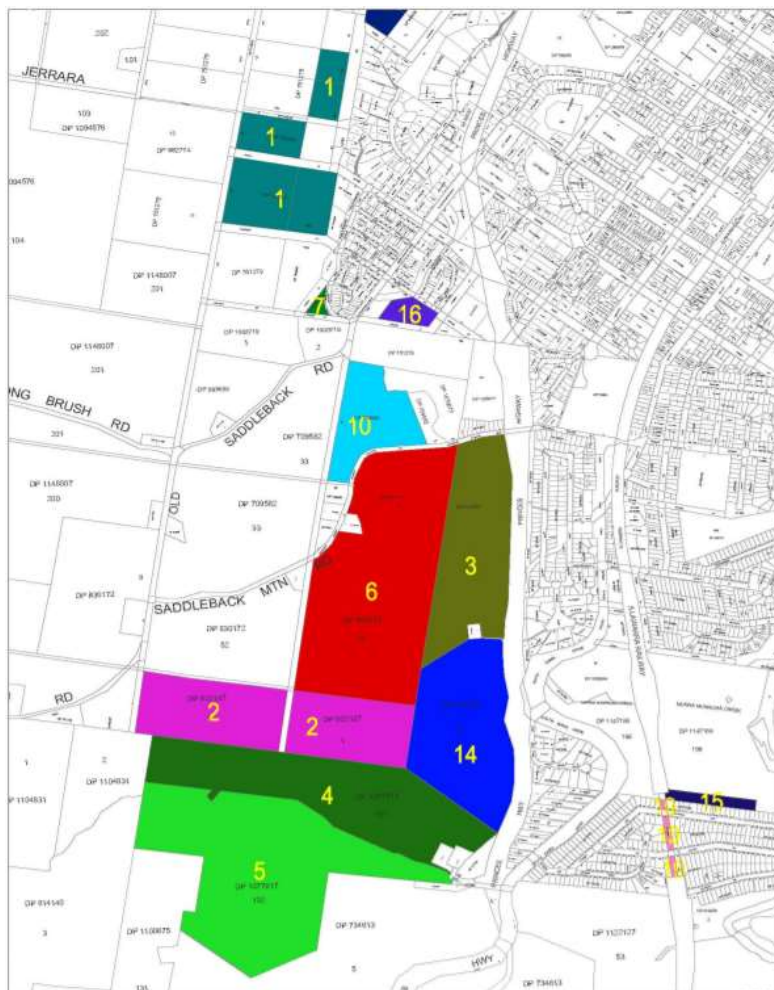
Kiama Urban Strategy 2012

The Kiama Urban Strategy (KUS) came into effect on 20 September 2011. The KUS considered both urban infill and urban expansion opportunities and made recommendations as to an appropriate approach to the housing demand for the Kiama Local Government Area. The map below show the area covering the subject land:

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

Item 10.5



Map 1B South Kiama Land Ownership Map
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 Date: 17/05/10
 Scale: 1:10000
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 Aerial Photography is Copyright AAM Hatch. AAM Hatch bears no responsibility for the

Parts of the site (site 1) were previously considered in preparing the KUS and were not included for the reason outlined in the table below.

KIAMA				
Site No	Proponent/Owner	Property Description	Address	Assessment Result
1	David Yates & Associates (Lemina Pty Ltd)	Lots 183, 185, 186, 188, 189 DP 751279	Hothersal Street KIAMA	Exclude as the land is west of the town boundary adopted by Council.

Additional sites including sites 3, 14 and part of 4 were included in the event future housing supply was not sufficient to meet future projections. This land is yet to be rezoned but is the subject of a current application for the rezone the land (i.e. South Kiama).

Section 9.1 Ministerial Directions

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

The applicant has carried out an assessment of the PP against the relevant Section 9.1 Ministerial Directions. In the submission, the proponent has outlined that the PP is either consistent with the relevant Ministerial Directions or justifiably inconsistent. This is refuted.

Direction 1.2 – Rural Zones states that a PP must not rezone land from a rural zone to a residential, business, industrial, village or tourist zone. A PP may be inconsistent with this direction if it is:

- Justified by a strategy which:
 - Gives consideration to the objectives of the direction;
 - Identifies the land which is the subject of the PP; and
 - Is approved by the Department of Planning; or
- Justified by a study prepared in support of the planning proposal which gives consideration to the objectives of this direction, or
- In accordance with the relevant Regional Strategy, Regional Plan or Sub-Regional Strategy prepared by the Department of Planning which gives consideration to the objective of this direction, or
- Is of minor significance.

This PP is not justified by a strategy, approved by the DPE. This PP is not in accordance with the Regional Plan (see commentary above), and this PP is not of minor significance. In the assessment of Direction 1.2 the proponent has stated that:

...the capabilities of the land to support residential use as well as achieve environmental enhancement, riparian protection and establishment of a long term rural-urban buffer have been well supported by evidence based studies...

The objective of Direction 1.2 is to protect the agricultural production value of rural land. The statement above does not give consideration to these objectives. No other assessment, giving consideration to these objectives, has been provided. The PP is inconsistent with Direction 1.2.

Direction 1.5 – Rural Lands states that a PP must be consistent with the Rural Planning Principles and the Rural Subdivision Principles listed in the *State Environmental Planning Policy (Rural Lands) 2008*. A PP may be inconsistent with this direction if it is:

- Justified by a strategy which:
 - gives consideration to the objectives of this direction,
 - identifies the land which is the subject of the planning proposal (if the planning proposal relates to a particular site or sites, and
 - is approved by the Director-General of the Department of Planning and is in force, or
- Is of minor significance.

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

In the assessment of Direction 1.5 the proponent has stated that the PP is consistent with Direction 1.5. An assessment against the *State Environmental Planning Policy (Rural Lands) 2008* has been carried out below. The PP is inconsistent with Rural Planning Principles and the Rural Subdivision Principles. The PP is inconsistent with Direction 1.5.

Direction 2.1 – Environment Protection Zones states that a PP must not reduce the environmental protection standards that apply to the land. A PP may be inconsistent with this direction if it is:

- Justified by a strategy which:
 - Gives consideration to the objectives of the direction,
 - Identifies the land which is the subject of the PP, and
 - Is approved by the Department of Planning, or
- Justified by a study prepared in support of the planning proposal which gives consideration to the objectives of this direction, or
- In accordance with the relevant Regional Strategy, Regional Plan or Sub-Regional Strategy prepared by the Department of Planning which gives consideration to the objective of this direction, or
- Is of minor significance.

In the assessment of Direction 2.1 the proponent has stated that the PP is consistent with Direction 2.1 because it increases the area of land in Zone E2. While this is correct, the PP will rezone land currently zoned E2 Environmental Conservation to a combination of RE1 Public Recreation and R2 Low Density Residential. The proponent indicates that the project is seeking EnviroDevelopment Certification. This certification is not recognised by OEH and does not justify an inconsistency with Direction 2.1. The PP is inconsistent with Direction 2.1.

Direction 3.4 – Integrating Land Use and Transport states that a PP must locate zones for urban purposes and include provisions that give effect to and are consistent with the aims, objectives and principles of:

- (a) Improving Transport Choice – Guidelines for planning and development (DUAP 2001), and
- (b) The Right Place for Business and Services – Planning Policy (DUAP 2001).

A PP may be inconsistent with this direction if it is:

- Justified by a strategy which:
 - Gives consideration to the objectives of the direction;
 - Identifies the land which is the subject of the PP; and
 - Is approved by the Department of Planning; or
- Justified by a study prepared in support of the planning proposal which gives consideration to the objectives of this direction; or

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

-
- In accordance with the relevant Regional Strategy, Regional Plan or Sub-Regional Strategy prepared by the Department of Planning which gives consideration to the objective of this direction; or
 - Is of minor significance.

In the assessment of Direction 3.4 the proponent has stated that the PP is consistent with Direction 3.4 because the proposal provides homes close to the Kiama town centre and efficiently and safely connected to local roads and pathway networks. The proponent states that the proposal will facilitate a new bus route and 3 new bus stops. No 'in principle support' from Transport NSW or Premier Illawarra, for the inclusion of this area in a bus route, has been provided with this PP. The site is not proximate to existing employment and commercial areas, public transport, schools etc. The PP is inconsistent with Direction 3.4.

Direction 5.10 – Implementation of Regional Plans states that a PP must be consistent with a Regional Plan released by the Minister for Planning. A PP may be inconsistent with this direction if it is:

- Is of minor significance, and
- The planning proposal achieves the overall intent of the Regional Plan and does not undermine the achievement of its vision, land use strategy, goals, directions or actions.

In the assessment of Direction 5.10 the proponent has stated that the PP is consistent with Direction 5.10 because the proposal is consistent with ISRP. As discussed above, the PP is inconsistent with the ISRP as it is premature/inconsistent with the legislative strategic process. The ISRP commits to a process for considering housing supply and does not nominate particular locations for additional supply. This site has therefore not been identified by the ISRP or the ISUDP and is therefore inconsistent with the ISRP.

The ISRP talks generally about protecting environmental values. The PP indicates that a full Biodiversity Assessment Methodology assessment has been undertaken. A review of the PP does not support this statement. The PP is inconsistent with Direction 5.10.

Direction 6.2 – Reserving Land for Public Purpose states that a PP must not create, alter or reduce existing zonings or reservations of land for public purposes without the approval of the relevant public authority and the Director-General of the Department of Planning. A PP may be inconsistent with this direction if:

- the provisions of the planning proposal that are inconsistent with the terms of this direction are of minor significance.

In the assessment of Direction 6.2 the proponent has stated that the PP is consistent with Direction 6.2 because the proposal does not create, alter or reduce existing zonings or reservations of land for public purposes. This is in fact not the case. The PP includes rezoning areas of the site to RE1 Public Recreation which is considered to be creating land for public purposes. Council's Subdivision & Development Engineer has raised concerns around the design and ongoing maintenance of the

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

onsite detention basins to be located in proposed RE1 zoned areas. The PP is inconsistent with Direction 6.2.

State Environmental Planning Policies Compliance Assessment

The submitted PP incorrectly states consistency with a number of *State Environmental Planning Policies* (SEPPs) that are either not application or not relevant. The following SEPPs are incorrectly referred to in the submitted PP:

SEPP	Reason SEPP not relevant
No 44 – Koala Habitat Protection	Does not apply in the Kiama LGA
Affordable Rental Housing 2009	Does not include any considerations for PPs
Building Sustainability Index: BASIX 2004	Does not include any considerations for PPs
Exempt and Complying Development Codes 2008	Does not include any considerations for PPs
Educational Establishments and Child Care Facilities 2017	Does not include any considerations for PPs
Housing for Seniors or People with a Disability 2004	Does not include any considerations for PPs
Infrastructure 2007	Does not include any considerations for PPs
Draft – Rural Lands and Primary Production	Does not include any considerations for PPs

Only SEPP No 55 – Remediation of Land and SEPP (Rural Lands) 2007 apply to this PP. The PP is generally consistent with SEPP No 55 as it is agreed that remediation of the site, for residential purposes, can occur prior to the site being used for residential purposes. It should be noted that the submitted 'Limited Environmental Assessment' states that:

Further investigation at each potential area of environmental concern (PAEC) is warranted to characterize and delineate possible contamination as per the recommendations of Section 5.2. An intrusive investigation would confirm the suitability of these areas for the proposed development and determine if remedial action is required to manage human health and environmental risk.

The PP is not accompanied by a report specifying the findings of a preliminary investigation of the land carried out in accordance with the contaminated land planning guidelines. The comment above suggests that a more detailed report is required to determine what areas of the site are suitable for residential development. Should Council, or the JRPP, endorse the PP for Gateway Determination, it is recommended that a more detailed report, carried out in accordance with the contaminated land planning guidelines, be undertaken to determine the areas of the site that are suitable for future residential development.

The PP is inconsistent with the Rural Planning Principles and Rural Subdivision Principles contained within SEPP (Rural Lands) 2008.

Rural Planning Principles

The Rural Planning Principles are as follows:

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

-
- (a) *the promotion and protection of opportunities for current and potential productive and sustainable economic activities in rural areas,*
 - (b) *recognition of the importance of rural lands and agriculture and the changing nature of agriculture and of trends, demands and issues in agriculture in the area, region or State,*
 - (c) *recognition of the significance of rural land uses to the State and rural communities, including the social and economic benefits of rural land use and development,*
 - (d) *in planning for rural lands, to balance the social, economic and environmental interests of the community,*
 - (e) *the identification and protection of natural resources, having regard to maintaining biodiversity, the protection of native vegetation, the importance of water resources and avoiding constrained land,*
 - (f) *the provision of opportunities for rural lifestyle, settlement and housing that contribute to the social and economic welfare of rural communities,*
 - (g) *the consideration of impacts on services and infrastructure and appropriate location when providing for rural housing,*
 - (h) *ensuring consistency with any applicable regional strategy of the Department of Planning or any applicable local strategy endorsed by the Director-General.*

Item 10.5

The submitted PP outlines that an assessment, against the Important Agricultural Lands (IAL) assessment criteria specified by the NSW Department of Primary Industries' 'A guideline to identifying important agricultural lands in NSW', will be carried out post Gateway Determination and prior to public exhibition. As this assessment has not been carried out Council is unable to determine if the site contains rural lands of regional significance. The PP seeks to reduce the amount of rural land that is currently used for productive activities.

Under Action 4.1.1 of the Illawarra Shoalhaven Regional Plan 2036, the State government has agreed to "map land that is highly suitable for agriculture and industries to better inform strategic and local planning processes". This initiative is identified as a short term priority under the ISRP 2036 Implementation Plan 2017-2019, meaning that it is scheduled to be actioned by the end of 2020 (i.e. 5 years from the release of the Plan). This piece of work would be an important input into the identification of any future urban expansion areas beyond the KUS if deemed necessary.

It is also acknowledged that the PP would expand the areas that could be considered for seniors housing under the provisions of the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*. This SEPP enables seniors living development to occur on rural land if it adjoins land zoned primarily for urban purposes (i.e. residential etc.). It is the provision of this SEPP that enabled the creation of the Seaview Estate, which adjoins this site.

Rural Subdivision Principles

The Rural Subdivision Principles are as follows:

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

-
- (a) *the minimisation of rural land fragmentation,*
 - (b) *the minimisation of rural land use conflicts, particularly between residential land uses and other rural land uses,*
 - (c) *the consideration of the nature of existing agricultural holdings and the existing and planned future supply of rural residential land when considering lot sizes for rural lands,*
 - (d) *the consideration of the natural and physical constraints and opportunities of land,*
 - (e) *ensuring that planning for dwelling opportunities takes account of those constraints.*

This PP will increase the existing interface between residential and rural land, which in turn will increase the potential for rural land use conflicts. As discussed above, it would seem inappropriate and premature at this time to rezone sites that are not included in the KUS until Council has finalised its LSPS setting out an agreed strategic direction for the Municipality and the State Government has identified regionally important agricultural lands. In this regard it is considered that planning for rural lands, to balance the social, economic and environmental interests of the community has not yet occurred and that therefore consideration of the nature of existing agricultural holdings and the existing and planned future supply of rural residential land when considering lot sizes for rural lands cannot yet occur.

It is considered that the PP is inconsistent with Rural Planning Principles and Rural Subdivision Principles contained within SEPP (Rural Lands) 2008 and therefore is inconsistent with the SEPP (Rural Lands) 2008.

Heritage

The applicant has provided both Aboriginal due diligence advice and a heritage assessment of the site.

The due diligence assessment advises that although part of the land is located on a ridgetop and has a number of minor watercourses, the shallow soils combined with the history of agricultural uses would suggest that any surface or sub-surface sites have been either disturbed or destroyed.

This conclusion is rather dismissive of the archaeological potential of the area and it is recommended that a more detailed inspection of the site be undertaken to identify any potential relics.

The site is not mapped as a heritage site in the Kiama LEP 2011, however there are a number of dry stone walls within the site that are listed within Schedule 5 of the Kiama LEP 2011. The walls are variable in condition, ranging from 100% intact to almost non-existent. The proposed works have the potential to impact the dry stone walls and, if the PP is supported, every effort should be made to preserve them and incorporate them into an appropriate subdivision design. Where this cannot be achieved, materials should be used to rebuild existing walls or incorporate them into a feature within public open space in the subdivision.

Stage 1 Site Contamination Report

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

The report identified that there are a number of areas of the sites that may contain low levels of contamination due to the agricultural land use history of the site.

Should Council, or the JRPP, endorse the PP for Gateway Determination, it is recommended that a more detailed report, carried out in accordance with the contaminated land planning guidelines, be undertaken to determine the areas of the site that are suitable for future residential development.

Traffic Impact Assessment

Cardno completed a Traffic Impact Assessment (TIA) which is an appendices to the PP. It concluded that the local road network, together with some improvements to the site access, has the capacity to accommodate the additional vehicle, pedestrian and cycle movements anticipated to be generated by the development.

Comment

Council's Development Engineer has been consulted and provided the following comments in regards to the road network:

- Distances to key facilities such as the high school and railway station appear to be from the closest point of the site. The distance to the primary school does not appear to have been provided. An average distance should be provided from the centre of the site to demonstrate the sites remoteness from key facilities.
- The site is not serviced by any public transport. The proposal outlines the provision of a bus service. Bus companies will need to be consulted with in regard to their requirements for road widths and stopping locations.
- The proposal incorporates Crown Road Reserves. Council will need to agree to take on the responsibility as the Roads Authority. The current owner of the road reserve should provide their consent for the lodgement of the Planning Proposal.
- The site is constrained with steep topography. Creating compliant roads will require a large amount of cutting and filling and/or retaining walls. The proposal is likely to be inconsistent with Clause 6.2 of Kiama LEP 2011.
- The applicant has not provided a design in which detailed comment can be provided on suitable road widths.
- The traffic study is based on a proposal for 400 dwellings. It's unsure as to whether the report takes into account potential dual occupancy developments. Other documentation in the proposal details medium density development, seniors living and shops. The report needs to be clarified.
- The proposal is unclear of the proposed intersection treatment between proposed and public roads. Council as the Roads Authority needs to approve connections into the public road network before any approval is granted to increase traffic.
- A 'no through road' is proposed within the bushfire affected area. This is inconsistent with RFS guidelines.

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

Bushfire

The PP included a bushfire assessment of the site identified that some of the proposed lots in the north-east corner of the site will fall within bush fire prone land. The report concluded that the proposal can satisfy the requirements of the relevant Ministerial Directions and 'Planning for Bush Fire Protection 2006'.

The adequacy of the bushfire assessment would need to be considered by the RFS. It is noted that a proposed 'no through' road and the fact that Asset Protection Zones appear to be identified over areas proposed as a E3 Zoning may be inconsistent with 'Planning for Bush Fire Protection 2006'.

Flooding and Stormwater

The site is located within the Spring Creek catchment which is approximately 5.8km² in area. Surface water drains into a number of minor watercourses that traverse the site before flowing into Spring Creek to the north of the site. A Water Cycle Management Report was submitted with the application. The area to be developed within the site is located above the 100 year Annual Recurrence Interval (ARI) and Probable Maximum Flood (PMF) events.

Substantial drainage works will need to be undertaken as part of any future subdivision works and will need to incorporate Water Sensitive Urban Design (WSUD) methods and techniques.

Council's Development Engineer has provided the following comments regarding flooding and stormwater:

- The On-Site Detention (OSD)/Bio-Basins in Water Cycle Management Plan appear inconsistent with and conflict with proposed road and lot layouts.
- OSD/Bio-Basins are generally constructed off-line. OSD 1 & 2 appear to be on-line. The OEH will need to approve of this.
- Proposal indicates some lower order streams to be filled in order to facilitate lot creation. Proposal is therefore inconsistent with Clause 6.4 & 6.5 of Kiama LEP 2011. The OEH will need to approve of any filling of creeks.
- There will be an economic impact to Council managing 4 x separate OSD/Bio-Basin.

Services Feasibility Assessment

The applicant has conducted their own feasibility assessments covering water, sewer, electricity, gas and telecommunications. With the exception of gas, the report concludes that all other essential infrastructure is in place and can be extended or augmented to accommodate the development.

Council's normal practice is for applicants to obtain services feasibility assessment from Sydney Water and Endeavour Energy to support their application. This is outlined on the application form when submitting the application. Submission of a feasibility assessment from the relevant service provider gives a greater level of certainty that there is sufficient capacity with their own networks to accommodate the proposed development. In this case the applicant has chosen to undertake their own

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

assessment which is not consistent with standard practice. As such, the capacity of the existing networks to cater for the proposed development remains unknown.

Council is therefore not satisfied that full urban utility services are able to be provided to the site.

Rural Lands Assessment

The land is not identified on the Biophysical Strategic Agricultural Land map and is currently used for low intensity cattle grazing. The lands would be consistent with Class 3 Agricultural land due to the slope and soils type present at the site.

The submitted PP outlines that an assessment, against the Important Agricultural Lands (IAL) assessment criteria specified by the NSW Department of Primary Industries' 'A guideline to identifying important agricultural lands in NSW', will be carried out post Gateway Determination and prior to public exhibition. As this assessment has not been carried out Council is unable to determine if the site contains rural lands of regional significance. The PP seeks to reduce the amount of rural land that is currently used for productive activities.

It is also acknowledged that the PP would expand the areas that could be considered for seniors housing under the provisions of the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*. This SEPP enables seniors living development to occur on rural land if it adjoins land zoned primarily for urban purposes (i.e. residential etc.). It is the provision of this SEPP that enabled the creation of the Seaview Estate, which adjoins this site.

This PP will increase the existing interface between residential and rural land, which in turn will increase the potential for rural land use conflicts. As discussed above, it would seem inappropriate and premature at this time to rezone sites that are not included in the KUS until Council has finalised its LSPS setting out an agreed strategic direction for the Municipality and the State Government has mapped regionally important agricultural lands as it has committed to under Section 4.1.4 of the ISRP.

This PP is not in accordance with the Regional Plan (see commentary above), and this PP is not of minor significance. In the assessment of Direction 1.2 the proponent has stated that:

...the capabilities of the land to support residential use as well as achieve environmental enhancement, riparian protection and establishment of a long term rural-urban buffer have been well supported by evidence based studies...

The objective of Direction 1.2 is to protect the agricultural production value of rural land. The statement above does not give consideration to these objectives. No other assessment, giving consideration to these objectives, has been provided. The PP is inconsistent with Direction 1.2.

With a site area of approximately 38ha, the land would be suitable for consolidation into a single allotment to allow for improved agricultural viability and also the possible construction of a dwelling house (subject to a Clause 4.6 variation).

Visual Amenity

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

The applicant has submitted a visual analysis which concluded that the site sits in a “*high quality visual catchment on account of the dominant features being the Escarpment and Saddleback Mountain. However, while the broader environment is of high visual quality it is also highly modified at a finer-grained (sic) which adds further visual interest and character*”.

The PP would extend residential development further west than the existing western interface. This would increase the amount of residential development that is visible beyond the ‘Cedar’ ridgeline. Outcomes from the phase 1 community engagement forums held in November 2018 and from the recently completed community satisfaction survey will inform the development of potential policy settings for a draft LSPS. Outcomes from these engagement processes indicate that the Kiama community highly value the natural environment, agricultural lands, scenic landscapes and existing urban character of the Municipality. Extending residential development further west than the existing western boundary would be contrary to community values.

Other Matters

Other comments have been made in the submitted PP that have not been adequately justified. The PP aims to rezone the site to a mix of residential zones, including R2 Low Density Residential, R3 Medium Density Residential and R5 Large Lot Residential zones, along with land reserved for Seniors Living, Environmental Conservation zones and areas of public open space.

No justification has been provided for the inclusion of R3 Medium Density Residential zoned areas. The site is not proximate to existing employment and commercial areas, public transport, schools etc. that would normally render an area suitable for medium density housing.

As discussed above, it is acknowledged that the PP would expand the areas that could be considered for seniors housing under the provisions of the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*. This SEPP enables seniors living development to occur on rural land if it adjoins land zoned primarily for urban purposes (i.e. residential etc.). It is the provision of this SEPP that enabled the creation of the Seaview Estate, which adjoins this site.

The submitted PP refers to the *Illawarra Regional Environmental Plan No 2 – Jamberoo Valley (IREP 2)*. IREP 2 was repealed in August 2016 and did not apply to the subject site. The submitted PP suggests that the KUS is in conflict with the IREP 2 as a justification for supporting this proposal. The IREP 2 became a deemed Environmental Planning Instrument in July 2009. This is mentioned, as with the proclamation of the *Kiama Local Environmental Plan (LEP) 2011* in December 2011, all local environmental plans and deemed environmental planning instruments applying to the land to which the LEP 2011 applies ceased to apply within the Kiama LGA. The IREP No 2 was formally repealed by the DPE in August 2016. With the IREP 2 no longer applicable, the Kiama Urban Strategy (KUS) 2011 is the document that provides policy guidance in regard to future boundaries of Jamberoo village.

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

The submitted PP references recent planning decisions relating to Jamberoo as justification for this proposal. Planning decisions relating to Jamberoo are not relevant to this PP.

The submitted PP references non-compliance with provisions of Chapter 20 – Site Specific Controls for West Kiama Urban Release Area of the DCP as justification for this proposal. DCP provisions that apply to adjoining residential areas are not a relevant argument to support the rezoning of this site.

The public benefit claims made in the submitted PP are also refuted. Most of the identified proposed infrastructure and public improvements would be required in order to support any development of this nature. These public benefit claims are not a relevant argument to support the rezoning of this site.

Plan Making Delegation

Council has received plan making delegation under Section 3.36 of the Environmental Planning and Assessment Act 1979. Should Council, or the JRPP, endorse the PP for Gateway Determination, it is recommended that Council request plan making delegations.

Conclusion

The subject land has not been identified as suitable for residential development in previous strategies and is considered to be inconsistent with the Kiama Urban Strategy, Kiama Planning Proposal Policy and the NSW Governments 'Guide to Preparing Planning Proposals'.

Although it is recognised that the KUS is not endorsed in its entirety by the NSW DPE, the sites identified as suitable for residential development were supported. As discussed, there are numerous development sites that have not yet been developed in the LGA.

The Government has established that the LSPS is the appropriate approach to set the strategic planning agenda for local government areas. Once the LSPS is in place, it will inform the review of the Kiama LEP 2011, DCP 2012, Community Strategic Review (scheduled for 2020-21), and potentially the KUS. It would seem inappropriate and premature at this time to rezone sites that are not included in the KUS until Council has finalised its LSPS setting out an agreed strategic direction for the Municipality.

It is recommended that the PP not be supported as the PP:

- Misrepresents the current potential housing supply from strategically identified greenfield release areas;
- Is inconsistent with the Illawarra-Shoalhaven Regional Plan 2015;
- Is inconsistent with the Kiama Urban Strategy 2012;
- Is inconsistent with Council's Planning Proposal Policy;
- Is inconsistent with Ministerial Direction 1.2 – Rural Lands;
- Is inconsistent with Ministerial Direction 1.5 – Rural Zones;

Report of the Director Environmental Services

10.5 Planning Proposal - Land Adjoining Greyleigh Drive and Old Saddleback Road, Kiama (cont)

-
- Is inconsistent with Ministerial Direction 2.1 – Environmental Protection Zones;
 - Is inconsistent with Ministerial Direction 3.4 Integrating Land Use and Transport;
 - Is inconsistent with Ministerial Direction 5.10 – Implementation of Regional Plans;
 - Is inconsistent with Ministerial Direction 6.2 – Reserving Land for Public Purposes;
 - Is inconsistent with *State Environmental Planning Policy (Rural Lands) 2008*;
 - Would expand the areas that could be considered for seniors housing under the provisions of the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*;
 - Would extend residential development further west than the existing western boundary, contrary to community values;
 - Would increase the existing interface between residential and rural land, which in turn will increase the potential for rural land use conflicts; and
 - Would create medium density residential development on a site is not proximate to existing employment and commercial areas, public transport, schools etc.

Backsaddle and Wallace Planning Proposal

Old Saddleback Road and Greyleigh Drive, Kiama

8201806901

Prepared for
Backsaddle Pty Ltd and Mr. Chad Wallace

26 September 2018



Item 10.5

Attachment 1





Executive Summary

The Site is located north of Old Saddleback Road and west of Greyleigh Drive, Kiama. The site is mostly cleared and has a long history of low intensity grazing. The land adjoins urban residential land to the north east, east and south east and is within the Spring Creek catchment which includes rural, environmental protection and residential land uses.

A master planned project is being created for the site which takes into account the capabilities of the site and its broader context. The master plan includes restoration and management of heritage items and riparian corridors, long term stewardship of land with environmental assets, new residential land to deliver innovative and diverse housing with exceptional environmental performance targets and a range of public benefits for existing and new community members.

To facilitate the master plan, a Planning Proposal is required to amend provisions of Kiama Local Environmental Plan, 2011 (KLEP 2011). Changes are required to the land use zones and controls for minimum lot size, building height and floor space ratio. Land subject to environmental protection zones is to be increased. These proposed LEP changes have been selected to deliver best practice in planning, environmental management and design based on evidence. A site specific DCP is also proposed to facilitate finer-grained sustainability features, building envelopes best suited to the site and a high standard of public domain infrastructure.

Supporting studies have been undertaken to best inform the master plan and further investigations are anticipated to refine the delivery of an outstanding comprehensive development program. The master plan will set a commendable precedent for greenfield development in Kiama.

A fundamental aim of this project is to deliver real-life, day-to-day benefits to the local community and to the environment. It is clear from the comprehensive nature of this report and supporting studies that this project devotes exceptional effort to demonstrate that it is NOT just another contributor to the sprawling edge of a town.

Summary of Master Plan and Planning Proposal

The master plan includes:

- > an environmental stewardship lot containing land for ongoing environmental restoration and management
- > new areas of public open space
- > networks of public pathways and new roads integrated with the existing residential neighbourhood
- > a new bus route servicing West Kiama
- > a mix of housing types including medium density, seniors housing, low density and large lot housing

A Concept Plan is contained in **Section 3.13**. The lot size distribution is based on a detailed assessment of land capabilities, the protection of riparian lands and heritage items, benefits and synergies with existing surrounding land uses and efficient layout of infrastructure. Lot size has also been selected to establish a rural-urban interface of long term integrity to set a new standard for Kiama LGA and address the urban design challenge of 'how to define the urban edge'.

The environmental lot will deliver rehabilitation and conservation as part of an innovative and long term stewardship arrangement that is also culturally relevant.

The following intentions are embodied in the preliminary concept plan:

- > Apply Zones E2 Environmental Conservation and a Biodiversity Layer to land ground-truthed as containing vegetation of riparian and habitat value
- > Set separation distances for asset protection zones and heritage listed dry stone walls to make these features into community assets
- > Nominate landscaped setback areas from Old Saddleback Road, Seaview Estate and Greyleigh Drive to improve the public domain and relationship with neighbouring properties
- > Apply Zone R5 Large Lot Residential to establish buffers of high integrity to the rural/urban interface
- > Identify land suitable for a range of lot sizes and housing types suitable to delivery housing diversity and affordability including land suited for an aged care provider and a community wellness centre



- > Establish a perimeter public road for the edges of the site that adjoin rural land and riparian protected lands for:
 - Public access and views of riparian lands and rural lands
 - Installation of design elements that protect outlooks to rural and riparian lands
 - a style of fencing that best fits a rural or environmental interface
 - street trees to enhance and frame the outlook from the public road
 - utilities and services on urban land to protect the edge to rural lands
 - Bushfire hazard management and protection for the broader community
- > Create new public open space reserves with a variety of recreational experiences of exceptional standard
- > Enhance the existing public spaces and broad footpath reserve to Greyleigh Drive with an accessible shared path, street furniture, new landscaping and public assets.

Enhanced Conservation Outcome

Key elements of the proposal are conservation stewardship and sustainability targets. A Vegetation Management Plan (VMP) implemented by a permanent land stewardship arrangement is intended to apply to an environmental lot to optimise the conservation outcomes. This approach removes the management and funding burden from Council or Government agencies. Stewardship is a robust long term management structure to achieve conservation outcomes. Stewardship is vital to protecting vegetation from future development pressure.

The capital works within the environmental lands would be undertaken by the developer during the civil subdivision works. The extent of works, remediation and planting would be identified through a VMP with a five year establishment period. Planting would be reflective of the endemic ecological communities within and surrounding the site. Costs for the capital works and 5 year maintenance will be incorporated into a Voluntary Planning Agreement (VPA).

Affordable Housing and Housing Diversity

The Social Economic Assessment (see **Appendix I**) and the Housing Supply Analysis (see **Appendix J**) conducted to inform this Planning Proposal demonstrate housing affordability is a persistent and worsening issue in Kiama LGA.

One intention of this application for a Planning Proposal and the master planned project is to make genuine and innovative long term improvements to address local housing affordability. Mechanisms for delivery include variety in housing form and tenure, partnerships with local providers for discount pricing structures and design guidelines to reduce assessment timeframes and achieve lifetime operational savings.

Public Benefits

The public benefits from the proposal are to be established by way of a Voluntary Planning Agreement (VPA) in conjunction with the development contributions under Council's adopted Contributions Plan.

A letter of offer to enter into a VPA accompanies the application for a Planning Proposal and a copy of the letter is included in **Appendix L**.

Public benefits to be investigated and negotiated with Council as part of the VPA include:

- > new public open space
- > improvements to existing parks
- > new shared pathways
- > viewing areas
- > street trees and street furniture
- > riparian habitat restoration
- > water quality improvements



- > restoration and protection of heritage items and improvements to the road network
- > road design to include provisions for a new bus route and bus stops
- > improvements to the tourist stop in Old Saddleback Road.

Summary

The studies undertaken within this Planning Proposal to date show the Site is suitable to accommodate the master planned project. The proposal would facilitate residential development, public spaces and infrastructure and environmental conservation with enhanced community, economic and environmental outcomes for the site and the broader Kiama locality.

The conservation benefits improve the habitat qualities of the site and the broader catchment in terms of biodiversity, visual amenity and water quality. The proposal will transform currently degraded non-native pasture into contiguous areas of high value native vegetation protecting watercourses and improving the Spring Creek landscape.

The lot layout, setbacks and building envelopes manage bushfire risks, make heritage items into community assets, protect views and outlooks from neighbouring properties and establish a robust rural/urban buffer.

Furthermore, the proposal will create outstanding new home opportunities consistent with strategic objectives of the State Government and the anticipated and necessary shifts in the strategic planning of land uses in Kiama.

The Planning Proposal application is a catalyst for a range of positive social, economic and environmental benefits to the local community. It will set an outstanding precedent for Greenfield sites in Kiama LGA.

10.6 CCTV Camera System Quotes for Kiama Downs Shopping Strip

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 provides quotes for the supply and installation of a CCTV camera system at the Kiama Downs shops.

Finance

Depending on the chosen solution the cost will be between \$17,500 and- \$166,000.

Policy

Kiama Municipal Council CCTV Policy.

Communication/Community Engagement

N/A

Attachments

1 Kiama Downs shopping strip public CCTV system quotes [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council proceed to investigate design options 3 and 4 in more detail and that a further report be prepared for Council's consideration. Budget allocation for a Council resolution would need to be considered at that time.

BACKGROUND

At Council's September 2018 meeting, the below motion was carried:

Motion***Committee recommendation That Council:***

- 1. Investigate a location for the provision of CCTV cameras for the Kiama Downs shopping centre and adjacent car park located in Johnson Street, Kiama Downs.*
- 2. Investigate new technology to provide the CCTV cameras.*
- 3. request two quotes to provide an accurate costing to supply and install CCTV.*
- 4. apply for State and Federal Government Grants to provide CCTV coverage.*

Report of the Director Environmental Services

10.6 CCTV Camera System Quotes for Kiama Downs Shopping Strip (cont)

This report is in response to this motion and provides the relevant quotes, qualifications and recommendations (de-identified). It should be noted that Council has not made any budget provision as yet for whatever resolution Council endorses.

Council's Manager Community and Cultural Development requested 2 CCTV system suppliers to provide quotes for 3 design options:

- 1) Fixed pole with 5 cameras, solar powered with storage of images at the cameras.
- 2) Fixed pole with 5 cameras, solar powered with radio link to the Surf Club to store images on a server.
- 3) Fixed pole with 5 cameras with a fibre link to the Surf Club to store images on a server with power provided to the pole via the conduit pathway (Council to install conduit pathway).

While the 2 suppliers have now provided quotes, they have not adhered strictly to the above design options asked to quote against. However, enough information is provided for Council to determine if pursuing the supply and installation of a system is value for money and what type of system is best suited.

Attached is a table that sets out the quotes against the 3 design options and provides some qualifying information.

From the quotes, it can be seen that the cheapest 'up front' option is a camera system that is solar powered and records to a memory card in the cameras (**Design option 1**). However, this system would require someone to visit the site every 2 days (including weekends & public holidays) to review and retrieve any relevant footage before it is recorded over again; due to the limited capacity for storing such data intensive content as video. So while the upfront cost of this type of system is low, the ongoing operational costs are extremely high.

Design option 2 is based on solar power and a wireless link to either the Surf Club or the public toilets where a server can be housed to store the recorded images. The potential ongoing cost of maintaining solar equipment and batteries, plus the lack of potential to expand this system without significant additional capital costs, makes this option sit in the middle of value for money. In addition, wireless links are not the most secure or reliable solution to network camera signals to servers when compared to a fibre link. Plus, having a pole that includes cameras, solar panels and battery storage is the least aesthetically pleasing option.

Design option 3 is based on the same model as Council's Gerringong system – one pole with cameras and a fibre link to a server where the recorded images are stored.

The difference between the 2 quotes is because supplier 2's quote includes trenching and laying of conduits by them (i.e. not Council), but does exclude the supply and installation of the fibre.

Supplier 1's quote excludes the trenching and conduit pathway on the assumption Council could do this work much cheaper than a contractor (the Kiama CBD system was expanded to the Kiama Harbour where Council laid the conduit pathway from Black Beach to the pole on Blowhole Point; which cost Council in the order of \$30,000), and supplier 1 supplied and fitted the fibre and camera system. Therefore

Report of the Director Environmental Services

10.6 CCTV Camera System Quotes for Kiama Downs Shopping Strip (cont)

the overall cost for design option 2 from supplier 1 would be around \$70,000 (excluding GST).

This option is recommended as the best and most cost efficient option over the longer term due to the lower maintenance and operational costs, plus the additional benefit of cheaper expansion if this is warranted in the future.

One additional option (**Design option 4**) for Council to consider is to offer the Kiama Downs shopping strip businesses a one-off subsidy (matched dollar for dollar) if they were to install/upgrade their own CCTV systems that included cameras covering the road and footpaths in front of their businesses. If that one-off subsidy was up to \$2,500 for each business (depending on the size of the CCTV system), this would cost Council at the most \$17,500, resulting in no on-going operational or maintenance costs for Council.

However, it should be anticipated that this may lead to an expectation from similar small groups of shops in the Municipality for the same type of financial subsidy. This may result in additional costs to Council initially, but could also save further capital and operational expenses, particularly if in the future Council was to agree to additional systems (Council has already received a request to consider installing CCTV systems in Jamberoo). This option (Design option 4) is likely to be the most cost effective strategy for Council to support CCTV systems to be installed at the most needed locations throughout the Municipality.

Council should consider that any expansion of the current CCTV systems will also increase ongoing maintenance and operational costs. For example, the Kiama CBD system has now been subject to 2 lighting strikes over the past 2 years. The damage from the lighting storm in November 2017 resulted in over \$80,000 worth of damage plus a significant human resource costs to assess, replace and manage the associated insurance claim. Consideration is currently being given to purchasing surge protection for the most at risk equipment, which is likely to cost over \$80,000. Any expansion of our current systems will only add to these operational and ongoing maintenance costs.

It is for these reasons that Council should recommend to investigate design options 3 and 4 in more detail and then submit a further report for Council's resolution.

Kiama Downs shopping strip public CCTV system quotes

Options	Supplier 1.				Supplier 2.			
	Quote	Exclusions	Notes	Comment	Quote	Exclusions	Notes	Comment
Design option 1) Recording at the camera	\$46,988	<ul style="list-style-type: none"> • Connection to any VMS Recording System • Ongoing Maintenance of Solar Panels or Batteries • Computer equipment 	<ul style="list-style-type: none"> • Recording to be by on board SD Card. Recording at 1080P resolution will only achieve approx 2 days recording • Review of Footage will be required to be done at the Pole 	Labour intensive to retrieve footage.	Not provided	N/A	N/A	N/A
Design option 2) Solar power with radio link	\$50,714		<ul style="list-style-type: none"> • Supplier makes no guarantee on Battery life or run times as batteries age • 240 V GPO at Toilet Block to be provided by others 	<p>Solar Powered installations will require ongoing maintenance for the Solar Panels and Batteries.</p> <p>Batteries will need to be replaced.</p> <p>Deep Cycle Batteries generally last from 2 to 5 Years and is dependent on the charging cycles.</p> <p>Solar pole will not be aesthetically pleasing due to the size of Battery</p>	\$72,000	<p>Exclusions:</p> <ul style="list-style-type: none"> - All Electric Lock Cut outs and Core Drilling. - Conduit in Slabs or ground. - Installation of Telephone lines, Mode 3 Sockets, ADSL Filters, and Modems etc. for remote monitoring. - Provision of Fire Trip or associated works. 	<p>Please note that the prices provided are based on current market values and are subject to change at any time. Should Council wish to proceed with the works the supplier would provide a firm quotation based on Council Specifications at current market value.</p>	

<p>Design option 3) Fibre link to building</p>	<p>\$37,717</p>	<p>Trenching</p> <ul style="list-style-type: none"> • In ground Conduits • Civil Works • 240 V works • Works outside normal hours 	<p>Kiama Council to provide Trenching, Conduit and Pits from Toilet Block or Surf Club to Pole</p> <ul style="list-style-type: none"> • Kiama Council to provide 240V GPO at Toilet Block 	<p>Enclosure and Solar Panels mounted on the Pole</p>	<p>\$166,000</p>	<p>- Supply and installation of all 240V GPO's required for these works. - Any core holes between floors. - Surge Protection and filtering. - Network Switches. - Fibre Works. - Fibre Backbone and Fibre Equipment. - High Level Integration. - Chasing, Patching, Trenching.</p>	<p>Our estimated price for the supply and installation of all CCTV security devices listed above is including excavation works</p>	
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10.7 Allocation of Additional Budget to Complete Photogrammetry Associated with the Development of the Kiama Coastal Management Program

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 10.7

Summary

In a confidential report to Council's December 2018 Council meeting, it was flagged that a future report would be submitted based on confirmation of costs associated with the completion of the photogrammetry for the development of the Kiama Coastal Management Plan (CMP). The costs associated with the completion of the photogrammetry have been received by Council and indicate that a further allocation of budget will be required. This report recommends that Council allocate the extra funding required to undertake the photogrammetry for the Kiama LGA to enable the successful development of the Kiama CMP.

Finance

The shortfall in remaining project funds compared with costs to undertake the photogrammetry have been calculated at \$15,050 GST exclusive. This leaves a required 50% funding allocation of \$7,525 from Kiama Council and 50% funding allocation of \$7,525 from the Office of Environment and Heritage (OEH).

Council will need to resolve to allocate the required funding prior to a variation to the funding amount being submitted to the OEH for assessment and determination.

Policy

Preparation of a CMP over the next 3 years will provide Council with the essential data and analysis to assist in the future management of the coastal zone, and inform strategic planning and the development of policy for areas of the coastal zone. A key component of this will be identifying and mapping coastal hazards to determine coastal vulnerability areas to inform and manage current and future coastal hazard risks.

Communication/Community Engagement

The development of the CMP over the next 3 years will include community engagement as appropriate.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

Report of the Director Environmental Services

10.7 Allocation of Additional Budget to Complete Photogrammetry Associated with the Development of the Kiama Coastal Management Program (cont)

That Council resolve to add \$15,050 to the 2018/19 budget (50% of which to be funded by the Office of Environment and Heritage) to undertake the Kiama Coastal Management Program.

BACKGROUND

Kiama Council will be undertaking the development of the Kiama CMP, in line with the requirements of the NSW Coastal Management Manual. Historical photogrammetry is a critical component of the development of the probabilistic modelling and analysis required to determine hazards and risks associated with the coastal zone. Photogrammetry costs have been sourced to inform the project budget. There is a minimal shortfall in current project funding which will need to be allocated by Council prior to seeking matching funding from the OEH through a formal variation to the project amount.

Item 10.7

11 REPORT OF THE DIRECTOR CORPORATE & COMMERCIAL SERVICES

11.1 Statement of Investments - January 2019

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 January 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 Statement of Investments - January 2019 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council receive and adopt the information relating to the Statement of Investments for January 2018.

BACKGROUND

Attached is a copy of the Statement of Investments for January 2018.

Investment commentary

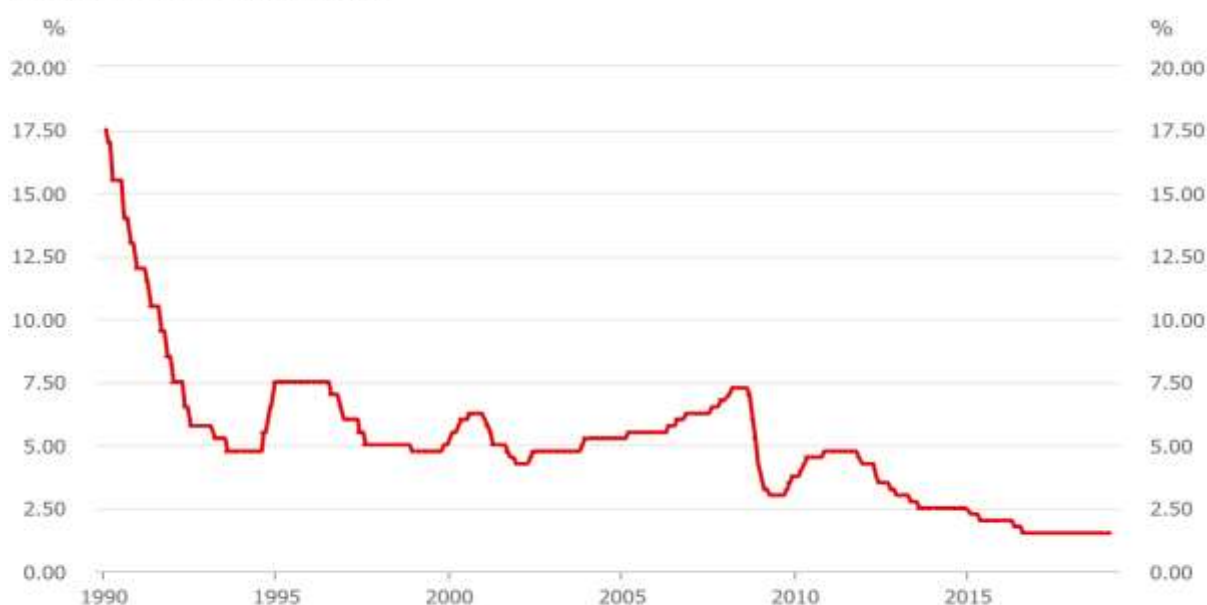
Council's direct investments are often rolled over on maturity with the same financial institution, if competitive, and based on whether funds are required for operations.

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 6 February 2019 has seen the cash rate unchanged at 1.50%. “*The low level of interest rates is continuing to support the 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, 6 February 2019)

Graph of the Cash Rate



Source: RBA

The National Australia Bank is quoting the following term deposit rates:

3 Months	6 Months	9 Months	12 Months	36 Months
2.68%	2.70%	2.71%	2.72%	2.80%

As part of Councils medium-term investment strategy a Floating Rate Note has been added to the current portfolio. A Floating Rate Note (FRN) is a type of bond. Bonds are commonly called ‘fixed-income investments’. The interest payment is based on a fixed percentage above the BBSW, therefore referred to as ‘floating’ due to the BBSW rate being variable.

BBSW is an abbreviation for the ‘bank bill swap rate’. It is the wholesale interbank rate within Australia and is published by the Australian Financial Markets Association (AFMA). It is the borrowing rate among the country’s top market makers, and is widely used as the benchmark interest rate for loans.

Report of the Director Corporate & Commercial Services

11.1 Statement of Investments - January 2019 (cont)

Certification – Responsible Accounting Officer

I, Robert Owens, 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.



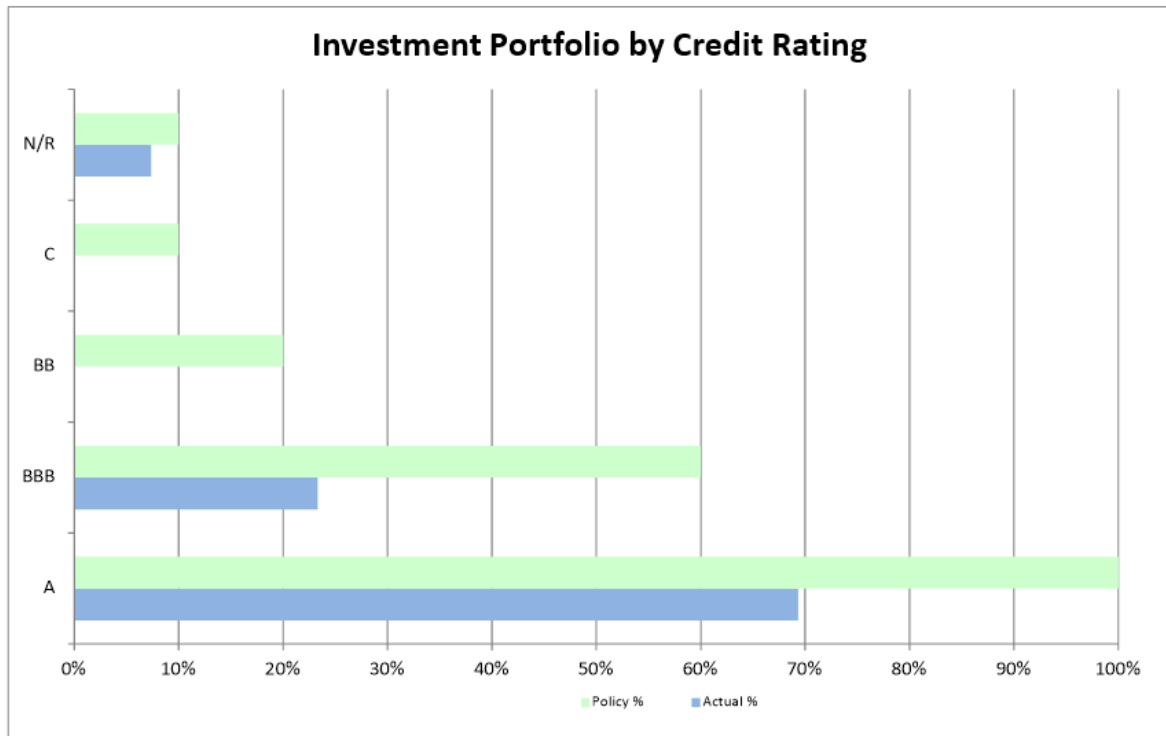
Item 11.1

(b) Council Investments as at 31 January, 2019

DIRECT INVESTMENTS: INSTITUTION	S & P RATING	MARKET VALUE \$	INVESTMENT TYPE	DATE LODGED	MATURITY DATE	TERM (DAYS)	RATE %
AMP	A	1,000,000	Term Deposit	21/11/18	22/05/19	182	2.65
AMP	A	2,000,000	Term Deposit	22/08/18	18/02/19	180	2.75
AMP	A	1,000,000	Term Deposit	12/12/18	09/09/19	271	2.75
AMP	A	500,000	Term Deposit	24/10/18	24/10/19	365	2.75
Beyond Bank	BBB+	1,000,000	Term Deposit	16/01/19	17/07/19	182	2.80
Bank of Qld	BBB+	1,500,000	Term Deposit	29/08/18	27/02/19	182	2.80
Bank of Qld	BBB+	1,500,000	Term Deposit	28/09/18	26/06/19	271	2.75
Bank of Qld	BBB+	1,000,000	Term Deposit	24/10/18	21/10/20	728	2.90
ING Bank (Australia)	A1/A	1,000,000	Term Deposit	02/11/18	21/10/20	719	2.88
Bank of Us	N/R	1,000,000	Term Deposit	14/09/18	13/02/19	152	2.85
Bendigo	BBB+	1,000,000	Term Deposit	09/01/19	10/07/19	182	2.65
Community Alliance Credit Union	N/R	1,000,000	Term Deposit	28/11/18	06/03/19	98	2.90
Community Alliance Credit Union	N/R	1,000,000	Term Deposit	28/11/18	13/03/19	105	2.90
ME Bank	BBB	1,500,000	Term Deposit	30/01/19	31/07/19	181	2.75
ME Bank	BBB	1,000,000	Term Deposit	23/01/19	24/07/19	182	2.73
NAB	AA-	1,000,000	Term Deposit	05/12/18	03/04/19	119	2.71
NAB	AA-	1,000,000	Term Deposit	10/12/18	10/04/19	121	2.71
NAB	AA-	2,000,000	Term Deposit	24/10/18	23/10/19	364	2.75
Suncorp	A+	1,000,000	Term Deposit	17/10/18	16/10/19	364	2.65
Suncorp	A+	1,000,000	Term Deposit	11/07/18	06/02/19	210	2.70
Newcastle Permanent FRN	BBB	1,000,000	Floating Rate Note	28/09/18	27/09/23	1825	3.37
Total Term Deposits		24,000,000					2.80
TcorpIM Cash Fund	AAA	3,127,855	Cash Fund			AT CALL	2.61%
Westpac	AA-	13,639,724	Bank Account	-		AT CALL	1.79
Total 'At Call' Funds		16,767,579					1.79
TOTAL CASH & INVESTMENTS		40,767,579					
					Average Rate- Jan 2019		2.48
					Average Rate- Jan 2018		2.52
TOTAL INVESTMENTS Dec 2018		33,750,750	17.21%	Change in total investment over prev 1 month			
TOTAL INVESTMENTS Jan 2018		41,326,509	-1.35%	Change in total investment over prev 12 months			

Note: The Westpac Bank Account balance shown above of \$13.64M includes deposits at month-end not processed to Council's financial system and excludes cheques that have not been presented.

Item 11.1
Attachment 1



Long Term Credit Ratings (S&P or Moodys or Fitch)	Policy Maximum	Current Holding %	Current Investment \$
A- to AAA	100%	69%	\$28,267,579
BBB- to BBB+	60%	23%	\$9,500,000
BB- to B+	20%	0%	\$0
C - CCC	10%	0%	\$0
Not Rated (N/R)	10%	7%	\$3,000,000
			\$40,767,579

Item 11.1

Attachment 1

(c) Application of Invested Funds

Restricted Funds:	Description	Value (\$)
Externally Restricted	S94 Developer Contributions	4,246,009
	Grants	486,156
	Domestic Waste	2,813,863
	Waste & Sustainability	403,006
Internally Restricted	Blue Haven ILU*	151,138
	Blue Haven Care-Residential*	1,417,602
	Risk Improvement Incentive	78,749
	Carer Respite Centre	1,216,663
	Land Development	3,823,466
	Waste Business Unit (Plant Replacement)	740,367
	Plant Replacement	2,160,252
	Employee Leave Entitlements	3,000,000
	S94 Recoupments	2,320,784
	Carry-over works*	2,647,981
	Holiday Parks	2,741,301
	Contingencies	779,730
	Computer	879,698
	Property Insurance	120,000
	Community Bus	365,086
	CACP	263,581
	Organisational Development	200,000
	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	113,149
Loan Funds	KACCOE Loan Drawdown unexpended	8,681,846
Unrestricted Funds:	Funds to meet current budgeted expenditure	238,152
TOTAL INVESTMENTS		40,767,579

Note:

The above Application of Invested Funds reflects audited balances as at 30 June 2018. Actual movement in these balances are recorded at the end of the financial year.

The Unrestricted Funds balance forms available cash to fund Council's ongoing budget operations.

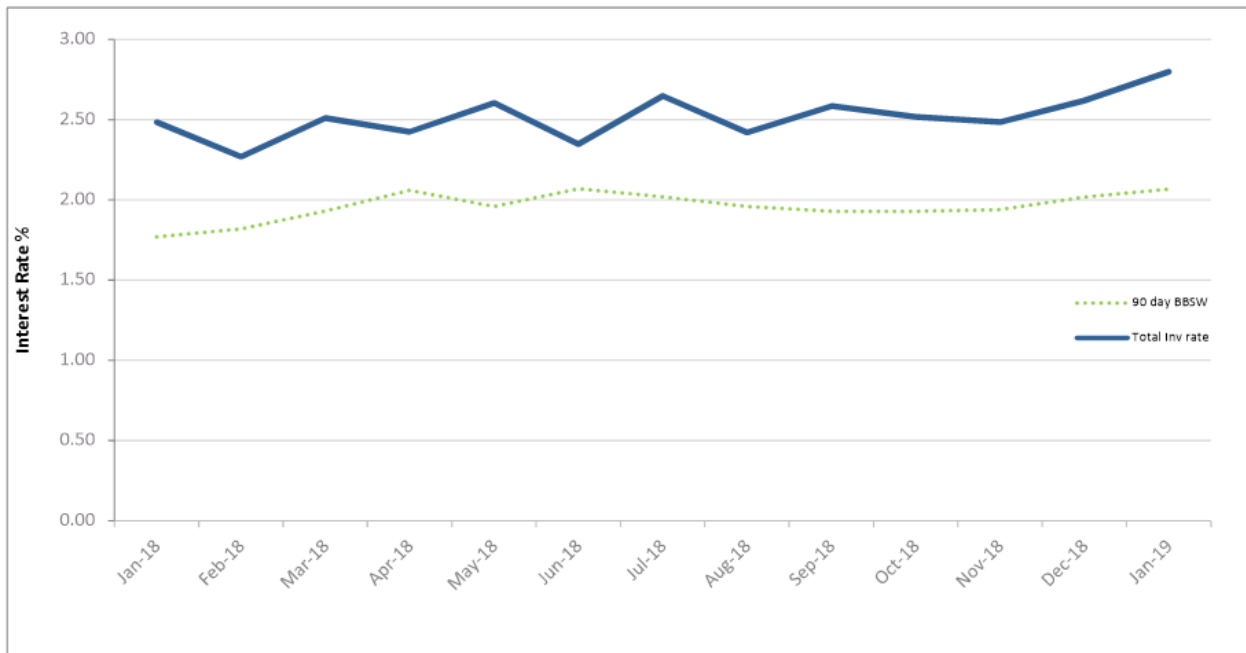
*Adjusted as expensed during financial year.

(d) Investment Portfolio Performance

Investment Performance vs Benchmark

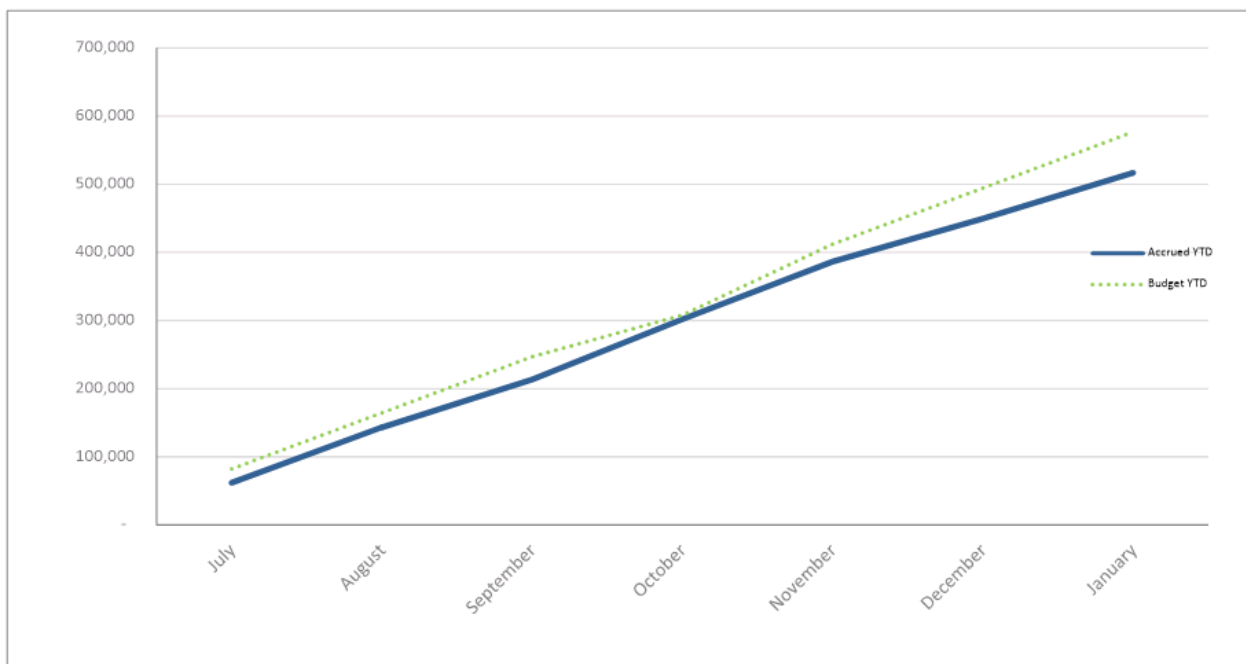
	Investment Portfolio Return (%pa)	Benchmark: BBSW 90 day Bank Bill Index (source RBA)
1 month	2.48	2.07
3 months	2.63	2.01
6 months	2.57	1.97
12 Months	2.52	1.98

Council Investment Performance Compared to Benchmark



Council has been able to consistently perform above the Reserve Bank 90 day Bank Bill Index.

Accrued Interest Compared to Budget as at 31 January, 2019



11.2 Financial Report for the period ending 31 December 2018

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

CSP Strategy: 4.1 Council is financially sustainable

Delivery Program: 4.1.1 Meeting and reporting against IPART/Fit for the Future benchmarks

Summary

That the revised budget for the period ending 31 December 2018 be received and adopted.

Finance

Variation to Council's 2017/2018 Budget

Policy

This report is a requirement under the Local Government Act 1993

Attachments

1 Quarterly Budget Review Statement as at 31/12/18 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council receive and adopt the revised budget for the period ending 31 December 2018.

BACKGROUND

In accordance with Clause 203 of the Local Government (General) Regulation 2005 the revised budget for the period is presented for Council's consideration. A detailed budget review statement will be tabled at the meeting. The statement provides for any variations, which have previously been approved by Council, and adjustments to income and expenditure items based on present trends to date.

Fit For the Future Criteria	Benchmarks	Original Budget 2018/19		Revised Budget as at 31/12/2018	
Operating Performance Ratio	>0%	0.74%	✓	0.67%	✓
Own Source Operating Revenue Ratio	>60%	60.2%	✓	60.5%	✓
Asset Maintenance Ratio	>=100%	102%	✓	102%	✓
Building & Infrastructure Renewals Ratio	>=100%	102.45%	✓	100.1%	✓
Debt Service Ratio	>0% <20%	9.25%	✓	8.33%	✓
Infrastructure Backlog Ratio	<2%	1.32%	✓	1.32%	✓
Real Operating Expenditure - Consolidated	Decreasing	Decreasing	✓	Decreasing	✓

Budget Review Report

Material variations to the budget are included in the following statements.

Summary of changes in the following reports: (\$,000)

Income & Expenses Statement - net decrease in revenue -21

Capital Budget Statement - net increase in expenditure 0

Attached are Revised Income Statement, Capital Budget Statement, Cash and Investments, Key Performance Indicators and Contracts & Other Expenses showing the material variances for the September quarter.

The Budget Review Report will be tabled at the meeting.

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Table of Contents	page
1. Responsible Accounting Officer's Statement	1
2. Income & Expenses Budget Review Statement's Income & Operating expenses	2
- Variation details	5
3. Capital Budget Review Statement	6
- Variation details	7
4. Cash & Investments Budget Review Statement	13
- Variation details	14
5. Key Performance Indicator (KPI) Budget Review Statement	15
6. Contracts & Other Expenses Budget Review Statement	17-18

Item 11.2

Attachment 1

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

31 December 2018

It is my opinion that the Quarterly Budget Review Statement for Kiama Municipal Council for the quarter ended 31/12/18 indicates that Council's projected financial position at 30/6/19 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____

date: 8/02/2019

Rob Owens
Responsible Accounting Officer

Item 11.2

Attachment 1

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2018

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Income						
Rates and Annual Charges	22,453	22,457	-		22,457	22,342
User Charges and Fees	18,441	18,742	78	1	18,820	10,481
Interest and Investment Revenues	823	823	-		823	450
Other Revenues	3,766	3,768	-		3,768	1,024
Grants & Contributions - Operating	9,246	9,252	14	2	9,266	4,639
Grants & Contributions - Capital	20,554	20,882	-		20,882	2,767
Net gain from disposal of assets	371	371	-		371	-
Total Income from Continuing Operations	75,653	76,294	91		76,386	41,703
Expenses						
Employee Costs	24,937	25,081	6	3	25,087	15,343
Borrowing Costs	160	160	-		160	60
Materials & Contracts	18,467	18,666	126	4	18,793	11,487
Depreciation	6,529	6,529	-		6,529	3,264
Legal Costs	135	137	-		137	214
Consultants	-	-	-		-	-
Other Expenses	3,408	3,395	(21)	5	3,375	2,097
Total Expenses from Continuing Operations	53,637	53,968	112		54,080	32,466
Net Operating Result from All Operations	22,016	22,326	(21)		22,305	9,237
Net Operating Result before Capital Items	1,463	1,444	(21)		1,424	6,469

Item 11.2

Attachment 1

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/18 and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2018

Income & Expenses - Blue Haven Aged Care Facility

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Income						
Rates and Annual Charges	-	-	-		-	-
User Charges and Fees	1,900	1,900	-		1,900	950
Interest and Investment Revenues	125	125	-		125	63
Other Revenues	14	14	-		14	2
Grants & Contributions - Operating	3,603	3,603	-		3,603	1,628
Grants & Contributions - Capital	-	-	-		-	-
Net gain from disposal of assets	-	-	-		-	-
Total Income from Continuing Operations	5,642	5,642	-		5,642	2,642
Expenses						
Employee Costs	3,877	3,884	-		3,884	2,303
Borrowing Costs	0	0	-		0	0
Materials & Contracts	1,170	1,194	-		1,194	811
Depreciation	228	228	-		228	114
Legal Costs	-	-	-		-	-
Consultants	-	-	-		-	-
Other Expenses	99	99	-		99	65
Total Expenses from Continuing Operations	5,374	5,406	-		5,406	3,293
Net Operating Result from All Operations	267	236	-		236	(651)
Net Operating Result before Capital Items	267	236	-		236	(651)

Item 11.2

Attachment 1

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/18 and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2018

Income & Expenses - Holiday Parks

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Income						
Rates and Annual Charges	-	-	-		-	-
User Charges and Fees	8,753	8,753	-		8,753	4,736
Interest and Investment Revenues	-	-	-		-	-
Other Revenues	98	98	-		98	48
Grants & Contributions - Operating	22	22	-		22	-
Grants & Contributions - Capital	-	-	-		-	-
Net gain from disposal of assets	-	-	-		-	-
Total Income from Continuing Operations	8,873	8,873	-		8,873	4,784
Expenses						
Employee Costs	113	112	0		113	82
Borrowing Costs	11	11	-		11	7
Materials & Contracts	4,561	4,551	(1)		4,550	2,369
Depreciation	-	-	-		-	-
Legal Costs	-	-	-		-	-
Consultants	-	-	-		-	-
Other Expenses	841	841	-		841	421
Total Expenses from Continuing Operations	5,526	5,516	(1)		5,515	2,880
Net Operating Result from All Operations	3,348	3,358	1		3,358	1,904
Net Operating Result before Capital Items	3,348	3,358	1		3,358	1,904

Item 11.2

Attachment 1

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/18 and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details	\$,000
Income:		
1	Increase usage of Pavilion for Conferences various immaterial income adjustments	92 (14)
2	RMS Contributions adjustments	14
<hr/>		
Expenses:		
3	Community Grant Program - income to be received on acquittal 19/20	6
4	Increase usage of Pavilion for Conferences	64
	Kiama Coastal Management Grant - income received on milestones	15
	NSW south east local land services grant - income received 17/18	8
	Minnamurra and Crooked River Coastal Zone Management Plans - minutes oc - 18/256	15
	In Mailx Software licences	8
	Additional building maintenance at Jamberoo Pool after issues with refurb	5
	various immaterial adjustments	6
	Native Title Searches	5
5	Emergency service level	-16
	various immaterial adjustments	-5

Item 11.2

Attachment 1

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2018

Capital Budget - General Fund

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
Capital Expenditure						
New Assets						
- Plant & Equipment	455	637	44	1	682	159
- Land & Buildings	78,348	82,241	(747)	2	81,494	37,637
- Roads, Bridges, Footpaths	2,593	2,593	209	3	2,802	794
- Other Structures	96	156	2	4	158	12
Renewal Assets (Replacement)						
- Plant & Equipment	3,139	3,579	52	5	3,631	810
- Land & Buildings	10,934	12,113	6	6	12,119	1,087
- Roads, Bridges, Footpaths	2,928	3,476	179	7	3,656	1,535
- Other Structures	762	1,137			1,137	65
Loan Repayments (Principal)	814	814			814	324
Total Capital Expenditure	100,070	106,748	(255)		106,493	42,423
Capital Funding						
Rates & Other Untied Funding	3,531	3,531	(215)		3,316	3,211
Capital Grants & Contributions	20,554	20,554	-		20,554	2,767
Reserves:						
- External Restrictions/Reserves	2,200	3,547	-		3,547	-
- Internal Restrictions/Reserves	11,285	16,576			16,576	10,218
New Loans	62,500	62,500			62,500	30,000
Total Capital Funding	100,070	106,708	(215)		106,493	46,196
Net Capital Funding - Surplus/(Deficit)	(0)	(40)	40		0	3,773

Item 11.2

Attachment 1

This statement forms part of Council's Quarterly Budget Review Statement (QBR) for the quarter ended 31/12/18 and should be read in conjunction with the total QBR report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details	Funding	\$,000
1	Waste Management Plant & Equipment CCTV at Kiama Harbour		30,850 13,222
2	Spring Creek Land Development Bombo Headland & Quarry Masterplan		(750,000) 2,703
3	Bonaira Oval - Allambie Crescent - Cycleway Extension Boanyo Avenue - Gwinganna Ave to Coastal Walking Track Kiama Sports Complex Carpark 2 Kiama Netball Club Court Lighting Footpath Chapel Lane Jamberoo- Churchill St to O'Mara Pl		9,594 10,491 126,641 52,873 9,027
4	Water Bubbler Station - Burke Parade Gerroa Water Bubbler Station - Pacific Avenue South Warri Beach		1,166 695
5	Illawarra in Home Support Vehicles H ACC 65 & Over Vehicles Life Saving Equipment Purchases		7,836 18,561 25,695
6	Blowhole Point Reserve/Blowhole Point/Pilots Cottage Museum/Roof Gerringong Library & Museum Gerringong Mens Shed and Museum Building		5,966 (33,998) 33,998
	Hillview Circuit/Seg 01 South Kiama Dr to Hillview Cct/Surface		23,762
	Hutchinson Street/Seg 01 Old Princes Hwy to Dundas St/Surface		1,397
	Isabella Place/Seg 01 Barney St to End/StreetScape/Retaining Wall		6,120
	Kaleula Crescent/Seg 01 Marsden St to Marsden St/Surface		3,363
	Marks Street/Seg 01 South Kiama Dr to Railway Bridge/Surface		11,366
	Marsden Street/Seg 04 Kaleula Cr to Tombonda Dr/Surface		876
	McFaul Place/Seg 01 Shoalhaven St to End/Surface		10,624
	Moore Street/Seg 01 Pacific Ave to Renfrew Rd/Surface		4,825
	Ocean Street/Seg 01 Wilson St to End/Surface		13,292
	Park Lane/Seg 01 Pacific Ave to Renfrew Rd/Surface		3,370
	Railway Avenue/Seg 02 Links St to Beach St/Surface		5,283
	Riversdale Avenue/Seg 01 Oxley Ave to Hoolong Ave/Surface		2,858
	Sandy Wha Road/Seg 01 Pacific Ave to Renfrew Rd/Surface		15,659
	Toolijooa Road/Seg 02 AC End to Millers Ln/Surface		8,419
	Cloonty Road Bridge		9,999
	Hindmarsh Street AC Reseal Seg 01 Bridges Rd to Sharpe Pl		11,860
	Renfrew Road AC Reseal Seg 01 Park Rd to Sandy Wha Rd		38,655
	Dundas Street AC Reseal Seg 01 Hutchinson St to End		7,727

Item 11.2

Attachment 1

Capital New Program 2018-19					
CAPITAL NEW PROJ ECTS	Original Budget per Council	Revised Budget 2018/19	Variations for the tr	Projected Year End Result	Actual Current Year Expense
ILU Retaining Wall Construction	20,000	120,000		120,000	-
Blue Furniture Plant & Equipment	100,000	100,000		100,000	13,790
Kiama Harbour Cabins New	40,000	40,000		40,000	34,068
Kendalls Capital Purchases	40,000	40,000		40,000	34,688
Kendalls Cabin Capital Purchases	130,000	130,000		130,000	10,886
Werri Beach Holiday Capital Purchases	40,000	40,000		40,000	21,304
Seven Mile Beach Holiday Capital Purchases	45,000	115,000		115,000	69,652
Leisure Centre Capital Purchases	40,000	40,000		40,000	24,215
Waste Management Plant & Equipment	20,000	20,000	30,850	50,850	50,850
Spring Creek Land Development	1,000,000	1,000,000	(750,000)	250,000	106,533
Property Capital Purchases	5,000	5,000		5,000	2,788
ICT Network and Software Purchases	237,000	237,000		237,000	-
Council Administration Building - Upgrade Stage 2	200,000	200,000		200,000	-
Jamberoo School of Arts - Air-conditioning	10,000	10,000		10,000	8,250
North Kiama Neighbourhood Centre - Installation Emergency Lighting	10,000	10,000		10,000	-
Bonaira Oval - Allambie Crescent - Cycleway Extension	35,000	35,000	9,594	44,594	44,594
Jamberoo Valley Cycleway - Land acquisition proposed c'way route	50,000	50,000		50,000	-
Jamberoo Valley Cycleway - Cycleway 18/19	173,000	173,000		173,000	9,643
Allowrie Street & J'Roo School Arts - Drainage/Storage	150,000	150,000		150,000	190
Barney Street, Kiama - Box Culverts	350,000	350,000		350,000	-
Boanyo Avenue - Gwinganna Ave to Coastal Walking Track	43,400	43,400	10,491	53,891	53,891
Chapel Lane Jamberoo - Chapel Lane to Allowrie St Missing Link	30,000	30,000		30,000	-
Churchill Street Jamberoo - Cnr Gibson, Allowrie to Chapel Lane	30,000	30,000		30,000	23,921
Fern Street, Gerringong - From 9 Nile Close to Fern St (Elambra)	7,000	7,000		7,000	-
Minnamurra Shared Path/Boardwalk - Construction Stage 1	1,500,000	1,500,000		1,500,000	364,029
Sanctuary Place Quarry - BMX Track Construction	20,000	20,000		20,000	-
Street & Reserve Furniture 18/19 - Various	18,986	18,986		18,986	-
Water Bubbler Station - Blowhole Point near Tourism Office	6,600	6,600		6,600	2,045
Water Bubbler Station - Gainsborough Skate Park	3,500	3,500		3,500	1,236
Water Bubbler Station - Kendall Beach Reserve	3,500	3,500		3,500	-
Water Bubbler Station - North Kiama Drive near Kiama Downs Surf Club	3,500	3,500		3,500	-
Water Bubbler Station - North Bombo Beach	3,500	3,500		3,500	-
Water Bubbler Station - James Oates Reserve Minnamurra	3,500	3,500		3,500	-
Water Bubbler Station - Burke Parade Gerroa	3,500	3,500	1,166	4,666	4,666
Water Bubbler Station - Pacific Avenue South Werri Beach	3,500	3,500	695	4,195	4,195
Cycleways and Footpaths - Wayfinding Signage	25,000	25,000		25,000	67
Fern Street, Gerringong - Pedestrian Refuge	20,000	20,000		20,000	-
Minnamurra Street, Kiama - Dividing Guardrail	20,000	20,000		20,000	-
Shoalhaven/Bong Bong Street - Pedestrian refuge crossing PAMP stage 1	10,000	10,000		10,000	-
Cleaning Equipment	5,000	5,000		5,000	-
Minnamurra Tip Rehab	25,000	25,000		25,000	-
Capitalised Interest	1,575,000	1,575,000		1,575,000	-
Arthur Campbell Reserve	20,000	20,000		20,000	2,775
Blue Have Care Aged Care Facility (KACCOE)	70,389,417	70,389,417		70,389,417	41,498,989
Blue Have Care Aged Care Facility RACF	4,500,000	4,500,000		4,500,000	6,882,712
Blue Have Care Aged Care Facility (KACCOE)		0		0	-
Columbarium Walls (Income generating)		40,000		40,000	-
Total Operational Plan	80,964,903	81,134,903	-697,204	80,437,699	49,269,977

Item 11.2

Attachment 1

Capital New Program 2018-19					
Carry Over	Original Budget per Council	Revised Budget 2018/19	Variations for the tr	Projected Year End Result	Actual Current Year Expense
CCTV at Kiama Harbour	8,188	8,188	13,222	21,410	21,410
Council Administration Building Upgrade Stage 1	22,419	22,419		22,419	6,000
Charles/Oxley Ave Pedestrian Refuge Crossing	25,749	25,749		25,749	20,938
Hyams Creek Pedestrian Bridge Footpath	177,117	177,117		177,117	88,193
Gerringong Cemetery Memorial Garden Area	11,944	11,944		11,944	-
Kiama Cemetery Memorial Garden Area	12,614	12,614		12,614	-
Total Carryover	258,031	258,031	13,222	271,253	136,540

Item 11.2

Attachment 1

Capital New Program 2018-19					
Revotes	Original Budget per Council	Revised Budget 2018/19	Variations for the tr	Projected Year End Result	Actual Current Year Expense
Fern/Noble Streets Landscaping & Improvements	180,000	180,000		180,000	-
Jamberoo Mountain Road Heritage Stone Wall & Entrance	20,000	20,000		20,000	4,321
Bonaira Oval Parking & Drainage	25,000	25,000		25,000	120
Street Access Lighting Gainsborough	25,000	25,000		25,000	-
Foxground Heritage Stone Wall & Entrance Sign	20,000	20,000		20,000	-
Total Revote	270,000	270,000	-	270,000	4,441
Outside of Plan	Original Budget per Council	Revised Budget 2018/19	Variations for the tr	Projected Year End Result	Actual Current Year Expense
Kiama Sports Complex Carpark 2	0	0	126,641	126,641	126,641
Kevin Walsh Oval Bench Seating	0	0		0	-
Kiama Netball Club Court Lighting	0	0	52,873	52,873	52,873
Crooked River Road Black Spot Funding	0	0		0	-
Unallocated Budget - Urban/Rural Roads	0	0		0	-
Footpath Chapel Lane Jamberoo- Churchill St to O'Mara Pl	0	0	9,027	9,027	9,027
Bombo Headland & Quarry Masterplan	0	0	2,703	2,703	2,703
Total Outside of Plan	0	-	191,244	191,244	191,243

Item 11.2

Attachment 1

Capital Renewal Program 2018-19					
CAPITAL RENEWAL PROJECTS	Original Budget per Council	Revised Budget 2018/19	Variations for the tr	Projected Year End Result	Actual Current Year Expense
Vehicle Replacements Works Depot	190,500	190,500		190,500	86,601
Illawarra in Home Support Vehicles	47,400	47,400	7,836	55,236	55,236
Building & Development Vehicles	116,300	116,300		116,300	-
Environmental Vehicles	34,000	34,000		34,000	-
Strategic Planning Vehicles	28,000	28,000		28,000	-
HACC 65 & Over Vehicles	23,700	23,700	18,561	42,261	42,261
Blowhole Point Reserve/Blowhole Point/Pilots Cottage Museum/Roof	25,010	25,010	5,966	30,976	30,976
Boat Harbour Reserve/Amenities/Structure	135,000	135,000		135,000	-
Jamberoo Parklands/Kevin Walsh Sports Fields/Amenities/Hall/Kiosk/Internal Finishes	400,000	400,000		400,000	880
Jones Beach/Common Area/Amenities/Structure	90,000	90,000		90,000	-
Kiama Cemetery	100,000	100,000		100,000	-
Kiama Library/Library/ Family History Centre/Community College/Internal Finishes	140,000	140,000		140,000	-
Kiama Showground/Showground/Pavilion/Internal Finishes	40,000	40,000		40,000	160
Kiama Sports Complex/Leisure Centre/Leisure Centre/Internal Finishes	41,000	41,000		41,000	-
KMC Administration Centre/Old Council Chambers/Internal Finishes	10,000	10,000		10,000	9,915
KMC Administration Centre/Old Council Chambers/Structure	500,000	500,000		500,000	-
Transport	71,862	71,862		71,862	1,475
Blowhole Point Reserve/Bombo Beach Reserve/Amenities/Structure	347,500	347,500		347,500	-
North Street Reserve/Amenities (Female)/Structure	150,000	150,000		150,000	743
Surf Beach/Kiama SLSC/Surf Life Saving Club/Internal Finishes	100,000	100,000		100,000	-
Werri Beach Reserve/Lloyd Rees Reserve/Amenities (North)/Structure	80,000	80,000		80,000	3,317
Transport	66,075	66,075		66,075	-
South Bombo Beach Footpath	10,800	10,800		10,800	5,706
Croft Place Reserve/Playground/Playground 19/Structure	75,000	75,000		75,000	-
Gerringong Library & Hockey Club/Dorothy Bailey Oval/Reserve Lighting/Light 3	51,520	51,520		51,520	40,061
Hillview Circuit Reserve/Playground/Playground 15/Structure	75,000	75,000		75,000	-
Jamberoo Parklands/Playground Reid Park/Playground 25/Softfall	115,000	115,000		115,000	-
James Muir Miller Reserve/Playground/Playground 21/Structure	75,000	75,000		75,000	-
Jubilee Park/Playground/Playground 18/Structure	75,000	75,000		75,000	-
Kiama Showground/Chittick Oval/Fencing	20,367	20,367		20,367	10,444
Alne Bank Lane/Seg 01 Sims Rd to End/Surface	6,723	6,723		6,723	5,966
Archibald Road/Seg 01 Greta St to Croft Pl/Surface	25,369	25,369		25,369	-
Archibald Road/Seg 02 Croft Pl to End/Surface	25,834	25,834		25,834	-
Blowhole Point Rd/Seg 03 Carpark to Blowhole Point Rd/StFurniture/Fence R01	15,000	15,000		15,000	10,582
Brighton Street/Seg 01 Thomson St to Adina Ave/Surface	29,458	29,458		29,458	(9,401)
Burnett Avenue/Seg 01 Fern St to Henry Lee Dr/Surface	85,773	85,773		85,773	75,311
Charles Avenue/Seg 01 Railway Ave to Boyd St/Surface	184,523	184,523		184,523	159,216
Collins Lane/Seg 01 Collins St to End/Surface	5,367	5,367		5,367	-
Crooked River Road/Seg 05 Crooked River Bridge/Crooked River/Substructure	200,000	200,000		200,000	882
Curramore Road/Seg 05 Rutledges Rd to End/Surface	28,457	28,457		28,457	-
Foxground Road/Seg 01 Princes Hwy to Bridge 6582/Surface	104,664	104,664		104,664	-
Golden Valley Road/Seg 03 Macquarie St to End/Surface	12,470	12,470		12,470	-
Henry Parkes Drive/Seg 01 Meehan Dr to Newing Cct/Surface	77,270	77,270		77,270	69,667
Hillview Circuit/Seg 01 South Kiama Dr to Hillview Cct/Surface	11,384	11,384	23,762	35,146	35,146
Hoddles Road/Seg 01 Foxground Rd to Seal End/Surface	11,250	11,250		11,250	-

Item 11.2

Attachment 1

Capital Renewal Program 2018-19

Holt Street/Seg 01 Johnson St to Eureka Ave/Surface	25,230	25,230		25,230	25,174
Hutchinson Street/Seg 01 Old Princes Hwy to Dundas St/Surface	22,279	22,279	1,397	23,676	23,676
Isabella Place/Seg 01 Barney St to End/StreetScape/Retaining Wall	50,000	50,000	6,120	56,120	56,120
Jerrara Road/Seg 01 Jamberoo Rd to Long Brush Rd/Surface	51,644	51,644		51,644	43,370
Kaleula Crescent/Seg 01 Marsden St to Marsden St/Surface	39,727	39,727	3,363	43,090	43,090
Marks Street/Seg 01 South Kiama Dr to Railway Bridge/Surface	14,102	14,102	11,366	25,468	25,468
Marsden Street/Seg 04 Kaleula Cr to Tombonda Dr/Surface	45,860	45,860	876	46,736	46,736
McFaul Place/Seg 01 Shoalhaven St to End/Surface	13,498	13,498	10,624	24,122	24,122
Millers Lane/Seg 01 Toolijooa Rd to End/Surface	10,924	10,924		10,924	8,880
Minnamurra Lane/Seg 01 Macquarie St to Beatie St/Surface	35,126	35,126		35,126	35,012
Moore Street/Seg 01 Pacific Ave to Renfrew Rd/Surface	10,939	10,939	4,825	15,764	15,764
Ocean Street/Seg 01 Wilson St to End/Surface	27,321	27,321	13,292	40,613	40,613
Park Lane/Seg 01 Pacific Ave to Renfrew Rd/Surface	7,063	7,063	3,370	10,433	10,433
Railway Avenue/Seg 02 Links St to Beach St/Surface	51,940	51,940	5,283	57,223	57,223
Riversdale Avenue/Seg 01 Oxley Ave to Hoolong Ave/Surface	35,034	35,034	2,858	37,892	37,892
Riversdale Road/Seg 01 Jamberoo Rd to End/Surface	34,721	34,721		34,721	26,419
Robson Place/Seg 01 Armstrong Ave to End/Surface	17,285	17,285		17,285	-
Sandy Wha Road/Seg 01 Pacific Ave to Renfrew Rd/Surface	37,241	37,241	15,659	52,900	52,900
Sharpe Place/Seg 01 Rowllins Rd to Hindmarsh St/Surface	46,185	46,185		46,185	36,056
Sims Road/Seg 04 End AC to Alne Bank La/Surface	10,921	10,921		10,921	9,456
Talinga Avenue/Seg 01 North Kiama Dr to Moona Ave/Surface	66,304	66,304		66,304	54,227
Toolijooa Road/Seg 02 AC End to Millers Ln/Surface	41,704	41,704	8,419	50,123	50,123
Reseal Program 4th quarter review	220,583	220,583		220,583	-
Road Sign Replacements	97,265	97,265		97,265	72,592
Wells Street/Seg 01 Short St to Campbell St/Surface	29,017	29,017		29,017	26,865
Werri Street/Seg 01 Renfrew Rd to Pacific Ave/Surface	79,660	79,660		79,660	75,691
Wilson Street/Seg 01 Marks St to Marsden St/Surface	44,837	44,837		44,837	43,663
Barney Street/Seg 02 Bridge 6602/Lower Greenacres Creek/Structure	250,000	250,000		250,000	325
Stormwater	200,000	200,000		200,000	93,559
Concrete wash Bay Approaches	20,000	20,000		20,000	-
Two way Radio	15,000	15,000		15,000	-
Bush Regeneration Seven Mile Beach	40,000	40,000		40,000	9,360
KMC responsive website redevelopment	70,000	70,000		70,000	10,581
Cadcorp Noticeboard module/alternate GIS module or custom web development	20,000	20,000		20,000	10,581
ILU Renewal	665,000	665,000		665,000	261,888
Kiama Harbour Cabins Renewal	130,000	130,000		130,000	59,016
Surf Beach Holiday Park Upgrade	2,500,000	2,500,000		2,500,000	12,585
Surf Beach Holiday Park New	307,169	307,169		307,169	162,549
Kendalls Holiday Park Renewal	270,000	270,000		270,000	144,744
Werri Beach Holiday Capital Renewal	105,000	105,000		105,000	45,619
Seven Mile Beach Holiday Capital Renewal	220,000	220,000		220,000	212,039
Leisure Centre Building Alteration	20,000	20,000		20,000	2,976
Leisure Centre Capital Renewal	100,000	100,000		100,000	43,030
240L Bin Replacement	55,000	55,000		55,000	22,109
Murf Improvement's	20,000	20,000		20,000	15,340
Pavilion Capital Purchases	50,000	50,000		50,000	-
Pavilion Capital Renewal	27,488	27,488		27,488	18,996
Youth Cottage Improvements	31,000	31,000		31,000	-
Library Books	85,000	85,000		85,000	37,909
Library Vehicles	38,000	38,000		38,000	37,760
Councillor Equipment Upgrade	20,000	20,000		20,000	-
Life Saving Equipment Purchases	15,810	15,810	25,695	41,505	41,505
Life Saving Signage	2,500	2,500		2,500	2,429
ICT Equipment, Network & Software Upgrades	490,000	490,000		490,000	-

Item 11.2

Attachment 1

Capital Renewal Program 2018-19					
Plant Replacement	1,738,200	1,738,200		1,738,200	420,047
Community Bus X 2		147,854		147,854	-
Total Operational Plan	12,729,153	12,877,007	169,272	13,046,279	3,241,658

Carryovers	Original Budget per Council	Revised Budget 2018/19	Variations for the tr	Projected Year End Result	Actual Current Year Expense
Cloonty Road Bridge	9,585	9,585	9,999	19,584	19,584
Jamberoo Pool Amenities	22,631	22,631		22,631	326
Coronation Park Reserve Seating Replacement	30,000	30,000		30,000	27,584
Admin Amenities Refurb	44,647	44,647		44,647	3,934
Dog Pound	79,344	79,344		79,344	278
Kiama Harbour-B'Hole Carpark/Landscaping	122,750	122,750		122,750	46,363
Figtree Lane Car Park Redesign & Development	215,811	215,811		215,811	420
Retaining Wall (Storm Event)	350,000	350,000		350,000	14,895
Gerringong Library & Museum	3,312,476	3,312,476	(33,998)	3,278,478	67,585
Total Carryovers	4,187,244	4,187,244	(23,999)	4,163,245	180,968

Capital Renewal Program 2018-19					
Revotes	Original Budget per Council	Revised Budget 2018/19	Variations for the tr	Projected Year End Result	Actual Current Year Expense
Kiama SLSC Roof Renewal	40,000	40,000		40,000	10
Kevin Walsh Oval Upgrade	427,191	427,191		427,191	880
Admin Building Airconditioning	300,000	300,000		300,000	-
Admin LED Lighting	40,119	40,119		40,119	-
Footpath Boneyard Reserve	90,000	90,000		90,000	-
Total Revotes	897,310	897,310	-	897,310	890

Outside of Original Plan	Original Budget per Council	Revised Budget 2018/19	Variations for the tr	Projected Year End Result	Actual Current Year Expense
0		-		-	-
Pilots Cottage Museum Roof Renewal	0	-		30,976	30,976
Gerringong Mens Shed and Museum Building	0	-	33,998	33,998	33,998
0		-		-	-
0		-		-	-
Hindmarsh Street AC Reseal Seg 01 Bridges Rd to Sharpe Pl	0	-	11,860	11,860	11,860
Renfrew Road AC Reseal Seg 01 Park Rd to Sandy Wha Rd	0	-	38,655	38,655	38,655
Dundas Street AC Reseal Seg 01 Hutchinson St to End	0	-	7,727	7,727	7,727
0		-		-	-
0		-		-	-
Total Outside of Original Plan	0	0	92,240	123,216	123,216

Kiama Municipal Council

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2018

Cash & Investments - General Fund

(\$000's)	Opening Balance 2018/19	Original Budget Movements	Revised Budget 2018/19	Variations for this Dec Qtr	Notes	Projected Year End Result
Externally Restricted ⁽¹⁾						
S94 Developer Contributions	4,246	(1,550)	2,696			2,696
Grants and Contributions	486	(389)	0			0
Unexpended Loan Funds			2,092			2,092
Domestic Waste	2,814		2,814			2,814
Waste & Sustainability			-			-
Illawarra Shoalhaven Joint Organisation			-			-
Total Externally Restricted	7,546	(1,939)	7,602	-		7,602
<small>(1) Funds that must be spent for a specific purpose</small>						
Internally Restricted ⁽²⁾						
Arts Precinct	59		59	(59)	1	-
Blue H aven care residential	1,418		1,418			1,418
Blue H aven ILU	151		51			51
CACP	264		264			264
Carry over works	3,025	(3,025)	0			0
Community bus	365		217			217
Computer	880		880			880
Contingencies	780		780			780
Council Elections	100		100			100
Employees leave entitlement	3,000		3,000			3,000
Energy Efficiency	315		315			315
Fleet replacement	100		100			100
Future Project Development	70		70			70
H oliday parks	2,741		2,671	(12)	2	2,660
Land development	3,823		3,823			3,823
Leisure Centre Renewal	180		180			180
Organisational development	200		200			200
Pavilion	113		113			113
Plant replacement	2,160	(1,738)	422			422
Property insurance	120		120			120
Risk Improvement Incentive	79	(79)	(0)			(0)
S94 recoupments	2,321					
Waste and sustainability	403		403	(5)	2	399
Waste business unit	740		740			740
Total Internally Restricted	24,624	(4,842)	17,143	(75)		17,068
<small>(2) Funds that Council has earmarked for a specific purpose</small>						
Unrestricted (ie. available after the above Restrictions)	773		11,477	75		11,552
Total Cash & Investments	42,111	-	36,222			36,222

Item 11.2

Attachment 1

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Cash & Investments Budget Review Statement

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals 33,750,750

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/12/18

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details	\$,000	\$,000
		To	From
1	Arts Precinct preliminaries		59
2	Grant funding offers for projects identified in the Minnamurra and Crooked River Coastal Zone Management Plans. OC-18/256 Committee 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.		15

Kiama Municipal Council

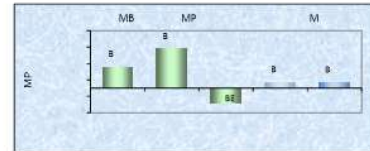
Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Key Performance Indicators Budget Review Statement - Industry KPI's (OL G)

Budget review for the quarter ended 31 December 2018

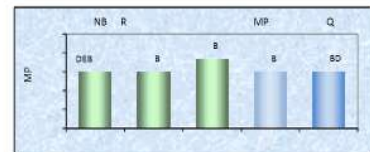
(\$000's)	Current Projection		Original Budget 18/19	Actuals Prior Periods	
	Amounts 18/19	Indicator 18/19		17/18	16/17
NSW Local Government Industry Key Performance Indicators (OLG):					
1. Operating Performance					
Operating Revenue (excl. Capital) - Operating Expenses	368	0.67	0.74	-1.94	4.77
Operating Revenue (excl. Capital Grants & Contributions)	55,133				

This ratio measures Council's achievement of containing operating expenditure within operating revenue.



2. Own Source Operating Revenue					
Operating Revenue (excl. ALL Grants & Contributions)	46,238	60.5	60.2	74.0	60.4
Total Operating Revenue (incl. Capital Grants & Cont)	76,386				

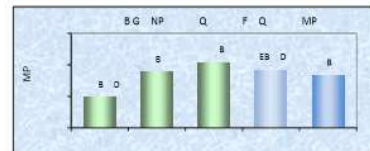
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



NSW Local Government Industry Key Performance Indicators (OLG):

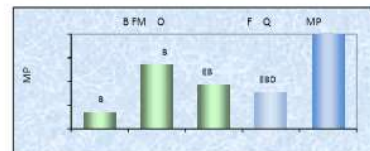
4. Debt Service Cover Ratio					
Operating Result before Interest & Dep. exp (EBITDA)	8,112	8.33	9.25	10.44	8.87
Principal Repayments	974				
Borrowing Interest Cost					

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.



6. Cash Expense Cover Ratio					
Current Year's Cash & Cash Equivalents (incl. Term Deposits)	36,222	20.72	9.53	9.86	10.71
Operating & financing activities Cash Flow payments	1,748				

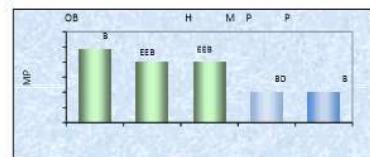
This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.



NSW Local Government Infrastructure Asset Performance Indicators (OLG):

7. Building and Infrastructure Renewals Ratio					
Asset Renewals (Building, Infrastructure & Other Structures)	5,243	102.4	102.5	199.2	199.2
Depreciation, Amortisation & Impairment	5,118				

To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.



Item 11.2

Attachment 1

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	-	Y
Legal Fees	214,437	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Item 11.2

Attachment 1

12 REPORT OF THE DIRECTOR ENGINEERING AND WORKS

12.1 Stronger Communities Program - Gerroa Community Association - Grant Funding Contribution

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

Summary

This reports seeks Council's support to the Gerroa Community Association by providing matching funding / in-kind support for a carpark upgrade and installation of outdoor exercise equipment at Gerroa.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council support the Gerroa Community Association's grant funding application for the upgrade of the Gerroa Neighbourhood Centre carpark and installation of outdoor exercise equipment in Emery Park, Gerroa, through financial and in-kind support to the total of \$18,000, subject to any savings identified in the 2018/19 budget quarterly reviews.

BACKGROUND

In September 2018, Council had been contacted by a representative from the Gerroa Community Association (GCA) seeking Council's support for a grant application under the Commonwealth government's 'Stronger Communities Grant' fund. The GCA's grant application was for the proposed bitumen sealing of the gravel carpark at the Gerroa Neighbourhood Centre along with the installation of 4 pieces of outdoor exercise equipment in Emery Park, Gerroa.

The total cost of the projects was estimated at \$36,000 with an expectation that Council would contribute 50% of this cost and arrange for the completion of the works as part of the grant funding application. A letter of support was forwarded by Council to the GCA indicating that any future in-kind services or financial assistance for the proposed project would need to be reported to Council. This did not occur. There is concern that the cost of the identified works may exceed the proposed \$36,000.

Council have since been contacted by the GCA advising of their successful grant funding application for the projects. However as the projects have not been included

Report of the Director Engineering and Works

12.1 Stronger Communities Program - Gerroa Community Association - Grant Funding Contribution (cont)

in Council's 2018/19 budget, the provision of the matching \$18,000 in funding and in-kind support would need to be obtained from any savings identified in the future budget quarterly reviews.

Item 12.1

12.2 Public Exhibition of Ooaree Creek / Werri Lagoon Catchment Flood Study, Gerringong

CSP Objective: 2 Well Planned and Managed Spaces, Places and Environment

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

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

Summary

This report seeks Council resolution to adopt the final report on the Ooaree Creek / Werri Lagoon Catchment Flood Study.

Policy

NSW Government's Flood Prone Land Policy.

Attachments

- 1 Appendix 2 - Ooaree Creek Werri Lagoon Flood Study Community Feedback Response [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council:

1. Adopt the 'Ooaree Creek & Werri Lagoon Catchment Flood Study', in relation to flood levels and extents in this catchment.
2. Adopt the Flood Study for use in conjunction with Kiama Development Control Plan 2012: Chapter 29 - Development On Flood Liable Land.
3. Modify the Section 10.7(2) and 10.7(5) Planning Certificates issued under the Environmental Planning and Assessment Act 1979, to include a flood notation on all properties identified as being within the 1% Annual Exceedence Probability (1 in 100 year) flood mapped area as included in the Flood Study, with the exception of 63, 65 & 67 Burnett Avenue and 1, 3, 5 & 7 Illoura Place, Gerringong.

BACKGROUND

Council was previously the recipient of grant funding under the NSW Floodplain Risk Management Grants Scheme to commence a Flood Study of the Ooaree Creek / Werri Lagoon Catchment at Gerringong.

The primary objective of the policy is to reduce the impacts of flooding and flood liability on communities as well as the private and public losses resulting from floods, using ecologically positive methods wherever possible.

Report of the Director Engineering and Works

12.2 Public Exhibition of Ooaree Creek / Werri Lagoon Catchment Flood Study, Gerringong (cont)

Due to the combination of steep escarpment, flat coastal plains and the intermittently open Werri Lagoon, much of the catchment is susceptible to widespread flooding impacts. On this basis, this catchment was identified by the Kiama Floodplain Committee as a priority based on past urbanisation, increasing development density, existing evidence of flooding and the impacts of the upgrade to the Princes Highway through the area.

Council subsequently sought quotations and engaged an engineering consultancy to undertake a Flood Study of this catchment in accordance with the objectives of the NSW Floodplain Development Manual. Following the preparation of the draft Ooaree Creek / Werri Lagoon Catchment Flood Study, Council at its meeting of 20 November 2018 resolved to:

- 1) *publicly exhibit the Draft Surf Beach Flood Study for a minimum one month period, on Council's website, Administration Centre and Library;*
- 2) *notify by letter, all property owners and occupiers within the areas indicated as being affected by inundation in the 1% Average Exceedance Probability (1:100 year) event of the public exhibition;*
- 3) *modify the 149 (5) certificate* on properties identified as being within the 1% Average Exceedance Probability (1:100 year) flood event to include potential flooding notification; and*
- 4) *prepare a future report at the close of the public exhibition on submission received.*

** Section 149 Planning Certificates have become Section 10.7 certificates under recent changes to Environmental Planning and Assessment Act 1979 No 203 (Act).*

Council as the authority responsible for land management and development with the municipality, has an obligation to make information available to owners, prospective purchasers etc of potentially flood affected properties. Under Section 733 of the Local Government Act, a Council is exempt from liability for flood prone land in respect of:

- a) any advice furnished in good faith by the Council relating to the likelihood of any land being flooded or the nature or extent of any such flooding; or
- b) anything done or omitted to be done in good faith by the Council in so far as it relates to the likelihood of land being flooded or the nature or extent of any such flooding.

Public Exhibition

The draft Ooaree Creek / Werri Lagoon Catchment Flood Study was placed on public exhibition from the 27 November 2018 to 6 February 2019. Notices of the public exhibition were advertised on Council's website along with public notices placed in local newspapers. Letters were also sent to all owner/occupiers of properties identified in the study as being subject to inundation, along with letters sent to the South Precinct Committee.

Report of the Director Engineering and Works

12.2 Public Exhibition of Ooaree Creek / Werri Lagoon Catchment Flood Study, Gerringong (cont)

The 10.7 (5) Planning Certificates of these affected properties were also modified to include the following notation:

“Development on the land or part of the land for the purposes of dwelling houses, dual occupancies, multi dwelling housing or residential flat buildings (not including development for the purposes of group homes or seniors housing) if permitted on the land is subject to flood related development controls. These controls can be found in Chapter 29 of Development Control Plan 2012 - Flood Liable Land.

Development on the land or part of the land for any other purpose if permitted on the land is subject to flood related development controls. These controls can be found in Chapter 29 of Development Control Plan 2012 - Flood Liable Land.”

Submissions Received

From the public exhibition a total of ten (10) submissions were received. Council have reviewed the submissions and have addressed the items raised as shown in the Appendix.

Finalisation

Of the submissions received, it is not considered that any of the issues raised, warrant amendments or modifications to the draft study or prevent its adoption as the final study. It must also be considered that the adoption on the flood study only identifies the extent of the flooding. Further Risk Management Studies would be required to determine the likely impacts of the flooding on these properties, for example, above or below floor flooding, safety and evacuation risks, economic and social damage, land use management etc and preferred future mitigation methods in consultation with the community.

In addition to the adoption of the Ooaree Creek / Werri Lagoon Catchment Flood Study Flood Study, it is also recommended that Council's Planning Certificates issued under Section 10.7(2) and 10.7(5) of the Environmental Planning and Assessment Act 1979, are modified to include a notation on all properties identified as being within the 1% AEP flood mapped area as included in the Flood Study, with the exception of properties at:

- 63, 65 & 67 Burnett Avenue, Gerringong
- 1, 3, 5 & 7 Illoura Place, Gerringong

This will notify any prospective purchases of the flood hazard for that property and Council policy that may apply to future development.

Report of the Director Engineering and Works

12.2 Public Exhibition of Ooaree Creek / Werri Lagoon Catchment Flood Study, Gerringong (cont)

Appendix A

Submission No.	Issues raised	Council response
1	<p>a) Concern over the Bureau of Meteorology (BOM) rain gauges and the associated rainfall data used for the study.</p> <p>b) The Draft Flood Study has included flood projection images for smaller watercourses at Rose Valley that are unmapped, yet there are NO flood projection images for the piped and filled Council mapped watercourse at 96 Rose Valley Rd.</p>	<p>This is addressed in detail by the study consultants SMEC, in the attached memo in Appendix B.</p> <p>In order to maintain reasonable modelling processing times (as one model iteration can take days to complete), only main watercourses (ie category 3 or above) were modelled. As the watercourse in question is one of these lower order streams it was not included in the modelling.</p>
2, 3, 4, 5, 6, 7	The flood mapping does not seem to have considered the large retaining wall along Boxsell Reserve that elevates the adjoining properties above of the flood affected zone.	As outlined in the study, the aerial laser survey is suitable for covering large areas where traditional ground surveys are not feasible or cost effective. While the aerial survey did identify the ground height differential above and below the wall, the exact location of the retaining wall structure was not determined due to the 1-2m aerial survey grid used. From the historic survey information provided by a number property owners, along with information held by Council, it has been confirmed that the properties at 63-67 Burnett Avenue and 1-7 Illoura Place appear to be above the study's flood levels at the rear of these properties.
8, 9	Does not consider that the property is not flood affected due to previous works by Council to upgrade the stormwater pipe system adjacent to the property.	The subject properties in Henry Lee Drive have been identified as being affected by overland flows following the natural landform depressions through the area. While Council have undertaken

Item 12.2

Report of the Director Engineering and Works

12.2 Public Exhibition of Ooaree Creek / Werri Lagoon Catchment Flood Study, Gerringong (cont)

		<p>upgrades to the stormwater pipe system in the past, the capacity of any stormwater system is generally a 1 in 5 – 10 year storm events. For higher storm events, runoff will flow overland and follow the natural topography which has been identified as traversing through these properties.</p>
<p>10</p>	<p>Request that Council consider installing a spillway at the outlet of Werri lagoon ? Request that Council allow landowners to construct flood mitigation barriers / retaining walls etc within 15m of lagoon foreshore.</p>	<p>This study is the first stage in addressing catchment flooding. Management and mitigation measures will be considered in a future Floodplain Risk Management Study and Plan including a review of the Werri Lagoon Opening Policy. This Plan will contain a number of management measures and strategies that will help guide and coordinate the responsibilities of government and the community in undertaking flood management works and initiatives. Preferred options will be publicly exhibited prior to adoption.</p>

Item 12.2

Ooaree Creek and Werri Lagoon Flood Study Project



Memorandum

TO:	D Brady
FROM:	J Ford
CC:	n/a
DATE:	31 January 2019
SUBJECT:	Response to address community feedback
REVIEWERS	I Rowbottom

Purpose of Memo

The purpose of this memo is to address community feedback provided by the landowner at PO Box 38, Gerringong NSW 2534. This response is in relation to the rainfall data used in the study.

It is noted that the submission component regarding mapping of a particular watercourse in Rose Valley has previously been addressed by Council and does not require any further comment from SMEC, as per email correspondence from Council on Tuesday 8th January 2019.

Response to Address Community Feedback

There are two elements to the hydrologic/hydraulic modelling undertaken, these being model calibration/validation and design event modelling. Model calibration/validation involves utilising available historical rainfall and flood data, whereas design event modelling utilises design rainfall data for a range of design storm events of varying magnitude.

As part of the model calibration/validation for this study, a formal community consultation process was undertaken to not only inform the community about the project, but to also obtain information on past flooding. Also, a range of background reports were researched in relation to historic flooding. This included identifying rain gauges within and near to the catchment. An extensive review of the rainfall data from these gauges identified rainfall periods likely to result in catchment flooding, which was intended to aid in the search for historic flood dates and verify the dates of flooding provided by the community.

Very limited reliable historic flood data came to light during the community consultation process and the parallel document research. Although a large amount of anecdotal information on past flooding was collected through the community consultation process, there were only limited cases where accurate locations/heights of flooding were advised, and in most of these instances, a verifiable date of flooding could not be provided.

Page 1

It was ultimately agreed with Council that the model verification process would focus on historic flooding post the 2015 Princes Highway upgrade. This allowed for a more accurate reflection of current day flood behaviour, particularly within the lower reaches and more densely populated urban area, following the completion of the major highway upgrade that bisects the catchment. Following collation and interpretation of historical flood information, it became apparent there was insufficient rainfall and flood data to allow a comprehensive calibration to any recent flood event, as outlined in the report.

Hydrological/hydraulic modelling undertaken for the respective design events was based around using rainfall intensity frequency data (IFD) as per Australian Rainfall and Runoff Guidelines that are widely used in the water engineering industry. The subsequent flood maps contained within Appendix J of the Report are based on design flood events using the abovementioned design rainfall data and are not based upon any historic rainfall data.

13 REPORT OF THE DIRECTOR BLUE HAVEN

Nil

14 REPORTS FOR INFORMATION

14.1 Minutes: Kiama District Sports Association meeting held 26 November 2018

Responsible Director: Office of the General Manager

The minutes of the Kiama District Sports Association meeting held on 26 November 2018 are attached for Councillors' information.

Communication/Community Engagement

Councillor Mark Way attends all meetings as the Council delegate.

Attachments

- 1 Kiama District Sports Association - meeting minutes - 26/11/18 [↓](#)



KIAMA DISTRICT SPORTS ASSOCIATION

30 Hughes Crescent, KIAMA DOWNS NSW 2533

Item 14.1

Attachment 1

GENERAL MEETING

Date: 26th November 2018

Venue: Kiama Leagues Club

Present:

Col Rathbone	President
Vic East	Jamberoo Combined Sports
John Dawson	Secretary and Kiama Cricket
Gail Gaynor	Treasurer and Kiama Softball
Adam Vaughan	Kiama Municipal Council
Steve Hudson	Gerringong Senior RL
Scott Cooper	Kiama Quarriers FC
Mark Corkin	Kiama Rugby
Stuart Richards	Jamberoo Combined Sports
Ricky Neels	Kiama Senior AFL
Pam Gehrman	Kiama Softball
Ross Thomas	Kiama Oztag
Sarah Meppem	Gerringong Breakers FC
Ryan Earnshaw	Gerringong Breakers FC

Apologies:

Craig Scott	Trust Fund Convenor and Kiama Little Athletics
Maria Luke	Kiama Netball
Paul Berry	Gerringong Cricket
Paul Atkins	Kiama Senior RL
Mark Way	Kiama Municipal Council
Doug McCallum	Gerringong Junior RL

Meeting opened at 7.05pm

Previous Minutes

Moved Pam Gehrman, seconded Gail Gaynor that the minutes of the meeting held 24/9/2018 be adopted. Carried.

Business Arising

None, except the discussion of grants allocated at the last general meeting be held over until General Business

Correspondence In and Out

Correspondence In		
Date	Who	Topic
28 th September 2018	Kerry McMurray (GM Kiama Council)	Community Recognition Awards
28 th September 2018	Stephen Emmett (Last Man Stands)	Use of Kiama grounds and fees for use
28 th September 2018	Alex Dunster (Kiama Rugby) CR	Affiliation fees
1 st and 2 nd October	Stephen Emmett (Last Man Stands)	Use of Kiama grounds and fees for use
2 nd October 2018	Janet Marzini (Jamberoo Touch)	Affiliation fees
4 th October 2018	Paul Berry (Gerringong Cricket)	Affiliation fees
8 th October 2018	Craig Scott (Kiama Little As)	Cleaning of Complex Canteen
9 th October 2018	Kiama Netball Association	Grant funds and quote enquiry
10 th October 2018	John Dawson (Kiama Cricket)	Affiliation fees payment for past two seasons
10 th October 2018	Cheryl Taylor (Kiama Junior AFL)	Affiliation fees
15 th October 2018	JD for Kiama Cricket - CR	Electricity Poles on Chapman Pt Reserve
18 th October 2018	Various - CR	Re-turfing at Cavalier Park
22 nd October 2018	Brad Speering (Gerringong Cricket)	Vehicular damage to various Gerringong grounds
29 th October 2018	John D. (KCC) and Craig S. (KLA) - CR	Completion of work on complex car park extension
30 th October 2018	Brad Speering (Gerringong Cricket)	More damage to grounds in Gerringong
31 st October 2018	Renee Winston (KC)	Insurance Valuation
31 st October 2018	Reg Bartlett (Jamberoo Junior RL)	Affiliation fees enquiry
2 nd November 2018	Steve Hudson (Gerringong Senior RL)	Contact details for Gerringong Junior RL)
6 th November 2018	Alan Piper (KC) - CR	Optus Pole – no electricity to power points
7 November 2018	Wonder Woof Flyball Club	Ground availability enquiry
8 th November 2018	John Armstrong (CEO – IAS)	Meeting Invitation
Various dates	Kiama JRL, Jamberoo FC, Gerringong FC, Gerringong SRL, Jamberoo JRL, Gerringong CC	Payment of affiliation fees
20 November 2018	Dave Yates (SCDCA)	Ground usage in Kiama Municipality
20 November 2018	John Dawson (Kiama Cricket Club)	Application for assistance for Liam Mackrell
22 November 2018	Kiama Quarriers FC (HB/NP)	Ground usage bookings for next season

Correspondence Out		
Date	Who	Topic
25 th September 2018	Mark Honey, Kerry McMurray , Gino Belsito	Thank You for attending the KDSA AGM
27 th September 2018	Kerry McMurray (GM Kiama Council)	Community Recognition Awards
28 th September 2018	Affiliates	Correction of Bank Details
28 th Sept & 1 st Oct	Stephen Emmett (Last Man Stands)	Use of Kiama grounds and fees paid
28 th September 2018	Vic East (past Treasurer)	Thank You for your service to KDSA
4 th October 2018	Affiliates (specifically Treasurers)	Affiliation fees and Invoices
8 th November 2018	John Armstrong (CEO Illawarra Academy)	Invitation to KDSA meeting – February 4 th 2019
14 th November 2018	Gerringong Junior RL	Invoice for past Winter Season fees
14 th November 2018	Affiliates	Meeting reminder
14 th November 2018	Mark Honey, Kerry McMurray , Gino Belsito	Meeting minutes and thanks for attendance
20 November 2018	Dave Yates (SCDCA)	Ground usage in Kiama Municipality
21 November 2018	Affiliates	Public Meeting advertisement
22 November 2018	Bugle and Independent (CR)	Public Meeting advertisement
24 November 2018	Senior AFL, KNA, JFC, Junior Knights, GCC (CR)	Advice regarding the payment for grant projects

Business Arising From Correspondence

- **Damage at grounds** related to the letter from Brad Speering, Gerringong Cricket, was discussed.
- **Flyball** request to use a ground in Kiama Municipality for regular competition was submitted for discussion. Bombo Hill and Gainsborough Chase were suggested with Gainsborough Chase the preferred option due to the availability of an amenities block. Despite the Secretary mentioning his wife’s wishes to sleep in on Sunday mornings. CR is to continue liaising with both the Flyball Club and Mallory McLennan (KC) in regards to dates and requirements.

- **Invitation to John Armstrong, CEO IAS**, to attend the next meeting, 4 February, was mentioned.
- **Quarriers FC** request to book all four field at Kiama Sporting Complex was submitted and discussed. Scott Cooper is going to clarify the clubs needs. Col confirmed that the accepted duration of seasons was –
Summer – start of October till end of March
Winter – start of April till end of September
- **Public Meetings**, to be held on Tuesday 27th November and Tuesday 4th December were discussed.

Moved John Dawson, seconded Steve Hudson that the correspondence since the last meeting held 24/9/2018 be accepted. Carried.

Treasurer's Report

Balance as of 20 November 2018 was \$31 854.70

Latest statement was available to check.

The development of a spreadsheet to check the payment of Affiliation fees for the past few years was explained and discussed. Those that had not paid for the past Winter season were mentioned and delegates were invited to have a look at the spreadsheet at the end of the meeting.

The Affiliation Fee of \$30 per sport was explained and discussed, especially how this affects the number of votes permitted per sport versus per club. All present thought that the \$30 per affiliated club, that has been paid of recent, was fair and the consensus was that if a club paid an affiliation fee then they deserved a full vote. It was decided that an email be sent to affiliates to discuss the situation and come to the next meeting with their thoughts on the issue of the affiliation fee. The issue of voting rights was to be left until a copy of the Constitution could be circulated for affiliates to read and potentially change at next year's AGM.

Moved Gail Gaynor, seconded Scott Cooper that the Treasurer's Report be accepted. Carried.

Trust Fund Report

Balance as of 26 November 2018 was \$75 112.77 and it matures on 29/3/19

Donations of recent from – Softball \$200, Gerringong Cricket \$200

Moved John Dawson, seconded Vic East that the Trust Account Report be accepted. Carried.

General Business

Col Rathbone

Affiliates that were successful in gaining grants for special projects at the last General Meeting were reminded of the procedure that needs to be followed, especially the need to get an invoice from the company completing the project made out to Kiama Council for the amount of their grant plus GST. Kiama Council will then pay this amount and claim back the GST component, while the affiliate pays the balance, either directly to the company through a separate invoice or to Kiama Council. This saves the affiliate the GST component of the value of the grant.

The application, to Kiama Council, by a fitness trainer to use the fields at Bonaira and Chapman Point Reserves was submitted and discussed. CR is to get more information, especially the days of the week and times. It was suggested that on game days and while training is being conducted, she could use the grassed area beyond the carpark near the playground at Bonaira and a similar area beyond the carpark at Chapman Point.

Kiama Oztag

The season has started and been disrupted by a few washouts.

Members of Kiama Oztag represented Australia the recent World Cup where Over 55s and Open Women won and others were beaten in Finals and Semi-finals.

The need of amenities at Bombo Hill Reserve was discussed. Oztag have secured the use of a Portaloo for their Wednesday afternoon games, but it was thought the development of the reserve should be investigated. It was reported that Kiama Council have budgeted for an amenities block be built on the reserve in of the next two financial years. This is one of the projects that could be raised at the forthcoming Public Meetings.

Kiama Cricket

Senior teams are battling for numbers and consistent results while Junior teams are all faring well as the season draws towards the Christmas break.

Have completed the resurfacing of wickets at Chapman Point and Gainsborough Chase Reserves by Sydney company, Synthetic Grass and Rubber. Thanks to KDSA for their assistance through a grant and Kiama Council for stripping the wicket at Gainsborough Chase at short notice.

Conducted a successful "Official First Game" photo opportunity that was attended by the Mayor, Mark Honey and Deputy Mayor, Andrew Sloan on Saturday 3rd November.

Conducted a successful fundraising BBQ at Bunnings, Albion Park on Sunday 4th November. Recommended that other affiliates consider doing similar.

Conducted our fourth in five years, United we Stand remembrance ceremony for the tradition of Anzac at Cavalier Park on Saturday 10th November. Special guests included, Member for Kiama, Gareth Ward, Mayor of Kiama, Mark Honey, President Kiama and Jamberoo RSL, Mongo Delamont plus a piper and bugler from the RSL. Players from Kiama and The Rail Seconds Grade teams lined the wicket while the ceremony was conducted by Kiama CC VP, Brendan Barr.

Mentioned the theft of a generator and graffiti vandalism at Cavalier Park around Sunday 23rd September. Many thanks to Kiama Council workers for painting over the graffiti by Wednesday 26th September.

A grant application to assist Blake Mackrell to attend the Australian Primary School Cricket Championships in Western Australia was submitted. Moved and accepted that a cheque for \$200 be sent to Kiama Cricket Club to be passed onto Blake. The meeting wished him all the best at the championships.

Jamberro Combined Sports

Will be holding their AGM in the next few weeks.

A summary of their recent grant application process was given plus the work that has been completed. Kiama Council will be managing the project in conjunction with the Combined Sports Association.

Gerringong Senior RL

Have held their AGM with the same committee being re-elected – some 18 members !
Thanks to the KDSA for the grant to refurbish the dressing rooms at Michael Cronin Oval.
The fitness area has been completed and is up and running. Thanks also going to the St George-
Illawarra Dragons, specifically Scott Stewart, for their assistance in the provision of some
equipment and flooring. This facility will also be open to the public and other sporting clubs to use.

Kiama Council Groundsman

Returfing has been completed at the Kiama Sporting Complex on the northern end of Field 2. The
turf used is supposed to be a much more durable grass that should better handle the wear and
tear of the goal mouth.

The grass on fields is growing very quickly and hence is requiring regular mowing. It is hoped
everyone understands if not every field gets mowed every week.

The Electricity poles for the use of campers will be erected on Chapman Point Reserve from
Monday 3 December and will remain up until mid-February.

Further work on the Softball back nets at Chapman Point will planned in the future.

Softball

In off season but it has been confirmed that the Softballers prefer watching the whales from
Chapman Point over the Skateboarders at Gainsborough Oval.

A Kiama team recently competed in the Over 35s division of the PanPacs Masters Games on the
Gold Coast. They returned with silver medals. Well done. It was great advertising for the Kiama
District as many noticed the players shirts that were supplied by Kiama Golf Club and enquired
about the area and what it offered.

Kiama Rugby Union

Handed over a cheque to the Trust Fund that will be given to Craig Scott.

Also thanked the Association for their assistance grant for Ruben Thomas to travel to South Africa
as part of the NSW Country Schoolboys team next year. Another Kiama player has been added to
the team and he too will need assistance. A verbal application was submitted with a written one to
follow. It was agreed to write a cheque to Kiama Rugby Union Club for \$500 (the new amount
agreed at the recent AGM) to be used towards assisting this new player.

The new fridges that were purchased with the assistance of a grant from the KDSA are working
well and keeping the beer cold.

Gerringong Breakers FC

The club had another very successful year with First Grade men winning the Grand Final 2 nil over
the previously undefeated Bomaderry team. First Grade Women made the GF for the 4th year in a
row while the Reserve Grade Women were Minor Premiers and Premiers for the 4th year in a row.

This has been consistent growing numbers in both juniors and womens teams. This has prompted
the club to vote and apply to leave the Shoalhaven competition and enter teams in the Football
South Coast competition. This will offer great representative opportunities, increased chance of
funding and resources.

The recently held South Coast 7s competition attracted over 300 participants with over 75% coming from outside the Kiama area including teams from ACT, Sydney and Country NSW. Thanks to the Kiama Council ground staff for top soiling and other maintenance at Gerry Emery Oval during the season.

The club is still looking at securing State and federal grants to assist with the planned upgrade of lighting and drainage on the oval.

Kiama Quarriers FC

The BBQ that is being built with the assistance of a grant from the KDSA is progressing and should be completed soon.

Also, in their off season but plans are progressing after recently holding their AGM with some new committee members.

Scott Coopers 8-year-old son has been identified as a talent of the future and has been invited to training with West Ham in London next year. Well done.

Kiama Senior AFL

Welcome to the new President, Ricky Neels who was elected recently along with some other changes at the clubs AGM.

First Grade eventually broke their drought by winning the Grand Final and Reserves lost their GF. Are in the process of applying for State and federal grants to assist with the upgrade of their change rooms and the addition of a clubhouse.

Gail Gaynor

Showed off her medals from the recent Pan Pacs Masters.

Suggested that we inform Kiama Council of the change to our mailing address, even though the PO box at Jamberoo is still active, but will not be renewed when the contract expires.

There being no further business the meeting closed at 9.20pm

The next meeting of the KDSA will at 7:00pm on Monday 4th February 2019 (due to the Australia Day Long Weekend) at the Kiama Leagues Club.

14.2 Minutes - Jamberoo Valley Ratepayers and Residents Association meeting - 4 December 2018

Responsible Director: Office of the General Manager

The minutes of the Jamberoo Valley Ratepayers and Residents Association meeting held on 4 December 2018 are attached for Councillors' information.

Communication/Community Engagement

Councillors and staff regularly attend and address Association/Precinct meetings.

Meeting dates are published on Council's website.

Attachments

- 1 Minutes for Jamberoo Valley Ratepayers and Residents Association - 4 December 2018 [↓](#)

JAMBEROO VALLEY RATEPAYERS AND RESIDENTS ASSOCIATION Inc.

PO Box 146, JAMBEROO, NSW 2533
jvrrasecretary@gmail.com

**Minutes of the JVRRA General Monthly Meeting
7.30pm, Tuesday 4 December 2018 at Club Jamberoo**

Attendees

Bob Neilson, Ros Neilson, Viv Marris, Margaret Stephenson, Veronica Baker, Sidney Baker, Rob McKinnon, Ros McKinnon, Mary Lou Reid, Geoff Reid, Peter Brown, Jeannie Lyall, Max Brennan, Glenys Day, John Zimmer, Geoff Boxsell, Ian Facey, John Friedmann, Lesley Friedmann, Neil Reilly, Penny Morris, Paul Morris, Graham Pike, Roger Lyle, Gail Taylor, Narelle Day, Michelle Higgins, Andy Higgins.

Apologies

Tristram Miall, Nick Dettman, Carol Dettman, Jayne Carruthers, Alison Fettell, Colin Hollis, Gordon Streek, Andrew Waugh, Michael Brennan, Chris Lavers, Marie Lavers, Susie Nash, Marea Gardner, Ann Pike, Julie McDonald, Tony Day, Graham Letham, Robyn Letham, Mark Honey.

The meeting was opened at 7.30 p.m. by Chairman, Rob McKinnon.

1. Minutes of the previous JVRRA General Meeting of Tuesday 6 November 2018

The [Minutes of the November 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](#):

- Letter from Council inviting Public access address re proposed changes to tourist accommodation in non-urban areas
- Letter from Council informing JVRRA that the proposed changes to LEP and DCP re tourist accommodation in non-urban areas have been passed by Council.
- Letter from Erica Warren requesting support for the idea of What's On signage for Jamberoo.
- Reply from Council re use of glyphosate (Round-Up): Council is monitoring the use of this chemical, and Council workers are required to wear protective clothing.
- Reply from Council re rotunda drainpipes: Gino Belsito, Director of Engineering and Works, will inspect this and report back.
- Letter to JVRRA from Minnamurra Lane resident re unsafe drain and exposed NBN cable on the corner of Minnamurra Lane and Allowrie Street.

Correspondence OUT:

- JVRRA Committee's submission to Council re DA 10.2018.255.1, 37 Churchill Street. The basic argument in opposition was that the planned subdivision is crowded, which creates problems with narrow, battle axe lots. In addition, the potential danger of flooding may have changed, especially since the engineering studies preceded the development of Chapel View Estate.
- Pre-NSW Election JVRRA Planning and Development Forum: invitations to Minister and Shadow Minister for Planning and Liberal, Labor and Green candidates for the seat of Kiama to attend 5 February Meeting as guest speakers.
- Letter to Rob Owens (KMC Director Corporate & Commercial Services) requesting guidelines for monitoring SRV expenditure and information re Developer Contributions, and discussion of Reid Park camping arrangements.
- Letter to Council re policy on use of glyphosate.
- Letter to Council re drainpipes on the rotunda, Reid Park

4. Matters Arising from the Correspondence not listed elsewhere in the Agenda

- Discussion re Erica Warren's suggestion for What's On signage. The meeting thoroughly supported the idea. Geoff Reid suggested that it might be more practical if electronic signage were used, as is the case in Robertson.
ACTION: Letter of support re signage to be sent to Council, copied to Erica Warren.
- Re changes to LEP and DCP to allow tourist accommodation in non-urban areas: JVRRA presented at the Public Access meeting (see copy of presentation [HERE](#).)
Comment from Ros Neilson: DCP Ecotourist facilities have a recommended maximum of 10 guest bedrooms, while farm stays have a maximum of 5 guest bedrooms. Director of Planning and Environment, Linda Davis described these DCP limits as 'only guidelines' during the Council meeting. Linda Davis also stated that environmental concerns are adequately addressed by Clause 5.13 in the LEP.
- Andy Higgins, Country Labor Candidate for the NSW March election, who was in attendance at the meeting, confirmed that he will attend the JVRRA Pre-Election Planning and Development Forum at the February meeting.
- Discussion re drainage corner Minnamurra Lane and Allowrie Street.
ACTION: Letter re drainage in Minnamurra Lane to be sent to Council.

5. Treasurer's Report for month ending 31 October 2018

The [Treasurer's Report](#) as circulated and distributed were accepted with no dissent (moved Mary Lou Reid, seconded Glenys Day).

6. Infrastructure

- Follow-up from infrastructure requests to Council: Graham Pike commented that some important infrastructure issues had not been addressed after the September 2017 meeting, after which a letter had been sent to Council requesting:
 - Seating at the skateboard park for supervising parents
 - Placement of the garbage bin that is currently outside Nerrilee Antiques—should be moved across the road to the entrance of Reid Park, beside the bus shelter.

ACTION: Letter re these matters to be sent to Council, with a reminder that they were first raised in September 2017.

- Children’s playground in Reid Park: Council is now asking for design ideas from the public, with construction anticipated early in 2019. Their request is available on FaceBook and on the Council website: <http://www.kiama.nsw.gov.au/your-council/news/latest-news/have-your-say-on-new-jamberoo-playground> . Suggestion: information about request for design ideas to be put up on Public Noticeboard outside Reid Park.

ACTION: Suggestion to be sent to Council re additional notice on noticeboard.

- Roger Lyle reminded the meeting that it would be useful to bring all current infrastructure projects into one document, that could be checked and updated as appropriate.

ACTION: Secretary to update Infrastructure Checklist.

7. CCAG News (Graham Pike)

- CCAG has received a copy of a submission from the Sydney Better Planning Network, made to the NSW government’s Nick Kaldas review of corruption in the NSW planning system. The submission shows that the types of problems being experienced by residents of the Kiama Municipality in planning matters are common to other areas of the State as well. The Nick Kaldas review was due to report to the government on 30 November. An introduction to the submission is [HERE](#), and the actual submission is available [HERE](#).
- A municipality-wide NSW Pre-Election Forum on planning and development issues has been organised by CCAG for 21 February 2019, in the Masonic Lodge, Kiama. JVRRA will contribute to the cost of the hire of the hall (\$10).
- Feedback from the Local Strategic Planning Statement workshops: a letter from Linda Davis, Director of Planning, has been sent to all participants – a copy is available [HERE](#). More community consultation, held in the various precincts, will occur during 2019.

8. Gardens Report

Margaret Stephens was thanked for all her efforts communicating with Council to get our Allowrie Street and Reid Park gardens looking so attractive. Council’s work is also much appreciated. (By the way, it will be interesting to see how many Jamberoo gardens will be sporting beautiful red geraniums this summer, all started from cuttings we have taken as we have helped to dead-head the flowers in Allowrie Street!)

- Margaret Stephens suggested that Jamberoo residents should repeat the very successful ‘Adopt-a-Tree for Christmas lights’ strategy that was started last year. Inexpensive solar powered lights are available in Reject Stores, etc. Residents could choose, for example, one of the crepe myrtles in Allowrie Street to decorate.

ACTION: All JVRRA members to spread the word and decorate our trees with lights!

9. Publicity

Glenys Day reported that the Bugle reported on the outcome of the Croom DA Land and Environment Court Hearing, but it hasn’t yet been covered by the Independent.

10. General Business

- Glenys Day raised the issue of rates for residents in rural areas, who do not receive garbage and sewerage services: would they be entitled to a relatively lower rate increase in the Special Rate Variation? Neil Reilly indicated that this might indeed be possible. Rob McKinnon argued that rural residents tend to be subsidised by urban residents in other ways, such as road maintenance. After some discussion, it was agreed that a letter should be sent to Rob Owens, Director of Corporate and Commercial Services, requesting clarification.

ACTION: Letter requesting clarification re rates to be sent to Council.

- Margaret Stephens raised two traffic safety issues:
 - Traffic management of the intersection of Churchill Street and Chapel Lane. Visibility is very difficult for cars turning out of Chapel Lane, and the potential for an accident is very serious; a recent accident has in fact occurred. A mirror has been requested previously, but this was not followed up.
 - The painting of the pedestrian crossing lines on Allowrie Street is wearing thin, and it needs re-painting for better visibility.

ACTION: Letter to be sent to Council requesting the placement of a mirror at the intersection, and the re-painting of the lines on the Allowrie Street pedestrian crossing.

- Max Brennan mentioned that sadly Tom McParland passed away recently. There will be a service on Monday 10th December, at 11 am at Jamberoo Catholic Church. A wake for Tom will follow at Club Jamberoo at 12.30 pm - all welcome. Red Cross will be doing the catering.

11. Preparing for the NSW Pre-Election Planning and Development Forum to be held at our next JVRRA General Meeting, 5 February:

JVRRA members will be informed when our invitees have all responded, and questions can be drafted by the committee and other interested members before the meeting.

12. Call for Ideas for guest speakers for 2019 JVRRA General Meetings:

Peter Brown (Agricultural Scientist with extensive knowledge of the local area) agreed to give us a talk in March.

Other potential speakers were mentioned: Kevin Mills re local rainforests and habitats; Jamberoo retailers and service providers (e.g. Post Office, Financial and IT services, physiotherapy, etc., etc.) to discuss and showcase available services; Council staff to discuss Kiama as an age-friendly municipality; speaker from University of the 3rd Age; speaker from HARS Aviation Museum ... PLEASE KEEP THE IDEAS COMING!

13. Date of the next JVRRA General Monthly Meeting: Tuesday 5 February 2019. Please remember that there is no January meeting.

14. Close of meeting at 8.30 pm, followed by a very enjoyable Christmas party. Thanks to all who contributed and participated.

Best wishes to all for a Merry Christmas and Happy New Year.

14.3 Headlines: Landcare Illawarra meeting - 24 January 2019Responsible Director: Office of the General Manager

Who was there?

- Councillor Rice + 8 others and 3 apologies.

Great Eastern Ranges Project:

- David Rush gave a great presentation on the need for, and challenges of, a project that is building connectivity from the Atherton Tableland all the way south to the Victorian mountains. Check it out at:

<https://www.environment.nsw.gov.au/resources/nature/ccandger.pdf>

- LI's seed bank and nursery friends are well poised to help if called upon.

Seed collecting licence. YES! Oh YES!

- Thanks to Project Officer Richard Scarborough's great work, we have had our seed collecting licence renewed until October 2020 by NPWS and our projects continue unabated.

Legitimate Landcare?

- Ailee Calderbank, Coordinator, expressed concern some groups working under the Landcare banner, do not adhere to Landcare principles, eg, they remove natives, plant ornamentals, dispose of weeds carelessly.
- LI will prepare a Landcare Charter that any group wanting to be "Landcare" will need to accept and sign.

Treasurer's Report:

- We still have money in the bank and can afford to keep our Coordinator, Ailee, employed, even though we have no government funds to do so.

Minnamurra Boardwalk project:

- Some confusion about LI's "endorsement" of aspects of this project, but no endorsement ever took place, despite what the Cardno report printed.

Post-meeting Headlines**Money for Coordinators? Probably, but only after the March election**

In September 2018, Will Armitage and Greg Thompson (Shoalhaven), with Ailee and Tony (Illawarra), met with Ryan Park, MP and Shadow Treasurer. Labor is supportive of Landcare NSW receiving \$32.5m the next 4 year period.

Will and Greg also met with Gareth Ward MP, who said Minister Niall Blair and Treasurer Perrottet could only promise around \$15m.

But then ... on February 4 Minister Blair wrote:

Since our initial commitment in 2015, where \$15 million was dedicated to starting the LLCI, we have seen the initiative go from strength to strength. This extra funding of \$22.4 million from a re-elected Liberals & Nationals Government will continue to build upon the great work that has been done over the last four years.

Reports for Information

14.3 Headlines: Landcare Illawarra meeting - 24 January 2019 (cont)

Next meeting: Thursday 28 February @ 6pm

Communication/Community Engagement

N/A

Item 14.3

14.4 Question for Future Meeting: Bombo Quarry Dust PollutionResponsible Director: Environmental Services

At the Council meeting held on 22 January 2019, Councillor Steel requested that the Bombo Quarry be officially approached concerning the continuous dust fallout from the Quarry which appears to have dramatically increased since prior to Christmas. Local residents claim that there has been no visible evidence of water suppression for the area in place in the last 3 months.

There are 2 quarry operators at the Bombo site that could be a source of dust fallout. One is the Sydney Trains Quarry which is still operational and the other the Boral Quarry has ceased operating for several years.

The New South Wales Environmental Protection Authority (NSW EPA) is the appropriate regulatory authority responsible for monitoring compliance with environmental license conditions and for investigating and actioning community complaints. Therefore any official approach to the Quarry operators should be made by the NSW EPA rather than Council.

It is imperative that all complaints are directly reported by the community to the NSW EPA via the 24/7 Pollution Incident Hotline 131555. This will ensure officers from the EPA can investigate and respond to these complaints. Reporting also ensures that ongoing dust or other environmental issues do not go undetected.

Data obtained from the NSW EPA indicated that in the past 12 months (since January 2018) only 4 pollution incidents have been reported. Two of these related to dust, one received on 22/1/2019 and the other on 3/10/18. Upon further investigation 1 of these complaints was found to be related to the Dunmore and not the Bombo Quarry operations. The other 2 complaints related to noise and these were received on 4/12/18 and 10/4/18.

As part of the Sydney Trains Quarry EPA operating license conditions, monthly dust monitoring is required to be undertaken at 3 sampling sites. The test results are published on the Sydney Trains Bombo Quarry and the NSW EPA websites.

The NSW EPA advised that the monthly test results (October 2018 to January 2019) indicated that the dust deposition levels were below the required operating standard limit of 4 grams per square meter per month at all of the monitoring sites.

Councillor Steel's concerns were discussed and reported to the NSW EPA for their investigation and action as appropriate. Council also notified the onsite site Manager of the quarry of these concerns. The acting onsite site Manager advised that some maintenance works were being undertaken during a major dust/wind storm in January which resulted in the water sprays not working. This issue has now been resolved and there is also a permanent water tanker on site to control dust from access roads.

14.5 Question for Future Meeting: Spring Creek Wetlands Development - Biodiversity ProtectionResponsible Director: Environmental Services

At its meeting held on 22 January 2019 a Question for Future Meeting was asked by Councillor Rice for a report on what Council is planning to do to protect and maintain the biodiversity of the Spring Creek Wetlands in light of the forthcoming development of Spring Creek and into the future.

Council currently actively maintains the Spring Creek Reserve under guidance from the Spring Creek Plan of Management. Tree planting activities occur annually through National Tree Day activities and vegetated areas of the reserve are maintained on a schedule by Council's bush regeneration staff.

Council has commissioned research to inform the development of the proposed residential area to the north of the wetland area. This information will be utilised to develop the DCP and will also inform any legislative requirements to be met for the proposed development under the Biodiversity Conservation Act 2016 and the Coastal Management Act 2016 and Coastal Management SEPP.

Spring Creek is recognised under the Coastal Management Act 2016 as "Coastal Wetland", with associated buffer zones with considerations to be given from proposed developments.

Clause 11 of the Coastal Management SEPP, "Development on land in proximity to coastal wetlands or littoral rainforest", stipulates:

- 1) Development consent must not be granted to development on land identified as "proximity area for coastal wetlands", or "proximity area for littoral rainforest", on the *Coastal Wetlands and Littoral Rainforest Area Map*, must not be granted unless the consent authority is satisfied that the proposed development will not significantly impact on:
 - a) The biophysical, hydrological or ecological integrity of the adjacent coastal wetland or littoral rainforest; or
 - b) The quantity and quality of surface and ground water flows to and from the adjacent coastal wetland or littoral rainforest.

These principles and legislative requirements will all need to be addressed in the development of the proposed residential area.

14.6 Question for future meeting: Relocation of Projector ScreenResponsible Director: Corporate & Commercial Services

Summary

At a previous Council meeting, it was noted that some Councillors have difficulty viewing presentations due to the size of the smaller projector screen. The Councillors sit with their back to the larger screen and therefore it is not practical for them to twist around to view presentations.

A request was made to the IT Team to provide estimated costs for replacing the smaller screen with a larger one.

Initial investigations identified that simply swapping the screen for a larger size would not be practical as it would block the public view.

Options

Two options to resolve this issue have been identified.

Option A

- 4 x 21" Desktop Monitors to be placed on the Councillors' desks (using standard monitor desktop stands).
- This option also involves expansion of the HDMI distribution system in the ceiling to accommodate an additional video signal to the Councillors' desks.
- Power and AV cabling would be installed under / through the Councillors' desks. The cabling will run down the wall behind the desks and run across the floor in a "speed hump" as per the minute taker's desk. These desks will have to be fixed into position and access to cabling internally in the wall will need to be confirmed.
- Estimated cost of \$5,500 + GST.

Option B

- 100" motorised screen to be installed on a diagonal on the wall behind the Director Blue Haven. As a point of reference, the existing large screen is 110" and the existing small screen is 84".
- A new projector of the same make/model as the main projector to be installed for this screen.
- This option also requires expansion of the HDMI distribution system.
- Power outlets and data cabling will be required.
- Programming of AV system to automate the projector and motorised screen will be required.
- Estimated cost of \$8,500 + GST

Finance

The costing above assumes the existing small screen is to remain in operation.

Reports for Information

14.6 Question for future meeting: Relocation of Projector Screen (cont)

The preferred solution from an IT perspective is Option A and there is sufficient funding in the current budget to complete this work (Councillor Equipment Refresh – 0550.161.920).

Communication/Community Engagement

N/A

Item 14.6

14.7 Question for future meeting: Ongoing Maintenance of Stone Walls

Responsible Director: Engineering and Works

At the meeting held on 22 January 2019, Councillor Brown requested that a report be provided on the dry stone walls on the major entrances to Kiama and Gerringong on the Princes Highway and the ongoing maintenance of them be outlined.

The dry stone walls on the major entrances to Kiama and Gerringong on the Princes Highway are repaired on an as-needed basis. Currently, both walls have been identified for minor repairs in the coming weeks. The work will be undertaken by Council's Stonemason.

Item 14.7

14.8 Question for future meeting: Use of HerbicidesResponsible Director: Engineering and Works

At the meeting held on 22 January 2019 Councillor Rice requested a report, in response to the increased scrutiny regarding herbicide safety, what measures are being taken by Kiama Council to keep workers safe and how much of this is compulsory.

Council has a work method statement for pest, disease and weed control which outlines compulsory personal protective equipment.

Further, Council has been trialing new respirators with staff who are involved in large volume use of Glyphosate. Smaller spraying work staff use the recommended activated charcoal filter masks. While spot spraying where no mist is produced, staff are to determine risk controls independently.

Engineering and Works regularly liaises with Councils Risk Management team to ensure that staff are comprehensively protected while undertaking their duties.

14.9 Question for future meeting: Gainsborough's Turpentine Forest

Responsible Director: Engineering and Works

At the meeting held on 22 January 2019, Councillor Rice requested a report on any conservation measures being undertaken in the 'Gainsborough' Turpentine Forest at Kiama Downs.

It is advised that Council staff regularly maintains the Bushfire Asset Protection Zones on the perimeter of the reserve with slashing. Weed control within the reserve occurs on demand and subject to resourcing, with limited weeding occurring in the past few years.

Item 14.9

14.10 Questions for future meetings register as at 11 February 2019

Responsible Director: Office of the General Manager

Attached for Councillors' information is the Questions for future meetings register as at 11 February 2019.

Communication/Community Engagement

N/A

Attachments

- 1 Questions for Future Meetings Register as at 11 February 2019 [↓](#)

Questions for Future Meetings Register

16/73192

No	Details	Actions
18 September 2018		
17.3	<p>Community Response Policy Councillor Rice requested a report on the issues involved and the progress that can be made towards developing a manageable community response policy for the Municipality. The Mayor referred the matter to the General Manger of investigation and report.</p>	Interim update provided to 20 November meeting
17.5	<p>Community Bank premises Councillor Westhoff requested investigation into the possible relocation of the Gerringong Library branch to the unused baby health centre' premises until its permanent move to the new Library and the possibility of then allowing the current Gerringong Library premises for use by the Gerringong & District Community Bank. The Mayor referred this matter to the Director Corporate and Commercial Services for investigation and report.</p>	On-site inspections and meetings with key stakeholders have commenced. Interim report will be provided to the March Council meeting
16 October 2018		
17.4	<p>Car parking behind old Mitre 10 site Councillor Way requested a report on the provision of additional car parking at the rear of the old Mitre 10 site facing Akuna Street, Kiama now owned by Council, that would include the demolition of existing sheds and replacing with bitumen and line marking for car parking. The report should also indicate how many additional car parking spaces could be provided and the cost estimate. The Mayor referred the matter to the Director Engineering and Works for investigation and report.</p>	Under investigation – will be reported to February meeting
20 November 2018		
17.1	<p>Council Chambers – projection screen Councillor Reilly requested that the Council Chamber's projection screen, located opposite the Councillors, be replaced with a larger screen. The Mayor referred this item to the Director Corporate and Commercial Services for investigation and appropriate action.</p>	Reported to 19 February 2019 meeting
17.5	<p>Council Committee for Business Unit Councillor Brown requested advice as to whether it could be beneficial to have a Council Committee looking over the Council Business Units. The Mayor referred this item to the Director Corporate and Commercial Services for investigation and report.</p>	To be reported to the March 2019 meeting

No	Details	Actions
22 January 2019		
17.1	<p>Bombo Quarry Dust Pollution Councillor Steel requested that Bombo quarry be officially approached concerning the continuous dust fallout from the quarry which appears to have dramatically increased since prior to Christmas. Local residents claim that there has been no visible evidence of water suppression for the area in practice in the last three months. The matter was referred to the Director Environmental Services for action.</p>	Report to 19 February Council Meeting.
17.2	<p>State Railway Land – Slip Bombo Walkway Councillor Steel requested that a meeting between State Rail, Kiama Council and local Bombo residents be scheduled to discuss the completion of repairs to the walkway adjacent to the railway line overlooking the Boneyard. The matter was referred to the Director Engineering & Works for action.</p>	To be reported to the March 2019 meeting
17.3	<p>Turpentine Forest Conservation Councillor Rice requested a report on any conservation measures being undertaken in Gainsborough's Turpentine Forest. The matter was referred to the Director Engineering and Works for investigation and report.</p>	To be reported to the March 2019 meeting
17.4	<p>Spring Creek Wetlands Development – Biodiversity Protection Councillor Rice requested a report on what Council is planning to do to protect and maintain the biodiversity of the Spring Creek Wetlands in light of the forthcoming development of Spring Creek and into the future. The matter was referred to the Director Environmental Services for investigation and report.</p>	Report to 19 February Council Meeting.
17.5	<p>Use of Herbicides Councillor Rice requested a report, in response to the increased scrutiny regarding herbicide safety what measures are being taken by Kiama Council to keep workers safe and how much of this is compulsory. The matter was referred to the Director Engineering & Works for investigation and report.</p>	Report to 19 February Council Meeting.
17.6	<p>Ongoing Maintenance of Stone Walls Councillor Brown requested that a report be provided on the dry stone walls on the major entrances to Kiama and Gerringong on the Princes Highway and the ongoing maintenance of them be outlined. The matter was referred to the Director Engineering & Works for investigation and report.</p>	Report to 19 February Council Meeting.

15 ADDENDUM TO REPORTS

16 NOTICE OF MOTION

16.1 160th Year Celebration Committee formation

Cllrs Warren Steel, Matt Brown and Neil Reilly have submitted the following Notice of Motion for Council's consideration:

MOTION

That Council form a Committee to investigate organising a community celebration for the Municipality's 160th year.

Signed Councillor Warren Steel
Councillor Matt Brown
Councillor Neil Reilly

16.2 Minnamurra River Boardwalk

Clr Don Watson has submitted the following Notice of Motion for Council's consideration:

MOTION

That Council:

1. Note there has been interest from some sectors of the Kiama community, in particular sections of the North Kiama community, for some time, to see a boardwalk along the Minnamurra River, namely along Riverside Drive
2. Note it has not formed any opinion on the design nor structure nor material nor the environmental impact nor the tourism impact of such a boardwalk nor raised these important matters in a formalised manner by way of consultation with the community to date
3. Note it was granted \$4.5M of NSW tax money in 2018 without asking for it and without providing any of the information that might usually be required as identified in point 2 above
4. Note that over \$500,000 of that grant money has already been spent and early costing appears that there is a significant shortfall of funds to complete the project even on the most conservative and cost-effective design and material usage
5. Note the environmental concerns, including tree classification, expressed by the Friends of Minnamurra River in their News Release of 5 February 2019;
6. Question why Gareth Ward and the NSW Government did not consult with Council, before deciding on the figure of \$4.5, regarding:
 - project costing, ongoing maintenance and its impact on the Council budget
 - environmental impact
 - tourism, economic and social impact
 - community consultation.
7. Request the government allow us to use the remainder of the \$4.5 in relation to the boardwalk to:
 - cost two or three options including ongoing maintenance
 - assess the environmental impact
 - assess the tourism, economic and social impact
 - commence community consultation.
8. Note at the end of the open and transparent process described in point 7 above, we should then have an option to then seek a funding grant.

Signed Councillor Don Watson

16.3 Tree issue - No 12 Cedar Ridge Road, Kiama

Clr Matt Brown has submitted the following Notice of Motion for Council's consideration:

MOTION

That Council:

1. Note that Mr and Mrs Norris have had many interactions with Council staff and Councillors over many years trying to find a solution for the removal of large trees that pose a safety risk to their property and their family.
2. Note that recently, two large branches from those trees have fallen and on one occasion nearly missed their grandchildren whilst they went to collect letters from the mail box.
3. Note that the boundary to their property is unique in the way it is shared with Council property.
4. Note that despite a council officer recently visiting the property, no workable solution has yet been presented to Mr and Mrs Norris (see Attachment A).
5. Permit Mr and Mrs Norris to remove three Casurina trees (trees numbered 1-3), two Silky Oak trees (trees numbered 4 and 5), one Chestnut tree (tree number 6) and one other large tree (tree number 7) as indicated on Attachment B.

Signed Councillor Matt Brown

Attachments

- 1 Attachment A - Emails to Matt Brown 29/01/19 - redacted [↓](#)
- 2 Attachment B - Site drawing of subject trees - 12 Cedar Ridge Road [↓](#)

Attachment A

From: Graeme Norris
Date: 29 January 2019 at 7:22:15 pm AEDT
To: Matt Brown <mattb@kiama.nsw.gov.au>
Cc: [REDACTED]
Subject: Tree update

Good Evening Matt

Good to hear that you are back on deck and again dealing with community issues
Recently, 21st Jan 2019, a large tree branch shed itself from one of the Casuarina trees in the
council area. My grandchildren had been checking the mailbox
Just minutes before this branch came down. Luckily they were not hurt.

After contacting Council to report this situation I decided to contact the manager of works to
make an appointment to discuss this situation.

A meeting was arranged for Thursday 24 Jan 2019 at 2 pm with Tony Hardy. On Wednesday
23 I received a telephone call from Mallory McLelland advising the meeting had been
cancelled.

The reason given was that Department for works was not the correct department to discuss
our concerns. I was told that Michael Taylor would come to assess the tree within two weeks.
I told Mallory that this was not the reason for the arranged meeting but to put our concerns
forward on the whole situation. Her reply was that she was at the bottom of the food chain
and she was only passing

On the email from Tony Hardy.

I contacted this department as I want to talk to a Council officer who had the delegation to
make decisions.

I also emailed Don Watson to ask if he could be at this meeting.

You asked me to register for public access for the 17 Dec 2018 meeting to which I was told I
could not speak as our situation did not fit to the business papers for this meeting

Hoping you can help our situation and bring it to an amicable conclusion for all concerned

Yours truly
[REDACTED]

Item 16.3

Attachment 1

On Fri, Feb 1, 2019 at 8:43 AM [REDACTED] wrote:
1 Feb 2019
Good Morning Matt

Thank you for your reply and insight into your efforts to bring our situation to a conclusion.

Yesterday 31 Jan 2019 Micheal Taylor (tree preservation officer) attended our property to assess the large Casurina adjacent to the driveway.
I explained the reason for the meeting (24 Jan 2019) with Tony Hardy, which was cancelled, was to discuss the whole situation not just one tree.

Micheal was there to assess the tree. (11.00 am) I kept reiterating our concerns, however, he was more intent on quoting policy rather than being sympathetic to our special situation. I then stated Councils tree planting policy, 17 Nov 2015 section 4

Clause 4.1 Unauthorised tree planting

Where a tree has been planted in any street or reserve and a council operative believes that the species is inappropriate for the planted site then said tree maybe removed or relocated.

The sheer size of these trees makes difficult to relocate not to mention expensive.

Clause 4.6 Tree Placement

The positioning of trees must take into account many factors

Sub clause 3

Trees should not be closer than 2.5 metres from a driveway. Two trees are 1.0 m to 1.2 m from our driveway

Sub clause 6

Trees should not be less than 12 m from the apex on a corner. Some of these tree are opposite Bele Place and contravene the sub clause

Michael was not receptive to this part of discussion to which he immediately went back his stance on "he was here to assess the tree".

I reiterated that this was council policy and we could work together for an outcome.

I sensed that the conversation was falling on deaf ears and he was reluctant to compromise

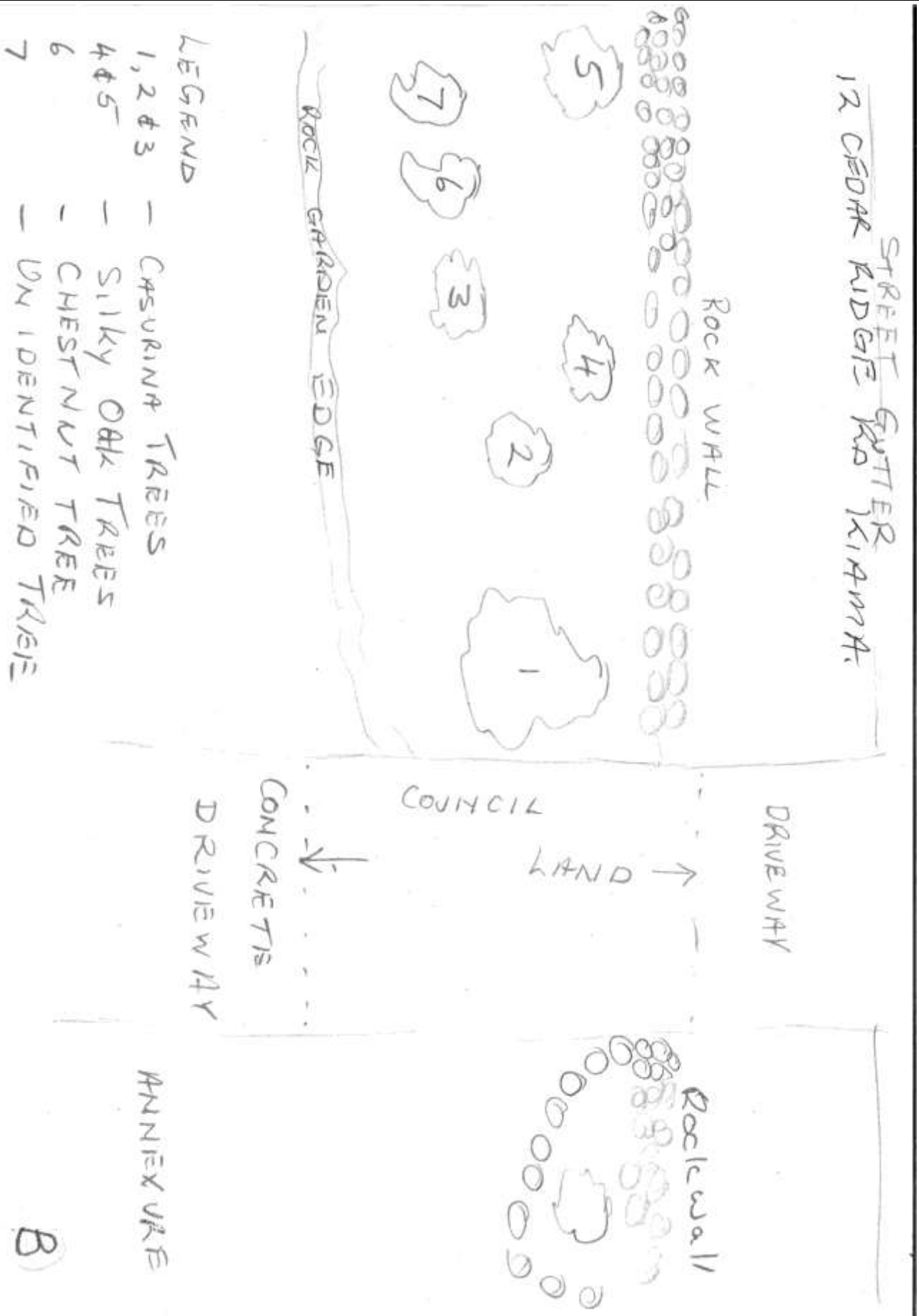
Approximately 5.00pm I returned home to find a large branch, shed from a casuarina, laying across the driveway (see attached picture)

I dragged the branch off the driveway so I could get the car to the garage. Again luckily no one was hurt.

You can see the branch covers the width of the driveway, some 4 metres wide. So not a small branch

I hope this account will be beneficial towards your efforts on tree policy and common sense

Regards
[REDACTED]



- LEGEND
- 1, 2 & 3 - CASUARINA TREES
 - 4 & 5 - SILKY OAK TREES
 - 6 - CHESTNUT TREE
 - 7 - UNIDENTIFIED TREE

B

18 CONFIDENTIAL SUMMARY

CONFIDENTIAL COMMITTEE OF THE WHOLE

Submitted to the Ordinary Meeting of Council held on 19 February 2019

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 ILLAWARRA SHOALHAVEN JOINT ORGANISATION TENDER FOR GROSS POLLUTANT TRAPS AND PIPEWORK SERVICING

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 Illawarra Shoalhaven Joint Organisation Tender for Gross Pollutant Traps and Pipework Servicing

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.

20 CLOSURE

Item 19.1 CONFIDENTIAL